

# 2020 ENROLMENT FORM

Email to [lttc@lexisenglish.com](mailto:lttc@lexisenglish.com)



[www.lexistesoltraining.com](http://www.lexistesoltraining.com)

## COURSE DETAILS

Course Name: \_\_\_\_\_  
Course Code:   
Start date: / /   
Campus:  Brisbane  Noosa  Byron Bay  Perth  Sydney  
 Sunshine Coast  The Beauty House Academy

## PERSONAL DETAILS

Family Name: \_\_\_\_\_  
Given Names: \_\_\_\_\_  
Date of Birth / /   Male  Female  
Residential Address: \_\_\_\_\_  
Postal Address (if different from above): \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Passport Number: \_\_\_\_\_  
Passport Nationality: \_\_\_\_\_  
Visa Type: \_\_\_\_\_  
OSHC Required:  Yes  No

## LANGUAGE AND CULTURAL DIVERSITY

In which country were you born?  
 Australia  Other - please specify \_\_\_\_\_  
Do you speak a language other than English at home?  
(If more than one language, indicate the one that is spoken most often)  
 No, English only  
 Yes, other - please specify \_\_\_\_\_  
How well do you speak English?  
 Very well  Well  Not Well  Not at all  
Are you of Aboriginal or Torres Strait Islander origin?  
(For persons of both Aboriginal and Torres Strait Islander origin, mark both "Yes" boxes)  
 No  Yes, Aboriginal  Yes, Torres Strait Islander

## DISABILITY

Do you consider yourself to have a disability, impairment or long-term condition?  
 Yes  No. Go to Schooling section  
If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:  
(You may indicate more than one area)  
 Hearing/deaf  
 Physical  
 Intellectual  
 Learning  
 Mental illness  
 Acquired brain impairment  
 Vision  
 Medical condition  
 Other \_\_\_\_\_  
Do you suffer from any medical conditions/allergies?  
\_\_\_\_\_

## SCHOOLING

In which YEAR did you complete school?  
\_\_\_\_\_  
What is your highest COMPLETED school level?  
(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  
Are you still attending secondary school?  
 Yes  No

## PREVIOUS QUALIFICATIONS ACHIEVED

Have you SUCCESSFULLY completed any of the following qualifications?  
 Yes  No  
If YES, then 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? (Tick ONE box only)  
 To get a job  
 It was a requirement of my job  
 To develop my existing business  
 To start my own business  
 To try for a different career  
 I wanted extra skills for my job  
 To get a better job or promotion  
 To get into another study course  
 For personal interest or self-development  
 Other reasons

## HOW DID YOU HEAR ABOUT US?

Google Search  Social Media  
 Agent \_\_\_\_\_  Other \_\_\_\_\_

# HOW TO ENROL

1. Return your completed Enrolment Form via email: [lttc@lexisenglish.com](mailto:lttc@lexisenglish.com) or to the appropriate campus.
2. In accordance with our obligations under the National Code 2018, you must indicate your acceptance of the Conditions of Enrolment by signing this form before we can accept payment from you to confirm your enrolment.
3. Lexis Training will acknowledge receipt of your completed and signed Enrolment Form via email including an invoice showing details of payment options as per your selected method. This will generally occur within 48 hours of receipt of your enrolment application.
4. Lexis Training will confirm your enrolment upon receipt of the invoiced fees and completion of a pre-test obtaining the English level necessary for course acceptance. Student visa applicants – you must pay the required course fees as invoiced before we can issue a confirmation of enrolment (CoE). When selecting a course commencement date please allow at least 4 weeks visa processing time.

## CONDITIONS OF ENROLMENT

Lexis Training is hereinafter referred to as LT.

1. In the absence of any agreement to the contrary, your place in a course will not be confirmed until the applicable admission fee is paid and a completed and signed Enrolment Form is received. Your invoice will detail due dates for all subsequent payments.
2. Payment of fees is to be made by the due dates listed on your invoice. Failure to pay on time will result in a late fee being added to your account.
3. In the case of cancellation the admission fee or its equivalence is non-refundable.
4. Requests for cancellations are not effective until they are received in writing.
5. Students are required to have access to a computer/electronic device suitable for completing and submitting course work for the full duration of their course enrolment.
6. Student visa holders are required to advise Lexis Training of their current residential address, and immediately notify the school of any change to this.
7. Student Visa Students may participate in part-time work or work experience of up to 20 hours per week and only in addition to full time study.
8. The Australian government ESOS framework provides information regarding studying in Australia on a student visa, <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

