

Applications may be submitted by ANY of the following methods:

- Email:** info@tabt.edu.au (Preferred option)
Post: Think Academy of Business and Technology
Level 3, 2 Brandon Park Drive,
Wheelers Hill, VIC 3150

To complete your enrolment form:

1. Complete all questions by typing into the spaces provided.
2. Read and sign the declaration at the end of the form by typing your name where indicated.
3. Provide a copy of only one form of ID (eg. driver's licence, passport, birth certificate, medicare card).
4. Email this completed enrolment form plus a copy of your ID to info@tabt.edu.au

Applicant Details:

First Given Name: Title:
Middle Given Name:
Family Name:
Preferred Name:
Gender: Male Female Date of Birth:
Home Telephone Number: Mobile Number:
Email:
Home address:
Postal address:

Course details:

Course applied for: BAS and Payroll
 Accounting and Bookkeeping
 Financial Planning Advice
 Risk Protection Advice
 Superannuation & Retirement Planning
 Investment Planning Advice

What will your preferred study mode be while undertaking this course? (Select one)

Workshop

Distance/self-paced

Webinar

If your preferred study mode is a workshop, when would suit you?

Please refer to the timetable on the Think Academy of Business and Technology website.

Start Date:

Are you applying for any of the following?

Recognition of Prior Learning

Credit Transfer

Emergency contact details:

Full name:

Daytime Number:

Mobile Number:

Night time Number:

Relationship:

Language and cultural diversity:
In which country were you born?

Australia

Other (Please specify):

Do you speak a language other than English at home?

(If more than one language is spoken at home, indicate the one that is spoken most often)

No, English only

Yes (please specify):

How well do you speak English?

Very well

Well

Not well

Not at all

Are you of Aboriginal or Torres Strait Islander origin?

No

Yes, Aboriginal

Yes, Torres Strait Islander

Yes, Both Aboriginal & Torres Strait Islander

Disability:
Do you identify yourself as having a disability?

No

Yes, Hearing/Deaf

Yes, Intellectual

Yes, Vision

Yes, Learning

Yes, Physical

Yes, Medical

Other: Please specify:

Schooling

What is your highest COMPLETED school level? (Tick ONE box only.)

- | | |
|-----------------------|-----------------------|
| Year 12 or equivalent | Year 11 or equivalent |
| Year 10 or equivalent | Year 9 or equivalent |
| Year 8 or below | Never attended school |

In which YEAR did you complete school?

Are you still attending secondary school? Yes No

Unique Student Identifier details:

Yes, I have a Unique Student Identifier which is:

No, I do not have a Unique Student Identifier and I need Think Academy of Business and Technology to help me create a Unique Student Identifier on my behalf.

Please provide the following information:

What State or Territory issued your Driver's Licence?

What is your Driver's Licence Number?

Town/City of Birth?

Previous qualifications

Have you successfully completed any of the following qualifications in Australia?

- | | |
|--|--|
| Yes - Bachelor Degree or Higher Degree | Yes - Certificate III (or Trade Certificate) |
| Yes - Advanced Diploma or Associate Degree | Yes - Certificate II |
| Yes - Diploma (or Associate Diploma) | Yes - Certificate I |
| Yes - Certificate IV (or Advanced Certificate) | Yes - Other Certificate |

Have you successfully completed any of the following qualifications Overseas?

- | | |
|--|--|
| Yes - Bachelor Degree or Higher Degree | Yes - Certificate III (or Trade Certificate) |
| Yes - Advanced Diploma or Associate Degree | Yes - Certificate II |
| Yes - Diploma (or Associate Diploma) | Yes - Certificate I |
| Yes - Certificate IV (or Advanced Certificate) | Yes - Other Certificate |

Employment

Of the following categories, which best describes your current employment status?

- | | |
|--------------------------------------|---|
| Full-time employee | Employed - unpaid worker in a family business |
| Part-time employee | Unemployed - seeking full-time work |
| Self-employed - not employing others | Unemployed - seeking part-time work |
| Employer | Not employed - not seeking employment |

Reason for study

Of the following categories, which best describes your main reason for undertaking this course / traineeship / apprenticeship? (Tick ONE box only.)

