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ASHT Pty Ltd; ABN 71 080 736 456; RTO # 0137; CRICOS # 01774A

REGISTRATION FORM FOR CERTIFICATE III TO ADVANCED DIPLOMA COURSES

Section A : Personal & Course Details

Please tick the appropriate box: **Title** Mr Miss Mrs Ms

Family Name **Full Given Names**

Preferred Name **Date of Birth** Day Month Year

Postal Address

Suburb **State** **Postcode**

Phone : Home **Work** **Mobile**

Email

Residential Address (if same as postal address, print "as above")

Street

Suburb **State** **Postcode**

Emergency contact details

Name **Phone**

Course Title

Study Mode (Full-time (F), Part-time (P), External/Correspondence (E), On-line Learning (O))

Course Commencement Date: Day Month Year

Please tick the box if you are applying for Recognition of Current Competencies (RCC)

For full-time for courses of 3 months or longer, please supply 2 recent passport size photographs of yourself with your name and date of birth in blue or black ballpoint ink on the back.

Section B : Fees

1: Payment by Deposit & Installments I agree to pay the course tuition fees by the due date and I understand that I will incur a \$20.00 penalty for failure to make a payment and/or failure to organise an alternative payment plan. I have paid a non-refundable deposit of on / / I will be paying my tuition fees on a monthly / fortnightly (*please delete one*) basis. My first installment of will be paid on the first day of the course. I understand that I will have a reminder notice sent to my postal address at least 5 days before an installment is due. Failure to receive this notice does not cancel my obligation to pay my tuition fees. Please note also that School breaks do not cancel an obligation to pay fees.

Total Fees:

OR

2: 2 Payments Only I have paid a deposit of and will pay the remaining amount of on the first day of the course.

OR

3: Payment in Full I am making 1 payment of to cover tuition fees for the entire course.

Cheques or Money Order should be made payable to *ASHT Pty Ltd*

If *mailing* this form and paying by Credit Card, please complete the following:

Card # Expiry Date

Name appearing on card

Card Type

Bankcard Mastercard Visa

Signature of Cardholder

American Express Diners Club

DATE	ITEM	FEES PAID	BALANCE	RECEIPT #	PAY METHOD

Office
Use
Only

REFUND POLICY

No deposit

or tuition fees are refundable once the participant's course has commenced.

If **written** notice of withdrawal is received by the School at least 5 working days prior to the participant's course commencement, a full refund will be provided minus a \$100.00 administration fee.

If **written** notice of withdrawal is received by the School less than 5 working days prior to the participant's course commencement, a refund will be provided minus any course material charge and tuition fees for the first unit or 4 weeks whichever is greater.

Course refunds will be paid within 14 days of receipt of written withdrawal notice.

Refunds will only be made payable to the person who paid the fees in the first instance.

In the event of a course cancellation, all monies paid by the participant will be refunded within 14 days.

A participant may be suspended or dismissed at the School's discretion due to unsatisfactory conduct, attitude or failure to follow the conditions contained in the Participant Handbook (copies available at Reception for perusal). No refund will be provided in these circumstances.

DEFERMENT POLICY

Participants must notify the School immediately in writing should there be an intention to defer studies.

Any fees in credit will be held for a period of 12 months and can be utilised upon resumption of studies.

After 12 months, fees held in credit will be forfeited and participants will be required to pay the current fees for the course.

Failure to notify the School in writing of deferment will render the participant liable for School fees accrued.

Section C : Disclaimers

EXCURSIONS

I am fully aware that I undertake all excursions at my own risk. The Adelaide Hospitality and Tourism School is not liable in any way and I may organise my own insurance or take part at my own risk.

QUALITY ASSURANCE

Adelaide Hospitality and Tourism School is externally audited at regular intervals to ensure it can maintain its accreditation as a Registered Training Organisation. A part of this process involves an auditor contacting some of the School's past and current participants. Please tick the box and initial next to it if you do NOT wish to be contacted for this purpose.

Please initial

PRIVACY

I authorise Adelaide Hospitality and Tourism School (AHTS) to make relevant inquiries where necessary and in accordance with legislation regarding my academic qualifications and any work experience in relation to my application for undertaking a course.

I understand that my information will only be released to third parties in accordance with legislation. I also understand that I may, at any time, revoke my authorisation for AHTS to release my information to third parties. Revocation of authorisation must be received in writing by AHTS.

Further clarification of AHTS compliance with the Australian Government's Privacy legislation can be obtained from our website: www.asht.net

The "Terms and Conditions of Enrolment" comprise the Refund Policy and the policies printed above. Participants must also adhere to the contents of the "Participant Handbook". This is provided at the time of enrolment.

I have read, understood and agree to comply with the Terms and Conditions of Enrolment

Signature:

Date:

Section D : Survey

Please complete the following questions:

1. Have you previously undertaken studies at the Adelaide Hospitality & Tourism School (Yes/No)

Y or N

If yes, course and year of completion

2. What is your major reason for undertaking this course? (Please choose one)

(a) Find employment; (b) Change of employment; (c) Update knowledge; (d) personal interest; (e) gain promotion; (f) other (please specify)

3. What aspect influenced you most in your choice of educational institution? (Please choose one)

(a) Location; (b) Reputation; (c) Small class sizes; (d) Range of courses; (e) Recommended by former participant; (f) other (please specify)

4. What was the highest secondary level completed?

5. Have you undertaken / are you currently undertaking any tertiary education? Y or N. If yes, qualification and institution

Thank you. You will be advised of the status of your application within 14 days of our receipt of it.

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This is the final page of the Enrolment form