## REFUNDS AND CANCELLATIONS

1. Any request for cancellation or refund must be made in writing.
2. If you are not granted a visa, all fees except the admission fee, will be refunded within 4 weeks of LT receiving written notification of the visa refusal.
3. If a request for cancellation is received ten (10) working days or more prior to the course commencement date, you have the option to re-enrol into an alternative course date or receive a refund of the total of course fees paid to date, less the non-refundable admission fee.
4. If you opt to re-enrol into an alternative course date, then later cancel that course, prior to the new commencement date, the cancellation policy will apply from the original course commencement date, not the deferred commencement date.
5. If a request for cancellation is received less than ten (10) working days prior to the course commencement date, you are entitled to receive a refund of the total of course fees paid to date; less the non-refundable admission fee and a cancellation fee of 20% of the total tuition fees paid to date.
6. If you withdraw from a course after the commencement date and before completion, no refund will be given.
7. Where LT does not offer an advertised course, or withdraw the delivery of a course prior to its completion, you will be offered within two (2) weeks, a refund of the total fees paid to date, less the non-refundable admission fee. Alternatively, you may be offered a suitable alternative course at no additional cost. You have the right to choose a refund or the offer of placement in another course. Acceptance of any offer must be confirmed within thirty (30) days of the offer being made.
8. Any refunds payable under this policy (with the exception of those payable under Clause 7) will be made within four (4) weeks of receiving the written request.
9. LT may make reasonable variations to the delivery of courses e.g.: course times, classrooms. Participants will be provided with reasonable advanced notice should this occur and will have the opportunity to access the internal complaints and appeals process should they feel disadvantaged by any such variation.
10. In all cases of suspension and/or expulsion due to non-compliance with the Participant Code of Conduct, no refund of monies paid to LT will be made unless required by law.

These regulations may be waived only in exceptional circumstances by the Executive Management of LT at their absolute discretion.

## PARTICIPANT CODE OF CONDUCT

Participants will be subject to suspension and/or expulsion at the absolute discretion of LT's Executive Management (subject to natural justice, and except as otherwise implied by law) for persistent and/or serious infringement and non-compliance with the Code of Conduct as follows:

- Not conforming with the reasonable directions of LT
- Misconduct and posing or presenting an unacceptable medical, physical or moral threat to the wellbeing of others
- Causing wilful damage to LT's and/or other participants' property
- Disruptive behaviour during training sessions, mentoring or assessment situations
- Discriminative action/behaviour toward another participant/trainer/staff member or a group in general
- Plagiarism – all work is to be the participants own
- Secretive use of aids or notes and information in an assessment situation (where the assessment criterion does not permit the use of such items and states this explicitly)
- Use or distribution of prohibited drugs
- Being convicted of a criminal offence whilst a participant with LT

## DEFERMENT, SUSPENSION OR CANCELLATION OF STUDY

1. Students may apply for a deferment of commencement of study due to compassionate or compelling circumstances.
2. LT may initiate a suspension of studies on the grounds of misbehaviour of a participant in accordance with LT's Participant Code of Conduct.
3. LT may initiate cancellation of a student's course:
  - On the grounds of misbehaviour, in accordance with LT's Participant Code of Conduct
  - Due to failure to pay course fees
4. Students who are subject of LT initiated suspensions or cancellations will have access to the Complaints and Appeals process (Detailed in participant handbook <http://www.lexistesoltraining.com/participant-s-handbook/>)

## LT's OBLIGATIONS

Under the Conditions of Enrolment, LT agrees to:

1. Supply you with the appropriate course materials, assessments and support for the duration of your course except for electronic devices.
2. Provide you with access to learning and administration support.
3. Grade your assessments within a reasonable timeframe of receipt of assessment.
4. Provide you with feedback and grades for your assessment.
5. On successful completion of all assessments and receipt of the full payment of the course fees, as well as provision of a valid Unique Student Identifier (USI) number, LT will issue you appropriate certification for your course within 30 days.

## NOTES

Your agreement to be bound by the Conditions of Enrolment, Refund and Cancellations Policy and the Indemnity Declaration does not remove your right to take action under LT's Complaints and Appeals Policy, or Australia's consumer protection laws, or to pursue other legal remedies.

