

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 & Vocational Training Pty Ltd is a Registered Training Organisation
Provider Number 91070

Competency Unit: CHCMEL-401A Plan, Conduct and Review a Marriage Ceremony

Classroom 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

Do you have any special needs that require assessment to enable you to complete the course or to attend a location that is not on the ground floor? This could relate to audio, visual or physical.

Please circle your response Yes No If yes, state the special needs

.....

.....

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.

Signature

Premature Course Release and Refund Policy

In instances where a student wishes to be prematurely released from their contractual obligation to Academic & Vocational Training Pty Ltd, the student must in the first instance place a request to withdraw from the course in writing, addressed to Academic & Vocational Training Pty Ltd. Verbal requests for course withdrawal will not be accepted.

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

If a student has not commenced the course, and who gives at least 7 days notice that he/she will not begin the course, then a minimum of 85% refund will apply, and will be at the discretion of the director of Academic & Vocational Training Pty Ltd.

If the course does not proceed, then 100% refund will be forwarded to the student within 7 days of the advertised course commencement date.

Commencement of the course is deemed to have occurred when the course package has been opened.

Student handbook

On payment of the course fee, a Student Handbook will be forwarded to you prior to the commencement of the course. This handbook will outline the policies and procedures of Academic & Vocational Training Pty Ltd.

Nationally Accredited course CHCMEL-401A Plan, Conduct and Review a Marriage Ceremony

Payment arrangements:

100% of the course fee may be forwarded with enrolment form, which should be received by Academic & Vocational Training Pty Ltd by the specified date to receive a discount, **or**

50% of the fee may be forwarded with the enrolment form, followed by the balance at least 3 days before commencement of the course. Other payment arrangements may be possible.

Student Name

Signature Date

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

credit card Mastercard/Bankcard/Visa amount cash.....

Card number..... Expiry Date.....

Name on card.....