

Student Agreement

HLTAID003 Provide First Aid



TRAINING PARTNERS
AUSTRALIA



Student Name:	
Qualification:	HLTAID003 Provide First Aid
Funding:	Self-funded (fee-for-service) student
Total cost of course:	\$ _____
Course duration:	_____ days
Course location:	
Delivery mode:	Class-based

The details of your enrolment are stated in the table above.

- ◆ Please check the details stated.
- ◆ Read through the Terms and Conditions.
- ◆ Provide your payment details.
- ◆ If you agree to everything on this Agreement, please sign both copies. Keep one for your records and provide one copy back to your trainer.

Terms and Conditions of Enrolment

By signing this Agreement you agree to the following:

- ◆ The Fees, Charges and Refund Information as outlined below.
- ◆ The details of your enrolment as set out above are correct.
- ◆ You have read understood and agree to the policies and procedures in the Enrolment Handbook provided.
- ◆ You have received sufficient information about the course you are enrolling in to make an informed decision about your enrolment.
- ◆ You have the financial capacity to meet all tuition and material fees and agree to pay fees as they become due or you have made alternative arrangements for your Employer or another person to pay.
- ◆ You understand your rights as a consumer outlined in this Student Agreement.
- ◆ No guarantee can be given by ASRR and Training Partners Australia that you will complete and achieve the qualification you are enrolling in. Qualifications will only be issued where all assessment requirements are met satisfactorily to the required standard.

Fees and Charges Information

The following is a summary of the key pieces of information from our Fees, Charges and Refund Policy. Please refer to the Enrolment Handbook or our website for the full policy.

- ◆ The costs of the course you are enrolling in are outlined over-page. The costs that are relevant to your enrolment are indicated with a tick and the total cost of your course is outlined above.

Cooling-off Period

- ◆ If you signed up to a course as a result of tele-marketing or door-to-door sales, you have the right to a 'cooling off period'. The cooling off period is 7 days from the date you signed this Agreement. To exercise this right, you must notify our office in writing that you wish to cancel within 7 days of signing this Agreement. This can be by email to admin@trainingpartners.edu.au or by post.

Fees and charges for government-funded students under the VTG program

- ◆ Tuition Fees for VTG government-funded students are set in accordance with the Guidelines about Fees issued by the Department each year. Tuition fees will be based on a set rate per nominal hour in a student's course. Tuition fees may or may not be applicable to a course.
- ◆ For some courses, a Materials Fee applies which is additional to the Tuition Fees. Students cannot receive their text books until this is paid.
- ◆ Tuition Fees will not be chargeable for any units that have a Credit applied.
- ◆ Where a unit is to be completed by RPL, the relevant RPL Tuition Fee applies for the relevant unit/s.



Course fee inclusions

- ♦ Course fees include:
 - All of the training and assessment required for students to achieve the qualification or course in which they are enrolling within the allowed attempts. However, in the case of re-assessment, where a student fails to achieve a satisfactory outcome after three attempts at an assessment task, an additional fee may apply for additional training and re-assessment. This fee is outlined over-page.
 - One copy of the required text books and learning materials unless otherwise stated on the Course Outline.
 - Issuance of one set of certification documents including the testamur (certificate) and record of results and/or a Statement of Attainment (in the case of withdrawal or partial completion). Re-issuance or additional copies of these documents will attract a fee of \$20 per document.
- ♦ Course fees DO NOT include:
 - Any optional textbooks and materials that may be recommended but not required for a course.
 - Replacement textbooks if original copies are lost or misplaced. Costs for replacement textbooks are outlined on the Student Agreement.
 - Stationery such as paper and pens.
 - Uniform (if required for placement).
 - Re-assessment if required, as outlined above.
 - Re-issuance of AQF certification documents – a cost of \$20 per document applies.
 - Direct debit setup and dishonour fees (where applicable)

Payments

- ♦ Students are required to indicate which payment schedule they elect to be put on for payment. Invoices will be issued in line with the relevant payment schedule and payment will be required 14 days.
- ♦ Payments can be accepted by direct electronic transfer, credit card, or cash.
- ♦ If your fees are more than 40 days past due, we reserve the right to suspend your course until fees are brought up to date. You may be withdrawn from your course if payments are long overdue and no alternative payments arrangements have been made.

Refunds for self-funded students

- ♦ If you are a self-funded student and you want to withdraw from a course you can seek a refund or have the amount you owe reduced in consideration of the amount of training you have or haven't received. You must request this in writing using the Application for Refund Form. The request must outline the details and reason for your request. If you haven't completed a Withdrawal Form you are not eligible for consideration of a refund or reduction in fees owed.
- ♦ Eligibility for a refund will be assessed based on the services provided to you and the costs incurred by us in order to provide those services.
- ♦ Deposits for self-funded students are non-refundable, except in the unlikely situation that we are required to cancel a course due to insufficient numbers or for other unforeseen circumstances. In this case, you will receive a full refund of the deposit.
- ♦ A full refund of any fees paid will be applicable if you exercise your right to the cooling off period. If you have received any materials, you can either return the un-used text books or the costs for the textbook will be deducted from any refund due.
- ♦ In the unlikely event we are unable to deliver the course as promised; you will be issued with a full refund for any portion of the course that was not completed. The refund will be a pro-rated amount per unit that was not able to be delivered.
- ♦ RPL application fees are non-refundable.

Statement of Fees

Self-funded students		
<input type="checkbox"/>	Course fee – general self-funded students <i>This includes all fees and the required textbooks for this program. Payment is required upfront at the time of enrolment.</i>	\$165
<input type="checkbox"/>	Course fee - ASRR affiliated members* <i>This includes all fees and the required textbooks for this program. Payment is required upfront at the time of enrolment.</i>	\$135
<input type="checkbox"/>	Corporate/ group training fee (on site for 10-14 participants) <i>Payment is required upfront for all participants.</i>	\$115

All course fees include up to three (3) attempts to complete each assessment task. Where an additional assessment is required in order to achieve competency, an additional re-assessment fee of \$100 will be charged per additional assessment required.

GST is not applicable to nationally recognised training.

*See website for details

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Student payment

I will be paying my own fees ****Please note: Course materials will not be distributed until payment of material fees has been made****

Payment method:

Cash

Credit card**

**Credit card payments will incur a 1% surcharge

Name on card: _____

Card Number: _____

Expiry: _____

CCV: _____

Bank Transfer ****Please ensure you include your name as the transaction reference****

Transfer Receipt Number: _____

Account Name: Australian School of Reflexology & Relaxation

Bank: Westpac

BSB: 033 689

Account Number: 275813

Student to sign in agreement

Name: _____

Signature: _____

Date: _____

Employer payment

My employer will be paying my fees ****Please note: Course materials will not be distributed until payment of material fees has been made****

Invoice to be issued to:

Organisation Name: _____

Contact person: _____

Address: _____

Phone number: _____

Email address: _____

Employer to sign in agreement

By signing below you confirm that you will make payment of all fees for the student listed above.

Name: _____

Position: _____

Signature: _____

Date: _____

Australian School of Reflexology & Relaxation to complete this section

Representative Signature: _____

Printed Name: _____

Date: / /