



HLT35021 Certificate III in Dental Assisting

Enrolment Form

Mr Mrs Ms Miss

Family Name

Given Names

Date of Birth: ____/____/____

Age:

Gender: Male

Female

Address:

State

Country

Postal Code

Postal Address(if the same as above please write As Above)

State

Country

Postal Code

Telephone:

Email:

Course Information

Course name:

Identification:

Do you have a Unique Student Identifier?

If so please fill it here

Effective from 1 January 2015, all students enrolled in nationally recognised training, will be required to provide their registered training organisation (RTO) with their USI and date of birth. Registering for a USI is simple and the registration process is available online and at no cost to the student. This USI will stay with the student for life and be recorded with any nationally recognised VET course that is undertaken.

Students can now create a USI by following the process below:

1. Log on to <http://portal.usi.gov.au/student>
2. When applying for a USI, students will be required to supply one of the following valid Australian forms of ID:

- Driver's Licence
 - Medicare Card
 - Australian Passport
 - Visa (with Non-Australian Passport)
 - Birth Certificate (Australian)
 - Certificate Of Registration By Descent
 - Citizenship Certificate
-

Language and cultural diversity

1. In which country were you born?

Australia ☐

Other – please specify _____

2. Are you an Australian Citizen or New Zealand Citizen or Australian Permanent resident?

Yes ☐

No ☐

If No specify what visa sub
type you are on?

3. Do you speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often)

No, English only ☐

Yes, other – please specify _____

4. How well do you speak English?

Very well ☐ 1

Well	<input type="checkbox"/> 2
Not well	<input type="checkbox"/> 3
Not at all	<input type="checkbox"/> 4

5. Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No	<input type="checkbox"/>
Yes, Aboriginal	<input type="checkbox"/>
Yes, Torres Strait Islander	<input type="checkbox"/>

Disability

6. Do you consider yourself to have a disability, impairment or long-term condition?

Yes	<input type="checkbox"/> Y
No	<input type="checkbox"/> N No – Go to question 7

7. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

(You may indicate more than one area)

Hearing/deaf	<input type="checkbox"/>
Physical	<input type="checkbox"/>
Intellectual	<input type="checkbox"/>
Learning	<input type="checkbox"/>
Mental illness	<input type="checkbox"/>
Acquired brain impairment	<input type="checkbox"/>
Vision	<input type="checkbox"/>
Medical condition	<input type="checkbox"/>
Other	<input type="checkbox"/>

Schooling

8. What is your highest COMPLETED school level? (Tick ONE box only)

Year 12 or equivalent	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>
Year 9 or equivalent	<input type="checkbox"/>
Year 8 or below	<input type="checkbox"/>
Never attended school	<input type="checkbox"/>

9. In which YEAR did you complete that school level?

Are you still attending secondary school?

Yes ☐ Y

No ☐ N

Previous qualifications achieved

10. Have you SUCCESSFULLY completed any of the following qualifications?

Yes ☐ Y

No ☐ N

11. If YES, then tick ANY applicable boxes.

Bachelor 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 ☐

Certificates other than the above ☐

Employment

12. Of the following categories, which BEST describes your current employment status?

(Tick ONE box only)

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

Study reason

13. Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only)

To get a job	<input type="checkbox"/>
To develop my existing business	<input type="checkbox"/>
To start my own business	<input type="checkbox"/>
To try for a different career	<input type="checkbox"/>
To get a better job or promotion	<input type="checkbox"/>
It was a requirement of my job	<input type="checkbox"/>
I wanted extra skills for my job	<input type="checkbox"/>
To get into another course of study	<input type="checkbox"/>
For personal interest or self-development	<input type="checkbox"/>
Other reasons	<input type="checkbox"/>

Other Information

How did you learn about Health Courses?

☐

Website

☐

Exhibition

☐

Advertisement

☐

Others

Payment Options

☐

Option 1: 4 Monthly payments of \$1050

Or

☐

Option 2: Deposit of \$ 1000 and 67 weekly payments of \$ 50

Total Course Fees: \$ 4200 when paid with option 1 or \$ 4350 if paid with Option 2.

Student Signature

Credit Card:

Card no :

Expiry date: ____/____

Name on the Card:

Amount:

Signature:

Terms of Enrolment

A binding agreement shall arise between you and Health Courses Australia, which shall be governed by Australian law, when you accept the Terms and Conditions by:

- Signing and returning the original copy of the Application of Enrolment Form

or

- Making your first course payment when enrolling online

Course Material

Courses, course notes and materials are not to be sold, loaned, copied, or used in any way outside of the pursuit of studying the course by the person who is enrolled in the course, unless permission is sought and granted in writing by the school.

Course Fees

Once enrolment has been accepted, the course fees are due for payment according to the level of study, as detailed below:

- **Certificates:** The certificate courses are 1 year in duration. Full course fees are due once enrolment has been accepted and before course materials are delivered unless using our payment plan. Students choosing the monthly payment plan will be required to make the first monthly payment once enrolment has been accepted and before course materials are delivered and students choosing the weekly payment plan will need to pay the required deposit before receiving access to course materials. The enrolment will expire in 1 year unless extension has been granted.
- **Diplomas:** This is 3 years in duration. The course can either be paid in monthly instalments or using our weekly payment plan. The student will not receive access to course materials until the deposit/ first payment has been made. Your enrolment will expire in 3 years unless extension has been granted.

Course Requirements and Delivery Information

All courses have a requirement of good English and Comprehension skills. Any student enrolling in the courses acknowledges this. If a student is having difficulty with English or comprehension, then we are happy to refer them to an English course, but this does not form grounds for a cancellation or refund.

Course material delivery times vary depending on the delivery method.

- **Online:** course material will be made available online within 24 hours of first payment.

Payment Plan Policy

It is acknowledged that in the event of default in payment of an amount due to Health Courses Australia will result in a \$50 dishonour fee per offence. Repeated failure will result in referral of any resultant debt (inclusive of any accrued interest or other fees whatsoever incurred in accordance with these Conditions of Enrolment) for collection by a mercantile agent plus any additional collection costs incurred. In circumstances where the student has completed the course ahead of paying off for the course the Certificate will be withheld from being issued until the full course payment due is paid.

It is your responsibility to inform Health Courses Australia in writing of any corrections or changes to your personal details including name, address and phone numbers, payment options and banking details.

If you are on a payment plan, please note that you will receive access to the course materials a few units at a time, a minimum 50% of course fees need to be paid to get access to more than 50% of the course materials. In circumstances where the student has completed the course ahead of course payments the Certificates will be withheld from being issued until the full course payment due is paid.

Refund Policy

Notification of withdrawal from a course must be received in writing within 3 days of enrolment, in order to qualify for a full refund (less postage, handling and administration costs – minimum AUD \$100). Within the 3 days of enrolment if the student has accessed the course materials a refund will not be granted, and the full course fees are payable.

Recovery action

If you are granted a payment plan, you are liable for all payments even if you discontinue your study. 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 debtor and no future payment plans will be approved.

Course Materials

Care is taken to ensure that the content of the course materials is accurate, in rare cases human error might occur and there might be some cases where there is information which is not accurate or unclear, in cases like this Health Courses Australia ensures that this is corrected as soon as possible and amended materials are provided to the student. Student acknowledges this and accepts this as part of the terms.

Disclaimer

Every attempt is made to ensure all information from the school 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.

* Enrolment date is the date which the application for enrolment is received and accepted by the Health Courses Australia.

Student Declaration

I agree that the information I have supplied in this application and documentation supporting the application is true and correct. I have read, understood, and agree to the Terms of Enrolment.

Student Signature

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