





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

Yes (Please specify) \_\_\_\_\_

No

Are you of Aboriginal or Torres Strait Islander origin?

Yes, Aboriginal

Yes, Torres Strait Islander

Yes, Aboriginal AND Torres Strait Islander

No, Neither Aboriginal nor Torres Strait Islander

**6. COURSE ENROLMENT DETAILS** (\* Requires student's own laptop to be brought to training assessment dates)

UEE20111 Certificate II Split Air-Conditioning and Heat Pump Systems (\$2,199) (\$ )

UEE32211 Certificate III Refrigeration (\$12,000) \* (\$ )

CITA22111R Service and repair self-contained hydrocarbon air con and refrigeration systems (Part 1) \* (\$ )

CITA22111R Service and repair self-contained hydrocarbon air con and refrigeration systems (Part 2) \* (\$ )

COCC174A Apply safety awareness and legal requirement for hydrocarbon refrigerants \* (\$ )

COCC175A Service and repair self-contained hydrocarbon air conditioning and refrigeration Systems \* (\$ )

CPC30110 Certificate IV in Building and Construction (\$12,000) \* (\$ )

**7. SUPPORTIVE DOCUMENTS TO BE ATTACHED TO THE ENROLMENT FORM** – Please ensure you have discussed with your sales consultant if you are unable to provide any of the below prior to signing the form

Driver's Licence

Statement of Academic Record (If available)

OHS Card

Trade Certificate (If available)

Trade Licence

Refrigerant Handling Licence (N/A split course)

**8. PAYMENT METHODS** – Balance due 1 week before course commencement

Bank Transfer to College of Climate Change

BSB

Account

Reference

0	6	6	-	1	6	8
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1	0	2	5	-	8	4	5	5
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Your Name									
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Credit Card (MasterCard or Visa)

Expiry

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(CVV)

**9. TERMS AND CONDITIONS**

I agree to allowing College of Climate Change (COCC) to do monthly direct debits according to my agreed payment plan.

Non-attendance at any public course will incur an administration cost equivalent to the full course cost. An alternate person may be substituted prior to the commencement of the course at no additional cost.

Enrolment form and payment does not guarantee competency in the course. If you are not assessed as competent, you may have to re-attend the course, which may incur a re-enrolment fee, the value of which is up to

the discrepancy of the Construction Industry Training Australia Pty Ltd RTO 45031 but will not exceed the original cost of the course.

To confirm your enrolment in a course, you must pay the deposit and submit a completed and signed enrolment form, or your enrolment may be rebooked. It is your responsibility to submit any additional paperwork prior to the course date. Failure to do so within a reasonable timeframe after the course date may also result in enrolment cancellation.

Every effort will be made to ensure that Trainers arrive on time however, the COCC claims no responsibility for any unexpected delays.

The COCC reserves the right to change course dates and venues within a timeframe that is deemed reasonable. Every effort will be made to ensure that the qualification/attainment is sent to the designated address however once sent, the COCC cannot control the condition or location of the qualification.

A re-issuing fee may apply if the qualification is missing in transit or misplaced.

Please note that course marked with an \* require the student to have a laptop that they can bring to training and assessment dates.

## 10. REFUNDS AND FEES

- The payment for your course includes a \$500 to \$1000 non-refundable administration fee.
- Once the student has enrolled in the course and hard copy materials have been dispatched, no refund is available if the student elects not to complete the course or submit an assessment for marking. The course must be fully paid 1 week prior to the course date.
- Refunds will not be granted for students that have booked into a classroom based training and who do not provide at least 7 working days' notice of not attendance. The training is offered on viable student numbers and your late cancellation could negatively impact others.

Circumstances that refunds **will not** be granted for cancellation from a course:

- Change of mind.
- Change of employment or working hours.
- Domestic relocation.
- Financial hardship.
- Retrenchment (a deferral may be granted).

**Ground for refunds (Exceptional Circumstances):** Students who cancel the course will only be eligible for a refund in the following circumstances:

- COCC withdraws the course.
  - Terminal illness (or injury) to the student which makes it impossible for the student to complete the course. Such applications submitted to Construction Industry Training Australia Pty Ltd RTO 45031 for consideration must supported by appropriate documentation.
- Less than 72 hours' notice of cancellation will incur an additional \$300.00 re-booking fee, and you may transfer any amounts paid towards the original course fee to the new course fee balance. You forfeit any amounts paid if you choose not to rebook to another course date if cancelling within 72 hours of the course date.
  - If your enrolment is cancelled, you will be required to pay a \$500.00 re-assessment fee to pursue your enrolment in the course.
  - No show will result in no refund. The COCC reserves the right to decline re-enrolment after a no show.
  - Students with outstanding debt to COCC will not be allowed to re-enrol, receive a statement of results or certificates, or to graduate.

- I understand that my course must be fully paid for 1 week prior to the course date and that COCC has the authority to directly debit payment from my specified Credit Card above with the balance owing 1 week prior to the course date.

## 11. PRIVACY STATEMENT AND STUDENT DECLARATION

I declare that I have fully read the terms and conditions above and that all relevant documents supporting this application will be supplied by the course date.

I declare that the information I have provided is true and correct. I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment or the withdrawal of any offer made by COCC.

I understand that Construction Industry Training Australia Pty Ltd RTO 45031 is required to verify my USI number and I may receive a notification email from the department (which can take up to 12 months to report after verification).

I understand that that Construction Industry Training Australia Pty Ltd RTO 45031 may be required to submit data sourced from this enrolment form to the national VET administrative collection as a regulatory reporting requirement. The information contained on my enrolment form may be used by the RTO or the following third parties for administrative, regulatory and/or research purposes:

- School - if I am a school based apprentice or trainee or VET in Schools student.
- Employer - if I am enrolled in training paid by my employer.
- Government departments and agencies and authorised VET related bodies.
- VET regulators.

I confirm I have read and understood the information on this form and I certify that all the details provided on this form are correct. I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment or the withdrawal of any offer made by that Construction Industry Training Australia Pty Ltd RTO 45031

I declare that I have fully read the terms and conditions above and that all relevant documents supporting this application will be supplied by the course date. I understand there is no timeframe guarantee when I will receive my qualification if all relevant documents are supplied after the course date.

I have been made aware of the Construction Industry Training Australia Pty Ltd RTO 45031 **Refund, Complaints and Appeals** policies and procedures.

I understand that Construction Industry Training Australia Pty Ltd RTO 45031 is required to submit data sourced from this enrolment to NCVER and USI department as a regulatory reporting requirement. The information contained on my enrolment form may be use by Construction Industry Training Australia Pty Ltd RTO 45031, UDI or the above third parties for administrative, regulatory and/or research purposes.

### College of Climate Change in partnership with Construction Industry Training Australia Pty Ltd RTO45031

**Student Signature**

**Date (DD/MM/YY)**

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Parent/Guardian (If student is under 18 years of age):

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