



## ENROLMENT FORM

# Master E-Learning Capabilities

APCOT Suite 202/202 Jells Rd Wheelers Hill. Vic 3150. Ph 1300 685 270  
[www.apcot.com.au](http://www.apcot.com.au) [admin@apcot.com.au](mailto:admin@apcot.com.au) Fax: 613 8456 6419

<b>ENROL – Online, Post, Phone, Fax, Email</b>	<b>Complete this form. PLEASE USE BLOCK LETTERS</b>
Fax: (61 3) 8456 6419	
Email: <a href="mailto:admin@apcot.com.au">admin@apcot.com.au</a>	
Phone: 1300 685 270 or 61 3 9008 2480	
Online: <a href="http://www.apcot.com.au">www.apcot.com.au</a>	
Post your completed form with cheque, debit or credit card details: APCOT 203/202 Jells Rd Wheelers Hill. VIC 3150 Australia	

### SECTION 1: PERSONAL DETAILS

Given names			
Surname			
Postal Address			
State	Postcode	Phone	
Email			
Gender			
Date of Birth	Day	Month	Year

### SECTION 2: PERSONAL LEARNING DETAILS

<i>We ask for this information based on the principles of access and equity in order to provide you with assistance and support where required. All information remains strictly confidential.</i>	
Are you or Australian or Torres Strait Islander Origin	Yes                      No
Do you have any special needs/disabilities/impairments that may have an impact on your learning? If yes, please provide details or call us for a confidential discussion.	
In which country were you born?	
Do you speak a language other than English at home?	No, English only      Yes other language
Please specify the language most spoken at home:	



## ENROLMENT FORM

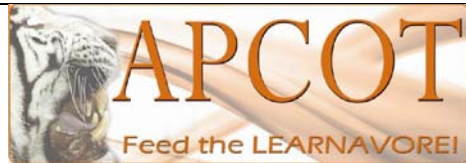
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SECTION 3: EDUCATION				
What is your highest completed, secondary school level? (Tick one section only)				
Year 12	Year 11	Year 10	Year 9	Did not attend school
In what year did you complete the above school level?				
Since leaving school have you completed any further qualifications?			Yes	No
If yes, complete any of the applicable sections below				
Certificate I, II, III, IV				
Diploma, Advanced Diploma				
Bachelor degree or higher				

SECTION 4: CURRENT JOB ROLE
Please provide details of your current job role, in particular, please detail any training/teaching/assessing tasks you are involved with

SECTION 5: STUDY REASONS		
Which of the following best describes your reasons for undertaking this course? (More than one answer can be selected)		
Career change	Help with job seeking	I want extra skills for my current employment
Personal interest	As a prerequisite	For self development
To start/develop my own business	It is a requirement of my job	Other



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### SECTION 6: ENGLISH LITERACY

Please rate your level of ability in the following literacy skills (1 = low skill level, 5 = high skill level)

	Level 1	Level 2	Level 3	Level 4	Level 5
Reading (English)					
Writing (English)					
Research Skills					
Internet navigation skills					

### STUDENT DECLARATION: Policies and Procedures

I	(your name)
<p>acknowledge that I have read and agree to the APCOT Policies and Procedures Brochure (online via the website or phone us on 1300 685 270 for a copy to be sent to you) covering client selection, access and equity, fees, charges, refunds, LLN, client support and welfare, flexible RPL, training records, and relevant legislation and the information within the course brochure</p>	
<input type="checkbox"/> Check this box to agree to the terms above	Date

### STUDENT DECLARATION: Authenticity of assessment tasks and/or evidence submitted

I	(your name)
<p>declare that all written work, assessment tasks and/or evidence submitted throughout the duration of this program will be my own work. All inclusions within my work from other authors, government departments or sectors within the VET will be duly acknowledged and referenced.</p> <p>All work submitted will be word processed and will meet the requirements of standard business report writing. (Grammar, spelling and general readability of text) unless otherwise stated. I will keep copies of all work submitted as APCOT may choose to retain submitted work for on file evidence.</p>	
<input type="checkbox"/> Check this box to agree to the terms above	Date

### ENROL TODAY

Phone: 1300 685 270 (Australia wide) or (61 3) 9015 4611 (International)	Post: APCOT. Suite 203/202 Jells Rd. Wheelers Hill Vic 3150 Australia
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Victorian Residents may be eligible for Government funding and could pay as little as \$790 for this program (Conditions apply) See below for eligibility criteria and then talk to us for more details.

