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Student Number

### Contact Details (preferred mailing address)

Title \_\_\_\_\_ Surname \_\_\_\_\_ First Name \_\_\_\_\_  
 Address  work  home \_\_\_\_\_  
 Town \_\_\_\_\_ State \_\_\_\_\_ P/Code \_\_\_\_\_  
 Phone (h) \_\_\_\_\_ (w) \_\_\_\_\_ (mob) \_\_\_\_\_  
 Fax \_\_\_\_\_ Email (please print clearly) \_\_\_\_\_  
 Date of Birth \_\_\_\_\_

### Practice Details

Name of Practice \_\_\_\_\_ Position \_\_\_\_\_

**Type of Practice**     Health     Dental     Veterinary     Legal (*Diploma only*)

Area of speciality: \_\_\_\_\_

Where did you hear about our Program? \_\_\_\_\_

### Please choose your study option

#### Certificate III in Business Administration (Medical) (BSB31107)

Distance	AAPM Member*	\$1,700	<input type="checkbox"/>
	Non-Member	\$1,900	<input type="checkbox"/>

#### Certificate IV in Professional Practice Management (91482NSW)

Distance	AAPM Member*	\$2,780	<input type="checkbox"/>
	Non-Member	\$3,180	<input type="checkbox"/>
Residential/Workshops	AAPM Member*	\$4,180	<input type="checkbox"/>
	Non-Member	\$4,580	<input type="checkbox"/>

#### Diploma of Professional Practice Management (91483NSW)

Distance	AAPM Member*	\$3,580	<input type="checkbox"/>
	Non-Member	\$3,980	<input type="checkbox"/>
Residential/Workshops	AAPM Member*	\$5,780	<input type="checkbox"/>
	Non-Member	\$6,180	<input type="checkbox"/>



For Residential and Workshop options please indicate location: \_\_\_\_\_

**Details of dates, locations and venues can be found on the website at [www.practicemanagement.edu.au](http://www.practicemanagement.edu.au) or call us on 1800 288 622.**

### Membership

I am currently a member of AAPM. My Membership number is: \_\_\_\_\_

I am concurrently applying for AAPM membership. (Discount will apply only if membership number is received within three months.)  
*Please include a copy of proof of membership or application form, if concurrently applying for membership.*

\*I am currently a member, or employed by a member, of the following industry Association (*check our website to see if you are eligible for a membership discount*): \_\_\_\_\_

For Office Use Only	Date received:	Comment:
Course Code		
Total Price		
Total Discount		Full fee/Membership/Negotiated
Total Payable		
Other ie: Ezy pay		

## Payment Details

- Full upfront payment (\$100 discount)  Overseas student surcharge of \$200
- I secure this enrolment with a deposit of at least \$950 by cheque/credit card today. (See Terms and Conditions below)
- I enclose a cheque made out to UNE Partnerships Pty Ltd  Please invoice my employer  
NB: You must include employer authorisation with enrolment
- Please charge my credit card  Mastercard  Visa

Amount \$ \_\_\_\_\_

Cardholder's name \_\_\_\_\_ Cardholder's signature \_\_\_\_\_

Card number \_\_\_\_\_ Expiry date \_\_\_\_\_ / \_\_\_\_\_

**Declaration:** I have read and agree to abide by the terms and conditions set out below. I declare that the information I have given is true and accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Terms and Conditions

### Course materials

Course materials and online access are included in the course fee. They are exclusively for use by enrolled students and are subject to normal copyright conditions.

### Fees

Payment of fees, or an acceptable payment plan, is essential to complete your enrolment and to participate in your chosen course. We reserve the right to withhold the issue of qualifications if any fees are unpaid at the end of your course.

### Payment Plan

A payment plan is available, involving a \$950 deposit at enrolment, with the balance of fees paid in ten (10) equal instalments at monthly intervals via your credit card or bank account.

### Overseas enrolments

A surcharge of \$200 will be added to course fees for students studying from outside Australia.

### Candidature

Your Certificate III can be completed comfortably within 12 months, Certificate IV within 18 months, and Diploma within 24 months, of the date of enrolment; we will monitor progress with you along the way. You can apply for an extension in extenuating circumstances. Fees apply if approved (ask for details if applicable).

If you do not complete the full course within the candidature period, we will provide a Statement of Attainment for the components you have successfully completed, then close your enrolment in this course.

### Employer invoice

If your employer is paying for all or part of the course fee, please provide a letter or purchase order from your employer to indicate their acceptance of the cost and terms of enrolment.

### Authority to report to employer/sponsor

If your enrolment has been organised, subsidised or supported by your employer or other sponsor, your signature authorises us to provide information relating to your enrolment and study progress to that person or organisation.

### Transfers from distance option to workshops

Students enrolled in the distance option may transfer to the workshop option on payment of the balance of course fees due plus a \$150 transfer fee. This option will be limited by places available in the desired workshops.

### Withdrawal and Refund policy

Should you need to withdraw from enrolment early in the course of study, a partial refund may apply. Please write to us providing details of your student number, the course enrolled and the special factors to be considered (preferably documentary evidence, such as medical certificates, etc.). Refunds do incur an administrative fee and will only be considered in the following circumstances:

- **Distance education programs**

A cooling-off period of 21 days from the date of enrolment applies; our administration fee is 30% of the full course fee. Requests received after the 21-day cooling-off period will be considered under exceptional circumstances.

- **For programs incorporating 'workshop' sessions**

Notification of withdrawal from courses with a workshop or tutorial component must be received by us at least eight (8) days prior to commencement of the first session; our administrative fee is 50% of the full course fee. Withdrawal seven (7) or fewer days prior to course commencement will not be refunded, but substitutions are allowed.

We reserve the right to alter the arrangements for workshops or tutorials before or during the course, depending on enrolment levels. We will inform you of any such changes as quickly as possible.

### Notification

Please advise us if you have a disability, impairment or special need that could impact on your learning. Also, notify promptly any changes of address, contact details or employment, to ensure we can keep in touch during your studies.

### UNE Alumni

On successful completion of this course, you will be eligible to join UNE's Alumni program. Further details will be available closer to completion of your study.



1800 288 622

[www.practicemanagement.edu.au](http://www.practicemanagement.edu.au)

UNE Partnerships Pty Ltd, PO Box U199, University of New England NSW 2351

F: +61 2 6772 5230 • E: [practicemgt@unep.edu.au](mailto:practicemgt@unep.edu.au)

ABN 74 003 099 125 • RTO 6754