

STUDENT ENROLMENT FORM

Personal Details

First Name/s:	Surname:	Email:
Address:	Date of Birth:	
Home Phone:	Work Phone:	Mobile:

Enrolment

Please enrol me in the following units/qualification/class/course (please indicate GST where applicable)

Unit / Qualification / Course Name	Unit Code	Date/s if attending classroom training	Unit/course cost (include GST)	Text cost if applicable	Total (GST Inc)
				TOTAL COST	

***Recognition of Prior Learning (RPL):** Those people who think they already have the skills and knowledge in the units should discuss applicable pathways with Combined Team Services. Are you applying for RPL? **YES** **NO**

*If you consider yourself to have a disability, impairment or long term condition which may impact on your successful completion of this learning please describe the area of disability, or anything else which could affect you completing the learning, so that we may best help you.

Student Declaration

Please strike out any statements which are not applicable & sign this declaration

* I give permission for CTS to release information about my progress/training to my employer/sponsor or another RTO where a partnership situation exists; * I have read and understood the CTS handbook and training requirements and am aware of my rights and responsibilities as a student; * Training will be completed within the timeframe agreed upon; * I agree that all cancellations/deferrals will be in writing (Email acceptable); * I understand that all work to date will be charged for. (Our refund policy is available on our website)

Signature: _____ Date: _____

- * Client information and results will be treated confidentially. * Information will not be released to a third party without the written permission of the client.
- * Please read and sign as appropriate. * Clients have the right to access their own training records.



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Payment Method - Individuals

If you have any queries or need assistance to calculate course costs please call or email us. A receipt and tax invoice will be sent to you as confirmation of your enrolment.

Enclosed is my cheque for \$ _____. Please make cheques payable to Combined Team Services.

Or please debit my credit card number: _____ - _____ - _____ - _____ Card Expiry Date: ____/____

Credit Card Type: Visa or MasterCard Amount: \$ _____

Cardholder's Name: _____ Signature: _____

Combined Team Services recognise that there may be occasions where a student has to withdraw from a course. To receive a full refund you must advise us in writing five full working days prior to the commencement date of the course.

Payment Method – Employers

An invoice will be sent to Employers upon completion of the information below.

Name of Employer _____ Telephone: _____ Email: _____

Address: _____

Employer's signature accepting charges for this enrolment: _____

Payment Details

Please send completed enrolment form with payment to:

Combined Team Services
PO Box 6064
SOUTH BUNBURY WA 6230

All cancellations to course bookings must be received in writing. If you advise us in writing more than 5 full working days before the commencement of a course we will provide a full refund. If you do not advise us in writing more than 5 full working days before the commencement of a course no refund will be paid. If you withdraw after the training is commenced no refund is payable.

Where did you hear about Combined Team Services? _____

Office Use Only

Please tick the box below if relevant

This training program is sponsored by the Western Australian Department of Education and Training



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To Enrol

Please complete and sign this form. By signing you agree that you may be contacted by the Department of Education and Training and asked to participate in one or more surveys about this program.

Sign: Date:

Optional Questions

What is your birthdate?

What is your sex?

- Male
 Female

What is the postcode of the suburb or town in which you usually live?

In which country were you born?

Australia: Other:

Do you mainly speak English at home?

- Yes
 No

Do you speak a language other than English at home?

- No, English only
 Yes, other – please specify:

How well do you speak English?

- Very well
 Well
 Not well
 Not at all

Optional Questions (cont)

Are you of Aboriginal or Torres Strait Islander origin? (tick one box only)

- No
 Yes, Aboriginal
 Yes, Torres Strait Islander
 Yes, both Aboriginal and Torres Strait Islander

Do you consider yourself to have a disability, impairment or long term condition?

- Yes
 No

If YES, please indicate the areas of disability impairment or long term condition (you may indicate more than one area)

- Hearing/deaf Physical
 Intellectual Learning
 Mental illness Vision
 Medical condition Other
 Acquired brain impairment

What is your highest completed school year? (tick one box only)

- Completed Year 12
 Completed Year 11
 Completed Year 10
 Completed Year 9
 Completed Year 8 or lower
 Did not go to school

In which year did you complete that school level?

Are you still attending secondary school?

- Yes
 No

Optional Questions (cont)

Have you successfully completed any of the following qualifications? If YES tick applicable boxes

- Bachelor Degree or higher
 Advanced Diploma or Associate Degree
 Diploma (or Associate Diploma)
 Certificate IV (or Advanced Certificate/Technician)
 Certificate III (or Trade Certificate)
 Certificate II
 Certificate I
 Certificates other than the above

Of the following categories, which best describes your current employment status?

(tick one box only)

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

What is your main reason for undertaking this course/traineeship/apprenticeship

(tick one box only)

- To get a job
 To develop my existing business
 To start my own business
 To try for a different 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
 For self development
 Other reasons