### GOVERNMENT SUBSIDISED FEE PROGRAM ELIGIBILITY CRITERIA

#### Student Declaration

If you are enrolling under the Skills for Victoria GOVERNMENT SUBSIDISED FEE Program you must complete the following form.

1. Do you meet the citizenship/residency requirements? <i>See notes below</i>	<input type="checkbox"/> Yes. Go to question 2.	<input type="checkbox"/> No. <b>You are not eligible.</b>
2. Are you under the age of 20 as of January 1 <sup>st</sup> , 2010?	<input type="checkbox"/> Yes. You are eligible for a government subsidised place. <i>Your tuition fee is \$980 (workshop) or \$790 Self paced E-Learning</i>	<input type="checkbox"/> No. Go to question 3.
3. Is this course you are applying for at a higher level than the highest qualification you currently hold?	<input type="checkbox"/> Yes. You are eligible for a government subsidised place. <i>Your tuition fee is \$980 (workshop) or \$790 Self paced E-Learning</i>	<input type="checkbox"/> No. I already hold a qualification at a Diploma level or higher. <b>You are not eligible.</b>

Declaration: I declare that this information provided is true and correct and I understand that upon acceptance of my enrolment I will be asked to complete a Statutory Declaration in further support of this claim.  Yes, I agree to this declaration.  No, I do not agree to this declaration.

Your Full Name:

Dated:

Notes 1. You are eligible for a government subsidised place if you are an Australian or New Zealand citizen or permanent resident of Australia.

### YOUR INVESTMENT

Includes one dedicated e-facilitator/assessor, all learning materials including access to online learning modules, APCOT Student Portfolio, CD Rom of reusable templates, LEARNAVORE mystery pack and more!

Investment also includes awarding of full Certificate (Statement of Attainment) (contingent on successful completion of course requirements)

#### Payment Terms

<input type="checkbox"/> Course Cost: Self Paced E-learning	\$1250
<input type="checkbox"/> Payment Plan Option	Requires initial payment upfront of \$599. Pay the rest off over 2 or 4 (10% additional fee applies)

#### Payment Options

1. Credit Card: VISA, MasterCard, EFTPOS	2. Cheque made payable to APCOT	3. Online direct debit: Bendigo Bank Account: APCOT BSB 633-000 Acc: 130733793
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Enrolment will only be confirmed upon receipt of required payment. There is no refund for cancellation after course commencement. For our full refunds policy see [www.apcot.com.au](http://www.apcot.com.au). When applicable, course dates and venues are subject to change without notice



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### MAKE YOUR PAYMENT HERE

Pay in full OR pay \$599 now and pay the rest off over 2, or 4 months

Please select your payment option

1.  Cheque is enclosed for \$
2.  Online direct debit of \$                      has been made. Receipt Number -
3.  Payment by credit card    VISA    MasterCard for \$

Card Number:

Expiry Date

CVV (Last 3 digits on  
back)

Cardholder's Name

Check this box to confirm your credit card payment as detailed above



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### PAYMENT PLAN AGREEMENT

I	(your name)
<p>agree to the APCOT Payment Plan for my enrolled course of Certificate IV in Training and Assessment. I acknowledge that there is a 10% fee involved with this payment plan, and interest will be charged on any late payments. Interest of 5% of amount owing for that invoice will be calculated on a daily basis. I also acknowledge that all materials I receive remain the property of APCOT until full payment has been received. Awarding of certification will occur once all payments have been received. I acknowledge that I am responsible for full payment of this course regardless of the level of completion.</p>	
<input type="checkbox"/> Check this box to agree to the above terms	Date

Please select your Payment Plan Option: Plan 1 - 2 months, OR Plan 2 - 4 months

<input type="checkbox"/> PAYMENT PLAN 1 Upfront payment of \$599, then a further 2 monthly instalments	
Upfront Payment \$599	Payable with this enrolment form
Instalment 1:	Due 1 month from course commencement
Instalment 2:	Due 2 months from course commencement

<input type="checkbox"/> PAYMENT PLAN 2 Upfront payment of \$599, then a further 4 monthly instalments	
Upfront Payment \$599	Payable with this enrolment form
Instalment 1:	Due 1 month from course commencement
Instalment 2:	Due 2 months from course commencement
Instalment 3:	Due 3 months from course commencement
Instalment 4:	Due 4 months from course commencement

<input type="checkbox"/> I authorise APCOT to take monthly payments as stipulated above from my credit card (listed on previous page)
OR
<input type="checkbox"/> Please invoice me on a monthly basis

**We look forward to welcoming you to our Jungle Room!**

