

# Accredited Courses Enrolment Form



## SECTION 1: INFORMATION ABOUT THE STUDENT (PLEASE PRINT CLEARLY AND COMPLETE ALL DETAILS)

\*Mandatory Fields

ASFA Student number or New Student:*		Male			Title:*	
		Female				
Legal Given Name and Middle Name: *					Legal Surname:	
Title/Position:					Date of Birth:*	
Organisation Name:				Start date of employment with organisation:		
E-mail Address:*						
Work Phone Number:*				Home Number:*		
Fax Number:				Mobile Number:		
Supervisor Name:				Email:		
Home Address:						
Business Address:						
Course Notes Dispatch Address:	<input type="checkbox"/> Home Address <input type="checkbox"/> BusinessAddress <input type="checkbox"/> Other (please state) _____					

Please send any changes of personal details to [learning@superannuation.asn.au](mailto:learning@superannuation.asn.au)

\*First Name, Middle Name and Surname is per your Drivers Licence, Passport and/or Birth Certificate

### VICTORIAN STUDENT NUMBER (VSN)

Enter your Victorian Student Number (VSN)

- I don't have or don't know my VSN  
 I am new to the Victorian/NSW Education System. I have never attended a school, TAFE or other VET training provider in Victoria/NSW.  
 I am not a student living in any of the above states

### CITIZENSHIP/RESIDENCY (PLEASE TICK)

Are you an Australian Citizen or Permanent Resident of Australia?	Yes	No
If No, please state you visa status and passport number	Visa Status	
	Passport Number	

I understand that ASFA (Association of Superannuation Funds of Australia Ltd) is required to provide the State Governments, through Skills Victoria and DET NSW, 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](http://www.skills.vic.gov.au/corporate/statistics/submit_data)). Skills Victoria and DET NSW, may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, reporting and/or research activities. For these and other lawful purposes, Skills Victoria and DET NSW may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations.

**The Education and Training Reform Act 2006 requires ASFA to collect and disclose my personal information for a number of purposes including the allocation to me of a Victorian Student Number and updating my personal information on the Victorian Student Register and DET NSW.**

For more information in relation to how student information may be used or disclosed please contact ASFA's Privacy Officer on phone (02) 9264 9300 or email [privacy@superannuation.asn.au](mailto:privacy@superannuation.asn.au)

In signing this document, I declare that all information that I have provided to ASFA, is to the best of my knowledge true, correct and complete at the time of my application. I authorise ASFA to check all available records to confirm that the information provided is correct, particularly information pertaining to my eligibility for the Victorian Training Guarantee and NSW Strategic Skills Program.

I acknowledge and agree to the terms described in this privacy statement:

Student Signature		Date	
I confirm that the applicant has been informed of the eligibility requirements for government subsidised training under the Victorian Training Guarantee and NSW Strategic Skills Program, and that the applicant is aware of the consequences arising from a false, misleading or incomplete application/declaration.			
RTO Signature		Date	

## SECTION 2: CHOOSE THE SUBJECT YOU WISH TO ENROL IN

Please tick subject, delivery mode and enter start date of the course. All subjects are GST exempt.

All subjects are offered via flexible delivery.

Subject	Fee		Re-Enrol	Total Fee
	member	non-member		
Superannuation Induction	\$250	\$280	\$280	
ASFA 100 (Cert IV)	\$775	\$875	\$495	
<b>Diploma of Superannuation</b>				
RG 146 Superannuation Essentials	\$825	\$925	\$495	
Super Admin: Accumulation	\$825	\$925	\$495	
Super Admin: Benefits	\$825	\$925	\$495	
ASFA Insurance	\$825	\$925	\$495	
<b>Diploma of Financial Planning</b>				
ASFA Advice 1: Scoping, Compliance and Super	\$825	\$925	\$495	
ASFA Advice 2: Risk Strategies for Life	\$825	\$925	\$495	
ASFA Advice 3: Building Wealth for Clients	\$825	\$925	\$495	
ASFA Advice 4: Financial Planning for Engagement and Retention	\$825	\$925	\$495	
ASFA Advice: Personal Advice Skills Assessment	\$150*			
*Each Diploma of Financial Planning student may complete one Skills Assessment for no fee; a fee of \$150 applies for each subsequent assessment.				
<b>Advanced Diploma of Superannuation</b>				
<b>Pre-requisite of Diploma of Superannuation</b>				
<b>Core subjects</b>				
Governance & Trusteeship	\$825	\$925	\$495	
ASFA Investment	\$825	\$925	\$495	
<b>Elective subjects</b>				
Superannuation Compliance	\$825	\$925	\$495	
or				
ASFA Self-Managed Superannuation Funds	\$825	\$925	\$495	

## SECTION 3: TRANSFER AND CANCELLATION POLICY

As ASFA incurs administrative costs prior to the commencement of a program, the following policy applies to all transfers and cancellations for workshops, distance learning and flexible online courses. Please note that student substitutions can be made without cost at any time before the commencement of a course.

