

## **Student Enrolment form**

Please return enrolment form by either:

Email: avt@nelsonbay.com

Post: Academic & Vocational Training Pty Ltd  
PO Box 43 Anna Bay Port Stephens NSW 2316

Academic and Vocational Training Pty Ltd is a Registered Training Organisation  
Provider Number 91070

Competency Unit: **WFSFNL407A – Perform General Funeral Celebrancy**

## **Correspondence Course**

Student surname.....Given name/s.....

Preferred name .....

Are you Male or Female (please circle one or the other)

Address.....

.....

Date of birth .....

Home telephone number .....

Mobile telephone number .....

Email address .....

Signature .....

Do you need assistance with language, literacy or numeracy skills?

Please circle Yes No

If you circled yes, you will be referred to other institutions offering this assistance, and there may be a financial fee charged to you for this service.

On completion of the Nationally Accredited course, a Statement of Attainment will be forwarded within 10 days of receipt of the final assessment task.

A tutor will be assigned to you, to assist you in the completion of assessments tasks.

### **Student handbook**

On payment of the course fee, a Student Handbook will be forwarded to you.  
This handbook will outline the policies and procedures of A.V.T.

If you do not agree with the Policies and Procedures of Academic and Vocational Training, a full refund will be forwarded within 7 days of receipt of your application for a refund.

If you choose to proceed with your application to enrol as a student in the above course, please sign the section below, and return it with your course fee and enrolment form.

### **Refund Policy**

No refund will be granted to a student who has commenced the course.

The course is deemed to commence when the packaged course material is opened.

Nationally Accredited course held by correspondence.

A Student Manual will be forwarded within 7 days of receipt payment and of acceptance of the Policies and Procedures.

#### **Payment arrangements:**

100% of the course fee must be forwarded with enrolment form.

Student Name .....

Signature ..... Date .....

Payment method    cheque amount.....    money order amount.....

credit card    Mastercard/Bankcard/Visa    Amount to pay.....

Card number.....    Expiry Date.....

Name on card.....    Signature.....