



# Diploma of Facilities Management Enrolment Form



For best results please use the latest version of Adobe Reader.

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

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Student number (leave blank unless re-enrolling)

**I wish to enrol in the Diploma of Facilities Management - \$5164.50\***

Elective Group A: Please choose 2

Elective Group B: Please choose 2

\* All prices inclusive of GST. A 10% discount applies for members of FMA and FMANZ: [www.fma.com.au/membership/join-fma-today](http://www.fma.com.au/membership/join-fma-today)

## Personal Details

Title: Surname: Gender:  
First name: Preferred name: Date of birth:  
FMA General Membership Identifier:  
Position/Job title:  
Name of organisation:

## 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?
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Are you still attending secondary school?	Yes	No
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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
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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
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## NEXT, PLEASE FINALISE YOUR ENROLMENT

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

### Step 2: If paying by Ezy pay payment plan

To pay the course fees in instalments using the Ezy pay payment plan you will need to make a desposit 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 Ezy pay 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](mailto: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

## Fees

We reserve the right to withhold the issue of qualifications if any fees are unpaid at the end of your course.

## Study Period

Recommended study periods are outlined on our website (see link below). If your enrolment is government funded your candidature period will be governed by the funding agreement. You can apply for an extension in extenuating circumstances – fees will apply, please contact us for details. In the case of traineeships, requests for extensions to the traineeship period must be made through the relevant State Training Authority and Australian Apprenticeship Centre. If you do not complete the course within the required time, you will be issued a Statement of Attainment where appropriate for components you have successfully completed.

[www.unep.edu.au/courses/faq](http://www.unep.edu.au/courses/faq)

## Transfer after enrolment

Additional fees may be incurred and will be discussed with you in advance.

## Withdrawal and refund

Refunds can be requested within 21 days of enrolment (an administration fee of 15% of the total course fee applies). Partial refunds may be granted after 21 days in exceptional circumstances such as medical grounds.

For programs incorporating 'workshop' sessions, notification of withdrawal from courses with a workshop or tutorial component must be received by us at least eight (8) days prior to commencement of the first session; our administrative fee is 50% of the full course fee. Withdrawal seven (7) or fewer days prior to course commencement will not be refunded, but substitutions are allowed. Withdrawals from workshop programs where at least 21 days notice before the commencement date is given will attract a 15% administration fee. The balance will be refunded. We reserve the right to alter the arrangements for workshops or tutorials before or during the course, depending on enrolment levels. We will inform you of any such changes as quickly as possible. You will be responsible for your own costs of travelling to workshop days, including any transfer, cancellation or similar fees for your booking(s).

## Policies

Information on policies and procedures (see link below) relating to student services can be found on our website.

[www.unep.edu.au/get-started/policies](http://www.unep.edu.au/get-started/policies)

## Minimum requirements for participants

Moderate numeracy and English literacy skills. Moderate computer skills and an Internet-enabled computer (IT requirements) (see link below). UNE Partnerships courses are typically workplace based and have specific skill requirements. Please read the competency requirements (see link below) for your chosen course. Students are expected to be working in a job role or similar environment that provides sufficient opportunity to develop specialised competencies and complete the assessment requirements.

[www.unep.edu.au/get-started/policies](http://www.unep.edu.au/get-started/policies)

[training.gov.au/Organisation/Details/6754](http://training.gov.au/Organisation/Details/6754)

## Parent or guardian consent

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

## Privacy notice

Under the Data Provision Requirements 2012, UNE Partnerships is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER) (see link below).

[www.ncver.edu.au](http://www.ncver.edu.au)

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by UNE Partnerships for statistical, regulatory and research purposes. UNE Partnerships 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 or Sponsor – if you are enrolled in training paid by your employer or a third party;
- 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 statements of attainment or 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 programme 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.



PO Box U199, UNE NSW 2351

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