

Course Details		
Course Name	How did you find out about us?	
Course Start Date	<input type="checkbox"/> Previous student	<input type="checkbox"/> Search Engine
Course Location	<input type="checkbox"/> Fax	<input type="checkbox"/> Advertisement
Delivery Method	<input type="checkbox"/> Work	
<input type="checkbox"/> Distance Course <input type="checkbox"/> Face to Face <input type="checkbox"/> Online <input type="checkbox"/> RPL	<input type="checkbox"/> Referral	
Where would you like your invoice and certificate mailed to? N.B. A small administrative charge applies to the reissue of Qualifications).	<input type="checkbox"/> Other (please specify):	
Funding Type	Home Address:	
<input type="checkbox"/> Private Student <input type="checkbox"/> Traineeship <input type="checkbox"/> SP/PPP <input type="checkbox"/> Other	Work Address:	

Payment Details		
Course Cost \$ <i>Note: a \$115 non-refundable enrolment fee is included in the cost of the course.</i>	<input type="checkbox"/> Paying Upfront or <input type="checkbox"/> Payment Plan by Card	
Non Credit Card Payment Details <input type="checkbox"/> Direct Deposit: I have attached/will email/fax confirmation of transaction (Please reference your surname and course code.) Westpac Banking Corporation BSB: 032 197 Acct: 336582 Account Name: Corelink Pty Ltd t/as creativeintension <input type="checkbox"/> Personal or Bank Cheque Attached - Cheque payable to Corelink Pty Ltd t/as creativeintension	Credit Card Details Type of Credit Card: <input type="checkbox"/> MC <input type="checkbox"/> VISA <input type="checkbox"/> Amex (2% surcharge) Name on Card: No. / / / CSV: Expiry Date: / / Signature of Cardholder:	Credit Card Payment Plans <input type="checkbox"/> Monthly Plan: = Full Cost + 20% ÷10 \$ <input type="checkbox"/> 50/50 Plan = Full Cost + 10% ÷2: \$

Student Personal Details			
Student Name	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth	
Student Phone: Main	Alternate	Address <i>Please notify if this address changes during your studies.</i>	
Student Email:			
Employment Status: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Self Employed	Position/Job Role:		
<input type="checkbox"/> Not employed (Jobseeker ID/Healthcare details)			
What is your Country of birth? <input type="checkbox"/> Australia <input type="checkbox"/> Other (Please Specify)	Citizenship: <input type="checkbox"/> Australian Citizen <input type="checkbox"/> Permanent Australian Resident <input type="checkbox"/> Temporary Australian <input type="checkbox"/> Other (Please Specify)		
Are you of Aboriginal or Torres Strait Islander descent? <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Neither Aboriginal/Torres Strait Islander			
What is your primary spoken language? <input type="checkbox"/> English <input type="checkbox"/> Other If OTHER, please specify the language spoken:	How well do you speak English? <input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all		
Are you still attending secondary school <input type="checkbox"/> Yes <input type="checkbox"/> No What is your highest completed school level? Grade <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	Prior Education Highest education level: (mark appropriate) <input type="checkbox"/> Certificate I <input type="checkbox"/> Certificate III <input type="checkbox"/> Diploma level <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate IV <input type="checkbox"/> Adv Diploma or Assoc. level <input type="checkbox"/> Bachelors level or higher		
What year completed?	Certificate Code & Title:		
Are you applying for Recognition of Prior Learning (RPL)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you spoken to us regarding RPL? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you read through the relevant RPL Information Kit? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you applying for Credit Transfer <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a disability, impairment or long-term condition? <input type="checkbox"/> No (proceed to next question) <input type="checkbox"/> Yes (Select appropriate box below) <input type="checkbox"/> Hearing <input type="checkbox"/> Vision <input type="checkbox"/> Physical <input type="checkbox"/> Mental Illness <input type="checkbox"/> Intellectual <input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Learning <input type="checkbox"/> Other (Please Specify) <input type="checkbox"/> Medical Condition			
Do you have any special needs we need to take into account? <input type="checkbox"/> No <input type="checkbox"/> Yes, please specify			
What was your major reason for deciding to undertake your studies with creativeintension? <input type="checkbox"/> To get a job <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> To get into another course of study <input type="checkbox"/> To develop my existing business <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> Starting my own business <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> Other			
Marketing: Please indicate if you are interested in receiving marketing from us which would include further training opportunities <input type="checkbox"/> Yes <input type="checkbox"/> No			

