



Enrolment Form (Short Course)

Personal information - Please use capital letter only

Last Name First Name

Middle Name(s)

*Name should be match with provided Photo ID and USI.

Gender Male Female Other

Date of Birth Town/City of Birth

Street Address

Suburb State Postcode

Mobile Number Work Number

Home Number Email

Application for Unique Student Identifier

If you would like Australian Institute of Technology (ALIT) to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/about-us/privacy/privacy-notice-students>. You must also provide some additional information as noted at the end of this form so that we can apply for your USI.

USI I do not have a Unique Student Identifier (USI) and authorise ALIT to Apply on my behalf.

Course intended for enrolment

CPP20218 Certificate II in Security Operations HLTAID009 Provide Cardiopulmonary Resuscitation

HLTAID011 Provide First Aid HLTAID012 Provide First Aid in an education and

Start Date Or As soon as possible care setting

Emergency Contact Details

Full Name Relationship

Address Contact Number

In the event of an emergency, I give ALIT permission to Organise emergency transport and treatment and agree to pay all cost related to the emergency. Yes No

Residency Status

What is your Residency status?

- Australian Citizen
- Australian Permanent Resident
- Humanitarian Visa
- New Zealand Resident
- None of the Above

If NONE, please specify type of Visa:

Language & Cultural Diversity

In which county were you born?

- Australian
- Other - please specify

Do you speak a language other than English at home?

No, English only

Other - please specify



Language & Cultural Diversity

Are you of Aboriginal or Torres Strait Islander origin?

- No
- Yes, Aboriginal
- Yes, Torres Strait Islander
- Aboriginal & Torres Strait Islander

Disability Status

Do you consider yourself to have a disability, impairment or long-term condition?

- Yes
- No - go to question next question

If YES, then please indicate the areas of disability, impairment or long-term condition: (you may tick more than one)

- Hearing / Deaf
- Physical
- Intellectual
- Learning
- Mental Illness
- Acquired brain
- Impairment Vision
- Medical Condition
- Other

Are you a dependent or spouse of a recipient of disability support?

- Yes
- No

Employment

Of the following Categories, which BEST describe your current employment status? (Tick ONE box only)

- Full-Time employee
- Part-Time employee
- Self-employed (not employing others)
- Employer
- Employed - unpaid worker in a family Business
- Unemployed - Seeking full-time work
- Unemployed - Seeking part-time work
- Unemployed - Not seeking employment

Schooling

Are you still attending Secondary school?

- Yes
- No

What is your highest COMPLETED school level? (Please tick ONE box only)

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent
- Year 8 or below
- Never attended school

In which YEAR did you complete that school level?

Previous Qualification Achieved

Have you Successfully completed any of the following qualification?

- Yes
- No - go to question next question

If YES, then tick ANY applicable boxes

- Bachelor Degree or Higher degree Advance
- Diploma or Associate Degree Diploma (or Associate Diploma)
- Certificate IV (Advance certificate/Technician)
- Certificate III (or Trade Certificate)
- Certificate II
- Certificate I
- Others -

Study Reason

Of the following categories, which BEST describes your main reason for undertaking this course? (Tick One box only)

- To get a job
- To develop my existing business
- To start my own business
- To try for a different career
- To get a better job or promotion
- It was a requirement of my job
- I wanted extra skills for my job
- To get into other course or study
- For personal interest or self-development
- Other reasons



Where did you hear about us?

- Google Website Social Media Yellow Pages Radio
 Word of Mouth Newspaper Others:

Student Declaration

1. **REFUND POLICY:** Please read the refund policy, including Consumer Protection.

Australian Leading Institute of Technology (ALIT) Refund Policy

At ALIT, we are committed to delivering the highest standards of training and customer service. We recognise that circumstances can change, and have therefore outlined the following refund policy for your reference and clarity:

a. Non-Refundable Fees

- **Tuition Fees:** All tuition fees are non-refundable once the course has commenced.
- **Deposit:** The deposit made to secure your spot is non-refundable.
- **Course Materials:** Fees for course materials are non-refundable once materials have been issued.

b. Withdrawal Before Course Commencement

- If you choose to withdraw from the course before the course start date, a 25% administration fee will be deducted from your payment, and the remaining balance will be refunded.
- Withdrawal requests must be submitted in writing to the ALIT office at least 48 hours before the course start date for a refund to be considered.

c. Withdrawal After Course Commencement

- If you withdraw after the course has commenced, no refund will be issued.
- If you are removed from the course for any breach of conditions (such as failure to meet attendance requirements or inappropriate conduct), no refund will be granted

d. Unforeseen Circumstances

- In cases of unforeseen circumstances, such as serious illness or family emergencies, you may request a partial refund or course transfer. Each case will be reviewed on its own merits, and documentation (e.g., medical certificate or death certificate) may be required.
- ALIT reserves the right to approve or deny refunds or transfers based on the circumstances.

e. Non-Attendance Policy

- If you do not attend the course on the scheduled start date, your tuition fee will be forfeited.
- No refunds will be issued for missed sessions. In the case of a missed session, you may be required to pay a rescheduling fee or re-enrol at your own cost.

f. Refund Processing

- Approved refunds will be processed within 14 business days from the date of approval.
- Refunds will be issued using the same payment method used for the original transaction.

g. Re-Enrolment After Withdrawal or Removal

- If you wish to re-enrol in a future course after withdrawal or removal, you will be required to pay 50% of the original enrolment fee for re-enrolment. Re-enrolment is subject to availability and may be scheduled based on available class spaces.

