

PTA ENROLMENT FORM



Personal Details

Title Mr Mrs Ms Other _____ Date of Birth / / Sex (circle): M F

Given Name _____ Surname _____

Address _____

Town/Suburb _____ Postcode _____

State _____ Phone _____

Phone _____ Mobile _____

Email Address _____

Course Description: _____

Payment Details

Card Type			Expiry Date		CVV	
Name on Card						
Card Number						

Office Use Only

Payment Information

Course Cost	\$	Instalment Details (if applicable)			
Upfront	\$	Ezypay Ref No.			
Start Payment	\$	Deposit	\$		
Mid Payment	\$	Duration	W	M	Q
Finish Payment	\$	Instalment Amount	\$		

Course Details

Delivery	<input type="checkbox"/> Online	<input type="checkbox"/> Blended	<input type="checkbox"/> Intensive	Other:	Start Date	
Type	<input type="checkbox"/> Fees for Service	<input type="checkbox"/> Traineeship	<input type="checkbox"/> User Choice	Other:	Finish Date	

Offer Code	
Wisenet Identifier	
VSN	

Username	
Password	

Sales Person	
Campaign	

PTAcademy Student Profile

The following questions have been designed to ensure that the data collected from clients via enrolment forms is interpreted consistently. A standard privacy notice is provided for inclusion in terms & conditions for all enrolments from 2010, Also see notes on page 10 for further information on Privacy requirements.

Language and cultural diversity

Do you speak a language other than English at home? If yes, indicate what language:

In which country were you born in? _____

How well do you speak English? (tick one): Very Well Well Not Well Not at all

Are you of Aboriginal or Torres Strait Islander origin? **Y N** If yes, please tick one: Aboriginal Torres Strait Islander

Disability

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

Y N

If Yes, please indicate the areas of disability, impairment or long-term condition: (You may indicate more than one area.)

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

Schooling

Are you still attending secondary school?

Y N

What is your highest COMPLETED school level? (Tick ONE box only.)

- Completed Year 12 Completed Year 11 Completed Year 10 Completed Year 9 or Equivalent
 Completed Year 8 or Lower Did Not Go to High School

In which YEAR did you complete that school level?

year

Previous qualification achieved

Have you SUCCESSFULLY completed any of the following qualifications?

Y N

If Yes, tick ANY applicable boxes.

- Bachelor Degree or Higher Degree Advanced Diploma or Associate Degree
 Diploma or Associate Diploma Certificate IV or Advanced Certificate/Technician
 Certificate III or Trade Certificate Certificate II Certificate I Certificates Other Than the Above

Employment

Of the following categories, which BEST describes 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 Not Employed - Not Seeking Employment

Study Reason

Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship?

- 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 another course of study For personal interest or self development Other reasons

Terms and Conditions

In consideration of Personal Training Academy Pty Ltd (Hereinafter called 'PTA') entering into and providing training as described on the accompanying pages of this agreement (the accompanying pages of this agreement to be read in conjunction with and forming part of this two page agreement) with the person named on the reverse (Hereinafter called the 'Student'), the student hereby agrees to be bound by the following terms and conditions.

