



# ACADEMIC PAVILION

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## ENROLMENT FORM

### Your details

Title ..... First name .....  
Second name .....  
Surname.....  
Date of birth ..... Female ☐ Male ☐ Other ☐  
Postal address .....  
.....Postcode .....  
Tel .....M .....  
Email .....

- ☒ **Tick to enquire about**
- ☐ Recognition of Prior Learning (RPL)
- ☐ Credit transfer for previously completed units
- ☐ How we can help you with any special needs such as language, literacy or numeracy needs, any disabilities or equity issues
- ☐ Discounts if more than one person

### Course details I wish to enrol in... ☒ **Please tick**

- ☐ **Certificate of Registration (COR)** \$665  
☐ Real estate ☐ Onsite residential property manager ☐ Stock and station ☐ Business broker ☐ Strata
- 
- ☐ [CPP40307](#) Certificate IV in Property Services (Real Estate) \$3600
- ☐ [CPP40611](#) Certificate IV in Property Services (Operations) \$3665
- ☐ [CPP40516](#) Certificate IV Strata Community Management \$3665
- ☐ [CPP40407](#) Certificate IV in Property Services (Stock & Station Agency) \$3665
- ☐ [CPP40507](#) Certificate IV in Property Services (Business Broking) \$3665
- ☐ [CPP50307](#) Diploma of Property Services (Agency Management) \$5000
- ☐ [BSB42215](#) Certificate IV in Legal Services \$3665
- ☐ [BSB30115](#) Certificate III in Business \$3000
- ☐ [BSB30315](#) Certificate III in Micro Business Operations \$3000
- ☐ [BSB31015](#) Certificate III in Business Administration (Legal) \$3000
- ☐ [BSB40215](#) Certificate IV in Business \$3665
- ☐ [BSB42215](#) Certificate IV in Legal Services \$3665
- ☐ [BSB52215](#) Diploma of Legal Services \$5000
- ☐ [BSB52015](#) Diploma of Conveyancing \$5000

NOTE (i) Not sure what course you need? Call us! (ii) Different fees apply if you are studying under Smart and Skilled. Complete this application form and we will let you know your fee. (iii) The above courses are 6 months-2 years in length. Prior learning, business experience and especially experience in an agency will lessen the amount of time required and the cost but you must be able to provide evidence of this.

### Payment options ☒ **Smart and Skilled enrollees please pay only on confirmation of acceptance**

- ☐ 1 Pay by credit card (Sorry, no AmX) Card no. ....Expiry date .../.../...
- ☐ 2 OR Send a cheque to Academic Pavilion with this registration form
- ☐ 3 OR Direct deposit into Commonwealth Bank BSB 062107 Acc. No. 10541448 Please forward a copy of the transaction and this form OR PUT YOUR SURNAME ON THE TRANSACTION

### Your Unique Student Identifier

Please go to [usi.gov.au](http://usi.gov.au) (It's free and quick) .....

Your signature verifies your USI and confirms receipt of information on rights, responsibilities and consumer protection. You also authorise us to provide your vocational training information to representatives of government and/or employer if relevant. Signature ..... Date .../.../..

**Additional information** (to meet statistical reporting requirements) ☒ **Please tick**

How did you hear about our RTO? ☐ Brochure,  
☐ Newspaper, ☐ Friend, ☐ Other.....

In which country were you born? .....

Are you ☐ Aboriginal/Torres Strait Islander, ☐ No

What language do you speak at home? .....

Which of the following best describes your  
current employment status? ☐ Full time  
☐ Part time, ☐ Retired, ☐ Employer, ☐ Self  
employed, ☐ Seeking full time, ☐ Seeking part  
time, ☐ Not looking, ☐ Care giver

Are you ☐ an Australian Citizen, ☐ Permanent  
resident, ☐ Visa holder?

How well do you speak English? ☐ Very well,  
☐ Well, ☐ Not well, ☐ Not at all

Are you still at secondary school? ☐ Yes ☐ No

What is your highest completed school level?  
☐ Yr 9 or lower, ☐ Yr 10, ☐ Yr 11, ☐ Yr 12

In which year did you complete school? .....

Do you consider yourself to have a disability or  
impairment? ☐ Yes ☐ No. If yes, please  
indicate: ☐ Hearing, ☐ Physical,  
☐ Intellectual, ☐ Learning, ☐ Mental  
illness, ☐ Chronic illness ☐ Visual, ☐  
Acquired brain injury, ☐ Other .....

