ASFA Learning Enrolment Form

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

*Mandatory Fields

ASFA ID:		Male		Female		Prefix:*	
Legal given name and middle name:*						Legal surname*:	
Job title:						Date of birth:*	
Organisation name:						Start date of employment:	
Email address:*							
Work phone number:*						Home number:*	
Fax number:						Mobile number:	
Home address:							
Business address:							
Supervisor name:						Supervisor email:	
Course notes dispatch address:	☐ Home address ☐ Business address ☐ Other (please state) _____						
Dietary requirements: (for workshops)							

Please send any changes of personal details to learning@superannuation.asn.au
*First Name, Middle Name and Surname is per your Drivers Licence, Passport and/or Birth Certificate

SECTION 2: CHOOSE THE COURSE YOU WISH ENROL IN

Please tick subject, delivery mode and enter start date of the course.

Subject	Delivery mode	Start date
Super Foundations	☐ Flexible online ☐ Workshop (1 day) Workshop location _____	
TrusteeKnowHow	☐ Workshop (1 day) Workshop location _____	
RG 146 for CPD	☐ Workshop (2 hours) Workshop location _____	
RG 146 Revisited	☐ Flexible online	
ASFA Industry Skills - Superannuation	☐ Flexible online	
ASFA Industry Skills - Managed Investments	☐ Flexible online	
ASFA Industry Skills - Insurance	☐ Flexible online	
ASFA Industry Skills - Retirement Income	☐ Flexible online	
Defined Benefits	☐ Flexible online	
Certificate III		
Certificate III in Customer Contact	☐ Workshop (2 days) Workshop location _____	
Certificate III in Financial Services	☐ Flexible online ☐ Workshop (3 days) Workshop location _____	
Certificate IV		
Certificate IV in Superannuation (ASFA 100)	☐ Flexible online ☐ Workshop (3 days) Workshop location _____	
Diploma of Superannuation		
RG 146 Superannuation	☐ Flexible online ☐ Workshop (3 days) Workshop location _____	
Super Admin: Accumulation	☐ Flexible online	
Super Admin: Benefits	☐ Flexible online	
ASFA Insurance	☐ Flexible online	

continued overleaf

Diploma of Financial Planning		
ASFA Advice 1: Scoping, Compliance and Super	☐ Flexible online	
ASFA Advice 2: Risk Strategies for Life	☐ Flexible online	
ASFA Advice 3: Building Wealth for Clients	☐ Flexible online	
ASFA Advice 4: Financial Planning for Engagement and Retention	☐ Flexible online	
ASFA Advice: Personal Advice Skills Assessment	☐ Flexible online	
*Each Diploma of Financial Planning student may complete one Skills Assessment for no fee; a fee of $150 applies for each subsequent assessment.		
ASFA Tier One		
Margin Lending	☐ Flexible online	
Advanced Diploma of Superannuation (Pre-requisite of Diploma of Superannuation)		
Core subjects		
Governance & Trusteeship	☐ Flexible online	
ASFA Investment	☐ Flexible online	
Elective subjects		
Superannuation Compliance	☐ Flexible online	
or		
ASFA Self-Managed Superannuation Funds	☐ Flexible online	

SECTION 3: COURSE FEES

Flexible Online Subjects fees inc. GST (*Accredited courses are GST exempt)		**Workshop fees inc. GST** (*Accredited courses are GST exempt)	
Super Foundations	ASFA member: $250 Non-member: $280 Re-enrol: $280	Super Foundations	ASFA member: $825 Non-member: $935
Industry Skills	ASFA member: $275 Non-member: $310	TrusteeKnowHow	ASFA member: $825 Non-member: $935
RG 146 Revisited (with/without printed notes)	ASFA member: $400/$285 Non-member: $485/$365	RG 146 for CPD	ASFA member: $450 Non-member: $485
RG 146 for CPD	ASFA member: $250 Non-member: $280	Certificate III Customer Contact	ASFA member: $1,400 Non-member: $1,500
Defined Benefits*	ASFA member: $825 Non-member: $925	Certificate IV in Superannuation*	ASFA member: $1,650 Non-member: $1,750
Certificate III in Financial Services	ASFA member: $725 Non-member: $825	RG 146 Superannuation*	ASFA member: $1,800 Non-member: $1,900
Certificate IV in Superannuation (ASFA 100)*	ASFA member: $775 Non-member: $875 Re-enrol: $495		
ASFA Tier One: Margin Lending*	ASFA member: $425 Non-member: $475		
All Diploma and Advanced Diploma subjects*	ASFA member: $825 Non-member: $925 Re-enrol: $495		

SECTION 4: 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 enrolment fee
Less than 5 days prior to commencement	No refund

continued overleaf

SECTION 5: IMPORTANT STUDENT INFORMATION

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?

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

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

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

SECTION 6: 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.

Total Fee:	$		
Credit Card Payment* (please tick):	☐ Visa ☐ Diners ☐ Master Card ☐ AMEX		
Cardholder name:			
Personal or corporate credit card:		Card number:	__ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __
Expiry date:	__ __ / __ __	Security code:	
Electronic Funds Transfer **Name of Account:** The Association of Superannuation Funds of Australia Ltd **BSB No:** 032 000 **Account No:** 12-1167 **Bank:** Westpac **Branch:** Sydney Office, 341 George Street, Sydney NSW 2000		Conducted on this date ____ / ____ / ____ Payment reference: _____ (Your payment reference should be either your Student ID or the initial of your first name followed by your surname)	

*Please note a surcharge will be applied to all credit card transactions: 3% for Diners & AMEX, 1.5% for Visa & MasterCard.

SECTION 7: STUDENT COMPULSORY DECLARATION

PART A - VICTORIAN STUDENTS ONLY

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. ☐ 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:			

PART B - ALL STUDENTS

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) and The Education And Training Reform Act 2006. 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.

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 understand that my results from this enrolment may be released to my employer as part of this agreement.

Student signature: (Please print name)		Date:	

SECTION 8: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 or contact privacy@superannuation.asn.au.

Return forms by email to learning@superannuation.asn.au, by mail to PO Box 1485 Sydney NSW 2001, or by fax to 1300 926 484.