

STUDENT ENROLMENT FORM

(You can also enrol online at: www.retac.com.au)

COMPLETE ALL 3 ENROLMENT STEPS: 1) Complete Form 2) Submit ID 3) Payment

Not completing all 3 enrolment steps will delay your enrolment

PERSONAL DETAILS (*Write the name exactly as you used for your Unique Student Identifier (USI) registration)

First name:	Middle name:		
Family name (Surname):	Title:		
Date of Birth: DD/MM/YY: / /	Gender: (Tick ONE box only) <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> OTHER		

RESIDENTIAL AND POSTAL ADDRESS

Flat number:	Street number:	Street name:	
Suburb, locality or town:			
State/Territory:			Postcode:
Postal Address (if different to above):			

CONTACT DETAILS:

Home Ph:	Mob:	Work Ph:
Email address:		

AUSTRALIAN RESIDENCY

Aust. Citizenship Status: <input type="checkbox"/> Australian Citizen <input type="checkbox"/> Australian Permanent Resident
If on a temporary or other visa, please write your Visa Class/Subclass number:

TRAINEESHIP DETAILS (if applicable)

Are you under a traineeship registered through an Australian Apprenticeship Support Network? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Employer Legal name:	ABN:
Full Employer Address:	
Host Employer contact:	Phone:
Host Employer email:	

LANGUAGE AND CULTURAL DIVERSITY

Country of Birth? <input type="checkbox"/> Australia <input type="checkbox"/> Other - please specify:
What is the main language spoken at home? <input type="checkbox"/> English <input type="checkbox"/> Other - please specify:
How well do you speak English? <input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at All
Are you of Aboriginal or Torres Strait Islander origin? (Tick ONE box only) <input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, Aboriginal and Torres Strait Islander

SCHOOLING

Are you still enrolled in secondary or senior secondary education? <input type="checkbox"/> Yes <input type="checkbox"/> No
What is your highest COMPLETED school level? (Tick ONE box only) <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 8 or below <input type="checkbox"/> Never attended school

PREVIOUS QUALIFICATIONS ACHIEVED

Have you SUCCESSFULLY completed any of the qualifications listed below?	
<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 - Miscellaneous Education	<input type="checkbox"/> No

EMPLOYMENT

Of the following categories, which best describes your current employment status? (Tick ONE box only)

- 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
 Not employed - not seeking employment

DISABILITY OR MEDICAL CONDITION

Do you consider yourself to have a disability, impairment, or long-term condition?

- No
 Yes - Go to the next part of the question below

If you ticked 'Yes' please select the area(s) below. You may tick more than one box:

- Hearing/deaf
 Physical
 Intellectual
 Learning
 Mental illness
 Acquired Brain Impairment
 Vision
 Medical Condition
 Other (please identify):

STUDY REASON

Select the one which BEST describes the main reason you are undertaking this course/training?

- To get a job
 Develop my existing business
 Start my own business
 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 reasons

PERSONAL STATEMENT

In under 60 words please write why you have chosen this course? (Use an additional sheet if required).

In under 60 words please overview your work history and experience. (Use an additional sheet if required).

HOW DID YOU FIND US?

I was referred by:

I found your details on:

TRAINING PLAN AND FEES (please tick the course you want to enrol in)