Have you successfully completed any of the following  
qualifications? ☐ Cert. I, ☐ Cert. II, ☐ Cert III / Trade  
Cert., ☐ Cert IV / Adv. Cert., ☐ Dip./Adv Dip.,  
☐ Degree or higher, ☐ Other .....

Main reason you are undertaking this study? ☐ To get  
a job ☐ To develop my existing 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 or  
self-development ☐ Other reasons

**If applying for Smart and Skilled-funded training**

Do you live in social housing; receive rent assistance or  
are you or your household on the NSW Housing  
Register? ☐ Yes ☐ No

Have you undertaken any other Smart and Skilled  
qualification this year? ☐ Yes ☐ No

Are you in receipt of any type of government benefit?  
☐ Yes ☐ No. If Yes, please indicate ☐ Jobstart  
Allowance, ☐ Carer's benefit, ☐ Family Tax Benefit  
A Maximum rate? ☐ Other.....

**CONSENT TO USE AND DISCLOSURE OF PERSONAL INFORMATION TO THE DEPARTMENT OF  
INDUSTRY AND OTHER GOVERNMENT AGENCIES**

I, \_\_\_\_\_ of \_\_\_\_\_  
(First, middle and last name) (Current residential address)  
\_\_\_\_\_ with date of birth \_\_\_\_\_

understand and agree that personal information (information or an opinion about me), collected from me such as my name, Unique Student Identifier, date of birth, contact details, training outcomes and performance, or sensitive personal information (including my ethnicity or health information) (together with Personal Information) collected by Academic Pavilion may be disclosed to the Department of Education and Communities and Department of Industry (Departments) and National Centre for Vocational Education Research Ltd (NCVER).

The Departments may disclose my Personal Information to other Australian government agencies, including those located in States and Territories outside New South Wales.

The above government agencies may use my Personal Information for any purpose relating to the exercise of their government functions, including but not limited to the evaluation and assessment of my training, the determination of my eligibility to receive subsidised training or any Fee Exemptions or Concessions. My Personal Information may also be disclosed to other third parties if required by law.

I consent to the collection, use and disclosure of my Personal Information in the manner outlined above.

I also acknowledge and agree that government departments may contact me by telephone, email or post during or after I have ceased subsidised training with Academic Pavilion for the purposes of evaluating and assessing my subsidised training.

PRINT FULL NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_



## Your rights and responsibilities

Clients of the RTO will be treated professionally and courteously and will be provided with a positive learning environment. In return, it is expected that you conduct yourself during training according to the legislation that relates to behaviour in the workplace.

## Complaints and appeals process

Complaints about any aspect of Academic Pavilion may be made verbally or in writing.

- 1 Initially, a verbal complaint received by any employee or contractor must be raised with the CEO. The employee or contractor (such as trainer) will document the complaint with the CEO who will investigate, make a decision and record the outcome. If the person who made the complaint is still dissatisfied, they may appeal in writing to the CEO.
- 2 When a written complaint – appeal – is received the RTO will convene a panel composed of the CEO, trainer and an independent person to review and assess the complaint. The complainant will be given an opportunity to represent their case.
- 3 The complaint and grievance committee will make a decision and advise the complainant of this decision and its reasons within 15 working days.
- 4 Where appropriate, Academic Pavilion will revise its policies and procedures to prevent the cause/s of the complaint / grievance
- 5 If the appellant is still not satisfied they are advised to take up the matter with ASQA, who do not, however, intervene on assessment decisions made by the RTO. Contact ASQA at Level 10 255 Elizabeth Street NSW T 1300 701 801 E <http://www.asqa.gov.au/>

## Refund policy and consumer protection

You can change your mind about enrolling in the course for up to 10 days after we have received your enrolment form and all monies will be returned. After 10 days and before the commencement of training, if you do not wish to proceed, and we have provided you with training materials such as course manuals, an 80% refund will be provided within 20 working days. Refunds after this time are at the discretion of the CEO.

## Issuing of a qualification and statement of attainment

Successful completion of all units and payment of all fees is required for the issue of a qualification. Where a student completes only part of the course and withdraws, a statement of attainment will be issued for the units that have been completed, if payment has been made. Where a student's work is not satisfactory, they will have the opportunity to make two further submissions. If you require a third reassessment a fee of \$500 will apply.

## Access to records

Clients who have completed their study can request access to their records, for example, a reissuing of their Statement of Attainment or qualification if they have misplaced their original, for a fee of \$60+GST. Access to records is authorised by the CEO taking into consideration Academic Pavilion's Privacy policy, which among other things, prevents disclosure of client information without their written consent. Your vocational education and training record will also be available under your Unique Student Identifier at [usi.gov.au](http://usi.gov.au)