

Victorian Training Consultants

NATIONAL PROVIDER CODE 21849

STUDENT APPLICATION FORM

PAYMENT DETAILS

Application Fee	A\$
Tuition Fee	A\$
RPL Application Fee	A\$
Materials Fee	A\$
Total Fees and Charges	A\$ _____

No obligation is created on Victorian Training Consultants until an official receipt is issued.

AGREEMENT AND CONTRACT

- 1 The Applicant confirms that all the information provided in this application is complete and correct.
- 2 The Applicant agrees to be bound by Victorian Training Consultants (hereafter called the provider) rules and regulations in force from time to time, and otherwise to follow acceptable codes of behaviour, attendance and academic performance and show a concern for other students.
- 3 Fee Payment
 - 3.1 A tuition fee payment schedule will be arranged with each student.
 - 3.2 Fees for the first month of training and any other charges must be paid in full prior to course commencement.
 - 3.3 Changes or variations to this contract requested by the applicant attract a \$25 non-refundable fee.
- 4 Refunds are willingly made in accordance with the policy below. Refund applications must be made in writing to the provider when any of the conditions below apply. Refunds will be returned to the source of payment. Refunds will be accompanied by a statement explaining how the refund was calculated

4.1 Application Fee	Not refundable
4.2 Tuition Fee	
• Withdrawal more than 1 week prior to course commencement	Refund of tuition fees paid
• Withdrawal less than 1 week prior to course commencement	No refund of tuition fee paid
• Withdrawals after the course commences	No refund of tuition fee paid
• Course not commencing on the agreed starting week	Full refund of tuition fees unless alternative arrangements satisfactory to the student can be arranged
• Course ceases to be provided before it is completed	Pro rata refund of tuition fee paid
• Course not provided in full to the student	Pro rata refund of tuition fee paid
4.3 RPL Application Fee	Not refundable
4.4 Materials Fee	Not refundable
- 5 All refunds are finalised within 30 days of the written request
- 6 This agreement does not remove your right to take further action under Australian Consumer Protection laws or to pursue other legal remedies.

I understand the terms of this Contract and the refund conditions and confirm that I have been fully advised of the fees, refund conditions and conditions of enrolment and agree to be a student at the provider.

Personal information is collected solely for the purpose of operating as a Registered Training Organisation under the Australian Quality Training Framework administered by the Victorian Government who are the registering authority. The requirements of the registering authority may require the release of your personal information for the purposes of audit or for collection of data by Commonwealth and State Government departments and agencies. It is a requirement of the Australian Qualifications Framework that students can access personal information held by the college and may request corrections to information that is incorrect or out of date. Please apply to the Training Manager if you wish to view your own records.

Applicant Signature Date

ACCEPTED BY THE PROVIDER

Signed..... Date
Training Manager