Flexible enrolments	Cancellation fees
Before course notes have been dispatched	\$125
Within one week after the course notes have been dispatched	\$250
More than 1 week after the course notes have been dispatched	No refund

Workshop enrolments	Cancellation fees
More than 14 days prior to the commencement	20% of enrolment fee
Between 14 days and 5 days prior to the commencement	50% of the enrolment fee
Less than 5 days prior to commencement	No refund

## SECTION 4: PAYMENT DETAILS

**Payment must be received at the time of enrolment. Course material and access to the ASFA student website will not be provided until payment has been made in full.**

Non-Refundable Fee:	\$ _____	Cheque made payable to ASFA enclosed. Cheque Number:	_____
Credit Card Payment* (please tick):	<input type="checkbox"/> Visa <input type="checkbox"/> Diners <input type="checkbox"/> Master Card <input type="checkbox"/> AMEX (4 digit security code _____)		
Personal credit card:	Y / N	Corporate credit card:	Y / N
Cardholder Name:	_____		
Cardholder Signature:	_____		
Card Number:	_____	Expiry Date:	___ / ___
Electronic Funds Transfer	Conducted on this date ___ / ___ / ___		
<b>Name of Account:</b> The Association of Superannuation Funds of Australia Ltd <b>BSB No:</b> 032 000 <b>Account No:</b> 12-1167 <b>Bank:</b> Westpac <b>Branch:</b> Sydney Office, 341 George Street, Sydney NSW 2000	Payment reference: _____ (Your payment reference should be either your Student ID or the initial of your first name followed by your surname)		

\*All credit card purchases over \$5,000 will attract a 3% surcharge.

continued overleaf

## SECTION 5: STUDENT COMPULSORY DECLARATION

I hereby apply for enrolment with ASFA. I agree that if this application for enrolment is accepted by ASFA, I will be bound by the policies and Code of Practice of ASFA – available on the ASFA website. As part of its ongoing commitment to provide advice and support services, ASFA provides to all its students the following services upon request:

- student selection, enrolment and induction/orientation procedures;
- course information including content and vocational outcomes, fees and charges, including refund policy and exemptions, Recognition of Prior Learning (RPL) arrangements (where applicable RPL fees apply);
- provision for language, literacy and numeracy assessment;
- student support including any external support ASFA has arranged for students;
- flexible learning and assessment procedures;
- welfare and guidance services, appeals, complaints and grievance procedures, disciplinary procedures; and
- staff responsibilities for access and equity.

I give permission for my results from this enrolment to be released to my employer:       Yes:    No

ASFA course notes are developed as part of ASFA's Learning program and are not to be used as a substitute for professional advice.

Signed:		Date:	
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## SECTION 6: PRIVACY POLICY

The Association of Superannuation Funds of Australia Ltd (ASFA) is committed to safeguarding your privacy and complying with the National Privacy Principles as set out in the Privacy Act (1988) and its subsequent amendments.

Our full Privacy Policy is available on [www.superannuation.asn.au](http://www.superannuation.asn.au) or contact [privacy@superannuation.asn.au](mailto:privacy@superannuation.asn.au).

**FORMS MUST BE PRINTED AND SIGNED BY THE STUDENT.**

Return forms by mail to PO Box 1485 Sydney NSW 2001, fax to 1300 926 484 or scan and e-mail to [learning@superannuation.asn.au](mailto:learning@superannuation.asn.au)

## SECTION 7: IMPORTANT INFORMATION FOR OFFICE USE

### EMERGENCY CONTACT

Name:	
Relationship:	
Address:	
Phone:	

1. In which country were you born?

AUSTRALIA	
OTHER – PLEASE SPECIFY	

2. 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	Go to question 4
Yes, other – please specify	

3. How well do you speak English?

Very well	
Well	
Not well	
Not at all	

4. Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal AND Torres Strait Islander origin, mark both boxes 'Yes'.)

No	
Yes, aboriginal	
Yes, torres strait islander	

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

Yes	
No	Go to question 6

If YES, then 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	

6. 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	Go to question 8

7. In which YEAR did you complete that school level?

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8. Are you still attending secondary school?

Yes	
No	

9. 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 above	

10. 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	

12. Your major reason for study? (Tick ONE box only.)

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	

### OFFICE USE ONLY

FUNDING TYPE:	
ENTERED/	
UPLOADED INTO Wise.Net	
VERIFIED CORRECT	