



OFFICE USE ONLY
 STUDENT ID:
 USI:

TRAINING &
 EDUCATION

REGISTRATION FORM FOR QUALIFICATIONS TO CERTIFICATE I, II OR III

(Please complete all sections on all four pages)

This is my first enrolment at AHTS Training and Education. YES NO

If NO, please state last year of study:

My Unique Student Identifier (USI) Number is: _____

I give permission to AHTS to verify my USI number I give permission to AHTS to obtain a USI number for me

NOTE: All students are required to have a USI number. If you do not have a USI number please apply for one at www.usi.gov.au or ask administration to help you to apply and write your USI number in the boxes above.

TITLE: LAST/FAMILY NAME: GIVEN NAME:

PREFERRED NAME: GENDER: Male Female

DATE OF BIRTH:/...../ 19..... EMAIL:

TELEPHONE: (Home) (Work) (Mobile)

ADDRESS: SUBURB: P/CODE:

EMERGENCY CONTACT PERSON: TELEPHONE:

REFERRAL SOURCE: Internet Job Network Provider Already/previously enrolled in another unit(s)
 Recommended by past student A frame sign on footpath Other

JOB NETWORK: CONTACT PERSON: PHONE:

Choose your date and total fees payable

COURSE	Dates	Fee	COURSE	Dates	Fee
Bar operations	<input type="checkbox"/> 31/07/17 <input type="checkbox"/> 18/09/17 <input type="checkbox"/> 13/11/17 <input type="checkbox"/> 13/12/17	\$450	Food and beverage	<input type="checkbox"/> 04/09/17 <input type="checkbox"/> 20/11/17	\$450
Barista	<input type="checkbox"/> 24/07/17 <input type="checkbox"/> 11/09/17 <input type="checkbox"/> 19/10/17 <input type="checkbox"/> 06/11/17	\$300	Wine Appreciation	<input type="checkbox"/> 23/10/17	\$450
Accommodation	<input type="checkbox"/> 21/08/17	\$450	Room Attendant	<input type="checkbox"/> 07/08/17	\$450
Gaming	<input type="checkbox"/> 17/08/17 <input type="checkbox"/> 16/10/17	\$300	Cookery basics	TBA	\$800
Patisserie and desserts	<input type="checkbox"/> TBA	\$1000			

Certificate II and III in Hospitality Choose your date and total fees payable

COURSE	Dates	Fee
<i>Special price!</i> Certificate II in Hospitality SIT20213 including Bar and Barista (Certificate II in Hospitality includes mandatory work placement) 1 month course	<input type="checkbox"/> 24/07/17 <input type="checkbox"/> 11/09/17 <input type="checkbox"/> 06/11/17	\$999
Core III Units SIT30713 (Entry requirement- Certificate II completed)	<input type="checkbox"/> 16/10/17	Starting at: \$1050.

TOTAL FEE PAYABLE \$ _____

Q13 Your major reason for study? (tick **one** only)

- Get a job Develop my existing business Start my own business Try for a different career
 To get a better job or promotion It was a requirement of my job

I am aware the information in this enrolment form may be provided to the State Training Authority and National Council Vocational Education Research for statistical purposes.

Signature: Date:/...../.....

Would you like to receive promotional materials about other courses via email? Yes No

Would you like to have an electronic copy of your parchment/certificate via email? Yes No

Are you ready to complete this course?

AHTS has developed the following checklist to see if you are ready to start your course. This checklist may identify any English language, literacy and numeracy (LLN) needs you may have.

Please complete the following suitability checklist:

Rate yourself on the following tasks: Answer: **Yes** (I can do this myself) or **No** (I need help to do this)

TASKS	In English? Yes/No	In my first language? Yes/No
I can:		
Read the time on a clock (analogue and digital)		
Add up prices of things in my head		
Work out how much change I should give (without help from the register)		
Look up a phone number in a telephone book or on the internet		
Take a phone message and write it down accurately		
Fill in a form (e.g. a timesheet for work)		
Follow spoken instructions for a task		

AHTS will review your answers to this checklist and if needed arrange further assessments. We will then let you know if there are any gaps in your LLN skills and determine if you require additional assistance to successfully complete your hospitality training course. This assistance will be provided by our trainers, other training providers or LLN specialists. Students are encouraged to discuss any LLN concerns with the Administration Officer or their Trainer prior to enrolment.

