



## ENROLMENT FORM

30772QLD - Certificate IV in Christian Ministry and Theology

### PERSONAL DETAILS

Title (please tick one) Mr  Mrs  Miss  Ms  Other (please specify)

First Name:

Surname:

Gender (please tick one) Male  Female

Date Of Birth: DD  MM  YYYY  If you are under 18 years of age Your parent will need to sign this enrolment form

Postal Address:

Suburb:  State:  Post Code:

Daytime Contact No. (include area code)

Mobile No.

Email Address

Emergency Contact Full Name  Emergency Contact No. (include area code)

Do you speak a language other than English at home? (please tick one) No  Yes  If yes please specify:

How well do you speak English? (please tick one) Very Well  Well  Not Well  Not At All

Do you have any area of disability, impairment or long term condition that your trainer may need to be aware of? No  Yes  If yes please provide details below. If additional space is needed, please attach additional pages.  
Details (if yes):

## PAYMENT AMOUNT

Payment and refund policy available at <http://www.christianministry.com.au/payment-and-refund-policy.html>

- FastPay Option:** I will be paying the full course fee of \$  . 00 upfront (10% off)
- EasyPay Option 1:** I will pay 20 fortnightly payments of \$  . 00
- EasyPay Option 2:** I will pay 40 fortnightly payments of \$  . 00

## PAYMENT METHOD

### CREDIT CARD

Card Type (please tick one)  Master Card  Visa

Card Number

Expiry Date (MM/YY)   /

Name on Card:

I authorise LTI to arrange for funds as specified in the payment and refund information at [www.lti.edu.au](http://www.lti.edu.au) to be debited from my account.

Signature:

OR

### DIRECT DEBIT FROM A BANK ACCOUNT

Account Holder's Full Name:

Bank Name:

Bank Location:

BSB:  Account Number:

I authorise CMT/UNET to arrange for funds as specified above to be debited from my account. I note that insufficient funds in my account may result in a penalty charge being incurred by me.

Signature:

OR

### CASH, CHEQUE OR MONEY ORDER

These options are available for **UPFRONT PAYMENT only**

Cash  Cheque  Money Order

## ENROLMENT TERMS AND CONDITIONS

1. By signing this enrolment form a binding agreement shall arise between you and Universal Education and Training which shall be governed by the Department of Education, Employment and Workplace Relations (DEEWR).
2. By accepting these conditions to agree to the policies and procedures outlined in the Student Handbook published at <http://www.christianministry.com.au/student-handbook.html>
3. By accepting these conditions you to pay the Course Fees for the Course you have selected under this agreement according to the payment and refund policy published at: <http://www.christianministry.com.au/payment-and-refund-policy.html>
4. If you are under 18 years of age, Universal Education and Training will process this Enrolment Form once it has been signed by your parent or guardian. By signing this Universal Education and Training Enrolment Form, your parent or guardian agrees to be bound by the terms contained herein and shall become legally responsible for all payments with respect to your Course.
5. The Course Fee does not cover postage to Universal Education and Training, nor any materials that are not listed as Materials for Certificate IV in Christian Ministry and Theology.
6. By accepting these conditions, you agree that Universal Education and Training will not return your assessment for record keeping purposes. You agree to make a copy of any assessment items you would like to keep and take responsibility for any additional costs incurred. Universal Education and Training will accept hardcopies or softcopies (electronic) of assessment items in place of originals.
7. It is your responsibility to notify Universal Education and Training in writing of any change to your contact details including; postal address, email address, daytime contact number or mobile phone number.
8. Upon receipt of your enrolment, deposit and upfront payment or payment plan, Universal Education and Training agrees to:
  - a. Supply to you all materials listed for your Course
  - b. Provide you with access to classes and/or an allocated trainer (depending on delivery type).
  - c. Assess your competence (through assessment work or evidence of Recognition of Prior Learning).
  - d. Answer academic and non-academic queries you may raise about your Course in a timely fashion.

Please sign and date below if the above is correct

DD   MM   YYYY

Parent or guardian signature if under 18 years of age

DD   MM   YYYY

**Privacy Policy:** Universal Education and Training is collecting the information on this form for the purpose of processing your enrolment application. Only authorised staff has access to this information. Personal details will not be disclosed to any other third party without the client's consent unless authorised or required by law.