

Course Enrolment Form



Personal Details

Unique Student Identifier (USI) Number

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St John Student Number

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Title Mr Mrs Ms Miss Dr Rev Hon

First Name _____ Surname _____

Address _____

Suburb _____ Postcode _____

Phone Number _____ Mobile _____

Email Address _____

Date of Birth _____ Gender (M/F) _____

Emergency Contact Name _____

Contact Number _____

Indigenous Status Aboriginal Torres Strait Islander Both None

Language (optional for short courses only)

Do you mainly speak English? Yes No Other _____

How well do you speak English? Very Well Well Not Well Not at all

In which country were you born? Australia Other _____

Disability (optional for short courses only)

Do you have any disabilities? Yes No If Yes – specify: _____

Education (optional for short courses only)

Highest school level completed?

Did not go to school Year 8 Year 9 Year 10 Year 11 Year 12

Still at school Year completed _____

Do you hold any other qualifications? No Yes – specify

Certificate I Certificate II Certificate III Certificate IV

Diploma Advanced Diploma Bachelor Degree or higher

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Employment Status (Optional for short courses only)

- Full Time Part Time Self-employed Employer _____
- Employed – Unpaid worker in a family business Unemployed – seeking full-time work
- Unemployed – seeking part-time work Unemployed – not seeking work

Course Information

Course Name _____

Course Code _____

Commencement Date _____

Pre-Requisite Met Yes No N/A

If Yes – specify _____

Reason for Study

Please tick one option that best suits your reason for study

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

Identification

Identification Type Passport Drivers Licence Birth Certificate

Document Number _____ ID Sighted (Trainer use only) Yes No

Signature _____ Date _____

Office Use Only

Entered into FABS Date _____ Name _____

Entered into LMS Date _____ Name _____

Entered into _____ Date _____ Name _____

PAYMENT OPTIONS

St John Ambulance Western Australia Ltd

Payment Details

Please find enclosed cheque/money order

Or

Please invoice the company listed below

Purchase Order No.....

Copy of Purchase Order to be sent with this form

Or

Please debit my Master Card Visa

Amount \$..... Name:.....

EXP /

Signature:

Company:.....

Postal Address:..... Suburb:.....

Contact Name:.....

Phone:..... Fax:.....

Email Address:.....

Debtor Code:.....

(Office Use Only)

TERMS AND CONDITIONS OF ENROLMENT

Course Attendance

- Please arrive 15 minutes prior to course commencement for registration.
- Please note that all students are required to present a **Photo Identification** prior to the commencement of the course.
- Please ensure that you wear comfortable clothing as you will be required to demonstrate the practical skills learnt. We recommend Shorts or pants and closed in shoes.
- If you are unable to attend due to illness or injury a medical certificate will be required to transfer your booking at no cost.

Course Transfer Policy

- No fee will apply where a minimum of 10 business day's written notice is given prior to the course date.
- A fee of 25% of the course cost will apply where between 5 and 9 Business days written notice is given to the course date.
- A fee of 100% of the course cost will apply where less than 5 business days written notice is given prior to the course date.

Course Cancellation Policy

- A full refund will be given where a minimum of 10 business day's written notice is give prior to the course date.
- A 75% refund will apply where between 5 and 9 business days written notice is given prior to the course date.
- No refund will be given where less than 5 business days written notice is given prior to the course date.
- A substitute participant may attend a course at no extra charge provided that we receive written notice prior to the course date, and the substitute student has completed any required pre-learning and/or course pre-requisites.