

UNE Partnerships complies with relevant Australian legislation regarding the collection and use of personal information, and abides by the Privacy Statement of the University of New England as outlined under Policies at www.une.edu.au

Student
Number

Personal Details

All correspondence should be sent to my home address employment address

Title _____ Surname _____

First name _____ Preferred Name _____

Home address _____

Town/City _____ State _____ Postcode _____

Telephone _____ Fax _____

Email (please print clearly) _____ Mobile _____

Date of birth _____ Male Female

Employment Details

Position _____

Organisation _____

Postal Address _____

Town/City _____ State _____ Postcode _____

Telephone _____ Fax _____

Email (please print clearly) _____ Mobile _____

Where did you hear about this course? _____

Each short course is \$365. Please enrol me in:

- Manage projects (BSBPMG510A)
- Interpret market trends and development (BSBMKG507A)
- Identify and evaluate marketing opportunities (BSBMKG501B)

A statement of attainment will be issued upon successful completion

Terms and Conditions of Enrolment

Course materials

Online access to course materials is included in the course fee. Course materials are exclusively for use by enrolled students and are subject to normal copyright conditions.

Fees

Payment must be received before online access is enabled.

Overseas enrolments

A surcharge of \$200 will be added to course fees for students studying from outside Australia.

Period of candidature

Your Short course can be completed comfortably within 2 months of the date of enrolment; we will monitor progress with you along the way. You can apply for an extension in extenuating circumstances. Fees apply if approved (ask for details if applicable).

If you do not complete the course within the candidature period we will then close your enrolment in this course.

Employer invoice

If your employer is paying for all or part of the course fee, please provide a letter or purchase order from your employer to indicate their acceptance of the cost and terms of enrolment.

Authority to report to employer/sponsor

If your enrolment has been organised, subsidised or supported by your employer or other sponsor, your signature authorises us to provide information relating to your enrolment and study progress to that person or organisation.

Notification

Please advise us if you have a disability, impairment or special need that could impact on your learning. Also, notify promptly any changes of address, contact details or employment, to ensure we can keep in touch during your studies.

Withdrawal and Refund policy

Should you need to withdraw from enrolment early in the course of study, a partial refund may apply. Please write to us providing details of your student number, the course enrolled and the special factors to be considered (preferably documentary evidence, such as medical certificates, etc.).

Refunds for withdrawal from distance education programs will incur an administrative fee and only be considered in the following circumstances:

- Notification of withdrawal must be received at UNE Partnerships within 5 days of the enrolment date and will incur a fee equal to 30% of the full course fee.
- Requests received after the 5-day cooling-off period will only be considered under exceptional circumstances.

Declaration

I have read and agree to abide by the Terms and Conditions set out above. I declare that the information given is true and accurate.

Applicant's signature: _____

Date: _____

Payment details

Please invoice my employer. I have attached a purchase order.

I enclose a cheque payable to UNE Partnerships Pty Ltd for \$ _____

Please charge my Visa Mastercard

Card Number: _____

Amount \$: _____ Expiry Date: _____

Name on card: _____ Signature: _____

NB: All cheques and credit card payments will be subject to clearance/approval.

For Office Use Only		Auth No:	Date received:	
Level:	Ind:	Mode:	All:	Yr:
Disc:	Debtor:	Deposit:	Ins:	