

FORM A

Community Training Australia Pty Ltd
PO Box 2293 Townsville QLD 4810
Phone: 07 47724103 Fax: 07 47712083
Email: admin@cta.com.au Web: www.cta.com.au
ACN: 110 125 838 ABN: 28 110 125 838 RTO: 31905



STUDENT ENROLMENT & INFORMATION FORM

Course Details:

Certificate IV in: _____
Diploma of: _____
Vocational Graduate Certificate in: _____
Vocational Graduate Diploma of: _____
Intake #: _____
Study Location for Training: _____ or Distance Student
Unit of Study Tuition fee \$ _____ Number of Units of Study # _____

Student Details:

Surname: _____ Title: _____
Given Name: _____ Other Names: _____

Address:

Suburb/Town: _____ Postcode: _____ State: _____
Country: _____

Date of Birth: ____/____/____ Gender: Female Male

Phone:

Home: _____ Work: _____
Mobile: _____ Fax: _____

Email: _____ (used for correspondence with CTA & student portal)

Home Postal Address:

Suburb/Town: _____ Postcode: _____ State: _____
Country: _____

Study Address (if not the same as your normal home address): Postcode only: _____

Emergency Contacts:

Relationship Family Friend Work Contact

Contact: _____ Phone: _____
Email: _____

Country of Birth: _____

If you were born overseas what year did you arrive in Australia? _____

Australian resident Yes No

Please tick the appropriate box.

- Australian citizen (including Australian citizens with dual citizenship) – **VET FEE-HELP eligible**
- New Zealand citizen
- Students/Applicants with permanent humanitarian visa – **VET FEE-HELP eligible**
- Students/Applicants with Permanent visa other than Permanent humanitarian visa
- Student/Applicant has a temporary entry permit
- Not one of the above categories

Your Language:

Do you speak a language other than English at home?

- Yes (please indicate which language) _____
- No
- Do you speak English? Very well Well Not well not at all (please tick)

Indigenous Status:

- Yes, Aboriginal
- Yes, Torres Strait Islander
- Yes, Aboriginal AND Torres Strait Islander
- No, Neither Aboriginal nor Torres Strait Islander

Disability:

Q1 Do you have a disability, impairment or long term medical condition which may affect your studies?

- Yes No

Q2 If "yes" to Q1, please indicate the area/s of impairment:

- hearing learning mobility vision medical other

Q3 If "yes" to Q1, would you like to receive advice on support services, equipment and facilities which may assist you? Yes No

Q4 Of the 'other' disabilities do any of the following disabilities apply for you.

- Intellectual Multiple Disabilities
- Mental Illness Aquired Brain Impairment

School History:

What is the highest level you completed at school? (please tick final year)

- Complete year 12 Completed year 11 Completed year 10 Completed year 9 or equivalent
- Completed year 8 or below did not go to school

What year did you complete high school? _____ are you still attending school Yes No (tick)

Australian Post Code of residence at the year of completion of High School (recent school leavers only) : _____

Name of suburb/town/locality: _____ (recent school leavers only)

Your Prior Education History:

Have you completed any higher education? (For example university or college) Yes No (please tick)

If **no** when was the last year of participation _____

If **yes** what was the year of participation _____

Are you seeking credit transfer towards this course from other studies? Yes No

If you are seeking credit/RPL with CTA you will need to provide a certified copy of the qualification and transcript from the Provider.

Please tick and specify **any** qualification name you have achieved (partial or completion) to date.:

- Bachelor or higher degree
- Advanced Diploma or Associate Degree Level
- Diploma Level
- Certificate IV
- Certificate III
- Certificate II
- Certificate I
- Miscellaneous Education

List Qualification name/s: _____ _____ _____ _____ _____

Employment Status:

- Full Time employee
- Part time employee
- Self Employed (Not employing others)
- Employer
- Employed – unpaid worker in a family business
- Unemployed – seeking full time employment
- Unemployed – seeking part time employment
- Not employed – Not seeking employment

Study reason:

- To get a job
- To develop my existing business
- To start my own business
- To try for another career
- To get a better job or promotion
- It was a requirement of my job
- I wanted extra skills for my job
- To get into another course of study
- For personal interest or self-development
- Other reasons
- I want a qualification to match my work history

Course Fee Payment

Name of Payee: _____

Address of Payee: _____

Phone: _____ Fax: _____

Email: _____

Payment Options:

Eligible Courses for VET FEE HELP ASSISTANCE

- I would like to defer my tuition fees using VET FEE-HELP assistance
- I would like to pay my tuition fees upfront
- I would like to make a upfront payment towards my tuition fees and defer the remainder on VET FEE-HELP – How much upfront? _____

If you are choosing the option of using VET FEE HELP assistance you **must** supply your Tax File Number. If you don't remember it call the TAX OFFICE on: **13 28 61** between 8.00am and 6.00pm, Monday to Friday.