Company Details	
Company Name:	Address: <i>Please notify if this address changes during your studies.</i>
Company Contact Person: Email:	Phone:

Student Commitment & Coaching Contract

All students are expected to comply with the requirements set down in the Student Commitment & Coaching Contract (SCCC) for the duration of their studies with creativeintension

Student Declaration

- I affirm that I have read all information regarding the course in which I am enrolling.
- I affirm that I have read and understand creativeintension's Student Handbook.
- I affirm that I have read and understand creativeintension's Policies and Procedures.
- I acknowledge I have a responsibility to behave honestly, ethically and professionally in all of my dealings with creativeintension.

Academic Integrity

- I agree to maintain the highest ethical standards of academic integrity in my work.
- I acknowledge I have a responsibility to appropriately acknowledge the contribution of others in all academic work and to recognize that plagiarism, cheating, collusion, fraud, fabrication or falsifications of data are not acceptable.
- I understand I am expected to be aware of my individual rights and responsibilities regarding the proper use of copyright material.

Coaching Contract

- I agree to adhere to the personal learning agreement I set with my creativeintension Coach upon commencement of a course.
- I agree to respond to all communications from my creativeintension Coach and understand my enrolment will be cancelled if my trainer or coach has not received any assessment evidence or appropriate returned correspondence after 45 days.
- If my coach asks, I agree to provide additional assessment information within 10 days of the request.
- I understand I have only one opportunity for deferment when enrolling in a course.

Human Rights

- I agree I have a responsibility to value the diversity of students and staff from creativeintension and to respect the rights of others to hold and express a range of viewpoints, and to express views with due consideration for the feelings of others and understanding of relevant ethical and cultural implications.
- I understand if I engage in threatening, harassing, discriminatory or bullying behaviour towards other students and staff from creativeintension I may be liable for criminal prosecution and/or civil action.

Privacy

- I agree that creativeintension may collect personal information (including sensitive information) about me for the purposes of en-rolling me in my selected unit(s) and managing my participation in my unit(s) and course(s).
- I understand that creativeintension collects this information for the purposes of processing my application and, advising me about new courses and reminders of enrolment closing dates.
- I agree that creativeintension may communicate with me, either electronically or by mail, for the purpose of providing the services for which I am enrolling.

Cancellations & Refunds

- I agree that there will be no refunds where cancellations are made less than two working days prior to course commencement (unless under exceptional circumstances - appropriate evidence such as a medical certificate or other relevant documents must accompany any written applications)
- I understand that student substitutions can be made by prior arrangement
- I understand the public course timetable is subject to change, if a student cannot attend an alternative course date a full refund will be issued
- I understand that cancellation or deferment requests should be made in writing
- I understand that failure to meet these requirements may result in your contract being cancelled.
- I understand that a \$115 enrolment fee is non-refundable

Coaching Agreement

I agree:

- ✓ I request enrolment in the indicated course
- ✓ I agree to the course terms and conditions.
- ✓ To honour the values of creativeintension at all times

Student Signature: _____

Today's Date _____

Office Use

- Payment processed
- Raise receipt/invoice # _____
- Check for existing student status in RTO Manager
- Enter student name in RTO Manager

- Create login in RTO Manager
- Check details emailed to student are correct then -
- Send confirmation email
- Create student folder on Main
- Scanned into student folder

- Enrolment Package Sent:
- Student Handbook
 - Letter / induction call details
 - RPL checklist or Learner Guides (If applicable)