

# ENROLMENT FORM

Please complete all sections of this form. If you have an electronic version of this form you can fill it in on the computer and send it back via email to [info@transtegic.com](mailto:info@transtegic.com)



## COURSE DETAILS

Qualification/Course name \_\_\_\_\_ Start Date \_\_\_\_\_  
Location \_\_\_\_\_

Course type  Face to face  Distance  RPL/RLC  Other \_\_\_\_\_

## PERSONAL DETAILS

Surname \_\_\_\_\_  
Given name \_\_\_\_\_ Other names \_\_\_\_\_  
Employer \_\_\_\_\_ Position \_\_\_\_\_

Your preferred title  Mr  Mrs  Miss  Ms  Dr

Date of birth \_\_\_\_\_ Gender  Male  Female

Home Phone \_\_\_\_\_ Work \_\_\_\_\_  
Mobile \_\_\_\_\_ Fax \_\_\_\_\_

Email address \_\_\_\_\_  
Residential Address \_\_\_\_\_  
Postal Address \_\_\_\_\_

## EMERGENCY CONTACT

Person \_\_\_\_\_ Relationship \_\_\_\_\_  
Phone \_\_\_\_\_ Mobile \_\_\_\_\_

## WORKSHOP PARTICIPANTS ONLY

How would you rate your computer skills  Beginner  Average  Good  Advanced

Please list any special needs you have for attending the workshop

\_\_\_\_\_

\_\_\_\_\_

## HOW DID YOU HEAR ABOUT US?

Our Website  Word of Mouth  Newspaper  Other (specify)

Continue over

# LANGUAGE AND CULTURAL DIVERSITY / DISABILITY

## COUNTRY OF BIRTH

Australia  Other - please specify \_\_\_\_\_

## DO YOU SPEAK A LANGUAGE OTHER THAN ENGLISH?

No, English only  Yes, other - please specify \_\_\_\_\_

## HOW WELL DO YOU SPEAK ENGLISH?

Very well  Well  Not well  Not at all

## ARE YOU OF ABORIGINAL OR TORRES STRAIT ISLANDER ORIGIN?

No  Yes, Aboriginal  Yes, Torres Strait Islander

## DISABILITY

Do consider yourself to have a disability, impairment or long-term condition?  Yes  No

If, YES then please indicate the area of disability, impairment or long-term condition

- |                       |                          |             |
|-----------------------|--------------------------|-------------|
| Hearing/Deaf          | <input type="checkbox"/> |             |
| Physical              | <input type="checkbox"/> |             |
| Intellectual          | <input type="checkbox"/> |             |
| Learning              | <input type="checkbox"/> |             |
| Mental illness        | <input type="checkbox"/> |             |
| Acquired brain injury | <input type="checkbox"/> | Other _____ |
| Vision                | <input type="checkbox"/> | _____       |
| Medical condition     | <input type="checkbox"/> | _____       |
| Other                 | <input type="checkbox"/> | _____       |

# PREVIOUS QUALIFICATIONS / EMPLOYMENT

## SCHOOLING

What is your highest COMPLETED school level? (Tick one box)

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent
- Year 8 or below
- Never attended school

What year did you completed that school level? \_\_\_\_\_

Are you still attending secondary school?  Yes  No

## PREVIOUS QUALIFICATIONS

Have you SUCCESSFULLY completed any of the following qualifications?  Yes  No

If YES, then tick ANY appropriate boxes

QUALIFICATIONS	DATE ACHIEVED
<input type="checkbox"/> Bachelor Degree or Higher Degree	_____
<input type="checkbox"/> Advanced Diploma or Associate Degree	_____
<input type="checkbox"/> Diploma (or Associated Diploma)	_____
<input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician	_____
<input type="checkbox"/> Certificate III (or Trade Certificate)	_____
<input type="checkbox"/> Certificate II	_____
<input type="checkbox"/> Certificate I	_____
<input type="checkbox"/> Certificates other than the above	_____

# PREVIOUS QUALIFICATIONS / EMPLOYMENT

## PREVIOUS WORK EXPERIENCE

Please list your current and previous work experience and skills relevant to the course you are proposing to undertake.

ROLE	SKILLS	PERIOD
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## EMPLOYMENT

Which BEST describes your current employment status?

- |                                      |                          |   |                          |
|--------------------------------------|--------------------------|---|--------------------------|
| Full-time employee                   | <input type="checkbox"/> | Employed - unpaid worker in family business | <input type="checkbox"/> |
| Part-time employee                   | <input type="checkbox"/> | Unemployed - Seeking full-time work         | <input type="checkbox"/> |
| Self-employed - not employing others | <input type="checkbox"/> | Unemployed - seeking part-time work         | <input type="checkbox"/> |
| Employer                             | <input type="checkbox"/> | Not employed - not seeking employment       | <input type="checkbox"/> |

**PLEASE PROVIDE A CURRENT COPY OF YOUR MOST CURRENT RESUME.**

## STUDY REASON

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

## PAYMENT DETAILS / TERMS AND CONDITIONS

### PAYMENT DETAILS

Full course fee applicable \$ \_\_\_\_\_ Other price \$ \_\_\_\_\_

Payment Options Select the payment option which is most suitable for you.

Direct deposit Transtegic Pty Ltd  
Westpac Launceston Tasmania 7250  
BSB 037 608 Account Number 351 385  
  
*Note: Quote the Transtegic invoice number in the transaction.  
Please confirm direct debit deposits via email to [accounts@transtegic.com](mailto:accounts@transtegic.com)*

Cheque Cheques to be made out to:  
Transtegic Pty Ltd - PO Box 7687 Launceston TAS 7250

Eftpos Please call the office on +61 (0) 3 6334 3855

### TERMS AND CONDITIONS

- 1.All client enrolment details must be provided as requested and returned to Transtegic prior to course commencement.
- 2.A minimum deposit (as stipulated on the Transtegic invoice provided at enrolment and not more than \$1000) is required to confirm enrolment in any selected courses.
- 3.Full payment of course deposit fee (up to \$1000) must be received no less that 7 days prior to course commencement unless otherwise arranged with Transtegic Pty Ltd.
- 4.In the event that a client is unable to attend a course after registration and payment has been received the following cancellation and refund policy will take effect:
  - If cancellation is more than 7 days prior to the commencement of a course clients may apply for a refund of fees less \$250.00 course cancelation administration fee or negotiate with Transtegic the deferring of their enrolment (for transfer to another course) for a period of up to 12 months.
  - If cancellation is less than 7 days prior to the commencement of a course clients may apply for a refund of fees less \$500.00 course cancelation administration fee or negotiate with Transtegic the deferring of their enrolment (for transfer to another course) for a period of up to 12 months.

No refunds will be given for non-attendance after a course has commenced, except for medical or other extenuating circumstances and clients must provide the appropriate written justification for the cancellation.

NOTE: Course transfers will be dependent on the availability of places in selected options.

- 5.In the event that a course is cancelled by Transtegic, participants will be given the option to transfer to an alternative course or receive a full refund of fees within 7 days. Refunds will be paid by Transtegic cheque or direct bank deposit to the original payee or their sponsors.
- 6.Re issuance of certificates or statements of attainment will incur a reissuance administration fee of \$50
- 7.Transtegic Pty Ltd shall not be held liable to any person or business for loss or damage suffered due to any unauthorised actions on the part of Transtegic Pty Ltd employees or partners.

### STUDENT DECLARATION

I have read and agree to Transtegic terms and conditions as detailed above.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for completing this form