RTO Code: 46147

CRICOS Provider Code: 04225F



ENROLMENT FORM

April 2025

**Office Use Only:**

PowerPro RTO ID:

Entered Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Entered By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ENROLMENT FORM

Learners are to complete the Enrolment Form and return it to SRDITA with any supporting documents required and full payment of the course fee indicated.

Note: No enrolment will be processed unless this form is completed fully and SRDITA receives full upfront payment of the course fee. The learner must sign the declaration at the end of the document to indicate their understanding and agreement with the enrolment conditions.

|  |
| --- |
| **Personal Details** (Please Print) |
| Title | Mr/Miss/Mrs/Ms/Other |
| Name (Full name) |  |
| Gender |  |
| Date of Birth | \_\_\_\_\_\_\_ / \_\_\_\_\_\_\_ / \_\_\_\_\_\_\_ (dd/mm/yyyy) |
| Current Age |  |
| Phone and Mobile | (\_\_\_\_) \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_ |
| Email Address |  |
| Emergency Contact Person: | Name:Relationship to the learner:Phone number: |
| Address(including postcode) |  |
| Postal Address  | [ ]  As Above |
| Workplace name (if applicable) |  |
| Workplace Address: |  |
| Workplace Phone: |  |
| Workplace Supervisor: |  |

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| **Course Enrolment**Please indicate which course you are enrolling in below (tick the appropriate box): |
|  ***{Total 95 weeks and days from 14.04.2025 to 05.02.2027 (Saturday and Sunday without Public Holiday), including 15 weeks break}*****For International students**: $ 35,000.00 **For Domestic students**: $ 20,000.00  ***{Total 31 weeks and days from 15.04.2025 to 04.12.20025 (Tuesday to Thursday without Public Holiday), including one week break}*****For International students**: $15,500.00 **For Domestic students**: $ 10 500.00 |
| Non-Refundable Application Fee (initial Application Processing Fee) AU $50**Fee Schedule (pay-as-you-go)****diploma:****For Domestic:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Enrolment** | **14.04.2025** | **01.05.2025** | **01.06.2025** | **01.07.2025** | **01.08.2025** | **01.09.2025** | **01.10.2025** | **01.11.2025** |
| ***$ 300*** | ***$1450*** | ***$1450*** | ***$1450*** | ***$1350*** | ***$1300*** | ***$1300*** | ***$1300*** | ***$1300*** |
| **01.12.2025** | **01.01.2026** | **01.02.2026** | **01.03.2026** | **01.04.2026** | **01.05.2026** | **01.06.2026** |  |  |
| ***$1300*** | ***$1300*** | ***$1300*** | ***$1300*** | ***$1300*** | ***$1300*** | ***$1300*** |  |  |

**For International:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Enrolment** | **14.04.2025** | **01.05.2025** | **01.06.2025** | **01.07.2025** | **01.08.2025** | **01.09.2025** | **01.10.2025** | **01.11.2025** |
| ***$ 300*** | ***$6000*** | ***-*** | ***$1450*** | ***$1450*** | ***$1450*** | ***$1450*** | ***$1450*** | ***$1450*** |
| **01.12.2025** | **01.01.2026** | **01.02.2026** | **01.03.2026** | **01.04.2026** | **01.05.2026** | **01.06.2026** | **01.07.2026** | **01.08.2026** |
| ***$1450*** | ***$1450*** | ***$1450*** | ***$1450*** | ***$1450*** | ***$1450*** | ***$1450*** | ***$1450*** | ***$1450*** |
| **01.09.2026** | **01.10.2026** | **01.11.2026** | **01.12.2026** | **01.01.2027** |  |  |  |  |
| ***$1450*** | ***$1450*** | ***$1450*** | ***$1450*** | ***$1450*** |  |  |  |  |

**Certificate IV:****For Domestic:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Enrolment** | **14.04.2025** | **01.05.2025** | **01.06.2025** | **01.07.2025** | **01.08.2025** | **01.09.2025** | **01.10.2025** | **01.11.2025** |
| ***$ 300*** | ***$1450*** | ***$1,450*** | ***$1,450*** | ***$1,450*** | ***$1,450*** | ***$1,450*** | ***$1,450*** | ***$*350** |