In accordance with the laws of Australia:

- The personal information you provide to us or that is obtained about you prior to or during your period of enrolment with us will be regarded as confidential and will be used for the purpose of processing your enrolment and providing you with the service(s) you request. However, in this process, these details may be disclosed to relevant third parties including your family, further studies institutions, the Australian Government and regulatory bodies, other statutory bodies and various employees of LT as required.
- We are obliged to advise the D.H.A of certain changes to a student's enrolment and any breach of student visa conditions.
- Under the Data Provision Requirements 2012, Lexis Training is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER). Where a student who is under 18 years of age is accepted for enrolment as a student at the College, the parent(s) and/or legal guardian(s) further consent and agree that the College at its absolute discretion may when it considers it desirable and/or essential seek and provide medical and/or optical and/or dental treatment for the student. In such cases, such costs whether direct and/or indirect will be met by the parent(s) and/or legal guardian(s). If the College has been obliged to incur costs on behalf of the student in such circumstances the costs will be repaid to the College by the parent(s) and/or legal guardian(s) on demand.

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

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and Researchers

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- 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 an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. 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](http://www.ncver.edu.au)).

#### STUDENT DECLARATION AND CONSENT

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### INDEMNITY DECLARATION

By signing this Declaration the participant agrees that LT, its officers, trainers, employees, representatives and agents shall not be held responsible and/or be under liability as far as permitted by the law of the Country of Australia and/or will not make any claim against them for the participant's death, bodily injury, disability, loss, damages and/or property damage which may be sustained by the participant and/or which may be caused by the participant in connection with or during the period of the participant's attendance at any premises owned/leased, operated or controlled by LT. The aforementioned shall also extend to executors, administrators and assigns of the signatory.

#### VOCATIONAL PAYMENT TERMS

Payment of the initial course fee amount as indicated on your invoice is required prior to the course commencement date. Payment is made in instalments over the duration of the course; individual instalments will not exceed an amount of \$1500.00. The amount and due date for each payment will be listed on an itemised invoice issued on enrolment. Participant enrolments are not confirmed until LT has received the completed and signed enrolment form and the initial payment instalment. The balance of tuition fees is payable after course commencement as indicated on the invoice.

#### CELTA PAYMENT TERMS

Participant enrolments are not confirmed until LT has received the non-refundable registration fee of \$250. Payment of course fees required one (1) month prior to course commencement. (includes non-refundable registration fee of \$250).

#### DECLARATION

I hereby confirm that my payment of the fees as invoiced, in conjunction with my signing of this form, constitutes my acceptance of the terms of my agreement with Lexis Training (LT) in relation to my enrolment. I have read and understood the information provided in the Participant Handbook: <http://www.lexistesoltraining.com/participant-s-handbook/> and Fee Schedule and agree to be bound by all of the Conditions of Enrolment, including the Indemnity Declaration, as detailed above.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name: \_\_\_\_\_

#### PAYMENT METHOD

Cash  Transfer

#### OR

Credit Card:  Visa  Mastercard

Card No:

Amount A\$: \_\_\_\_\_ Expiry Date: \_\_\_\_ / \_\_\_\_

Signature \_\_\_\_\_ CCV code

Note: A 2% credit card transaction fee will apply

#### OR

Bank Transfer - Bank details for each school listed below.

**LEXIS TESOL TRAINING CENTRES RTO:** 41178 **Bank Name:** ANZ Bank

**Branch:** Noosa Heads, QLD 4567 Australia Branch **No:** 014672

**Account No:** 389-687-428 **Swift Code:** ANZBAU3M

**Account Name:** Lexis Asia Pty Ltd

## COURSE FEES

### Teacher Training

Cambridge CELTA*	\$3,100
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### Vocational Programs

SIT20316 Certificate II in Hospitality - 30 wks	\$3,000
BSB30115 Certificate III in Business - 30 wks	\$3,200
BSB50215 Diploma of Business - 92 wks**	\$9,700
BSB51918 Diploma of Leadership & Management - 52 weeks	\$5,800
SHB30215 Certificate III Make Up - 22 weeks	\$2,860
SHB40115 Certificate IV Beauty Therapy - 76 weeks	\$9,880
SHB50118 Diploma Beauty Therapy - 102 weeks	\$13,260

## OTHER FEES

Admissions fee	\$250
Resource fee	\$235
Certificate re-issue fee	\$50
Transcript re-issue fee	\$35
Participant documentation request	\$20
Re-assessment submission fee	\$50
<b>Unit re-enrolment fee:</b>	
Certificate or Diploma qualification	\$200
Re-dispatch of course materials	\$15 per item
RPL assessment fee	\$750
Re-dispatch of additional resources	\$65
OSHC/month single	\$50
Cert. III in Make-Up Industry Pack	\$380
Cert. IV in Beauty Therapy Industry Pack	\$1,030
Diploma of Beauty Therapy Industry Pack	\$1,140

