



APPLICATION RECEIVED STAMP/DATE

## SHORT COURSE ENROLMENT FORM

**NOTE:** Client must complete this form and submit it at ACAHA Reception by email to [info@acah.edu.au](mailto:info@acah.edu.au)  
 Please fill in ALL spaces, using block (capital) letters. When approved, this Enrolment Form becomes the Agreement between the Provider and Client for this purpose.

### Section A: Personal details

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STUDENT ID NUMBER (if applicable)

Family Name: \_\_\_\_\_

Given Names: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Gender:  Male  Female  Other

Residence Address:

\_\_\_\_\_ Post Code: \_\_\_\_\_

Postal Address:

\_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

USI: \_\_\_\_\_

Medicare No: \_\_\_\_\_ Expiry : \_\_\_\_\_

### Section B: Employer details (if applicable)

Name: \_\_\_\_\_

ABN: \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Section C: Emergency Contact (for duration of course)

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

### Section D: Course details

Please indicate which course you want to enrol in:

- Auschem – Farm Chemical Users Course \* Cost: \$405.00
- Auschem – Refresher Course\* Cost: \$305.00
- Auschem – Farm Chemical Users Course (ACDC Qld)\* Cost: \$450.00
- Other \_\_\_\_\_

When do you wish to Study? Date:

\_\_\_\_\_

- Location**  Werribee ACAHA Demonstration Farm,  
 25 Whites Rd, Werribee South, VIC 3030
- Level 11, 55 Swanston Street, Melbourne, 3000
- Level 3, 67 Lake Street, Cairns, QLD, 4870

**Other location:** \_\_\_\_\_

### Section E: Reason for Study (tick the most appropriate box)

- To get a job
- Develop my existing business
- Start my own business
- Try for a different career
- Get a better job or promotion
- It was a requirement of my job
- I wanted extra skills for my job
- To get into another course or study
- For personal interest or self-development

### Section F: Employment Category

What is your current employment status?

- Full-time employee
- Part-time employee
- Self-employed/not employing anyone
- Employer
- Employed/unpaid worker in voluntary capacity
- Unemployed/Seeking full-time employment
- Unemployed/Seeking part-time employment
- Unemployed/Not seeking employment

If you are employed, which BEST describes your occupation? (Tick ONE box only.)

- Manager
- Professionals
- Technicians and Trade Workers
- Community and Personal Service Workers
- Clerical and Administrative Workers
- Sales Workers
- Machinery Operators and Drivers
- Labourers
- Other

If you are employed, which BEST describes your industry of employment? (Tick ONE box only.)

- Agriculture, Forestry and Fishing
- Mining
- Manufacturing
- Electricity, Gas and Water Services
- Construction
- Wholesale Trade
- Retail Trade
- Accommodation and Feed Services (Please turn over)
- Transport, Postal and Warehousing
- Information, Media and Telecommunications
- Financial and Insurance Services
- Professional, Scientific and Technical Services
- Administrative and Support Services
- Public Administration and Safety
- Education and Training
- Health Care and Social Assistance
- Arts and Recreation Services
- Other

### Section G: Indigenous Status / ATSI Status

Born in Australia  Yes  No

If yes:

- Aboriginal
- Torres Strait Islander
- Both Aboriginal & Torres Strait Islander
- Neither

If no, Country of Birth: \_\_\_\_\_

Language used at home: \_\_\_\_\_

### Section H: Literacy / Education

How well do you read & write English?

- Very Well  Well  Not Well  Not at all

How well do you calculate mathematically?

- Very Well  Well  Not Well  Not at all

Do you have a disability? Yes / No

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

- |                |                          |                           |                          |
|----------------|--------------------------|---------------------------|--------------------------|
| 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"/> |                           |                          |

What is your highest completed school level?

- Completed Year 12
- Completed Year 11
- Completed Year 10
- Completed Year 9 or Equivalent
- Completed Year 8 or Lower
- Did Not Go to High School

In which year did you complete that school level:

Have you successfully completed any of the following qualifications?

- 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

If you have completed a prior qualification was this completed:

- In Australia
- Overseas, Country \_\_\_\_\_
- Overseas & Assessed as Australian equivalent by \_\_\_\_\_ (assessing body)

### Section I: Fees and Refund Policy

- Payments have to be made prior to the commencement of the course.
- Notice of non-attendance for registered participants needs to be received 3 days prior to course commencement. Refunds will not be made for participants cancelling less than 3 days prior to course commencement. Refunds will only be made by Cheque or EFT.
- Statement of Attainment will be posted to your mailing address provided.
- Please refer to ACAH refund policy and procedure.

### Section J: Conditions of enrolment

In consideration of Australian College of Agriculture & Horticulture accepting my application for enrolment as a student and providing tuition to me, I agree that I will not hold it, and/or its employees, and/or agents liable for and will not make any claim against them for any loss, damage, death or injury which I may suffer or cause as a result of or in connection with or during the period of:

- a) My attendance at any premises owned, operated or controlled by Australian College of Agriculture & Horticulture
- b) My attendance at any activity that Australian College of Agriculture & Horticulture (ACAH) has any knowledge of (whether work experience, sporting, cultural, social, educational, recreational or otherwise) that is organised by, or on behalf of, or with the assistance of ACAH.

I agree that this Agreement shall be governed in all respects by and interpreted within the laws of the State of Victoria, State Government of Queensland in the Commonwealth of Australia.

All conditions of enrolment are outlined in the pre-enrolment information handbook and the student handbook, available on the ACAH website, [www.acah.edu.au](http://www.acah.edu.au)

### Section K: Privacy statement

Information provided by the student to Australian College of Agriculture & Horticulture, including personal and family details, education and employment details, will be used by ACAH to process your application and enrolment. This information will be treated as confidential and is available for your review, subject to the provisions of the Information Privacy Act 2000 (Victoria).

**Section L: Student declaration**

- I certify that I have read this form thoroughly and agree to the conditions stated herein.
- I understand that enrolment is accepted under the condition that my tuition and other fees are paid in full prior to the commencement of program.
- All information provided by me is correct and complete as at the date of this form.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Section M: OFFICE USE ONLY**

APPROVED                       NOT APPROVED

Authorised Person Name: \_\_\_\_\_

Date: \_\_\_\_\_