**For International:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Enrolment** | **14.04.2025** | **01.05.2025** | **01.06.2025** | **01.07.2025** | **01.08.2025** | **01.09.2025** | **01.10.2025** | **01.11.2025** |
| ***$ 300*** | ***$5,350*** | ***$1,450*** | ***$1,450*** | ***$1,450*** | ***$1,450*** | ***$1,450*** | ***$1,450*** | ***$1,450*** |

 |
| **General Information**Please answer the following questions. |
| Are you of Aboriginal or Torres Strait Islander origin?*(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)* |  |
| In which country were you born? |  : \_\_\_\_\_\_\_\_\_\_\_ |
| Are you still attending secondary school? |  |
| What is your highest completed school level? |  |
| In which year did you complete that school level? | List year:\_\_\_\_\_\_\_\_\_ |
| Which BEST describes your current employment status in the following categories? |  |
| Do you speak a language other than English at home? *(If more than one language, indicate the one that is spoken most often.)* | : \_\_\_\_\_\_\_\_\_\_\_ |
| How well do you speak English?  |  |
| Do you consider yourself to have a disability, impairment or long-term condition?  | [ ] Hearing/Deaf[ ] Intellectual[ ] Physical[ ] Vision [ ] Medical Condition[ ] Mental Illness[ ] Acquired Brain impairment[ ] Learning impairment[ ] Other, please indicate: \_\_\_\_\_\_\_\_\_\_\_ |
| Have you successfully completed any qualifications or certificates? | [ ] Bachelor's 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[ ] Certifications other than the above : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Of the following categories, which BEST describes your main reason for undertaking this course | [ ] 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Recognition of Prior Learning (RPL)** |
| RPL acknowledges your skills and knowledge obtained through formal training, work experience and/or life experience (relating to a Unit/s of Competency). If you wish to apply for RPL, fill out the table below and request an RPL Application on Enrolment. It is the learner's responsibility to gather the necessary documentation to support the RPL Application. The documentation may include confirmation of testimonials, references and logbooks, interviews, review of the evidence, skills testing, written assessment and verbal reviews.Once RPL is agreed to, the learner will have a maximum of 3 months to complete the RPL Application; otherwise, they will be required to undertake training and assessment in the Unit/s of Competency originally nominated for RPL.Do you wish to apply for RPL?   If 'Yes', please request an RPL Application from the RTO Manager located in the Vocational Centre: Kavishka Udagepola (07) 21421476 |
| **Credit Transfer (CT)** |
| A learner may be granted exemption from studying Unit/s of Competency due to previously completed Units of Competency or Qualifications. The learner must submit an original Certificate and/or Statement of Attainment demonstrating their competence for Unit/s of Competency. The Organisation will validate the Certificate\Statement of Attainment and keep a copy of the document as evidence. Credit Transfer will be granted on a direct Unit-for-unit basis. If you wish to apply for CT, the documentation must be lodged within 14 days of application.Do you wish to apply for CT? If 'Yes', please get in touch with the RTO Manager located in the Vocational Centre. You must supply your original Certificate and/or Statement of Attainment to the RTO Office for copying and certifying. |
| **Payment of Course Fees** |
| Please indicate below the payment method that will be used to pay for the full course fee (tick the appropriate box): |
| Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ |
| Please call the RTO on 0721 421 476 or visit the SRDITA Main Reception to confirm your enrolment with a Credit Card Payment. | Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_Authorised by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ***DO NOT send cash – please visit the Organisation's Main Reception (A Block) to make a cash payment.***Copy of Receipt attached (required) [ ]  |
| This payment method takes longer to process and is not recommended if you require urgent visa documentation. Please indicate your family name, given name, and SRDITA student ID number on your wire remittance receipt. You must attach a copy of your receipt to this form and return it to SRDITA to enable us to identify your payment in our bank account.All bank charges for this wire remittance will be your responsibility.**Bank**: NAB **Branch**: Mackay **BSB number**: 084687 **Account number**: 143239334**Account name**: SRDITA **SWIFT code**: NATAAU3303MBank address: 2047 & 2048, Caneland Central, Mangrove Rd, Mackay, QLD 4740, Australia |
| **Refunds** |
| Applications for refunds are to be processed by the RTO Manager within 14 days from the date of application.Where learners cannot complete their course, they may be eligible for a refund of tuition fees. A partial refund is payable when a learner withdraws from the course without extenuating circumstances.A refund of tuition fees is only payable in certain circumstances, and these circumstances and amounts are provided to learners before confirming enrolment.SRDITA refund arrangements are as follows:

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| **Outline of Refund Arrangements** |
| Withdrawal more than two weeks before the agreed start date | Full refund |
| Withdrawal less than seven days before the agreed start date | Full refund minus a $50.00 administration fee |
| Withdrawal after course commencement | Refund of unused tuition fees, pro-rata less $50.00 administration fee |
| The RTO cannot provide the course for which the original enrolment and payment were made.  | Complete refund or rescheduled enrolment |

SRDITA refund arrangements are as follows:

