

Education and Background Questions

Are you a new student to this Training Organisation?

• Yes – Please complete the below questionnaire.

• No – Please complete the below questionnaire if you haven't previously completed it.

The below information is required and may be accessed by the State Government and Training and Education Departments for auditing and reporting purposes.

Please tick (✓) the appropriate boxes below:

1. In which country were you born?

- Australia
 Other - please specify _____

2. Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often.)

- No, English only
 Yes, other – Please specify _____

3. How well do you speak English?

- Very well
 Well
 Not well
 Not 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

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

- Yes
 No - *If no, please skip question to 7*

6. If YES, then 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
 Acquired Brain Impairment
 Vision
 Medical Condition
 Other

7. What is your highest COMPLETED school level?

- Year 12 or equivalent
 Year 11 or equivalent
 Year 10 or equivalent
 Year 9 or equivalent
 Year 8 or below
 Never attended school – *please skip to question 10*

8. In which YEAR did you complete that school level?

9. Are you still attending secondary school?

- Yes
 No

10. Have you SUCCESSFULLY completed any of the qualifications listed in question 11?

- No (*please skip to question 12*)
 Yes

11. If YES, then tick ANY applicable boxes.

- Bachelor Degree or Higher Degree
 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

12. 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

13. Of the following categories, which BEST describes your main reason for undertaking this course? (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 or self-development
 Other reasons

Fitness Experience

In order to ensure that you are enrolled into the right course, we need to ask you about your experience in Sport and Fitness.

Fitness and Sport Training				
Name of Education Provider	Type and Name of Qualification	Dates Attended		Area of Study
		From	Until	

Describe your experience with Fitness and Sport (Elite, club or lifestyle experience)

Your experience in a gym or fitness centre

1. When was the last time you attended a gym In the last week In the last month In the last year Never

2. How often do you use a gym Weekly Monthly Yearly Never

3. Which type of equipment have you used (choose as many as applicable) Machine Weights Free Weights Cardio Machines Stretching / Functional Equipment

4. Which type of classes have you attended? Pilates / Yoga Exercise to music High Intensity / Bootcamp / Martial Arts Classes with Equipment

Estimate the amount of time you spent undergoing sport or fitness activities over the last 3 years.
Please explain your answer.

Unique Student Identifier (USI)

If you're studying nationally recognised training in Australia from 1 January 2015, you will be required to have a Unique Student Identifier (USI) that links to an online account that contains all your training records and results you complete from 1 January 2015 onwards. The USI is needed before a qualification can be issued.

Do you have a Unique Student Identifier (USI)?

Yes—provide number

NO or NOT SURE - If you do not have a USI or not sure, we will automatically verify this for you and obtain one on your behalf using the personal information you have provided and as per conditions of enrolment.

Payment Information

Tuition fee amount ▶

Special Conditions/notes:

Payment type ▶

Pay in full Payment Plan

Method of full payment or deposit ▶

Direct Deposit Credit card
 Cheque Cash

Payment plan details ▶

Deposit to pay: _____
Regular debit amount: _____
Debit frequency: Fortnightly Monthly

Credit Card Payments

Select Credit Card: Visa MasterCard

Name card:

Card Number:

 - - -

Expiry:

 /

By ticking this box I, _____ (name) give permission for ACSF to use the details.

Please note: a 2.5% surcharge applies to all credit card payments over \$1000

Direct Deposit Payments

When making direct deposit ADD your **Full Name** as the reference.

Account name: Australian Learning Group Pty Ltd

Account number: 1019 8588

BSB: 062 032

Office Use ONLY

Payment _____

Receipt _____

Tutor _____

Signature & Acceptance of Course Conditions

By ticking the box, I _____ (name) confirm that I have read and understood all the conditions and policies of the College and agree to abide by them. (These can be found in the [Student Handbook](#) or a condensed version at the end of this document or on our website).

Signature of Parent/Guardian (for students under 18 years of age)

I, _____ (full name of parent/guardian) of address _____

am the parent/guardian of _____ (name of the student).

I consent to him/her enrolling in _____ (course name)

I have ensured that the student has read, understood and accepted the terms and conditions of enrolment and I agree to him/her undertaking activities to fulfil the requirements of the course

Today's Date _____

Signature of Parent/Guardian: _____



Email your saved PDF form to:
info@acsf.com.au

or



Mail it to:
ACSF
Level 1, 225 Clarence Street
Sydney, NSW 2000

Enrolment Terms & Conditions

The Australian College of Sport and Fitness is a trading name of the Australian Learning Group (ALG). It is a condition of enrolment in a course with ALG that you agree to the following Terms and Conditions. Enrolment in an ALG course includes both direct enrolments with ALG and indirect enrolments where the student has enrolled through a partner or agent into a course that is run by ALG.

ALG Policies and Procedures & Student Handbook

Students are required to abide by all the policies and procedures as outlined in the ALG Student Handbook. It is available at ALG.edu.au and may be amended from time to time.

NOTE: The following are key extracts only from the ALG Student Handbook. Students must always refer to the full policies and procedures from the ALG Student Handbook.

Unique Student Identifier

- As a condition of enrolment you automatically grant ALG permission to use any personal information provided to allow ALG to verify or obtain your USI. If you do not want ALG to obtain your USI on your behalf you must make this request prior to completing your enrolment form.

