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UNE Partnerships abides by the Privacy Statement of the University of New England as outlined under Policies at:
www.une.edu.au/policies

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Student number (leave blank unless re-enrolling)

Please choose your study option

Qualification

Code Name

Unit/s

Code Name

Code Name

Code Name

Other description

Personal Details

Title: Surname:

Gender:

First name: Preferred name:

Date of birth:

Unique Student Identifier (USI):

Position/Job title:

Name of organisation:

How long have you been in your current role:

Postal Address

Building/property name: OR Post box:

Flat/unit details: Street/lot number:

Street name: Suburb, locality or town:

State/territory: Postcode: Country:

Residential Address

Building/property name: Flat/unit details: Street/lot number:

Street name: Suburb, locality or town:

State/territory: Postcode: Country:

Contact

Home phone:

Work phone:

Mobile:

Email 1:

Email 2:

Where did you hear about us?

Industry:

In which country were you born?

What language do you speak at home?

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, Aboriginal and Torres Strait Islander

Do you consider yourself to have a disability, impairment or long-term condition? No Yes - please specify

Acquired brain impairment

Learning

Other

Hearing/deaf

Medical condition

Physical

Intellectual

Mental illness

Vision

What is your highest COMPLETED school level?

In which YEAR did you complete that school level?

Are you still attending secondary school? Yes No

Have you SUCCESSFULLY completed a previous qualification? No Yes - please specify

Advanced Diploma or Associate Degree level

Certificate II

Certificates other than the previous

Bachelor Degree or Higher Degree level

Certificate III

Diploma level

Certificate I

Certificate IV

Are you currently enrolled in any other course? No Yes - please specify

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

Employed - unpaid worker in a family business

Part-time employee

Employer

Self-employed - not employing others

Full-time employee

Unemployed - seeking full-time work

Not employed - not seeking employment

Unemployed - seeking part-time work

Which of the following best describes your main reason for undertaking this course?

To get a job

To try for a different career

I wanted extra skills for my job

To develop my existing business

To get a better job or promotion

To get into another course of study

To start my own business

It was a requirement for my job

Personal interest or self-development

Please tick the relevant box. Are you:

An Australian citizen

A humanitarian refugee

A permanent Australian resident

A New Zealand passport holder residing in Australia for more than 6 months

Are you employed by a small business with 20 or fewer employees? Yes No

NEXT, PLEASE FINALISE YOUR ENROLMENT

Step 1: Course fee (includes assessment, online course materials, full teaching and administrative support, issue of qualifications or Statement of Attainment)

Step 2: if paying by Ezyway payment plan

To pay the course fees in instalments using the Ezyway payment plan you will need to make a deposit at **Step 3** on this enrolment form (minimum \$950).

Then deduct the amount of the deposit from the total course fee above and record the balance here. The balance is then paid via regular instalments using the Ezyway payment plan.

Deposit

Now fill in the [Direct Debit form](#), dividing the balance into 10 regular instalments. You are not required to enter an amount into **Item 1 Section B: Payment Instructions** as you will have already paid this with your enrolment.

Balance

Attach the completed form to your enrolment.

Step 3: I enclose EITHER:

a cheque

confirmation of a direct deposit into UNE Partnerships' bank account (BSB 082 902, Account 67 229 1744).
Use the student's name as the payment reference

credit card details (see end of page)

Step 4: If your enrolment is being paid for by your employer, you must provide details below and attach a purchase order or letter of authority to this enrolment.

A tax invoice will be supplied.

Attention to:

Organisation name:

Street or PO Box:

State/territory:

Postcode:

Email:

Phone:

Step 5: Declaration

I have read and understand the Terms and Conditions of enrolment with UNE Partnerships below.
I have read and understand the published information relating to the course in which I am enrolling.
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 overleaf.
(Ticking this box acts as your signature and is required to enrol)

Date:

Step 6: **Save** this form and email with any other required attachments to enrolments@unep.edu.au

If you require assistance please call our team on **1800 066 128**

Optional: Credit card details

Name on card:

Expiry:

Card number:

CCV:

Terms and Conditions of Enrolment

The following sets out the terms and conditions of your enrolment with UNE Partnerships (UNEP) ABN 74 003 099 125, for the course/s you have applied to undertake with UNEP.

