## PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Name</td>
<td></td>
</tr>
<tr>
<td>Given Names</td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td>M</td>
</tr>
<tr>
<td>Residential Address</td>
<td></td>
</tr>
<tr>
<td>Postal Address</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Mob</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

## LANGUAGE & CULTURAL DIVERSITY

- **In which country were you born?**
  - [ ] Australia (1101)
  - [ ] Other (please specify & include country identifier)

- **Do you speak a language other than English at home? If more than one language, indicate the one that is most often spoken**
  - [ ] No (English only) (1201)
  - [ ] Other (please specify & include language identifier)

- **How well do you speak English?**
  - [ ] Very well - 1
  - [ ] Well - 2
  - [ ] Not well - 3
  - [ ] Not well at all - 4

- **Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both yes’ boxes)**
  - [ ] No
  - [ ] Yes - Aboriginal
  - [ ] Yes – Torres Strait Islander

## DISABILITY

- **Do you consider yourself to have a disability, impairment or long term condition?**
  - [ ] Yes - Y
  - [ ] No – N (miss the next question and go directly to schooling)

- **If you indicated the presence of a disability, impairment or long term condition, please select the area(s) from the following list:**
  - [ ] Hearing/deaf (11)
  - [ ] Physical (12)
  - [ ] Intellectual (13)
  - [ ] Learning (14)
  - [ ] Mental Illness (15)
  - [ ] Acquired brain impairment (16)
  - [ ] Vision (17)

## SCHOOLING

- **What is your highest COMPLETED school level?**
  - [ ] Year 12 or equivalent (12)
  - [ ] Year 11 or equivalent (11)
  - [ ] Year 10 or equivalent (10)
  - [ ] Year 9 or equivalent (09)
  - [ ] Year 8 or equivalent (08)
  - [ ] Never attended school (02) – *answer this question*

- **In which year did you complete that school level?** _____________

- **Are you still attending secondary school?**
  - [ ] Yes - Y
  - [ ] No - N

## PREVIOUS QUALIFICATIONS ACHIEVED

- **Have you SUCCESSFULLY completed any of the following qualifications?**
  - [ ] Yes - Y
  - [ ] No - N

- **If YES, then tick any applicable boxes:**
  - [ ] Bachelor degree or higher degree (008)
  - [ ] Advanced diploma of associate degree (410)
  - [ ] Certificate IV (or advanced certificate/technician (511)
  - [ ] Certificate III or trade certificate (514)
  - [ ] Certificate II (521)
  - [ ] Certificate I (524)
  - [ ] Certificates other than above (990)

## EMPLOYMENT

- **Of the following categories, which BEST describes your current employment status?**
  - [ ] Full time employee (01)
  - [ ] Part time employee (02)
  - [ ] Self employed – not employing others (03)
  - [ ] Employer (04)
  - [ ] Employed – unpaid worker in family business (05)
  - [ ] Unemployed – seeking full time work (06)
  - [ ] Unemployed – seeking part time work (07)
  - [ ] Not employed – not seeking full employment (08)
STUDY REASON

Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only)

☐ To get a job (01)
☐ To develop my existing business (02)
☐ To start my own business (03)
☐ To try for a different career (04)
☐ To get a better job or promotion (05)
☐ It was a requirement of my job (06)
☐ I wanted extra skills for my job (07)
☐ To get into another course of studies (08)
☐ For personal interest or self development (12)
☐ Other reasons (09)

RECOGNITION OF PRIOR LEARNING

Are you applying for RPL?  ☐ Yes  ☐ No
If yes, details of qualification
Issuing Institution

FUNDING ARRANGEMENTS

Identify the source of funding
☐ Fee for Service
☐ Federal Government Funding (please specify)
☐ State Government Funding (please specify)

Government Funded Source Special Conditions: (please specify)

STUDENT CONSENT

You MUST read the Conditions of Enrolment on pages 2 – 4 and sign.

I confirm that the information I have provided is correct and that I have read, understood and agree to abide by the SELC Sport & Fitness Career College Conditions of Enrolment.