Enrolments, Fees, Cancellations and Refunds

- Course fees must be paid in full upon enrolment or by payment plan as agreed in writing prior to enrolment.
- Course fees are non-transferable to other students.
- ALG reserves the right to cancel a student's enrolment in the case of payment default.
- In the case where ALG is unable to deliver a course in full or has decided to cancel a course before it commences, ALG will either provide a full refund of tuition fees or the student can accept a place in another course.
- Students who opt to pay via payment plan are responsible for any additional fees that are incurred following a failed or late payment.
- Cancellations** - Students who wish to cancel their enrolment in a module and/or course need to do so in writing to ALG. Cancellations are subject to the applicable refund policy.
- Payment Plan Cancellations** - Students requesting to cancel an enrolment who have outstanding payment plan fees are required to pay a cancellation fee to cancel all remaining fee liabilities. These fees are to be paid in addition to the fees paid to date for that module/course. Should the total of remaining payment plan fees be less than the cancellation fee, the student is required to pay the remaining payment plan fees.
- Refunds (Classroom Based Training Modules)** - Students are eligible for a refund if a written request is received 3 weeks prior to the day of the first scheduled class or workshop for that training module and/or course. An refund fee is charged per refund request. A refund request can include a refund for one or more modules and/or courses. Should a student enrol into a module and/or course within 3 weeks of the first scheduled class or workshop, the student will not be eligible for a refund.
- Refunds (Home Study Based Training)** – Students enrolled into a whole home study qualification, who have paid in full and who have not submitted/sat any assessments, are eligible for a refund if a written request is received within 3 weeks of the delivery of course material to the student. A refund fee applies. Students cancelling from individual home study modules are not eligible for a refund. Students enrolled via a payment plan are not eligible for a refund.
- External Agent/Partners Refunds** - Students who have enrolled through an external agent or partner, and have the financial relationship with that agent or partner for tuition fees, must submit a refund request to this agent or partner. Refunds will be subject to their specific terms and conditions, not those of ALG. ALG is not responsible for monies paid to any agent or partner for our courses.
- Other Changes to Enrolment** – Any other change to original enrolment (with the exception of cancellations, refunds and deferrals) is subject to an administration fee per change.
- All outstanding fees for a course or module must be paid before a student can be issued with a module certificate, qualification testamur and/or statement of attainment.

Additional Fees

- Additional fees may be applicable during the course of your studies. These include, but are not limited to, change to your timetable, replacement of course notes, credit card payment surcharges, course cancellation, course extensions, refunds etc. Refer to Additional Fee Schedule in the Appendix of the ALG Student Handbook.

Deferment or Suspension

- Classroom Based Training Modules - If a student is not eligible for a refund they may be eligible for a deferment. Deferments are only applicable to classroom based modules. ALG may defer 50% of the applicable fully paid course fees as fee credit towards another term of study. This credit is valid for 6 months.
- Home Study Based Training Modules – Students may request an extension of home study based modules. ALG will determine if an extension is possible in each case and subject to the qualification not being superseded. Extensions are only applicable to home study based training modules. Extension fees will apply.

Student Responsibilities & Understandings

- ALG have age restrictions on some courses and modules. Students under 18 years old need to contact ALG prior to enrolment to determine what courses are available to them.
- Update ALG of any changes and/or corrections to your personal detail including name, address, phone numbers and email address within 7 days of change.
- Provide photo identification upon enrolment and at time of assessments and issuance of certification.
- Observe ALG's recommendation to have an English language proficiency level appropriate to the applicable course.
- Inform ALG at the time of enrolling if you have any special learning needs in order for ALG to determine if these can be accommodated. Special learning needs may include language, literacy, numeracy and disability special needs.
- Observe course dates prior to enrolment.
- Observe time limits for courses and qualifications and complete courses and qualifications within such times.
- Observe any pre-requisites for a module or qualification and complete such pre-requisites prior to the commencement of the module or qualification.
- Maintain satisfactory Course Attendance and Course Progress
- Apply in writing for Course Credit.
- Agree to abide by ALG's photo and video policy. If you do not wish for your photographs to be taken and published please inform ALG prior to enrolment.
- Report any issues or dissatisfaction of training service immediately, allowing ALG an opportunity to rectify this situation if deemed necessary by ALG.

Copyright

- All course materials supplied by ALG are Copyright protected and are for personal student use only. Reproduction and/or distribution in any form of ALG course material is prohibited.

Medical Conditions

- It is the student's responsibility to advise ALG in writing prior to enrolment if the student is pregnant or has any medical condition that may put them at risk during their training and course of studies
- If a student's medical condition changes adversely during their studies, that may now put them at risk during their training, the student is responsible to undertake no further classes or training until they advise ALG and get written advice from their practitioner on how to continue their studies
- If the student is in any doubt of medical conditions that may put them at risk during their training, the student needs to seek medical advice from a suitably qualified registered practitioner for clarification before training with ALG.

Course Specific Conditions

- Students should note the completion requirement for each course and/or module they enrol into. Unless specified differently on course notes or marketing materials, each ALG course has a completion date of 1 year from the enrolment date.
- For student undertaking Massage courses: students will be required to give and receive massages by both females and males when enrolled in a body work course and student clinic, e.g. Swedish Massage. Students will be required to undress down to underwear in order to receive an oil massage. Student is required to provide their own towels to each class for a body work module.

Disclaimer

- The student will release and hold harmless ALG, its Director, staff, trainers and agents in respect to any property loss or personal injury that may be sustained whilst participating in their course or attending the college or training venue of ALG whosoever caused.
- Every attempt is made to ensure all information from ALG is accurate and that the student has attained the competencies taught in a course, at the point of their assessment. Beyond this point, the graduate is responsible to maintain their acquired competencies, and apply acquired knowledge and skills in a way which is appropriate to the unique characteristics of each application.
- All students and clients will be responsible for their own personal belongings at all times whilst on any ALG premises.
- The Australian Learning Group will collect information about students in the course of conducting its operations but will not, without consent, use or disclose any such information other than for the purpose for which it is reasonably expected it to be used. This is in keeping with the Australian Privacy Principles.
- Any other matter not specifically mentioned in the above Terms & Conditions is at the discretion of ALG.