

The information provided below to the Brisbane College of Horticulture will remain private and confidential under the requirements of the Privacy Act 1988. Your personal details will not be released unless required by law, legislation or regulation as stipulated in the 'Personal Information Release Form' provided upon enrolment. Your personal information may be used for the purpose of collection of data or statistical information.

Enrolment Details:	RPL applied for? Y / N
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Qualification Title	Code:
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Student Details:

Title: Mr Mrs Ms Miss	Gender:	Male / Female:	USI
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Family Name:	First Name:
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Other Names:	Former Name: (if applicable)
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Date of Birth:	Place of Birth:	State:
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Address:	Suburb/ State:	Post Code:
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Postal Address:	Suburb/ State:	Post Code:
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Phone:	Mobile:	Fax:
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Email:	Employment: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Other: <input type="checkbox"/>
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Emergency Contact:

Name:	Phone Number:	Mobile:
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Student Employer:

Name:	Address:
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Phone Number:	Mobile:	Fax Number:
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Cultural Background:	<input type="checkbox"/> Born in Australia <input type="checkbox"/> If not, which country where you born: _____ <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Other _____
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Language Spoken at Home:	<input type="checkbox"/> English <input type="checkbox"/> Other please explain _____
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Highest Level of Secondary Education Achieved:	8 or Lower 9 10 11 12 Other: _____	Year: _____
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Are you currently at school:	
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Trade Qualification:	Year achieved: _____
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Traineeship:	Year achieved: _____
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Tertiary Qualification: Please Circle	Certificate I II III IV Diploma Degree
	Name of University / College: _____

Reason for study	<input type="checkbox"/> Requirement of job <input type="checkbox"/> Other
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Support Required:

Disabilities to enable successful participation and completion of the course you are eligible to undertake. Brisbane College of Horticulture will endeavour to help where possible. In the event Brisbane College of Horticulture has not the Qualifications to cater for your needs Brisbane College of Horticulture will recommend suitable support persons

Language or Literacy	<input type="checkbox"/>	Acquired Brain Impairment	<input type="checkbox"/>
Numeracy	<input type="checkbox"/>	Vision	<input type="checkbox"/>
Physical	<input type="checkbox"/>	Medical Condition	<input type="checkbox"/>
Intellectual	<input type="checkbox"/>	Mental Illness	<input type="checkbox"/>
Hearing/ Deaf	<input type="checkbox"/>	Other (please specify)	_____
Learning	<input type="checkbox"/>		

BRISBANE COLLEGE OF HORTICULTURE (BCH)

IMPORTANT INFORMATION – Please read and ensures you understand the following

PRIOR TO ENROLMENT

BCH, as an RTO, is required to provide all students prior to enrolment information on the following:

TRAINING

Information on training services provided by BCH is available from the office via phone or in written format. Prior to enrolling into your chosen course, ensure you have a full understanding of the structure of the course. All courses are delivered in line with the course documentation utilising equipment that complies with all safety standards.

To assist you with the planning of your course timetable we recommend you complete and submit the self-assessment checklist to enable us plan your training needs.

ASSESSMENT

Assessments of units will be conducted at a time agreed to by both parties after the following requirements are met.

Successfully complete all required assessments.

Additional assessment processes will be explained to you at the time of training. Should you have any additional questions regarding your assessment process or have any concerns please discuss these with your trainer.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL is offered by BCH. Should you wish to undertake RPL please speak to BCH prior to your training

SUPPORT SERVICES AND SPECIAL NEEDS

BCH will take every possible action to ensure we support you through-out you're training and assessment process. If at any point through-out your course you require assistance or support, please discuss these needs with your Trainer and we will do our best to help. If you have any special needs, including language, literacy, numeracy, mobility, visual impairment or hearing please notify staff prior to enrolment to allow us to cater for your needs. If you do not tell us of any condition that may affect your learning, we will not be able to assist you if the need arises.

YOU'RE RIGHTS

As part of your training and assessment, you have various rights. BCH wants to ensure your time spent with us is both beneficial and enjoyable. If at any point you feel harassed, discriminated or feel abused, please notify the Directors immediately either face to face, via phone or in writing. If you feel you need to complain about an aspect of service or training and assessment, you may do so verbally or in writing. Appeals on any decision made by BCH may be lodged to the Directors and must be done so in writing.

REFUND POLICY

BCH will safeguard any money paid by you in advance of your course. BCH will refund you any money paid by you in full in the event we cancel or discontinue a course. If you withdraw from a course due to illness.

(verified by a medical certificate) we will refund any course fees paid less an administrative fee of 5 % of your course cost. Should you withdraw for any other reason other than illness, with less than four week's notice you will forfeit 50% of your course cost. If you fail to commence the course or withdraw during the course you will forfeit all monies paid and no refund will be made available.

RULES AND REGULATIONS

- To graduate from your enrolled course students must be able to fulfil the following obligations:
 - Demonstrate to the trainer and assessor through attendance and assessment, both formal training, theory and practical assessment, which academic and professional skills have been obtained to a satisfactory level.
 - Satisfy all academic, administrative and financial obligations to the organisation.
- No food or drink is to be taken into theory or practical classes, apart from water, and smoking is not permitted in the organisation's premises or anywhere within the building.
- Students must promptly notify BCH of any change of name, address and contact details.
- Mobile phones must be switched off during class.
- Students may be suspended or expelled from BCH at the Directors discretion for:
 - failure to uphold or maintain any of BCH policies and procedures
 - Serious misconduct or breach of legislation
- Students can gain access to their records by contacting the Directors of BCH.
- BCH guarantees that once you commence your course the RTO will take all reasonable steps to ensure you are able to complete your training.
- Certification documents are not released until all outstanding fees and charges are paid and the RTO has been provided with your USI (verified).

Do not sign below if you feel you do not understand the information on all of the above points.

Please ask Brisbane College of Horticulture Staff to explain or provide written information on the above before enrolling and signing below.

Student Declaration:

I, _____ am 18 years or older. Have read, understand and agree to the following:

- a) I will follow all the study instructions and Rules and Regulations as outlined on this form as well as all policies of Brisbane College of Horticulture.
- b) I release and hold harmless Brisbane College of Horticulture, its Directors, staff and agents in respect of any property loss or personal injury that I may sustain whilst participating in my course.

I give permission for BCH to verify my USI number with the relevant government department

I declare truly and solemnly that's the information provided on this enrolment form is true and correct.

Student's signature _____

Date: _____