## COURSE DATES

	BRISBANE	BYRON BAY	NOOSA	PERTH	SUNSHINE COAST	SYDNEY	BEAUTY HOUSE
<b>CELTA</b>	6 Jan, 2 Mar, 2 May, 17 Aug, 10 Oct			9 Mar, 26 Sept			
<b>SIT20316 Certificate II in Hospitality</b>				13 Jan, 17 Feb, 23 Mar, 27 Apr, 1 Jul, 10 Aug, 14 Sep, 19 Oct, 23 Nov			
<b>BSB30115 Certificate III in Business</b>	13 Jan, 17 Feb, 23 Mar, 27 Apr, 1 Jun, 6 Jul, 10 Aug, 14 Sep, 19 Oct, 23 Nov	13 Jan, 17 Feb, 23 Mar, 27 Apr, 1 Jun, 6 Jul, 10 Aug, 14 Sep, 19 Oct, 23 Nov	13 Jan, 17 Feb, 23 Mar, 27 Apr, 1 Jun, 6 Jul, 10 Aug, 14 Sep, 19 Oct, 23 Nov	13 Jan, 17 Feb, 23 Mar, 27 Apr, 1 Jun, 6 Jul, 10 Aug, 14 Sep, 19 Oct, 23 Nov	13 Jan, 17 Feb, 23 Mar, 27 Apr, 1 Jun, 6 Jul, 10 Aug, 14 Sep, 19 Oct, 23 Nov	13 Jan, 17 Feb, 23 Mar, 27 Apr, 1 Jun, 6 Jul, 10 Aug, 14 Sep, 19 Oct, 23 Nov	
<b>BSB50215 Diploma of Business</b>		22 Jan, 8 Apr, 24 Jun, 9 Sep, 25 Nov	22 Jan, 8 Apr, 24 Jun, 9 Sep, 25 Nov	22 Jan, 8 Apr, 24 Jun, 9 Sep, 25 Nov	22 Jan, 8 Apr, 24 Jun, 9 Sep, 25 Nov		
<b>BSB51918 Diploma of Leadership &amp; Management</b>	15 Jan, 4 Mar, 29 Apr, 24 Jun, 5 Aug, 7 Oct, 2 Dec			13 Jan, 2 Mar, 27 Apr, 22 Jun, 3 Aug, 5 Oct, 30 Nov		13 Jan, 2 Mar, 27 Apr, 22 Jun, 3 Aug, 5 Oct, 30 Nov	
<b>SHB30215 Certificate III Make Up</b>							6 Jan, 1 Apr, 6 Jul, 30 Sep
<b>SHB40115 Certificate IV Beauty Therapy</b>							6 Jan, 1 Apr, 6 Jul, 30 Sep
<b>SHB50115 Diploma Beauty Therapy</b>							6 Jan, 1 Apr, 6 Jul, 30 Sep

## SCHOOL HOLIDAYS

New Years Day	1 Jan	1 Jan	1 Jan	1 Jan	1 Jan	1 Jan	1 Jan
Australia Day	27 Jan	27 Jan	27 Jan	27 Jan	27 Jan	27 Jan	27 Jan
Labour Day (WA)				2 Mar			
Easter	10-13 Apr	10-13 April	10-13 April	10-13 Apr	10-13 Apr	10-13 Apr	10-13 Apr
Anzac Day	25 Apr	25 Apr	25 Apr	25 Apr	25 Apr	25 Apr	25 Apr
Labour Day (Qld)	4 May		4 May		4 May		4 May
Western Australia Day				1 Jun			
Regional Show Day	12 Aug		12 Aug		12 Aug		12 Aug
Queen's Birthday		8 Jun		28 Sep		8 Jun	
Queen's Birthday (Qld)	5 Oct		5 Oct		5 Oct		5 Oct
Labour Day (NSW)		5 Oct				5 Oct	

\* Not available to Student Visa holders

\*\* Under Review

## Christmas Holidays

SIT20316 Certificate II in Hospitality	BSB30115 Certificate III in Business	BSB50215 Diploma of Business	BSB51918 Diploma of Leadership & Management	SHB30215 Certificate III Make Up	SHB40115 Certificate IV Beauty Therapy	SHB50115 Diploma Beauty Therapy
16 Dec 2019 - 10 Jan 2020	23 Dec 2019 - 10 Jan 2020	23 Dec 2019 - 17 Jan 2020	16 Dec 2019 - 10 Jan 2020	23 Dec 2019 - 3 Jan 2020	23 Dec 2019 - 3 Jan 2020	23 Dec 2019 - 3 Jan 2020



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