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| **Refund Arrangements** |
| **International Learners** |
| Visa Rejection (before course commencement date) | Full Tuition Fee refundA Visa Rejection Administration Fee of $500 or 5% of the Tuition Fee will be applied, whichever is lower, as required by the [*Education Services for Overseas Students (Calculation of Refund) Specification 2014 (Cth)*](https://www.comlaw.gov.au/Details/F2014L00907) |
| Visa Rejection (after course commencement date) | Pro-rated Tuition Fee refund(A Refund Administration Fee will not be applied to the student refund, as required by the [*Education Services for Overseas Students (Calculation of Refund) Specification 2014 (Cth)*](https://www.comlaw.gov.au/Details/F2014L00907) |
| Withdrawal from the course more than 12 weeks before the course commencement date | 80% Tuition Fee refundA Refund Administration Fee will be applied. |
| Withdrawal from the course 5-11 weeks before the course commencement date | 60% Tuition Fee refundA Refund Administration Fee will be applied. |
| Withdrawal from the course 0-4 weeks before the course commencement date | 40% Tuition Fee refundA Refund Administration Fee will be applied. |
| Withdrawal before acceptance of the Offer | Full Tuition Fee refundA Refund Administration Fee will be applied. |
| SRDITA rescinded the letter of Offer due to a student's failure to provide the documents required for course commencement. | Full Tuition Fee refundA Letter of Offer Rescinded Refund Administration Fee of $500 will be applied. |
| Student withdrawal after the course commencement date | Full Tuition Fee refund for future study semesters A Withdrawal after Course Commencement Date Refund Administration Fee of $500 will be applied. |

\* Learners may have extenuating circumstances that prevent them from attending scheduled course dates, including but not limited to illness, family or personal matters, or other reasons that are out of the ordinary. Where evidence can be successfully provided to support the learner's circumstances, course fees may either be transferred to the next available course where applicable, or a refund of unused course fees will be issued. The decision to assess the extenuating circumstances rests with the RTO Manager and shall be assessed on a case-by-case basis.NOTE: Please refer to your enrolment pack's Refund Policy and Procedure. Please visit the RTO Office to request another copy of this policy. |
| **Enrolment Conditions** |
| In completing this enrolment form, the learner is agreeing to a contract with SRDITA that stipulates the following:* Once the learner commences the nominated course, SRDITA will deliver the Training Program using competency-based training principles and practices following the Standards for ASQA Registered Training Organisations.
* The Organisation and the learner agree to work together to produce a unified approach in which the learner achieves the relevant qualification.
* The course fees payable to SRDITA are for the provision of the following services:
* Training and Assessment
* Ongoing Administration Processes
* Learning Resources when appropriate
* Certification/Statement of Attainment
* Where a learner has undertaken an assessment and it has been marked as 'Not Yet Competent' (NYC), they will be allowed to re-sit the test/or have a re-assessment. If they are deemed 'NYC' for a second time, they must re-enrol in that unit/ subject. This will include re-training; therefore, a re-enrolment fee for the unit will be applied.
* The learner will be charged $25.00 per document required for re-issuance of Certificates and Statements of Attainments. Payment for the re-issuance of such documents is required before the re-issuance occurs by the Organisation. The Organisation will access course fees following the procedures established by the relevant government agency.
* The Organisation reserves the right to accept or reject any application for enrolment at its discretion.
* The Organisation reserves the right to cancel any course before the commencement date of the course should it deem it necessary and, in that event, shall refund all payments received from the learner (see refund policy).
* Refunds are made when a learner's application supports one of the above reasons for a refund. Any refundable amounts found to be due to the learner will be made within 14 days.
 |
| **Privacy Statement** |
| * I understand that section 12 of the Information Privacy Act 2009 (Qld) and National Vocational Education and Training Regulator Act 2011 requires SRDITA to collect and disclose my personal information for a number of purposes, including the allocation of a Queensland Student Number and the update of my personal information on the Queensland Skills Gateway.
* I acknowledge that SRDITA must provide the National Centre for Vocational Education Research Limited (NCVER) with learner training activity data, which may include information I provide on my enrolment form. NCVER may use the information for planning, administration, policy development, program evaluation, resource allocation, reporting and/or research activities. Skills Victoria may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations for these and other lawful purposes.
* I understand that if requested and where applicable, SRDITA may disclose information about my study loads and progress to my Job Seeker Agency, Centrelink, The Australian Tax Office and the Department of Immigration and Multicultural Affairs.
* I understand that I have the right to access my personal information held by SRDITA at any point during and for 30 years after completing my course.
* I understand I can obtain further information about the SRDITA Privacy Policy in the Learner Information Handbook.

