

To enroll into a program with the Australian College of Sport & Fitness, please complete the following enrolment form. Please ensure you read and understand the terms & condition of the College.

Course Selection



FLEXIBLE LEARNING COURSES ▶

ULTIMATE Fitness Trainer Program

+ *upgrade* ULTIMATE 'Fitness Experience' Pack

+ *upgrade* ULTIMATE 'Fitness Mentor' Pack

Other : _____

COURSE FEE

CLASSROOM LEARNING COURSES ▶

ULTIMATE Fitness Trainer – *Fast Track*

or Certificate III in Fitness (20 weeks)

or Certificate IV in Fitness (20 weeks)

Term date : _____

Total Course Fee ▶ _____

Confirm your Personal Information

Name : _____ DOB : _____

Address : _____

Suburb : _____ P/code : _____

Phone : H _____ W _____ M _____

Email : _____

Signature & Acceptance of Course Conditions

It is a condition of enrolment that you have read and understood all the conditions and policies of the College and you agree to abide by them.

Signature : _____ Date : _____

Payment Information



Course fee amount ▶ _____

Payment Plan ▶ Pay in full

Payment Plan
Deposit to pay = _____

Future Payments = _____

Pay by ▶ Direct Deposit
 Cheque
 Credit card
 Cash

Other information:

Credit Card Payments

Select Credit Card : Visa, MasterCard Name card : _____

Card Number: L L L L - L L L L - L L L L - L L L L Expiry: L L / L L

Signature : _____

Direct Deposit Payments

When making direct deposit add your Full Name as the reference.

Account name : Australian Learning Group Pty Ltd
Account: 1019 8588
BSB: 062 032

Payment Plans

- Step 1 ▶ Pay deposit required to start your program (using methods above)
- Step 2 ▶ The College will send separate information for the direct deposit authorization.

Terms & Conditions

Upon applying for or enrolling in a course with Australian College of Sport & Fitness ("ACSF") you consent and agree to be bound by the terms and conditions herein. It is a condition of application and enrolment that you have read and understood these conditions and agree to abide by them.

Student Responsibilities & Understandings

It is student responsibility to:

- o Advise ACSF if they have a medical condition which would contra-indicate participating in the program.
- o Update ACSF of any corrections or changes to your personal details including name, address and phone numbers.
- o Advise ACSF of any special learning needs, prior to enrolling.
- o (*For distance education programs*) Report any issues or dissatisfaction of service from external tutors appointed to them immediately, as ACSF reserves the rights to find a suitable replacement for the student, if there are reasonable grounds for the change.
- o There is a 2 year time limit within which to complete a course or program. If students do not submit assessments during this period, and make no attempt to request a deferral, ACSF reserves the right to deem the enrolment to have lapsed.
- o Students whose first language is not English should note strong English language proficiency is required to successfully complete studies. As a guide, we recommend students to have a minimum of IELTS 5.5 (academic).
- o The student agrees to comply with the policies and procedures of ACSF as outlined in the student handbook, as may be amended from time to time (copy on website).
- o For final certification, students must show evidence of having their senior first aid. Students who do not currently have this will need to undertake an external first aid course at their own expense, unless it was specified as part of their program.

Tuition Fees, Refunds and Deferrals

Distance Learning Students

- o Course fees can be paid in full or by payment plan as agreed prior to enrolment.
- o For a period of 10 working days following the enrolment date, a refund of course fees, less a \$500 fee for materials and administration, will be given. For this to apply, request must be made in writing within the 10 day period. The enrolment date is the date which the application for enrolment is received and accepted by the ACSF office. Refunds are not available after this time.
- o At any time during enrolment the student may apply to defer their studies for a 3 month period. The application should be supported by reasons for deferral. If granted, a deferral fee of \$100 applies. Students can defer once only.
- o Students on payment plans will acknowledge it is their responsibility to inform ACSF in writing of any corrections or changes to your banking details, they are liable for any default or cancellation costs once the payment plan is set up, they are liable for all payments even if they discontinue with course. Failure to remit payment may result in the debt being referred to a debt collection agency for recovery and legal action. Costs for this action will be incurred by the student.

Classroom Learning Students

- o All enrolments must be accompanied by a deposit.
- o Balance of course fees are due 3 weeks prior to the commencement of each term.
- o Students wishing to withdraw from a course must advise the college in writing 14 days prior to the commencement of term.
- o The College does not refund fees under any circumstance after this 14 day period. All refunds are subject to an administration fee of \$50.

- o Any change to original enrolment is subject to a \$50 administration fee. Transfers to another term must be

requested in writing at least 14 days prior to the commencement of term.

- o Students who have paid in full and who wish to transfer their enrolment less than 14 days prior to the commencement of term or, who are unable to continue with a course once it has commenced, may decide to defer. The College allows deferring students to carry forward 50% of fees paid as credit towards the new term. Deferments are valid for two terms only and must be requested in writing during the original term of enrolment. Conditions apply.

General

- o Course fees are non-transferable to other students.
- o ACSF reserves the right to increase fees from time to time, however fee increases will not apply to students who already hold a confirmed position in a course prior to the fee increase.
- o Students wishing to request Recognition of Prior Learning may do so in writing.
- o ACSF recognises qualifications from other RTO's.
- o Persons under the age of 16 years of age cannot participate in any of the courses offered at the school.

o ACSF reserves the right to cancel a course. We will inform students and a full refund will be provided.

- o Any other matter not specifically mentioned in the ACSF Policies is at the discretion of ACSF.

Copyright

- o All course materials supplied are for your own personal use only and are copyrighted. Reproduction or distribution in any form or means is prohibited.

Disclaimer

- o The student will release and hold harmless ACSF, 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 the College whosoever caused.
- o Every attempt is made to ensure all information from the College 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. This will release the school from any liability, action and claims of whatsoever nature in connection with, or arising from any such information instruction or advice, given by any student or ex-student, whether directions given during the course are followed or not

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