Do you require language, literacy and/or numeracy support to complete your studies at AHTS? Yes No

*** * Please read the “Terms and Conditions of Enrolment” below and sign this form * ***

TERMS AND CONDITIONS OF ENROLMENT

- CANCELLATION AND REFUND POLICY** Notification of intention to withdraw must be received a minimum of 5 business days before the scheduled commencement of study.
- Refunds will be paid within 14 days of receiving written notification of withdrawal, less 10% administration fee.
- If notice is received less than 5 business days before scheduled commencement of study, fees will be forfeited.
- In the event of a course cancellation, all fees paid will be refunded within 14 days.
- Refunds will only be made payable to the person who paid the fees.
- A student may be suspended or dismissed at the discretion of AHTS due to unacceptable conduct. No refund will be provided in these circumstances.
- No upfront payment or tuition fees are refundable once the course has commenced.
- A written application may be made for exceptional circumstances, addressed to the CEO, Level 2/97 Pirie St, ADELAIDE SA 5000, for consideration.

DEFERMENT POLICY

(A deferral is a request by the student prior to the start of the course to temporarily postpone commencement of study)

1. Notification of intention to defer must be received a minimum of 5 business days before the scheduled commencement of study.
2. Commencement of study may be deferred up to 6 months.
3. Any fees paid will be held for 6 months and can be used towards recommencement of study.
4. A \$50 administration fee must be paid prior to recommencement of study.
5. After 6 months from scheduled commencement of study, fees held will be forfeited.
6. If notice is received less than 5 business days before scheduled commencement of study, fees will be forfeited.
7. A written application may be made for exceptional circumstances, addressed to the CEO, Level 2/97 Pirie St, ADELAIDE SA 5000, for consideration.

ONLINE DELIVERY MODE TERMS AND CONDITIONS

1. Upon receipt of your fees and provision of your student log in details, your course will immediately commence and no refunds will be issued (as stated in the Cancellation and Refund Policy above).
2. In the event of a course cancellation, all fees paid will be refunded within 14 days.
3. Refunds will only be made payable to the person who paid the fees.
4. Course must be completed within the agreed timeframe.
5. Failure to complete within the agreed timeframe will result in additional course fees.
6. A written application may be made for an extension to timeframes in exceptional circumstances, addressed to the CEO, Level 2/97 Pirie St, ADELAIDE SA 5000, for consideration.

EXCURSIONS

I am fully aware that I undertake all excursions at my own risk. AHTS is not liable in any way and I am to organise my own insurance or take part at my own risk.

LEARNING MATERIALS

All required learning and assessment materials will be supplied by AHTS.

CHECK YOUR DETAILS

Please check ALL enrolment details before submitting this form. AHTS cannot be liable for any incorrect details. For example, you may be charged for the re-issuing and/or re-directing of your certificates if incorrect details provided and you do not notify AHTS. For more information see the Re-issue of a Certificate and/or Statement of Attainment Application Form available on our website.

QUALITY ASSURANCE

AHTS is externally audited at regular intervals to ensure it can maintain its accreditation as a Registered Training Organisation. A part of this process involves an auditor contacting some of the School’s past and current students. Please tick the box and initial next to it if you do NOT wish to be contacted for this purpose. Please initial

REQUEST FOR USE OF MEDIA MATERIAL

I hereby give consent and authorisation to the AHTS Training and Education to use any video, photograph, and picture of me in any AHTS publication, website or commercial.

An example of this is my trainer taking a photo of me undertaking an assessment competency task.

PRIVACY

I authorise AHTS to make relevant inquiries where necessary and in accordance with legislation regarding my academic qualifications and any work experience in relation to my application for undertaking a course.

I understand that my information will only be released to third parties in accordance with legislation. I also understand that I may, at any time, revoke my authorisation for AHTS to release my information to third parties. Revocation of authorisation must be received in writing by AHTS.

I have read, understood and agree to comply with the Terms and Conditions of Enrolment.

I have received and understood all information relating to AHTS services, course content and my student rights.

Signature: Date:/...../.....

Parent / Guardian’s Signature Date:/...../..... (If under 18 years of age)