YOUR TAX FILE NUMBER:

____/____/____/____/____/____/____/____/____/____

Payment options for paying some of your debt or for other courses.

- EFTPOS (Paid at reception)
- Cheque
- Money Order
- Cash
- Direct Deposit
- Visa & Master Card (over the phone or reception)

Authority to View Documents (Privacy Act 1988) During this period of your training a CTA Trainer or assessor may be required to discuss or observe your progress with an appropriate workplace representative. All discussions will be strictly confidential and any written advice will be stored with the students record.

I, _____ (name please) authorise the CTA representative to discuss my training program development and any appropriate evidence with my employer/ supervisor or trainer.

Media release (optional)

I give permission for CTA to use photographic / video material for evidence of competency and publication.

Yes No

Declaration: I declare that the information provided by me in this form is true and correct. I understand that by signing this document I am agreeing to abide by the policies and procedures of Community Training Australia including the code of conduct (refer to student handbook document or [website](#)) including the conditions of enrolment. I also understand that this information will be treated as private and confidential and will not be divulged without my written consent. The only exception to this is if Community Training Australia is required to legally obliged to release this information.

Signature: _____ Date: _____

<i>Office Use Only</i>	
Item	Date
Enrolment forms received	
Enrolment information entered to database	
Invoice Raised	
Deposit received / Full payment received ← (Circle one)	
Variations to Payments please tick box 1. Student revisions (SR) <input type="checkbox"/> 2. OS-HELP Revisions (OR) <input type="checkbox"/> 3. Past Course Completion (PS) <input type="checkbox"/> 4. Staff Full Time and Fractional Full Time (FT(FTT)) <input type="checkbox"/> 5. Staff Casual (CA) <input type="checkbox"/>	
Student ID Code	Intake ID Code

Conditions of Enrolment

- If students have an emergency, they are required to contact Community Training Australia Pty Ltd office and notify a staff member of the circumstances, and provide an emergency contact number in such an event so CTA may contact you and follow up with agencies who may need to be alerted.
- It is the responsibility of ALL students to prepare for upcoming courses and study blocks and to ensure they have organised themselves to attend the dates of courses.
- Students are to supply their own stationery, such as pens, pencils, rubbers, white-out, USB sticks, fluoro pens etc.
- It is each student's own responsibility to keep backup copies of all assessments they complete prior to mailing to CTA and only send using registered post. In the event that Australia Post loses assignment work the student is to provide another copy from their saved backup copy. If copies are not provided then student may need to redo the work for lost assignments.
- Mobile phones, iPods, or any other electronic equipment is not to be used in class time, if you are required to keep a mobile phone on you for work purposes please keep you mobile on silent to reduce interruptions for other studying students.

Residential students (Away from Base)

CTA will attempt to contact students that would be travelling courtesy of ABSTUDY, and make arrangements on their behalf, however if students are not contactable or students HAVE NOT been advised two weeks prior to the start of study, they are advised to contact CTA directly and check the arrangements with staff members. Please note: CTA are NOT responsible for getting students to and from locations through ABSTUDY, we have gained permission to assist the ABSTUDY travel team to facilitate this process more efficiently, but it by no means reduces the responsibilities to students to make sure that travel details are arranged and accurate.

- Once the ABSTUDY travel team or CTA have confirmed your arrival and departure times for travel, these times cannot be changed. Please be aware if students leave or make other arrangements to either leave earlier or or later from the accommodation venue and deviate from the itinerary provided, then you will be liable for penalties that generally apply to these situations from the Hotel.
- If you don't turn up to block as a **residential student** staying in commercial accomodation, you will be billed by the accommodation provider to recover the costs of accommodation. ABSTUDY do not pay for non-attendance to accommodation providers (i.e. Holiday Inn) and a second non-attendance can result in the banning of students from receiving any further assistance from ABSTUDY.
- While studying with CTA and staying in residential accommodation, we have a duty of care to ensure that students are safe and can be accounted for. This includes situations where a fire evacuation may be called.
- Students are required to bring enough cash to cover private expenses, recreational activities, taxi fares and all other normal away from base needs including travel to and from residential accommodation.

Students arriving from out of town and staying in accomodation curtesy of ABSTUDY are required to make their own way to the accomodation facility and check in with the reception desk in the lobby so we know you are safe.