

PRE-ENROLMENT FORM

Welcome to the Australian College of Environmental Studies est.1999. In order to ensure you receive the highest level of training possible, you will be provided with the best level of service, support and training available. The Australian College of Environmental Studies is privileged to have teaching staff with excellent qualifications and extensive current industry experience. They are well networked and can provide students with excellent resources and contacts. Teaching staff undertake industry work in order to keep up to date with industry needs. Please familiarise yourself with the following, prior to enrolling in a subject.

PREREQUISITES: Students must be at least 18 years of age when starting our courses. Whilst there are no prerequisites for any of our courses, we expect students to be motivated and willing to make the effort to get through their studies.

ENROLMENT: In order to enrol, students need to submit the completed enrolment form (at the back of the prospectus or on our website) and send it in along with the non-refundable deposit. Feng Shui and Building Biology students will be interviewed (on site or via phone).

FEES: As we are a government registered training organisation, HECS is not available. As such, fees are required. Students have a variety of payment options available to them: pay as you go per subject, two or four instalments. Refer to the course prospectus or website for more details. The college will not accept nor request fees more than 8 weeks in advance.

REFUNDS: Refunds and withdrawals must be provided in writing to the college. The following conditions apply:

- If 3 or more weeks notice is given before the subject begins, a full refund will be given minus the non-refundable deposit
- If less than 3 weeks notice is given, a 50% refund applies (this cannot be less than the \$400 non-refundable deposit)
- Fees are strictly non-refundable once the subject begins.

STUDENT SUPPORT: Students are required to attend an Orientation day to familiarise themselves with college policies and procedures. The administration staff are there to help you with any query regarding admission procedure and enrolment, fees and Recognition of Prior Learning (RPL).

RECOGNITION OF PRIOR LEARNING: If a student has prior learning or believes that they may be exempt from one of the modules or learning outcomes, please complete a "Recognition of Prior Learning" form, & submit any relevant documentation required, to the course coordinator. RPL may relate to a student's previous non-accredited education and training or life/work experience. All information will be assessed and the student notified of a decision by the

college. On-campus students who wish to apply for RPL should allow at least 4 weeks prior to commencement date of the course. A non-refundable fee of \$100 must accompany your request along with a completed "Recognition of Prior Learning Form" and relevant documentation. This fee is non-refundable regardless of the outcome.

**RECOGNITION OF
QUALIFICATIONS
ISSUED BY OTHER
RTOS:**

When a student has prior accredited qualifications from a Registered Training Organisation (RTO) and believes that they may be exempt from any of the units or learning outcome, they will need to complete a "Recognition of Qualifications" form, and submit any relevant documentation required, to the training manager. This will relate to previous education only. All information will be assessed and the student notified of a decision by the college. On-campus students who wish to apply for recognition of qualifications, should allow at least 2 weeks prior to the commencement date of the course. Fees do not apply for this form of application.

**LITERACY &
NUMERACY:**

The college is committed to ensuring wide accessibility of its training. As such, we recognise that literacy or numeracy problems may not, of themselves, preclude a person from successfully acquiring the competencies associated with any of our courses. Every effort will be made to assess a candidate's ability to carry out all the learning tasks and demonstrate mastery of the program competencies. Where possible, the learning activities maybe modified to compensate for trainees with literacy or numeracy skills needs. An initial assessment of a participant's literacy and numeracy skills will be made upon enrolment in a course where it is deemed necessary.

**STUDENT &
GUIDANCE
SERVICES:**

The Australian College of Environmental Studies recognises that a significant aspect of quality of training programs relies on effective support and management of student and staff welfare. Considering this, the college is committed to providing both students and staff with adequate access to:

- Educational, vocational, and personal counseling services
- Guidance and support with financial requirements specifically related to training and education at the college
- Information relating to OH&S, equal employment opportunity and anti-discrimination policies as is appropriate and relevant
- In the event that required support extends beyond the college's capabilities
- The college will source/give referral information for relevant organization/s that supply required support service/s

**APPEALS &
COMPLAINTS:**

Any student with a grievance pertaining to education and training with the Australian College of Environmental Studies, may exercise their right to raise that grievance and expect that every effort will be made by the College to resolve it promptly, objectively and without prejudice or fear of reprisal or victimisation. The procedures are intended to prevent personal

conflicts becoming entrenched and to resolve disputes without delay and in a conciliatory, informal and effective manner.

PRIVACY POLICY: The Privacy Amendment Act 2000 prevents the college from providing any student details to any person other than the student. All matters in relation to enrolment, results, fees or any other issue, can only be discussed with the student unless the enrolment form is signed by a third party, or a letter of permission from the student is provided allowing access to the student's information. Similarly, the Act prevents us from providing any lecturer's details to any student or other persons regardless of the situation.

DISCIPLINARY PROCEDURES: The college adheres to the principles of adult learning, and the learning environment shall facilitate the learning of all students without interference or disturbance from others and encourage students to respect and protect the rights of others. Students will uphold the standards of the college when they are engaged in field trips and excursions. Misconduct means any conduct that is prejudicial to the good order and discipline of the college. The following forms of misconduct will not be accepted: wilful damage or removal of property, assault or harassment (physical or verbal), cheating or attempting to cheat or assisting any other student to cheat by any means, negligent or disorderly conduct towards a staff member or student, being under the influence of alcohol or drugs, smoking in the building, eating and drinking in class rooms, infringing copyright and consistently attending classes late. Students who are caught cheating, plagiarism, stealing and/ or will face disciplinary action.

ACCESS & EQUITY: The college seeks to provide educational training programs to all individuals, from all sectors of the community, and all ranges of abilities/disabilities, both physical and academic, wherever this is practicable considering the demanding physical and academic nature of the training. The college will provide equitable and inclusive educative programs that ensure all students have the opportunity to achieve according to their own individual potential. In the event that a student is unable meet the attendance and/or assessment criteria, the college will provide flexible learning and assessments options based on each individual's needs. Whilst the college will make every effort to accommodate the special needs of individuals, as a matter of ethical conduct it will not enrol a student if it is clear or becomes evident that it would be impossible for the student to successfully complete a particular course. In those circumstances the college will assist the student in choosing a suitable alternative.

The college will not engage in discrimination towards any group or individual in any form, inclusive of: gender, race, nationality, religion, physical or intellectual disability, age or physical disease where there is no risk to others.