

**PLEASE: 1) ENSURE THIS FORM IS COMPLETED; 2) SUBMIT PHOTO ID WITH THIS FORM; 3) PAY DEPOSIT**

**GENERAL DETAILS**

Surname:		Middle name:	
First name:		Title:	
Date of Birth:		Gender: <input type="checkbox"/> M <input type="checkbox"/> F	
Full Address:			
		State:	Postcode:
Postal - PO Box:	Postal - Suburb/Town:		
Postal - State:	Postal - Postcode:		
Your Country of Birth:			
Home Phone:		Mobile Phone:	
Work Phone:		Email:	

**TRAINEESHIP DETAILS** (if applicable).

Are you under a traineeship registered through an Australian Apprenticeship Centre? <input type="checkbox"/> Yes* <input type="checkbox"/> No	
<i>*If 'yes' please email the South Australian Apprenticeship and Traineeship Training Plan document to <a href="mailto:darren@retac.com.au">darren@retac.com.au</a> for the Real Estate Training Academy to complete the appropriate Parts of this document.</i>	
Employer Legal name:	
Employer number of employees:	ABN:
Full Employer Address:	
Host Employer contact:	Phone:
Host Employer email:	

How did you find out about us?	<input type="checkbox"/> Word of mouth	<input type="checkbox"/> Website	<input type="checkbox"/> Google	<input type="checkbox"/> Employer
<input type="checkbox"/> Apprenticeship Centre (AAC)	<input type="checkbox"/> Facebook	<input type="checkbox"/> Other:		
Student Referral Rewards: please write below the full name of the person who referred you to us:				

**EDUCATION INFORMATION**

Are you currently at secondary School? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What is your highest Completed school level? (Tick ONE box only)	
<input type="checkbox"/> Year 12 completed <input type="checkbox"/> Year 11 completed <input type="checkbox"/> Year 10 completed <input type="checkbox"/> Year 9 completed <input type="checkbox"/> Year 8 or below <input type="checkbox"/> Never attended school                    What Year did you complete school: _____	
Have you successfully completed any of the following qualifications?	
<input type="checkbox"/> Yes - Bachelor Degree or Higher Degree <input type="checkbox"/> Yes - Advanced Diploma or Associate Degree <input type="checkbox"/> Yes - Diploma (or Associate Diploma) <input type="checkbox"/> Yes - Certificate IV (or Advanced Certificate/Technician) <input type="checkbox"/> Yes - Certificate III (or Trade Certificate) <input type="checkbox"/> Yes - Certificate II <input type="checkbox"/> Yes - Certificate I <input type="checkbox"/> Yes - Certificates other than the above <input type="checkbox"/> No	

**INDIVIDUAL NEEDS**

Do you identify yourself as having a disability? (please tick)	
<input type="checkbox"/> No <input type="checkbox"/> 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	
Please provide details of disability and learning supports you may require: (use separate sheet if required)	

**Other Details**

**Are you of Aboriginal or Torres Strait Islander origin? (Tick ONE box only)**

No  Yes, Aboriginal  
 Yes, Torres Strait Islander  Yes, Both Aboriginal & Torres Strait Islander

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

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

**What is the main language spoken at home:**

**How well do you speak English (Tick ONE box only)**

Very well  Well  Not well  Not at all

**WELFARE INFORMATION**

**Emergency Contact Details**

<b>Full name:</b>	<b>Relationship:</b>
<b>Daytime Phone:</b>	<b>Mobile Phone:</b>

**Identification and Australian Residency**

**I am an Australian Citizen or Permanent Resident:**  Yes  No

**If 'No' please write your Visa Class/Subclass number:**

**We require 70 points of identification. Tick which photo ID you have attached to this enrolment form:**

Valid Passport  Valid Driver's Licence (both sides)  Proof of Age Card  Other photo I.D.

**TRAINING PLAN** (please tick which is applicable)

**Course/Program you are applying for:**

CPP40307 Certificate IV in Property Services (Real Estate).  
 CPP50307 Diploma of Property Services (Agency Management).  
 Diploma upgrade from Certificate IV qualification.  
 Residential Property Management (RPM) Program.  
 I wish to apply for Recognition of Prior Learning (RPL).  
 I only want to complete the following units: (write below or attach separate sheet).


**Preferred Study Option: (Tick ONE box only. Please note any enrolled student can attend 1-Day Workshops)**

Online Learning Only  Blended 1: Online and Night Classes  
 Distance Learning Only  Blended 2: Distance and Night Classes

**Date ready to start:** \_\_\_\_\_ **Date must complete by:** \_\_\_\_\_

**Of the following categories, which one best describes your main reason for undertaking this course?**

To get a job  To develop my existing business  To start my own business  
 To try for a different career  To 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 of study  
 For personal interest or self-development  Other reason: \_\_\_\_\_

### UNIQUE STUDENT IDENTIFIER (USI)

As of January 2015 if you are a new or continuing student undertaking nationally recognised training, you need a USI in order to receive your qualification or statement of attainment. If you don't have a USI you will not receive your qualification or statement of attainment. For more information visit: <https://www.usi.gov.au/>

If you have a 10 digit USI please write it clearly: 

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**If you do not have a USI would you like us to create a USI on your behalf?**     Yes     No  
If you ticked 'Yes' we will require the following information to enable us to create your USI for you:

**The town/city where you born in:**

**What State or Territory issued your Driver's Licence?**

**Your Driver's Licence Number:**

**If you do not have a Driver's Licence, please provide a copy of any of the following Proof of ID options:**

Medicare Card     Australian Passport     Visa (with Non-Australian Passport)     ImmiCard  
 Full copy of Birth Certificate (Australian)     Certificate Of Registration By Descent     Citizenship Certificate

### PERSONAL STATEMENT

**Why have you chosen this course or training program?**

**What are your future career goals?**

**Please disclose if you have individual needs we should be aware of, to enable us to better plan your training:**

### FEES AND PAYMENT TERMS

✓	COURSE/TRAINING PROGRAM	PAYMENT TERMS	
<input type="checkbox"/>	<b>Certificate IV in Property Services (Real Estate):</b>	<b>Course fee: \$3,600.</b> 1. <b>\$800</b> deposit at enrolment. 2. <b>\$1,400</b> 30 days after enrolment. 3. <b>\$1,400</b> 60 days after enrolment.	Notes:
<input type="checkbox"/>	<b>Diploma of Property Services (Agency Management):</b>	<b>Course fee: \$5,000</b> 1. <b>\$800</b> deposit at enrolment. 2. <b>\$1,400</b> 30 days after enrolment. 3. <b>\$1,400</b> 60 days after enrolment. 4. <b>\$1,400</b> 90 days after enrolment.	Notes:
<input type="checkbox"/>	<b>Residential Property Management:</b>	<b>Training Program fee: \$750</b> payable at enrolment.	
<input type="checkbox"/>	<b>Selection of units/RPL:</b> Fee is based on the number of units selected in the training plan	<b>Fee:</b> _____	<b>Payment Terms:</b>

**Who do we invoice for payments?**     Student     Employer     Other: \_\_\_\_\_

**Payment of your Deposit must be made at enrolment. Our convenient payment methods are:**

a) Direct credit to: BSB: 105-086. Account Name: Real Estate Training Academy. Account Number: 054 635 540. (Use Surname as reference)  
b) Or by phoning us on 0413 925 880 for payment with a Visa, MasterCard or Amex card.  
c) Or you can visit our Walkerville office to settle your account by: Bankcard, Visa, MasterCard or Amex.

### APPLICANTS DECLARATION

- I certify that the information I have provided in this Student Enrolment Form is true and correct and understand that providing false or incomplete information may lead to my application being declined or enrolment cancelled.
- I have reviewed the **Learner Handbook** ([www.retac.com.au](http://www.retac.com.au)) and understand and agree to adhere to all policies, procedures and processes of the Real Estate Training Academy.
- I have reviewed the **Schedule of Fees & Charges** ([www.retac.com.au](http://www.retac.com.au)) & the 'Fees and Payment Terms' section of this enrolment form and: a) I have been informed of all course fees and costs; b) I agree to the payment terms/payment dates and agree to pay the fees applicable to the course/training program I am enrolling in; and c) I am aware that once I enrol that there is no refund of fees.
- I understand that if I have no activity with my training for twelve months, I will forfeit all fees paid. If I apply to re-enrol I will need to pay the applicable fees.
- I understand that the Real Estate Training Academy is not obligated to keep my enrolment open beyond the advertised course/program duration period. Choosing to re-enrol after the course end date will incur fees.
- I understand that Real Estate Training Academy may withhold issuing grades or Testamurs, records of results or any training outcome document until all fees are paid.
- I have reviewed the course guide and course information for the course/training program I am enrolling in, and I understand and agree to the course content, structure, delivery methods and assessment methods.
- I authorise Real Estate Training Academy to release information required by my employer (only applicable if I am under a traineeship or apprenticeship).
- I understand that the Real Estate Training Academy must release information required by Government authorities. Information is collected for the purpose of AVETMISS reporting, ASQA audit participation, USI obligations, for Government training subsidies and towards the monitoring of training outcomes.
- **Student Referral Rewards:** I have read the SRR Terms and Conditions on [www.retac.com.au](http://www.retac.com.au). All parties must be aware of and agree to: a) who the referrer of the new student is and b) the Terms and Conditions. Any currently enrolled or past RETAC student can receive the SRR. Referrer's reward is for each new student referred who successfully enrolls and pays their deposit. The new student must identify the referrer in the enrolment form. Only one referrer per new student. Reward is a Woolworths e-Gift voucher valued at \$100. Student Referral Rewards only applies to new enrolments in full CPP40307 or CPP50307 courses.
- Real Estate Training Academy conducts promotions on its website, Facebook page and in brochures:
  - I do /  do not consent to Real Estate Training Academy using my photograph or video footage for promotions.
  - I do /  do not consent to Real Estate Training Academy using my testimonials for promotions.
- By completing, signing and lodging this form I agree and consent to all of the above terms and conditions.

Your Full name: \_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ENROLMENT CHECKLIST. Please check that you have completed these steps:**

- I have completed all questions in this enrolment form and signed and dated it.
- I have included a scanned copy of my photo ID, and if drivers licence also the reverse side.
- I am aware that this enrolment can only be finalised when my deposit/payment clears.

**SUBMIT THIS FORM TO:** [darren@retac.com.au](mailto:darren@retac.com.au); or Post: PO Box 329, Glenside SA, 5065; or Deliver to Suite 30, The Watson, 33 Warwick St, Walkerville, SA 5081

**OFFICE USE ONLY:**

Processed by: \_\_\_\_\_

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