I have provided ALL of the required following attachments:

☐ Driver’s License
☐ Medicare/Medibank Card
☐ Certificate IV in Fitness Prerequisites (if required)

Student name: __________________________________________________
Student signature:_______________________________________________
Date:_______________________________________________

To return this signed form to SELC Sport & Fitness Career College please see return details, page 4.

REFERRAL

How did you find out about SSFCC? Agent Stamp (if applicable)

Agency name:________________________________________________
Agency signature:____________________________________________
SELC SPORT & FITNESS CAREER COLLEGE
CONDITIONS OF ENROLMENT
SELC Australia Pty Ltd
RTO ID: 91721

Please read the following conditions carefully before you sign on page 1. If you have any questions, please contact SELC Sport & Fitness Career College for further information before proceeding with your enrolment. Only the student signature will be deemed as valid.

This document is an enrolment form only and is NOT a contract between you and SELC Sport & Fitness Career College until SELC Sport & Fitness Career College has processed your application and confirmed your enrolment to you in writing.

Your enrolment will not be processed until SELC Sport & Fitness Career College has sighted a signed copy of this enrolment form.

PAYMENT OF FEES: All SELC vocational courses provided as a fee for service have a minimum duration of 200 nominal hours or longer. Prior to course commencement the following fees must be paid: enrolment fee, resource fee and first instalment tuition fees to be guaranteed a place.

Payment can be made by bank draft, bank cheque, credit card (2% surcharge) or bank transfer to the below account.

<table>
<thead>
<tr>
<th>Account Name:</th>
<th>SELC Australia Pty Ltd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Number:</td>
<td>167 368</td>
</tr>
<tr>
<td>Branch Number (BSB):</td>
<td>032 051</td>
</tr>
<tr>
<td>SWIFT Code:</td>
<td>WPACAU2S</td>
</tr>
<tr>
<td>Bank Name:</td>
<td>Westpac Banking Corporation</td>
</tr>
<tr>
<td>Branch:</td>
<td>BONDI JUNCTION, WESTFIELD SHP CTR, NSW 2022 AUSTRALIA</td>
</tr>
</tbody>
</table>

REFUND AND CANCELLATION POLICY: All refund and cancellation requests for fee for service courses must be made formally in writing on the Refund Request Form with the student's signature to SELC Australia Pty Ltd

1. All requests for refunds of fees must be made in writing using the Refund Request Form which may be obtained from SELC Reception. The form must be signed by the student and the cancellation fee will be calculated as shown in the table below.

<table>
<thead>
<tr>
<th>NOTIFICATION PERIOD</th>
<th>CANCELLATION FEE *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before Course Commencement Date</td>
<td>$220 (enrolment fee)</td>
</tr>
<tr>
<td>More than 10 weeks</td>
<td>10% of first instalment</td>
</tr>
<tr>
<td>More than 4 weeks and up to 10 weeks</td>
<td>30% of first instalment</td>
</tr>
<tr>
<td>4 weeks or less</td>
<td>50% of first instalment</td>
</tr>
<tr>
<td>After Course Commencement Date</td>
<td>No refund provided</td>
</tr>
</tbody>
</table>

2. SELC enrolment fees are non refundable under all conditions
3. SELC resource fees are only refundable when the refund request is made prior to commencement of the published start date of the course
4. If a student defers their course start date then the refund policy will apply from the student’s original course start date and not the deferred start date.
5. SELC fees are not transferable to another person.
6. No refunds will be made for classes missed due to exams, excursions, internships or other obligations that fall outside the normal schedule of classes.
7. In the case of your suspension or expulsion there will be no refund of fees.
8. SELC reserves the right to cancel a course if intake numbers are insufficient. In the unlikely event that SELC is unable to deliver a student’s course in full, a refund will be offered for all the course money paid to date. The refund will be paid to the student within 2 weeks of the day on which the course ceased being provided. Alternatively enrolment may be offered in an alternative course by SELC.
9. SELC reserves the right to change its fees and conditions in accordance with changes in the current economic and/or legal conditions and to alter course timetables and class locations within reason at any time without notice. If you believe that these changes are unreasonable you have the right to access SELC’s complaints and appeals processes and to also take further action under Australia’s consumer protection laws.
10. SELC reserves the right to deny you access to SELC’s premises and to withdraw its other services if your conduct disrupts the normal operation of the college. SELC’s grievance resolution processes do not circumscribe your right to pursue other legal remedies.
11. All refunds agreed to by SELC will be made within four weeks of receiving the SELC Student Request for a Refund Form
12. This agreement, and availability of complaints and appeals processes, does not remove your right to take legal action and seek external redress.
DEFER, SUSPEND OR CANCELLING YOUR STUDIES: SELC reserves the right to discipline or expel students for violation of procedures. Refer to the student handbook and on the SELC Sport & Fitness Career College website, www.selcfitness.edu.au.