Minimum requirements for participants

You must meet the minimum Academic, English Language and Literacy and Numeracy and Course Specific Requirements for your course as outlined in the UNEP Admissions and Enrolment Policy (www.unep.edu.au/students/policies/).

Fees

Unless UNEP has accepted your withdrawal and refund request as per the Admissions, Enrolment, Withdrawal and Cancellation Procedure (www.unep.edu.au/students/policies/), you will remain liable for the payment of all tuition fees relating to your course until such time as they have been paid in full.

Your enrolment may be suspended if your tuition fees remain unpaid longer than 31 days beyond the due date. UNEP reserves the right to withhold the issue of a qualification if any fee or part thereof is unpaid at the end of your course.

Study Period

Recommended study periods are outlined on the UNEP website (www.unep.edu.au). If your course has been partially funded by a State or Commonwealth Government Agency, by your employer, or another third-party, then any application for extension may be subject to the approval of the funding party/s. Should the requirement for an extension arise, please contact UNEP for further information.

Policies

You are required to abide by the policies and procedures outlined on the UNEP website (www.unep.edu.au/students/policies/).

Parent or guardian consent

If you are under the age of 18 years of age, your parent or legal guardian will be required to consent to your enrolment prior to the commencement of any formal studies with UNEP.

Withdrawal and refund (courses eligible for VET Student Loans)

If you are enrolled in a VET Student Loans approved course, you will become liable for fees as the census date passes for each module of study in the course. If you have paid fees upfront and withdraw from your course of study after the first census date we will refund the balance of fees. For more information please see our policy on Re-Crediting FEE HELP balances at:

www.unep.edu.au/students/policies/

Withdrawal and refund (courses NOT eligible for VET Student Loans)

If you withdraw from your course within 21 days of commencement, you can request a refund of any fees paid for enrolment. All such requests must be in writing. In such an event, any course fees paid at the time of notification of withdrawal will be reimbursed in full.

If you withdraw from your course after 21 days from commencement, UNEP may, in its absolute discretion, choose to accept requests for a partial refund of any fees paid for enrolment on an exceptional basis such as medical reasons. In such instances, each case will be examined and decided upon its merits.

UNEP is under no obligation to provide a reason for granting or refusing a request for a refund after 21 days from commencement. In the event that UNEP does agree to a refund, such refund shall be calculated in accordance with a formula devised for such a purpose as a portion of elapsed study time.

Marketing agreement

UNEP may use any combination of statements, testimonials, personal and academic information for purposes of publicising its products and services in printed publications, multimedia presentations, on websites or in any other distribution media.

Terms and Conditions of Enrolment

The following outlines the Privacy Notice of your enrolment with UNE Partnerships (UNEP) ABN 74 003 099 125, for the course/s you have applied to undertake with UNEP.

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with UNEP.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

We may disclose your personal information to your employer or sponsor, where your employer or another third-party have made a financial contribution to support your enrolment.

We may disclose your personal information to a third-party organisation or association, where your course is offered in partnership with a that same third-party organisation or association.

We may disclose your personal information to a third-party organisation for the purpose of providing services related to the course that you have chosen to enrol in.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at <https://www.ncver.edu.au/privacy/>.

If you would like to seek access to or correct your information, in the first instance, please contact UNEP using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice/>.

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact UNEP to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice



PO Box U199, UNE NSW 2351

1800 066 128 | ask@unep.edu.au | unep.edu.au | UNE Partnerships Pty Ltd | ABN 74 003 099 125 | RTO 6754