

Enrolment Form

Personal details

Are you a past/current Learn4Life student Yes No

Title _____ Family Name _____ Given Name _____

Gender Female Male Birth Date _____ (dd/mm/yyyy)

Email Address (work) _____

Confirmation of Enrolment will be sent to this address.

Business/Home Postal Address

Business Name _____

Address _____

Suburb or Town _____ State _____ Postcode _____

Tel (W) _____ Fax (W) _____

Home Address _____

Suburb or Town _____ State _____ Postcode _____

Tel (H) _____ Mobile _____

Course Selected

Program Code _____

Program Name _____

Start Date _____

Course Fee \$ _____

Accredited courses only – please complete

Highest level of qualification obtained _____

Year attained _____

Current position in company _____

Years/months in this position _____ Years _____ Months

Previous position _____

Years/months in previous position _____ Years _____ Months

Reason for undertaking training _____

I understand and accept the Conditions of Enrolment.

I certify that the information on the form is correct and complete in every detail, and I understand that inaccuracies or omission may result in non-acceptance or cancellation of enrolment at any time.

Payment

Please charge my credit card Visa MasterCard Amex

Card Number

Expiry date

Name on Card

Cardholder's signature

Please send me a tax invoice.

I enclose a cheque / money order made out to UNSW GLOBAL.

To Enrol

Telephone

1800 727 640

Fax

Photocopy & fax this form to
(02) 8117 2018

Mail

Photocopy & mail this form to
12-22 Rothschild Avenue
Rosebery NSW 2018

Online

www.learn4life.unsw.edu.au

Terms & Conditions

Assessment

On accredited training courses all assessments must be submitted within eight (8) weeks of course completion. Assessments submitted after this time will attract an additional assessment fee of \$75 per assessment task. Assessments will not be accepted 12 months after course completion.

Participants may be reassessed once per assessment. Additional reassessments will attract an additional assessment fee of \$75 per assessment event.

Transferring to another course

If you would like to transfer to another course, you should inform us in writing, at least three weeks before the course start date. You must pay any additional fees plus a \$40 transfer fee.

If you cannot attend

All requests for refunds must be made in writing. Requests made more than 14 days prior to training commencement will receive a full refund of fees paid. Requests made within 14 days of training commencement will receive a refund of 50% of fees paid. If a participant fails to attend, no refund or transfer will be made.

If we cancel a course

If we cancel a course, you will be notified by phone or in writing and a full refund will be given.

UNSW Global Pty Limited reserves the right to cancel or alter the details of any advertised course, & refuse enrolment to any individual(s) as permitted by law.

Privacy

See our privacy policy at
www.learn4life.unsw.edu.au