BUNDLE AND SAVE Fees and Standard Payment Plans		Units
<input type="checkbox"/> Bundle 1: Sales Representative + Property Manager + Auctioneer (save \$450)		28 units
Fee: \$3,900	Payment Plan: \$750 non-refundable deposit at enrolment and five payments of \$630 per month starting thirty days after enrolment	
<input type="checkbox"/> Bundle 2: Sales Representative + Property Manager (save \$400)		27 units
Fee: \$3,650	Payment Plan: \$800 non-refundable deposit at enrolment and six payments of \$700 per month starting thirty days after enrolment	
<input type="checkbox"/> Bundle 3: Sales Representative + Auctioneer (save \$200)		20 units
Fee: \$2,950	Payment Plan: \$800 non-refundable deposit at enrolment and six payments of \$700 per month starting thirty days after enrolment	
Courses, Fees and Standard Payment Plans		Units
<input type="checkbox"/> Land Agent		36 units
Fee: \$5,950	Payment Plan: \$750 non-refundable deposit at enrolment and eight payments of \$650 per month starting thirty days after enrolment	
<input type="checkbox"/> Property Manager to Land Agent		23 units
Fee: \$4,000	Payment Plan: \$750 non-refundable deposit at enrolment and five payments of 650 per month starting thirty days after enrolment	
<input type="checkbox"/> Sales Rep. to Land Agent		18 units
Fee: \$3,250	Payment Plan: \$750 non-refundable deposit at enrolment and four payments of \$625 per month starting thirty days after enrolment	
<input type="checkbox"/> Sales Rep. & Property Manager to Land Agent		10 units
Fee: \$2,000	Payment Plan: \$750 non-refundable deposit at enrolment and two payments of \$625 per month starting thirty days after enrolment	
<input type="checkbox"/> Lawyer to Land Agent		10 units
Fee: \$1,750	Payment Plan: \$750 non-refundable deposit at enrolment and two payments of \$500 per month starting thirty days after enrolment	
<input type="checkbox"/> Sales Representative		19 units
Fee: \$2,850	Payment Plan: \$750 non-refundable deposit at enrolment and four payments of \$525 per month starting thirty days after enrolment	
<input type="checkbox"/> Property Manager to Sales Representative		14 units
Fee: \$2,100	Payment Plan: \$450 non-refundable deposit at enrolment and three payments of \$550 per month starting thirty days after enrolment	
<input type="checkbox"/> Property Manager		13 units
Fee: \$1,950	Payment Plan: \$450 non-refundable deposit at enrolment and three payments of \$500 per month starting thirty days after enrolment	
<input type="checkbox"/> Sales Representative to Property Manager		8 units
Fee: \$1,200	Payment Plan: \$450 non-refundable deposit at enrolment and two payments of \$375 per month starting thirty days after enrolment	
<input type="checkbox"/> Auctioneer		1 unit
Fee: \$300	Payment Plan: \$300 payable at enrolment	
<input type="checkbox"/> I only want to complete the following units: (please write the units in the space below)		Units
Price Quoted:		

CREDIT TRANSFER OF QUALIFICATIONS OR UNITS CURRENTLY HELD

If you previously successfully completed a nationally accredited vocational qualification or unit(s) of competency, you may be entitled to a Credit Transfer that can be applied to your Enrolment. If a Credit Transfer applies to your Enrolment, this may result in you completing less units of competency at a reduced cost. For us to assess whether a Credit Transfer can be applied to your enrolment, you MUST provide us with an official copy of your Certificate(s) including units completed. For a Credit Transfer to be applied, we are required by the Regulator to authenticate your Certificate. Once authenticated, we will process your Credit Transfer/s.

INVOICING AND PAYMENT METHODS

Who do we invoice for payments? Student Employer* Other: _____
 *Employer must also sign this enrolment form if paying course fees.

Payment Methods: Payment must accompany your enrolment.

- Direct credit to: BSB: 105-086. Account Name: Real Estate Training Academy. Account Number: 054 635 540. (Use Surname as reference)
- Phone 0410 544 200 to pay over the phone with a Visa, MasterCard, or Amex card.
- Pay in person at our Norwood office (pay by: Bankcard, Visa, MasterCard, Amex or cash).
- Click on the PayPal link on our website's Enrol page to pay with PayPal.

STUDY OPTIONS

Choose Your Study Option: (Tick ONE box only)

(Additional postage and handling charges will apply for posting printed resources to addresses outside Adelaide metro area)

- Online Learning** (all resources + assessments are online)
- Online Learning plus Learner Guides in printed format** (additional printing fee of \$20 per unit applies)

UNIQUE STUDENT IDENTIFIER (USI)

Real Estate Training Academy can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a valid Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly online at <https://www.usi.gov.au/>.

Write your USI clearly (If you already have one):

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Application for Unique Student Identifier (USI) (Do not complete if you already have a USI)

If you would like Real Estate Training Academy to apply for a USI on your behalf you **must authorise us** to do so and declare that you have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>. You must also provide some additional information so that we can apply for a USI on your behalf.

I [NAME] _____ authorise Real Estate Training Academy to apply, pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>, and NCVET policies, procedures and protocols published at www.ncver.edu.au

In accordance with section 11 of the Student Identifiers Act 2014, Real Estate Training Academy will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose.