*For more information about how learner information may be used or disclosed, please get in touch with SRDITA by emailing the RTO Manager at admin@srdita.edu.au or phoning us on (07) 2142 1776.***Learner Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_****Parent/Guardian’s Signature: (if student is under 18 years):** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_** |
| **Learner Declaration** |
| **In signing and submitting this 'Enrolment Form', the learner acknowledges the following**:* That the information provided in the Enrolment Form is complete and correct.
* Agrees to be bound by SRDITA rules and regulations and any amendments made to the rules and regulations.
* Agrees to undertake Language, Literacy and Numeracy testing requirements prior to acceptance into any course entry and adhere to any other pre-requisites identified through the enrolment process.
* Where a learner's contact details change while studying with the Organisation, the learner must advise the Organisation of these changes within seven days. These details include but are not limited to email, address, and contact phone details.
* The Learner Information Handbook has been read and understood.
* Agrees to the Enrolment Conditions (listed above in this document)
* Payment is attached for enrolment into this course as outlined in this enrolment form/has been made for the course

**Learner Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_****Parent/Guardian’s Signature: (if student is under 18 years):** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_** |
| **Privacy Notices** |
| **SRDITA** privacy Notice:SRDITA is collecting your personal information on this form for the purposes of processing and managing your enrolment in a vocational education and training (VET) course with us. In accordance with the Information Privacy Act 2009 (Qld), your personal information will only be accessed by staff employed by or on behalf of SRDITA for these purposes. SRDITA handles your personal information in accordance with our Privacy Policy (which you can view here: https://srdita.edu.au/wp-content/uploads/2024/12/PRIVACY-NOTICE.pdf). By enrolling with SRDITA you are acknowledging that you have read and agree to the collection, use and disclosure of your information in accordance with the policy. Your information will not be provided to any other person or agency unless you have provided SRDITA with permission or as otherwise outlined in the SRDITA Privacy Policy or where disclosure is permitted or required by law. Your information will be stored securely. If you wish to access or correct any of your information, discuss how it has been managed or have a concern or complaint about the way the information has been collected, used, stored, or disclosed, please contact the TAFE Queensland Privacy Officer at privacy@srdita.edu.au. **NCVER Privacy Notice (for VET Students)** This NCVER Privacy Notice is supplementary to the TAFE Queensland Privacy Policy: <https://srdita.edu.au/wp-content/uploads/2024/12/PRIVACY-NOTICE.pdf>.**Why we collect your personal information** As a registered training organisation (RTO), SRDITA collects your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. If you do not provide personal information to us we may not be able to enrol you as a student. **How we use your personal information** SRDITA uses your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO. How we disclose your personal information We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector. We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority. **How the NCVER and other bodies handle your personal information** The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market. The NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:  • administration of VET, including program administration, regulation, monitoring and evaluation  • facilitation of statistics and research relating to education, including surveys and data linkage  • understanding how the VET market operates, for policy, workforce planning and consumer information. The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER’s behalf. The NCVER does not intend to disclose your personal information to any overseas recipients. For more information about how the NCVER will handle your personal information please refer to the NCVER’s Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy). If you would like to seek access to or correct your information, in the first instance, please contact the TAFE Queensland Privacy Officer at privacy@srdita.edu.au. DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DEWR will handle your personal information, please refer to the DEWR VET Data Privacy Notice at https://www.dewr.gov.au/national-vetdata/vet-privacy-notice.**Surveys** You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted. For students who have taken up state or federally funded study, some surveys are required as a part of the terms and conditions of your funded enrolment. **Contact information** At any time, you may contact SRDITA to:  • request access to your personal information  • correct your personal information  • make a complaint about how your personal information has been handled  • ask a question about this Privacy Notice. Privacy is a priority at SRDITA. Your information will be stored securely. If you wish to access or correct any of your information, discuss how it has been managed, or have a concern or complaint about the way your personal information has been collected, used, stored, or disclosed, please contact the SRDITA Privacy Officer at privacy@srdita.edu.au. For those students who require assistance in reading and understanding this Privacy Notice, please contact a SRDITA Customer Service Centre prior to enrolling. **USI Privacy Notice (where we apply for a USI on your behalf)** In limited circumstances SRDITA may apply for a Unique Student Identifier (USI) on behalf of a student under the Student Identifiers Act 2014 (Cth). If we are applying for a USI on your behalf the USI Privacy Notice with above NCVER policy. By authorising us to apply for a USI on your behalf you are acknowledging that you understand and consent to this USI Privacy Notice and you understand that if you do not provide all the information requested, or if it is inaccurate, it may affect the Student Identifiers Registrar’s ability to provide you with a USI. |