PUBLIC HOLIDAYS: SELC is closed for all New South Wales public holidays. Compensation will not be made for classes not offered on public and special holidays.

CHANGE OF ADDRESS: Students are required to provide SELC with their current address at all times. Every time you change your address you must complete the SELC student contact details form as soon as practicable.

COLLECTION AND USE OF PERSONAL INFORMATION: Photographs, videos and testimonials provided by you and/or taken by SELC may be used for marketing and promotion purposes. The information provided on this enrolment form, your academic results and/or attendance may be made available to Commonwealth and State agencies where Federal or State government funded training is provided.

CODE OF CONDUCT: Students must abide by SELC rules at all times; this includes conduct on college premises, in class, at SELC organised events. SELC reserves the right to discipline or expel vocational students whose conduct is unsatisfactory. No refund of tuition fees will be made in the case of expulsion from the college. Students will have the right to access SELC's Complaints and Appeals Procedure if they disagree with any Code of Conduct decision made against them. The SELC college rules can be found in the Student Handbook and on the SELC Sport & Fitness Career College website, www.selcfitness.edu.au.

INDEMNITY DECLARATION: The student agrees that SELC and its employees and agents, on accepting the enrolment and providing tuition and providing tuition shall not be held responsible and/or be under liability as far as permitted by law and/or will not make any claim against them for the student’s death, bodily injury, loss, damages and/or property damages which may be sustained by the student and/or which may be caused by the student in connection with or during the period of: a) attendance at any premises owned, operated or controlled by SELC b) attendance at any activity (whether sporting, cultural, social, educational, recreational or otherwise) organised by or on behalf of or with the assistance of SELC or any activity of which SELC has any knowledge c) any accommodation whether short-term or long-term arranged by SELC; or in any way whatsoever during his/her association with SELC. You hereby release SELC and/or its agents from loss, damage, death or injury from any actions, claims, demands which, if you had not entered into this document, you might otherwise have been entitled to take or make in respect of any such loss, damage, death or injury and you hereby indemnify SELC and/or its employees, and/or agents against any such liability. Further, the student agrees to pay any direct or indirect costs incurred by SELC in relation to these activities where a student attends and participates in excursions or activities (whether sporting, cultural, social, educational, recreational or otherwise) organised by or on behalf of or with the assistance of SELC or of which SELC has knowledge.

To the extent permitted by law, SELC is not liable for third-party claims against you for losses or damages; special, incidental, or indirect damages or for any economic or consequential damages (including lost profits or savings), even if SELC is informed of their possibility. You are solely responsible for the results achieved by you in attending the courses and using the materials provided by SELC.

PATENTS AND COPYRIGHTS: You agree not to use SELC’s copyrighted material, trademarks, trade names, or other designations in any promotion or publication without SELC’s prior written consent.

GOVERNING LAW: This document shall be governed and construed in all respects in accordance with the laws of New South Wales, Australia.

Please return to:
SELC Australia Pty Ltd
t/a SELC Sport and Fitness Career College
ABN 34 051 281 380
NTIS ID 91721
Bondi: Level 2, 19-23 Hollywood Avenue, Bondi Junction, NSW 2022 Australia
Phone: +61-2 8305 5600 Fax: +61-2-9389-6977

City: Level 6, 56-58 York Street, Sydney, NSW 2000 Australia
Phone: +61-2-9262-3403 Fax: +61-2-9262-3402