- | | |
|----------------------------------|---|
| To get a job | It was a requirement of my job |
| To develop my existing business | I wanted extra skills for my job |
| To start my own business | To get into another course of study |
| To try for a different career | For personal interest or self-development |
| To get a better job or promotion | Other reasons: |

How you heard about this course?

- | | |
|---|------------------|
| Website (eg Google search) | Friend/colleague |
| Previous students of Think Academy of Business and Technology | |
| Facebook | Other |

Declaration

By signing this form,

- I understand that Think Academy of Business and Technology is required to provide the Australian Skills Quality Authority (ASQA) my ongoing student and training activity information and information I've provided in this enrolment form. ASQA may for other lawful purposes disclose information provided to other government agencies, consultants, advisers, professional bodies and/or other organisations in accordance with ASQA's privacy policies and procedures. Other government agencies such as the Australian Securities & Investments Commission (ASIC), the Australian Tax Office (ATO), the Department of Industry may also require Think Academy of Business and Technology to disclose information you have provided in accordance with their respective privacy policies and procedures;
- I declare that the information contained in this application is to the best of my knowledge true, correct and complete at the time of my application;
- I acknowledge that providing any false information and/or failing to disclose any information relevant to my application for enrolment and/or failure to complete an application/enrolment form may result in the withdrawal of any offer;
- I have reviewed the Student Handbook supplied to me and have been informed about my rights and obligations. The Student Handbook can be found at <http://www.tabt.edu.au/student-info/>;
- I have read, understood and agree with Think Academy of Business and Technology's Refunds & Cancellation policy outlined in Think Academy of Business and Technology's Student Handbook;
- I have reviewed the Schedule of Fees and Payments;
- I can view the full, current Policies and Procedures online at: <http://www.tabt.edu.au/student-info/> and I can contact Think Academy of Business and Technology to request a paper copy be sent to me;
- I have reviewed the relevant course brochure and have been informed of the training and assessment services to be provided and the units of competency to be completed; and
- I confirm that I have read and understood the terms and conditions of enrolment and agree to be bound by them.

Full name:

Sign:

Date:

Think Academy of Business and Technology representative

By signing this form, I certify that I will make every effort to deliver on the services outlined to students and provide every possible opportunity to students to complete their planned qualification.

Full name:

Sign:

Date:

Schedule of fees

Courses:	Tuition Fee	
	Distance	Workshop
BAS and Payroll	\$595.00	\$1095.00
MYOB Accounting and Bookkeeping	\$595.00	\$1095.00
DFP1 - Financial Planning Advice	\$495.00	\$995.00
DFP2 - Risk Protection Advice	\$495.00	\$995.00
FDFP3 - Superannuation & Retirement Planning	\$495.00	\$995.00
DFP4 - Investment Planning Advice	\$495.00	\$995.00
Total Course Fee		
**Payment Plan		

* 1st Payment – Enrolment confirmation: \$1,500.00

The remaining payment by instalment (6 mths or 9 mths) after the commencement of the course.

**Terms and conditions apply.

Payment

Please indicate how payment will be made for the course selected:

Cash

* Credit/Debit Card

Bank Transfer

Credit/Debit Card Details

Card Type:



Card-holder's name:

Credit card number:

Exp Date:

Security code:

*I hereby authorise Think Academy of Business and Technology to charge me the tuition fee via Credit/Debit card.

Sign:

Name:

Direct Banking Details:

A Bank Transfer has been made to: **Think Academy of Business and Technology Pty Ltd**

BSB: 193-879 Account No: 494415070

Transfer Date:

Bank of Origin:

Reference No:

PRIVACY NOTICE

Under the *Data Provision Requirements 2012*, **Think Academy of Business and Technology** is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by **Think Academy of Business and Technology** for statistical, regulatory and research purposes. **Think Academy of Business and Technology** may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

STUDENT DECLARATION AND CONSENT

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

STUDENT SIGNATURE [or electronic acknowledgement]

DATE:

PARENT/GUARDIAN SIGNATURE [or electronic acknowledgement]

DATE:

**Parental/guardian consent is required for all students under the age of 18.*