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 www.ahts.sa.edu.au
 ASHT PTY LTD | ABN 71 080 736 456 | NATIONAL RTO CODE # 0137

OFFICE USE ONLY
 STUDENT ID:

REGISTRATION FORM FOR QUALIFICATIONS TO CERTIFICATE 2 *(both sides must be completed)*

Is this your first enrolment at this centre? Y / N If NO, please state last year of study:

TITLE: SURNAME: FIRST NAME:
 DATE of BIRTH :/...../ 19..... EMAIL :
 TELEPHONE: (Home) (Work) (Mobile)
 ADDRESS :P/code.....
 EMERGENCY CONTACT PERSON: TELEPHONE:
 EMPLOYER DETAILS:
 APPLICATION FOR CONCESSION: (**Option 1, 2 or 3 only**) Student Unemployed (Please provide evidence)

- STEP 1: Read the course information brochure carefully.
- STEP 2: Select the course you wish to enrol into by ticking the box(es) in bold below.
- STEP 3: Record the start date against each unit you have enrolled into.
- STEP 4: Record the course / unit costs.

OPTION 1: Certificate II in Hospitality (ALL units are compulsory):
Introduction...../...../.....Bar...../...../.....Restaurant...../...../.....Beverages/Hosp Skills...../...../.....

OPTION 2 : Certificate I in Hospitality (Introduction is compulsory, then choose the second unit):
Introduction/...../..... AND EITHER Bar/...../..... OR Restaurant/...../.....

OPTION 3 : Individual Unit(s) (Choose 1 or more units):
Introduction...../...../..... Bar...../...../..... Restaurant...../...../..... Beverages...../...../.....

GAMING : (Please read the brochure carefully, then choose 1 or both of the units)
Gaming Operations...../...../..... Responsible Gambling...../...../.....

OTHER COURSE(S) (Please specify): Start Date:/...../.....
 Start Date:/...../.....

Option 1: \$..... Option 2: \$..... Option 3: \$..... Gaming: \$..... Other: \$..... Total: \$.....

Payment may be made by cheque or money order (made payable to ASHT Pty Ltd) by cash or credit card

If paying by credit card and posting your enrolment, please complete the details below
 Credit Card: Bank Card Master Card Visa (Amex & Diners +3% fee) (Please circle one)
 Card Number: / Expiry Date: /
 Card holder's Name: Card holder's Signature:
 I authorise the amount of \$..... to be debited from my credit card

OFFICE USE ONLY - PAYMENT DETAILS					
DATE	ITEM	FEES PAID	BALANCE	RECEIPT NUMBER	PAYMENT METHOD

TERMS & CONDITIONS OF ENROLMENT

Courses must be paid in full prior to commencement.

If students wish to apply for Recognition of Prior Learning (RPL) or Recognition of Current Competencies (RCC), please provide reception with the appropriate documentation (for example Statement of Attainment).

REFUND POLICY

1. No upfront payment or tuition fees are refundable once the student's course has commenced.
2. If written notice of withdrawal is received by the school at least 3 working days prior to commencement of a program, a refund will be provided less a 10% administration fee. Refunds will be paid within 14 days of receiving written notice of withdrawal.
3. Refunds will only be made payable to the person who paid the fees in the first instance.
4. In the event of a course cancellation, all monies paid by the student will be refunded within 14 days.
5. A student may be suspended or dismissed at the discretion of Adelaide Hospitality & Tourism School / Gateway Training (the training provider, hereafter referred to as AHTS) due to unsatisfactory conduct, attitude or failure to follow the conditions contained in the Student Handbook (copies available at reception for perusal). No refund will be provided in these circumstances.

DEFERMENT POLICY

1. A student must notify AHTS in writing should there be an intention to defer studies. Any fees in credit will be held for a period of 6 months and can be utilised upon resumption of studies.
2. A student who defers their studies will incur a \$40 administration fee.
3. After 6 months, fees held in credit will be forfeited and students will be required to pay the current fees for the course. Failure to notify the training provider in writing of deferment will render the student liable for fees accrued. The Student will need to reapply for the course on a new Registration Form at that time.

EXCURSIONS

I am fully aware that I undertake all excursions at my own risk. AHTS is not liable in any way and I am to organise my own insurance or take part at my own risk.

QUALITY ASSURANCE

AHTS 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 students. 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 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.

DOMESTIC STUDENTS

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.

SPECIAL CONDITIONS FOR INTERNATIONAL STUDENTS

Overseas students need to complete the overseas student registration form when enrolling for a course. Special conditions apply to International students where the supply of personal information to Commonwealth and State agencies and the Fund Manager of ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2001 & 2007 where this information must be supplied and that **authority cannot be revoked** under any circumstances.

Further clarification of AHTS compliance with the Australian Government's Privacy legislation can be obtained from our website: www.ahts.sa.edu.au

As well as the "Terms and Conditions of Enrolment" listed above, students must also adhere to the contents of the "Student Handbook". Copies are available at Reception or on our website (www.ahts.sa.edu.au).

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

Signature: Date:/...../.....

Parent / Guardian's Signature Date:/...../.....
(If under 18 years of age)