

Office use only	
Stud. ID No. _____	Date Enrolled: _____
<i>Tick when sighted, entered and set-up</i>	
ID Checked <input type="checkbox"/>	Database <input type="checkbox"/> ACC'ts <input type="checkbox"/>
Student File <input type="checkbox"/>	LL&N Assess <input type="checkbox"/>
License No: _____	State Issues: _____ Class: _____

Form 7: Enrolment Form

I am enrolling into: *(Tick the location and qualification)*

- | | | |
|---|---------------------------------|--|
| <input type="checkbox"/> Brisbane | <input type="checkbox"/> Sydney | <input type="checkbox"/> Gold Coast/Murwillumbah |
| <input type="checkbox"/> Melbourne | <input type="checkbox"/> Perth | <input type="checkbox"/> Rockhampton |
| <input type="checkbox"/> Foundation Training | | |
| <input type="checkbox"/> Basic Practitioner Training | | |
| <input type="checkbox"/> Diploma of Kinesiology | HLT52415 | |
| <input type="checkbox"/> Advanced Diploma of Neuroenergetic Kinesiology | 10125NAT | |
| <input type="checkbox"/> Other: _____ | | |

Student Contact Details

Surname: _____ Given name(s): _____

Home address: _____

Suburb: _____ Postcode _____

Home Phone: _____ Mobile Phone: _____

Email Address: _____

Business Name: _____

Postal Address: _____

Occupation: _____

Emergency Details

Contact Name: _____ Relation _____

Address: _____

Suburb: _____ Postcode _____

Telephone: _____ Email: _____

Personal Details:

Date of birth (dd/mm/yyyy): _____ Gender (M/F): _____

Country of birth: _____ Country of Citizenship: _____

Are you a permanent Australian Resident? Yes / No Are you in Australia on a Visa? Yes / No

If so, what type of Visa _____

Do you speak a language other than English at home? (If Yes, please specify) _____

How well do you speak English? (please circle)

Very well

Well

Not well

Not at all

Do you think you will require assistance with your English during the course? _____ Yes / No

Are you of Aboriginal or Torres Strait Islander origin?

 No Yes – Aboriginal Yes – Torres Strait Islander**Please Note: You are under no obligation to answer the following medical questions.**Do you consider yourself to have a disability, impairment or long-term condition? Yes No

If Yes – indicate the areas of disability, impairment or long-term condition:

 Hearing/Deaf Physical Intellectual Mental Illness Vision Acquired Brain Impairment Medical Condition Other: _____

Do you think you will require additional assistance during the course? YES NO

What is your highest COMPLETED school level? (tick one only) Completed Year 12 Completed Year 11 Completed Year 10 Completed Year 9 or lower

In what year did you complete that school level?: _____

Are you still attending secondary school? Yes / No

Unique Student Identifier (USI) _____

You can create your own USI by accessing the USI website <http://usi.gov.au/create-your-USI/Pages/default.aspx> and following the instructions.

Have you successfully completed any of the following qualifications? Yes / No

If Yes – tick all applicable boxes

 Bachelor Degree or Higher Advanced Diploma or Associate Degree Diploma Certificate IV Certificate III Certificate II Certificate

Other Training course (specify course name & date) _____

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

(Tick one only)

 Full-time employee Part-time employee Self employed – not employing others Employer Employed – unpaid family worker Unemployed – seeking f/t work Unemployed – seeking part-time work Not employed – not seeking employment

NK Institute Pty Ltd

Important Information – Please read and ensure you understand the following

PRIOR TO ENROLMENT

NK Institute Pty Ltd, as an RTO is required to provide all students prior to enrolment information on the following:

TRAINING

Information on Training Services provided by NK Institute Pty Ltd is available from the office via phone or in written format. Prior to enrolling into your chosen course, ensure you have a full understanding of the structure of the course. All courses are delivered in line with State and any National requirements utilising equipment that complies with all safety standards. Courses are delivered as a theory lesson with a practical component and all participants must ensure they can undertake the training. All costs, durations and outcomes are available from the office or on the website.

