

## Enrolment Form 2010

Please complete both sides and forward to:

UNE Partnerships Pty Ltd, PO Box U199, University New England NSW 2351 Australia

Telephone: 1800 818 458 ♦ Facsimile: (02) 6772 5230 ♦ email: facilities@unep.edu.au

ABN 74 003 099 125

U  P

I wish to enrol in:

Student number

**Facilities Management Certificate - \$2530\* (inc GST)**

**Facilities Management Diploma - \$3212\* (inc GST)**

\* If you pay the full fee at time of enrolment, a \$100 discount applies

UNE Partnerships complies with relevant 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.unep.edu.au](http://www.unep.edu.au)

### 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: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: (h) \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Date of birth: \_\_\_\_\_  Male  Female

### Employment Details

Position: \_\_\_\_\_

Organisation: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: (w) \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Where did you hear about our Facilities Management courses?  Web  Email  Employer  Conference

Newspaper/Magazine  Student  Other \_\_\_\_\_

*Please ensure this form is signed and dated - see declaration overleaf*

### OFFICE USE ONLY

Code \_\_\_\_\_ Assessor \_\_\_\_\_ Full Amt \_\_\_\_\_

Ass Con \_\_\_\_\_ Alliance \_\_\_\_\_ Init/Date \_\_\_\_\_

Instalment \_\_\_\_\_ Dep \_\_\_\_\_

# Terms and Conditions of Enrolment

## Course materials

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

## Fees

Payment of fees, or an acceptable payment plan, is essential to complete your enrolment and to participate in your chosen course. We reserve the right to withhold the issue of qualifications if any fees are unpaid at the end of your course.

## Payment Plan

A payment plan is available, involving a \$950 deposit at enrolment, with the balance of fees paid in ten (10) equal instalments at monthly intervals via your credit card or bank account.

## Overseas enrolments

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

## Candidature

Your Certificate and Diploma courses can be completed comfortably within 12 months of the date of enrolment; we will monitor progress with you along the way. You can apply for an extension before the date of completion in extenuating circumstances. Fees apply if approved (ask for details if applicable).

## 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 below authorises us to provide information relating to your enrolment and study progress to that person or organisation.

## 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 do incur an administrative fee and will only be considered in the following circumstances:

### • Distance education programs

A cooling-off period of 21 days from the date of enrolment applies; our administration fee is 30% of the full course fee. Requests received after the 21-day cooling-off period will be considered under exceptional circumstances.

### • For programs incorporating 'workshop' sessions

Notification of withdrawal from courses with a workshop or tutorial component must be received by us at least eight (8) days prior to commencement of the first session; our administrative fee is 50% of the full course fee. Withdrawal seven (7) or fewer days prior to course commencement will not be refunded, but substitutions are allowed.

We reserve the right to alter the arrangements for workshops or tutorials before or during the course, depending on enrolment levels. We will inform you of any such changes as quickly as possible.

## 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.

## UNE Alumni

On successful completion of this course, you will be eligible to join UNE's Alumni program. Further details will be available closer to completion of your study.

**Declaration:** I have read and agree to abide by the terms and conditions set out above. I declare that the information I have given is true and accurate.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Payment details

I wish to enrol in:

- Facilities Management Certificate**       **Facilities Management Diploma**
- Full upfront payment (\$100 discount)
- Please invoice my employer. I have attached a purchase order.
- I secure this enrolment with a deposit of at least \$950 by cheque/credit card today (see Terms and Conditions above)
- Overseas student surcharge of \$200.
- 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: \_\_\_\_\_