By enrolling at ALIT, you acknowledge and accept the terms of this refund policy.

2. **IMPORTANT INFORMATION:**

All enrolments are confirmed in writing before the course starts, giving details of the course start times and venue. In the unlikely event you do not receive confirmation of a course prior to the commencement date, please contact us immediately.

3. **PRIVACY STATEMENT:**

The primary purpose of collecting personal information that you supply on this form is to process your registration and allow you to study in compliance with mandatory record keeping and reporting requirements as an RTO. For our full Privacy Policy please visit the website at www.alit.edu.au.



4. **MOBILE PHONES:**

We adopt a no mobile phone policy during class time. Phones must be turned to silent and placed out of sight and are not to be accessed unless staff have been informed that an emergency or urgent situation requires the phone to be monitored. Students will receive one warning and then will be removed from class and forfeit any student fee already paid. Mobile phones affect other students' ability to learn and the trainer's ability to deliver the course content.

5. **STUDENT HANDBOOK:**

I have read the student handbook and understand my rights and responsibilities in relation to assessment, student fees, student support, refund, and mobile phone use policy. By signing below, I am confirming that I understand these elements in full.

Student Privacy Notice Declaration

Under the Data Provision Requirements 2012, Australian Leading Institute of Technology, is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by ALIT for statistical, regulatory and research purposes. ALIT may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER: Personal information disclosed to NCVER may be used or disclosed by NCVER, for the following purposes:
 - Populating authenticated VET transcripts;
 - Facilitating statistics and research relating to education, including surveys and data linkage;
 - Pre-populating RTO student enrolment forms;
 - Understanding how the VET market operates, for policy, workforce planning and consumer information; and
 - Administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or an NCVER employee, agent or third-party contractor, or other authorised agencies. Please note, you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use, and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

ATTENDANCE CONDITIONS - ACKNOWLEDGEMENT OF UNDERSTANDING

The following conditions apply to people who attend Security Training Courses. These conditions are policies and procedures of ALIT and conform to the pre-requisites dictated by the Victoria Police Licensing and Regulation Division(LRD) with regards to attendance on the following security licensing courses:

- Private Security Individual Operator Licence



Terms and Conditions

CONDITION 1:

To confirm your enrollment, a non-refundable upfront payment of the course is required. Once payment is made, you will receive the necessary course materials, and your place on the course schedule will be secured. If you choose to withdraw from the course or re-schedule, you must notify the office within 48 working hours before the Date of Commencement. In such case of withdrawal, a 25% administration fee will be deducted from your payment. However, beyond this time frame, no refunds will be issued under any circumstances.

CONDITION 2:

You must complete all the homework as prescribed in the student timetable/training-plan you will be given, by the set dates, so your work can be graded and feedback provided in a timely manner, to allow you to progress. Homework must be completed according to the instructions provided, read them carefully. Answers must be comprehensive and sufficient, and all work must be your own and must not be copied or plagiarized. Cheating and plagiarism will not be tolerated, nor will submitting someone else's work as your own. This will lead to immediate removal from the training program, forfeiting all student fees paid.

CONDITION 3: Media Consent Requirement

During training sessions conducted within the facility, photos and videos may be taken for documentation, marketing, and promotional purposes. By participating, students grant ALIT the permission to use such photos and videos across its marketing materials, including digital and print platforms.

CONDITION 4: Competency Requirement for Assessments

To successfully complete the course, you must be deemed Competent in all clusters.

- If you are assessed as **Not Yet Competent** in First Aid & any cluster, you will be required to reattempt the assessment during the next available training day/class with next available batches.

CONDITION 5: General Policies

- Once you begin the course, no refunds will be issued, except in cases of extenuating circumstances.
- Mobile phones must not be used during class. Breaching this policy will result in immediate removal from the course, forfeiting all tuition fees, and you will be required to pay the full fee again to re-attend. This is a zero-tolerance policy due to the potential for distractions and cheating.
- Voice and video recording during the class is strictly prohibited and can be grounds for immediate expulsion from the course.
- Taking photos of course materials is also not allowed and can result in immediate removal from the course. Such actions will be reported to the relevant authorities.
- Food is not allowed in the classrooms, but water in sealed containers and diabetic-friendly snacks (such as nuts or glucose) are permitted.
- Attire must be neat, casual, and clean, with enclosed footwear at all times.
- Personal hygiene is essential, as you are in a shared class environment.
- Certificates will not be issued until all training, assessments, and outstanding fees have been fully completed and paid.
- Abusive language, profanity, racial or cultural abuse, and physical aggression will not be tolerated. Such behavior may lead to removal from the course and a report to the relevant authorities, including the LRD/VIC Police.
- Students must not attend under the influence of drugs or alcohol. Any breach of this policy will result in immediate removal from the course.

CONDITION 6: Attendance Requirement

You must attend every scheduled training classes of your course. Attendance is mandatory for both Online and in-person face to face classes.

- If you miss a training day/class, you must cover this training day/class with next available batches.
- Exceptions will only be considered in cases of unforeseen circumstances or the bereavement of an immediate family member. Failure to meet the attendance requirements may result in removal from the course.



Student Declaration and Consent

- I declare that the information I have provided at enrolment is to the best of my knowledge, true and correct.
- I declare I have read and understand the Policies and Statements above and will abide by them.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
- I have read the information above and understand these conditions. I agree to undertake the training course according to these conditions.

Student Name

Signature

Date

For Students under 18 years of age, a Parent or Guardian must sign below to take responsibility for the enrolment.

Guardian Name

Signature

Date