

Enrolment Form – Short Courses



For accredited courses please complete the Accredited Courses Enrolment Form.
Please refer to the ASFA website, www.superannuation.asn.au for workshop dates.

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

*Mandatory Fields

ASFA Student number or New Student:*		Title:*	
Legal First 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:	
Business Address:			
Course Notes Dispatch Address: (if different from business address)			

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

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

SECTION 2: CHOOSE THE SHORT COURSE YOU WISH TO ENROL IN

Please tick subject, delivery mode and enter start date of the course/workshop. Fees include GST except where subject is exempt.

Subjects	Delivery mode	Workshop location	Workshop date	Fee Member/non-member	Total fee
ASFA 100 (Cert IV)	Workshop (3 days)			\$1650/\$1750 (GST Exempt)	
RG 146 Superannuation Essentials*	Workshop (3 days) *			\$1800/\$1900 (GST Exempt) *	
RG 146 Maintenance	Workshop (2 hours)			\$450/\$485 Including GST	
Legal Update (trustee training)	Workshop (half day)			\$550/\$650 Including GST	
Super Foundations	Workshop (1 day)			\$825/\$935 Including GST	
TrusteeKnowHow	Workshop (1 day)			\$825/\$935 Including GST	
Industry Skills	Online			\$275/\$310 Including GST	

PLEASE NOTE: Member rate for courses applies to employees of member organisations, and individual members.

Refer to the ASFA website for the current member directory.*

*Not a complete listing of ASFA members. Directory includes only those members that have given permission to be listed.

*Please indicate if you are studying RG 146 Superannuation Essentials as a part of a Qualification.

- Diploma of Financial Planning (FNS50610)
 Diploma of Superannuation (FNS50710)
 Not doing this as a part of a Qualification.

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.

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: (including GST)	\$	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 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)		

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

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 and Development 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 or contact 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

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	

11. 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	