1. Enrolment. Confirmation of enrolment will only be provided on initial payment and receipt of this enrolment form. All successful students will receive notification of enrolment from PTA via email. If you do not receive notification of enrolment within 10 working days, you must contact PTA. Initial payment of this course will be deemed as enrolment and bound the student to these terms and conditions.
2. Payment. The student agrees to pay PTA the total course fee listed on this agreement. A deposit will reserve a place in the chosen face-to-face course and initiate online enrolments. Any funds paid by a student for training as mentioned in this agreement (including deposits and all other fees paid) are not transferable to any other persons or entity, including deceased or bankrupt estates. PTA will not grant the student final certification if there is an outstanding balance, including any dishonour or penalty fees. Students may incur additional cost when participating in practical assessments and extracurricular activities. For payment plans, students will receive 30 days prior to schedule payments students a tax invoice via email.
3. Credit Application: The student agrees that Personal Training Academy Pty Ltd may obtain a consumer credit report containing information about them from a credit reporting agency for the purpose of assessing their application for commercial credit. The student also agrees that Personal Training Academy Pty Ltd may exchange information about them with those credit providers named in a consumer credit report issued by a credit reporting agency for the purpose of assessing their application, to notify other credit providers of a default by them, to exchange information with other credit providers as to the status of this loan where the student is in default to other credit providers and/or to access their credit worthiness. The student understands that the information exchanged can include anything about their credit worthiness, credit standing, credit history or credit capacity that credit providers are allowed to exchange under the Privacy Act.
4. Refund Policy. PTA makes available courses and products with the consent of the course/product provider. Students can apply for a refund in extenuating circumstances by submitting a request via PT Academy website; a refund may be issued at the discretion of the directors of PTA and the course/product provider. Students will be advised of the decision of the directors within 10 working days of the request being received.
5. All cancellations must be received in writing. If you wish to cancel a course, notification must be received in writing at least 10 days following enrolment. If notification is received in writing within 10 days of enrolment, a refund will be considered on the merits of the notification and against the policies of PTA Refund Policy. Non-commencement within the online platform is not considered grounds for a refund. If you are unable to attend where a seat has been reserved for you, you may cancel your course with a minimum of 4 weeks prior to the course start date at no charge. If cancellation is within 2-4 weeks of the start date a charge of 25% of the full course fee may be incurred. If cancellation is within 0-2 weeks of the start date a charge of 50% of the full course fee may be incurred. If the student does not attend the course the full course fee will be incurred with no refund may available after the course commencement date.
6. Deferment. If you are unable to attend where a seat has been reserved for you, you may defer to an alternate date with a minimum of 4 weeks prior to the course start date at no charge. If deferment is within 2-4 weeks of the start date a charge of \$250 of the full course fee may be incurred. If deferment is within 0-2 weeks of the start date a charge of \$500 may be incurred. This charge is payable before deferment begins. The responsibility of deferment is with the student.
7. Practical Waiver and Release. I hereby waive and release PTA and /or sub-contractor (to be known as the "Workplaces or Release Parties") from liability pertaining to the matters set forth below. I understand that by signing this form, I expressly and willingly agree to assume complete responsibility for any risk of injury that may arise from my training and study. On behalf of myself, my heirs, my assigns and next of kin, I waive all claims for damages, injuries and death sustained to me or my property that I may have against the above named Released Party. I do not have any physical limitations, medical ailments, physical or mental disabilities (other than states on the reverse) that would limit or prevent me from participating in the above mentioned activity, and, if required, will obtain a medical examination and clearance.
8. Student Responsibilities. Students must provide PTA Administration with any and all changes to contact details, new address, and new mobile numbers. Students agree to read all information provided in PTA communications and if unsure of content approach a staff member for further clarification. Students are responsible for all personal items while on the campus premises.
9. Exclusivity. The content contained in PTA course is for the personal use of the account holder only. You can print any of the content contained in the members section and in online courses provided that you use the printed copies for your personal use only. You must not provide any of the materials or content in the PTA website to any other fitness professional, personal trainer or any other person associated with fitness industry unless they are a member of PTA, without the prior written consent of PTA. You must keep your Username and Password secure and you must not provide this information to any other person.
10. Copyright. The copyright of all the PTA web site is the property of PTA and is protected by International copyright laws. The copyright of all the course material in each online course is the property of the course provider named in the course home page. Failure to abide by these terms is a breach of copyright and legal remedy may be sought under copyright and International law.
11. No express or implied warranty (whether of merchantability, fitness for a particular purpose, or otherwise) or other guarantee is made as to the accuracy or completeness of any of the information or content contained in any of the pages in this web site or otherwise provided by personal training on the net. No responsibility is accepted and all responsibility is hereby disclaimed for any loss or damage suffered as a result of the use or misuse of any information or content or any reliance thereon. It is the responsibility of all users of this website to satisfy themselves as to the medical and physical condition of themselves and their clients in determining whether or not to use or adapt the information or content provided in each circumstance. Notwithstanding the medical or physical condition of each user, no responsibility or liability is accepted and all responsibility and liability is hereby disclaimed for any loss or damage suffered by any person as a result of the use or misuse of any of the information or content in this website, and any and all liability for incidental and consequential damages is hereby expressly excluded. Except as otherwise required by law, all PTA products and all products offered for sale through the PTA web site are sold "as is," and any and all warranties, including any warranty implied by law, whether of merchantability, fitness for a particular purpose, or otherwise, are hereby expressly disclaimed, and any and all liability for incidental and consequential damages is hereby expressly excluded.
12. Declaration. I declare that the information I have supplied in this application is correct and complete. I understand that PTA may vary or cancel any decision it makes if the information I have supplied is found to be incorrect or incomplete. I recognise that it is my responsibility to provide all documentary evidence requested in this application. I authorise PTA to obtain further information where deemed necessary. I agree to comply with the rules governing admission and enrolment of PTA. I understand that I am responsible for the prompt payment of any fees related to the program to which I am applying for admission. I understand that PTA may be required to release the information supplied to Commonwealth and State agencies. I understand that PTA maybe required by law to provide student information to the Department of Education relating to course completion.
13. Privacy Statement. I understand that The Personal Training academy is required to provide the Victorian Government, through Skills Victoria, with student and training activity data which may include information I provide in this enrolment form. Information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines (which are available at www.skills.vic.gov.au/corporate/statistics/submit_data). Skills Victoria may use the information provided to it for planning, administration, policy development, program evaluation, communication, resource allocation, reporting and/or research activities. For these and other lawful purposes, Skills Victoria may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations. For students eligible for VET Fee Help, the following privacy statement also applies. The Personal Training Academy is collecting the information in this form for the purpose of assessing my entitlement to Commonwealth assistance under the Higher Education Support Act 2003 and allocation of a Commonwealth Higher Education Student Support Number (CHESSN) to me. [Insert name of training provider] will disclose this information to the Department of Education, Employment and Workplace Relations (DEEWR) for those purposes. DEEWR will store the information securely in the Higher Education Information Management System. DEEWR may disclose the information to the Australian Taxation Office. [Insert name of training provider] and DEEWR will not otherwise disclose the information without my consent unless required or authorised by law. For more information in relation to how student information may be used or disclosed please contact PT Academy's Privacy Officer on phone 03 9516 8800 or email info@placademy.com.au. I acknowledge and agree to the terms described in this privacy statement:

I have read and understand all pages of this agreement (please circle):

YES NO

Signature: _____ Date: _____