



ENROLMENT FORM

ABN: 40 074 285 493 RTO# 40231

Enrolment in a course indicates acceptance of the conditions overleaf

<p>Mail In Complete the form below and post to: Electus 37 Angas Street Adelaide SA 5000</p>
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<p>Fax In Complete the form below and fax to: (08) 8221 5517 Faxed enrolments will be accepted using Credit Card</p>
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<p>Walk In Visit our facility at: 37 Angas Street Adelaide SA 5000 8.30am – 4.00pm Monday to Friday</p>

Full Name Mr/Ms:			
Date of Birth:			
Address:			Post Code:
Telephone:	H:	W:	M:
Email:			
Are you seeking Recognition of Prior Learning towards this course?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Course Name:			
Payment Details:	Deposit \$500.00 GST Exempt by either Cheque/ Credit Card/Money Order to eWord Development Pty Ltd trading as Electus		
Credit Card Payments	Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Diners <input type="checkbox"/>		
Card Holder's Name:			
Card Holder's Signature:			
Card Number:	/	/	/ Expiry Date: /
Signed:	Dated:		

Office Use Only
 Student Number:

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Staff

Electus staff hold appropriate qualifications in their area of expertise and in training and assessment, have strong industry experience and maintain up-to-date industry knowledge.

Enrolment

Recruitment of participants will be conducted at all times ethically and responsibly, ensuring equity and accessibility.

Some programs may have a limited number of vacancies and these will be filled in chronological order upon completion of enrolment.

All successful enrolments will receive a confirmation letter. Please call us if you have not received your confirmation letter at least seven days prior to the commencement of the course.

Fees and Charges

Refer to training timetable for relevant charges for the course and subjects that you are booking into.

Recognition of qualifications issued by other RTO's

All AQF qualifications and statements of attainment issued by other registered training organisations will be recognised by Electus.

Certificates and Statement of Attainment

When you successfully complete a course accredited by VETAB you receive a nationally recognised qualification. Certificates will be issued for accredited courses when a student has successfully completed a course. Appeals on an assessment decision must be lodged within 14 days of publication of assessment results

Assessment

All assessments undertaken by Electus remains consistent with the National Assessment Principles

Grievance & Complaint Procedures

Participants are eligible to appeal or lodge a grievance if they are dissatisfied with their progress through a course.

Client Refunds, Transfers, Cancellations & Substitutions

If you wish to have a course refunded, cancelled or transferred it must be made according to the guidelines as listed in our general terms and conditions which is available on our website. Importantly, Electus must be in receipt of a formal notification from you of a refund, cancellation or transfer request, in writing, by mail, fax or e-mail, and be confirmed in writing back to you by us.

Privacy

Electus is committed to complying with South Australian Information Privacy Principles by ensuring the privacy of your personal information. Personal information, broadly defined, is any information from which your identity is apparent or can be reasonably ascertained.

If you have any physical or access needs please contact us on (08) 8221 5517 before enrolling

ENJOY YOUR COURSE!