

Education Enrolment Form

Please complete this form in **BLOCK LETTERS** and fax to **03 9525 0254**

For further information contact Gold Seal on 03 9510 5100 or email to education@goldseal.com.au.

Section 1 - Personal Details:

FIRST NAME: _____ MIDDLE NAME: _____

LAST NAME: _____ TITLE: Mr Mrs Ms Miss

DATE OF BIRTH: _____ Date _____ Month _____ Year MALE FEMALE

HOME ADDRESS: _____ POSTAL ADDRESS (if different to home address): _____

STATE: _____ POSTCODE: _____ STATE: _____ POSTCODE: _____

EMAIL: _____

PHONE BH: _____ PHONE AH: _____

MOBILE: _____ FAX: _____

Section 2 - Employment Details:

EMPLOYER NAME: _____

Member of: FPA Steadfast AustBrokers IBNA Insight IBA UAC

CURRENT ROLE: _____

NAME OF MANAGER / TEAM LEADER: _____

PHONE (BH): _____ EMAIL: _____

Please ensure you attach /forward the following with your application: **(not applicable for Tier 2)**

- An up-to-date copy of your resume detailing relevant formal educational qualifications
- A copy of your current job description
- Certified copies of Statements of Attainment issued for previous education you have undertaken

Section 3 – Language, Literacy and Numeracy Declaration

All Gold Seal programmes for the financial services industry assume students are proficient in English (written and verbal) and numeracy and have completed education to a minimum standard of Year 10 (or equivalent).

I _____ (your name) declare that I have the necessary English language and numeracy skills and have attained the required education level in order to undertake a financial services industry qualification through Gold Seal.

Signed: _____ Date: _____

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Section 4 - Programme Details:

FULL QUALIFICATIONS

Certificate IV in Financial Services

Tier 2 workshop Yes No Course code / date (if known): _____

Is enrolment part of a traineeship? Yes No

Diploma of Financial Services (Insurance Broking)

Tier 1 workshop Yes No Course code / date (if known): _____

SHORT COURSES

Tier 2 Accreditation

Distance Education Workshop Course code / date (if known): _____

Tier 1 (Insurance Broking) Accreditation

Distance Education Workshop Course code / date (if known): _____

Section 5 – Applicant Declaration

Acceptance into Gold Seal education programmes is subject to students' acceptance of the following:

AUTHENTICITY OF ASSESSMENT TASKS AND SUBMITTED EVIDENCE

I hereby declare that all written work, assessment tasks and evidence submitted as part of this programme will be my own work. All inclusions within my work from other authors or sources will be appropriately referenced. I further declare that I have read and understood the policy on misconduct and plagiarism and acknowledge that failure to comply with these requirements may result in my withdrawal from the programme and being excluded from any further study with Gold Seal.

POLICIES, PROCEDURES AND STUDENT CODE OF CONDUCT

I hereby declare that all the information provided in this enrolment is complete and correct. I agree to be bound by Gold Seal (hereafter called the provider) rules and regulations in force from time to time and otherwise to follow acceptable code of conduct, attendance and academic performance standards detailed in the student handbook and programme brochures provided to me. I understand the terms of the Privacy, Assessment and Cancellation & Refund Policies and confirm that I have been fully advised of the fees, refund conditions and conditions of enrolment and agree to be a student of the provider.

RELEASE OF RESULTS TO EMPLOYER / SPONSOR

I hereby declare that I acknowledge that this enrolment is conditional upon current employment within the insurance sector of financial services and agree that where my employer is sponsoring my studies (through financial and/or workplace support) they may be advised on the status of my studies, including but not limited to:

- Receiving copies of my results
- Being contacted in regard to any breaches of the student code of conduct, policies or procedures relating to this enrolment

Signed: _____

Date: _____

Name: _____

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Section 6 – Payment Details:

To help us process your registration efficiently, please complete the following information. Materials will be issued upon payment of invoice.

STUDENT NAME: _____

NAME OF PERSON RESPONSIBLE FOR ACCOUNTS: _____

MAILING ADDRESS:

PHONE NO: _____

FAX NO: _____

STATE: _____ **POSTCODE:** _____

EMAIL: _____

A tax invoice will be issued to the contact person above upon processing of enrolment for all distance education modules and within 6 weeks of commencement of workshop programmes.

I request Gold Seal Practice Management Pty Ltd to invoice the above contact person for course materials and/or attendance at the Workshop if applicable.

★ **SIGNED:** _____

CANCELLATION AND REFUND POLICY

Students wishing to withdraw from the programme must notify Gold Seal in writing (email is acceptable). No refunds will be granted for distance education material already issued. If a student withdraws from a workshop programme more than 10 days prior to the scheduled course date a refund of the full fee, less an administration fee, will be made. No refunds will be given for withdrawals less than 10 days prior to the scheduled course date. RPL fees are non-refundable. Additional information is included within the student and employer handbooks.

ASSESSMENT POLICY

A maximum time period has been allocated for the submission of each assessment. Assessments received up to 6 weeks after the due date will be charged a late assessment fee. A full module fee is payable for assessments received after this time. No assessments will be accepted more than 6 months after the due date. Extensions of up to 6 weeks may be granted under exceptional circumstances as per the Extension Policy in the Student Handbook. Additional information regarding assessment and assessment policy is included within the student and employer handbooks.