

<RTO name and logo>

Application and Enrolment Information Sheet

Thank you for considering <RTO name> as your training provider. <RTO name> is a nationally recognised Registered Training Organisation (number XXXXX). To ensure that you have all the information you require to make the right study decision, it is important that you have received, considered and understood all the following information as part of your application:

☐ Course/Qualification details (available in our Qualification Brochures on our website)	☐ Course Eligibility Requirements (discussed through your application process)
☐ Course Fees and Student Incidental Charges (available in our Qualification Brochures on our website) – you will receive an individualised fee outline as part of your enrolment	☐ Government Subsidies Eligibility Requirements if relevant and any future impact on your eligibility for other funded courses (discussed through your application process)
	☐ Apprenticeship or Traineeship Eligibility (where relevant)
☐ Your Course's Learning & Assessment Strategies (available in our Qualification Brochures on our website)	☐ Unique Student Identifier (USI) information , including privacy of your details
☐ Credit Transfer services (available in the Student Handbook)	☐ Recognition of Prior Learning and Competencies services (available in the Student Handbook)
☐ Our Privacy Policy and Procedure (available on our website) including reporting requirements to governments of your personal information	☐ How to lodge a Complaint or Appeal (available on our website)
☐ How to give us Feedback on your experience at any stage (available on our website)	☐ Student Withdrawal, Deferment and Refunds Policy and Procedure (available on our website)
☐ Student Handbook – a summary of all policies that are important to our applicants and students (available on our website) and conditions of enrolment	☐ Student Support services – both academic and non-academic (available on our website)
☐ I understand that I will be undertaking an assessment of my suitability for this course prior to any final enrolment offer as one condition of enrolment (<i>subject to course applicability</i>)	☐ I understand that <RTO name> is responsible for my training and issuing my certification documentation

We will check that you have received or have access to this information and that you understand it, as part of our application and enrolment activities. Be sure to complete fully and accurately your <Application for Enrolment Form> so we may consider your application promptly.

Please advise <RTO name> staff if you would like any further information or assistance.

<RTO website>

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