

STUDENT ENROLMENT FORM

Student Details	Enrolment Details	Other Details																
Student Number <input type="text"/>	Are you claiming Austudy/Youth Allowance/Abstudy? Yes <input type="checkbox"/>	Any special needs? <input type="text"/>																
Title <input type="text"/> First Name <input type="text"/>	Do you identify with one of the following groups? Aboriginal Yes <input type="checkbox"/> Torres Strait Islander Yes <input type="checkbox"/>	<input type="text"/>																
Second Name <input type="text"/>	Aboriginal and Torres Strait Islander Yes <input type="checkbox"/>	How did you hear about ATA? You may tick more than 1 box <input type="checkbox"/> Newspaper <input type="checkbox"/> Friend/Relative/Student <input type="checkbox"/> Magazine <input type="checkbox"/> Natural Therapist <input type="checkbox"/> Yellow Pages <input type="checkbox"/> Internet <input type="checkbox"/> Career Festival																
Last Name <input type="text"/>	Do you want to apply for Recognition of Prior Learning? Yes <input type="checkbox"/>	Other, please explain <input type="text"/>																
Date of Birth <input type="text"/> M/F? <input type="text"/>	If you want to study a Certificate IV or Diploma course, please name course and code <input type="text"/>	Your reason for undertaking studies? <input type="text"/>																
Student Postal Address <input type="text"/>	Whether you want to study single subjects or a course, list each subject that you want to start studying first please: <table border="1"> <thead> <tr> <th data-bbox="739 750 1164 782">Subject Name</th> <th data-bbox="1164 750 1478 782">Code</th> </tr> </thead> <tbody> <tr><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td><input type="text"/></td><td><input type="text"/></td></tr> </tbody> </table>	Subject Name	Code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Your current occupation? (optional) <input type="text"/>
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Suburb/City <input type="text"/> State <input type="text"/> Post Code <input type="text"/>		Your highest level of education achieved? University <input type="checkbox"/> TAFE <input type="checkbox"/> Trade <input type="checkbox"/> School <input type="checkbox"/>																
Phone A/Hrs <input type="text"/> Phone B/Hrs <input type="text"/>		Name of Institution? <input type="text"/>																
Mobile Number <input type="text"/>																		
Email Address <input type="text"/>																		

Next of Kin - Must Be Completed Please			International Students	
First Name <input type="text"/> Surname <input type="text"/>	Country of Citizenship <input type="text"/>	Country of Birth <input type="text"/>		
Mobile <input type="text"/> Phone A/Hrs <input type="text"/> Phone B/Hrs <input type="text"/>	Passport Number <input type="text"/>	Country of Issue <input type="text"/>		

External Studies - Home Studies Refund Policy

"Pay as you learn" option is used for all external home studies. Refunds will be paid only if the subject has not been processed and sent out. Subject fees once processed are non refundable.

Non-residential - Short Course Refund Policy

A non-refundable deposit of \$100 to secure registration will apply to all courses, with the balance payable 3 weeks prior to course commencement. If study materials are required prior to course commencement the external studies refund policy is the appropriate policy to refer to (see above).

If a refund is requested 21 days before the course commences, a full refund, minus the deposit of will be given.

If a refund is requested between 20 days from course commencement and 14 days of commencement, 50% of the fee will be refunded, minus the deposit.

If a refund is requested between 13 days from course commencement and 7 days of commencement, 25% of the fee will be refunded, minus the deposit.

If a refund is requested between 6 days from course commencement and the start of the course, 10% of the fees will be refunded, minus the deposit.

Once training has commenced, no refund is available to participants who leave before finalising the course unless the student can provide a medical certificate or show extreme personal hardship.

If a student wishes to change enrolment between 21 days and 14 days of commencement, to another course in the future (up to 12 months), the fees paid will be transferable to the new course, less the deposit.

If a student wishes to change enrolment between 13 days and course commencement, to another course in the future (up to 12 month), 75% of course fees, minus deposit will be transferred to the new course.

However, should participants wish to finalise incomplete competencies in a future course, the original fee less 25% of payment can be used as credit towards that course within 12 months of initial payment.

A student should request an "application for refund form" from the administration office.

Should Academy of Therapeutic Arts cancel a course, participants are entitled to a full refund or transfer of funds to another/ future course. In this event, students will be given their preferred option.

Residential Courses - Live in Refund Policy

A non-refundable deposit of 40% to secure registration will apply to all courses, with the balance payable 3 weeks prior to course commencement. If study materials are required prior to course commencement the external studies refund policy is the appropriate policy to refer to (see above).

If a refund is requested 21 days before the course commences, a full refund, minus the deposit of will be given.

If a refund is requested between 20 days from course commencement and 14 days of commencement, 50% of the fee will be refunded, minus the deposit.

If a refund is requested between 13 days from course commencement and 7 days of commencement, 25% of the fee will be refunded, minus the deposit.

If a refund is requested between 6 days from course commencement and the start of the course, 10% of the fee will be refunded, minus the deposit.

Once training has commenced, no refund is available to participants who leave before finalising the course unless the student can provide a medical certificate or show extreme personal hardship.

If a student wishes to change enrolment between 21 days and 14 days of commencement, to another course in the future (up to 12 months), the fees paid will be transferable to the new course, less the deposit.

If a student wishes to change enrolment between 13 days and course commencement, to another course in the future (up to 12 month), 60% of course fees, minus deposit will be transferred to the new course.

However, should participants wish to finalise incomplete competencies in a future course, the original fee less 40% of payment can be used as credit towards that course within 12 months of initial payment.

A student should request an "application for refund form" from the administration office.

Should Academy of Therapeutic Arts cancel a course, participants are entitled to a full refund or transfer of funds to another/ future course. In this event, students will be given their preferred option.

Declaration

I declare that the information I have supplied on this form is, to the best of my understanding and belief, complete and correct. I understand that the giving of false or incomplete information is illegal, and that I may be prosecuted under Australia's laws and statutes.

By checking this box you are agreeing to the policies and conditions of the Academy of Therapeutic Arts. And that you have read and agree with the Student Refund Policy.

I have read and I accept the Academy of Therapeutic Arts policies as the conditions of my enrolment. They can be found on the Academy website <http://www.therapeuticarts.edu.au/policies.htm> or you can contact the Academy if you would like them to be posted to you.

I release and hold harmless the Academy of Therapeutic Arts, its principals, staff, servants and agents in respect to any property loss or personal injury that I may sustain whilst participating in my course or attending Academy of Therapeutic Arts howsoever caused.

Signature..... Date.....

If Under 18years of age at the time of enrolment, a signature of a parent or guardian is required.

Name of parent/guardian.....Signature.....

Date.....

Payment Details

Total amount \$.....

Payment by: Cheque/Money order Visa Mastercard Bankcard EFTPOS

Card Number Expiry date

Month Year

Card Holders Name.....Signature.....

Please send enrolment form and payment to Po Box 653 New Farm Brisbane 4005

Office use only

Date Processed.....Receipt Number.....

Amount Paid.....Entered By.....

Paid By

Cash Cheque/Money order Credit Card EFTPOS