To create your USI we must verify your identity. Please provide the following information:

Your Town/City of Birth:

Australian Drivers Licence State of Issue: _____ Licence Number:

If you do not have an Australian Driver's Licence, please provide a copy of ONE of the following identifications:

- Medicare Card Australian Passport Non-Australian Passport (with Australian Visa) ImmiCard Citizenship Certificate

DECLARATION STATEMENT: STUDENT (and EMPLOYER if paying tuition fees)

1. I declare that the information I have provided in this form is to the best of my knowledge true and correct and I understand that providing false or incomplete information may lead to my application being declined or enrolment cancelled.
2. I have read, understood and accept the **Course Guide** applicable to my chosen course and I understand and agree to the course content, structure, delivery, assessment methods, fees and charges and warrant that I meet course requirements.
3. I have read, understood and accept the **Learner Handbook** (www.retac.com.au) and understand and agree to the policies and procedures of Real Estate Training Academy, including but not limited to the fees and charges, withdrawal or transfers and refunds.
4. I have read the **Schedule of Fees & Charges** (www.retac.com.au) and understand and agree to those fees and charges and associated terms and conditions.
5. I understand that once my enrolment has been confirmed no refunds shall apply. I understand and agree to pay **all applicable fees and charges** in my payment plan. I understand that failure to make payment may result in the matter being referred to a debt recovery service.
6. **IF EMPLOYER IS PAYING COURSE FEES AND CHARGES**, as the employer I have read, understood, and agree to the content within the **Course Guide**, **Learner Handbook** and **Schedule of Fees & Charges** including the 'Corporate Enrolment Transfer Fees'. **Please note that if the employer is paying the course fees then they must also sign this Enrolment Form. No refunds shall apply.** As the employer I accept that the employer will not be eligible for a refund if the employee contravenes the policies and procedures.
7. If an employer is paying your course fee, they can request to withdraw your enrolment. A statement of attainment for any unit(s) successfully completed will be issued if fees are paid. No refunds shall apply.
8. I understand that Real Estate Training Academy is not obligated to keep my enrolment open beyond the **enrolment end date** as stated on my Confirmation of Enrolment. I have read, understand and agree to the **Standard Enrolment Periods** and **Course Extension Policy** in the **Learner Handbook** and understand that fees and charges will apply to extend my course beyond the Standard Enrolment Period.
9. I understand that Real Estate Training Academy can withhold Testamurs, records of results or notification of training outcomes until **all fees and charges have been paid in full**.
10. I understand that I may be asked to complete a Language, Literacy and Numeracy (LLN) assessment to assess whether my proficiency in the English language meets the levels required to undertake this course/training. If LLN gaps are identified I may be referred to an LLN specialist before I can enrol in this course and I understand those additional third party costs may be in addition to Real Estate Training Academy's fees and charges.
11. I understand that Real Estate Training Academy provides training that meets the **educational requirements** for Real Estate licences in South Australia. For details: visit: <https://www.sa.gov.au/topics/business-and-trade/licensing/real-estate>
12. I understand that Real Estate Training Academy is required to submit data sourced from this enrolment form to the National Centre for Vocational Education Research Ltd (NCVER) and/ or Australian Skills Quality Authority as a **regulatory reporting requirement** or as otherwise required by law. I consent to the retention, use and disclosure of my personal information in this way. I consent to the information contained in this enrolment form being used by Real Estate Training Academy or the following third parties for administrative, regulatory and/or research purposes: a) My school – if I am a secondary student undertaking VET; b) Jobactive or DES provider OR Employer – if either had made a payment towards my training; c) Government departments and authorised agencies such as ASQA or Centrelink; d) Organisations conducting student surveys; e) Researchers; and f) NCVER who will use, secure, disclose, and retain your data in accordance with the VET Data Protocol and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au). 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.
13. **Student Referral Rewards (SRR)**: I have read, understood and accept the SRR Terms and Conditions on www.retac.com.au.
14. Real Estate Training Academy conducts promotions on its website, social media pages and other promotional media:
 - 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.
15. **Declaration Statement**
 Completing, signing and submitting this form represents that I agree and consent to all the above terms and conditions set out and referred to within this form, acknowledging that I have had the opportunity to obtain advice and that I have been provided with copies (printed or online) of all documents referred to within this form.

After you complete this form you must:

Step 2: Submit photo ID (both sides of driver's licence or Passport) to info@retac.com.au or SMS to 0413 925 880.

Step 3: Pay the required deposit. Payment methods are on Page 4.

Not completing all 3 steps will delay the processing of your enrolment and your start date.

Student Signature: _____

Date: _____

Student is under 18: Parent/Guardian Name: _____

Mob: _____

Parent/Guardian Signature*: _____

Date: _____

**Signature indicates consent to this enrolment.*

Employer must sign below if paying course fees. By signing below the Employer declares that they have read and agree to the above Declaration Statement.

Employer Name: _____

Employer Address: _____

Signature: _____

Date: _____