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Student number (leave blank unless re-enrolling)

## Please choose your study option

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

Distance	Member*	\$1,800	<input type="checkbox"/>	Non-Member	\$2,000	<input type="checkbox"/>
Residential/Workshops	Member*	\$2,300	<input type="checkbox"/>	Non-Member	\$2,500	<input type="checkbox"/>

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

Distance	Member*	\$2,900	<input type="checkbox"/>	Non-Member	\$3,300	<input type="checkbox"/>
Residential/Workshops	Member*	\$4,300	<input type="checkbox"/>	Non-Member	\$4,700	<input type="checkbox"/>

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

Distance	Member*	\$3,700	<input type="checkbox"/>	Non-Member	\$4,100	<input type="checkbox"/>
Residential/Workshops	Member*	\$5,950	<input type="checkbox"/>	Non-Member	\$6,350	<input type="checkbox"/>

\* A discounted fee is available for individuals or employers who are members of stipulated industry associations. Please check our website.

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.*

## Personal Details

Title \_\_\_\_\_ Surname \_\_\_\_\_ Gender \_\_\_\_\_

First name \_\_\_\_\_ Preferred name \_\_\_\_\_ Date of birth \_\_\_\_\_

Position/Job title \_\_\_\_\_

Name of organisation \_\_\_\_\_

## Contact Details

Postal address  home  work \_\_\_\_\_

Town/Suburb \_\_\_\_\_

State \_\_\_\_\_ P/Code \_\_\_\_\_ Country \_\_\_\_\_

Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_

Mobile \_\_\_\_\_ Fax \_\_\_\_\_

Email 1 (preferred) \_\_\_\_\_

*please print email addresses clearly*

Email 2 \_\_\_\_\_

Type of Practice \_\_\_\_\_

Membership Association \_\_\_\_\_ Member No. \_\_\_\_\_

Residential Address \_\_\_\_\_

*if same as postal address put 'as above'*

Town/Suburb \_\_\_\_\_

State \_\_\_\_\_ P/Code \_\_\_\_\_ Country \_\_\_\_\_

## For office use only

**Please Turn Over**

Code	Assessor	Exam
Discount	Other	Ezypay <input type="checkbox"/> V004

Country of birth \_\_\_\_\_

Which language do you mainly speak at home?  English  Other \_\_\_\_\_

How well do you speak English?  very well  well  not well  not at all  
*please specify*

Do you identify as  Australian Aboriginal?  Torres Strait Islander?  Neither?

Do you have a disability, impairment or long-term condition?  No  Yes \_\_\_\_\_  
*please specify*

Highest school level completed \_\_\_\_\_ *eg Year 12* Year completed \_\_\_\_\_

Are you currently attending secondary school?  No  Yes

Prior educational qualifications: *tick all applicable*

- Bachelor degree or higher
- Advanced Diploma or Associate degree
- Diploma
- Certificate IV
- Certificate III
- Certificate II
- Certificate I
- Other \_\_\_\_\_  
*please specify*

Current employment status:

- Full time
- Part time
- 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

Where did you hear about us? \_\_\_\_\_

What is the main reason for undertaking this study? \_\_\_\_\_

### Declaration

I have read and agree to abide by the Terms and Conditions attached. I declare that the information given is true and accurate.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Who is paying the course fee?**  Student

Organisation (*must be accompanied by a purchase order or letter of authority accepting liability for course fees*)

Attention to: \_\_\_\_\_ Business name: \_\_\_\_\_

Postal address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**How would you prefer to pay?**

*Overseas student surcharge - add \$200*

*Debit form available from [www.unep.edu.au](http://www.unep.edu.au)*

Full upfront payment (\$100 discount) **OR**  Ezy pay (\$950 deposit applies) - I attach a Direct Debit form

I enclose a cheque (payable to UNE Partnerships Pty Ltd) for \$: \_\_\_\_\_

**OR**

Please charge my  Visa  Mastercard Amount \$: \_\_\_\_\_

Card number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Expiry Date: \_\_\_\_ / \_\_\_\_

Name on card: \_\_\_\_\_ Cardholder signature: \_\_\_\_\_



**1800 288 622 • [www.unep.edu.au](http://www.unep.edu.au)**

Facsimile: +61 2 6772 5230 • Email: [practice@unep.edu.au](mailto:practice@unep.edu.au)

UNE Partnerships Pty Ltd, PO Box U199,

University of New England NSW 2351 Australia

ABN: 74 003 099 125 Registered Training Organisation (National ID:6754)

# Terms and Conditions of Enrolment

## 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

Maximum periods of candidature are outlined on our website – we encourage you to complete within a shorter time that suits your personal circumstances and will monitor your progress throughout your candidature. You can apply for an extension in extenuating circumstances – fees will apply. Contact us for details.

If you do not complete the course within the required time, you will be issued a Statement of Attainment for components you have successfully completed.

## 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 in the Declaration authorises us to provide information relating to your enrolment and study progress to that person or organisation.

## Minimum requirements

Basic numeracy and English literacy skills are required. The assessment tasks are work-focused, so it is important to be working in an appropriate workplace or project environment.

## Transfers from distance to a face-to-face option

Students enrolled in the distance option may transfer to workshop or tutorial options 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:

- **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.

You will be responsible for your own costs of travelling to workshop days, including any transfer, cancellation or similar fees for your booking(s).

- **Distance education programs**

A cooling-off period of 21 days from the date of enrolment applies; our administration fee is 15% of the full course fee. Requests received after the 21-day cooling-off period will only be considered under exceptional circumstances.

## UNE Alumni

Successful completion of this course will give you eligibility to join UNE's Alumni program. Further details will be advised on completion.