ASSESSMENT

Assessments of units will be conducted at a time agreed to by both parties after the following requirements are met.

- Successfully complete all required training, and
- Paid any outstanding monies owed,

Additional assessment processes will be explained to you at the time of training. Should you have any additional questions regarding your assessment method or have any concerns please discuss these with a NK Institute Pty Ltd Staff Member.

SUPPORT SERVICES AND SPECIAL NEEDS

NK Institute Pty Ltd will take every possible action to ensure we support you throughout your training and assessment process. If at any point through-out your course you require any assistance or support please discuss these needs with NK Institute Pty Ltd staff and we will do our best to help. If you have any special needs, including Language and Literacy, learning, mobility, visual impairment or hearing please notify staff prior to enrolment to allow us to cater for your needs. **If you do not notify us of any condition that may affect your learning, we will not be able to assist you if the need arises.**

YOUR RIGHTS

As part of your training and assessment, you have various rights. NK Institute Pty Ltd wants to ensure your time spent with us is both beneficial and enjoyable. If at any point you feel harassed, discriminated or feel abused, please notify the Principal immediately either face to face, via phone or in writing. If you feel you need to complain about an aspect of service or training and assessment you may do so verbally or in writing. Appeals on any decision made by NK Institute Pty Ltd may be lodged to the Principal and must be done so in writing. For more information on your rights, please talk to the staff.

PRIVACY POLICY

In compliance with the Privacy Act, the information requested on this enrolment form will only be used for the process of enrolment and maintaining the student records. All information will be kept confidential and access to this information is only available to you, the Principal and the trainer. If you want to view your files at any time, lodge the request with your trainer.

MEDIA RELEASE

At times during the course, staff / contractors may take photos/video for use in promotional activity. By signing this form, you acknowledge your acceptance in participating in such activities.

RULES AND REGULATIONS

1. To complete your enrolled course students must be able to fulfil the following obligations:
 - Demonstrate to the Trainer and Assessor through attendance and assessment, both written and theory that academic and professional skills have been obtained to a satisfactory and competent level.
 - Satisfy all academic, administrative and financial obligations to the organisation.
2. No food is to be taken into classrooms, and smoking is not permitted in the organisation's premises
3. Students must promptly notify NK Institute Pty Ltd of any change of name, address and contact details.
4. NK Institute Pty Ltd may take telephone messages for students if requested and if it is an emergency. Mobile phones must be switched off during class.
5. Students may be suspended or expelled from NK Institute Pty Ltd at the Principal's discretion for:
 - non or late payment of fees
 - failure to uphold or maintain any of NK Institute Pty Ltd Policies and Procedures
 - Serious misconduct or breach of legislation

REFUND POLICY

NK Institute Pty Ltd will safeguard any money paid by you in advance of your course. NK Institute Pty Ltd will refund you any money paid by you in full in the event we cancel or discontinue a course. If you withdraw from a course due to illness, (verified by a medical certificate) we will refund any course fees paid less an administrative fee of 20 % of your course cost. Should you withdraw for any other reason other than illness, with less than two week's notice you will forfeit 50% of your course cost. **If you fail to commence the course you will forfeit all monies paid.**

Do not sign below if you feel you have not received information on all of the above points. Please ask NK Institute Pty Ltd Staff to explain or provide written information on the above before enrolling and signing below.

Student Declaration

I, _____ have read, understand and agree to the following:

- a) I will follow all the study instructions and Rules and Regulations as outlined on this page as well as all policies in the student handbook
- b) I release and hold harmless NK Institute Pty Ltd, its Principal, staff and agents in respect of any property loss or personal injury that I may sustain whilst participating in my course.

I declare truly and solemnly that's the information provided on this enrolment form is true and correct.

Student's signature _____ Date: ____ / ____ / ____.