

## Student Enrolment Form

### Applicant Details

Family Name			Title	
First Given Name				
Second Given Name				
Preferred Name				
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Birth Date	
Home Number			Mobile Number	
Home address				
postal address				
Email				
Town/City of Birth				
USI				

**IMPORTANT:** To receive your Qualification or Statement of Attainment on successful completion of your course you will need to hold a valid USI. **Visit:** [www.usi.gov.au](http://www.usi.gov.au)

#### Course details:

Course being applied for:	
Preferred location of training?	<input type="checkbox"/> In my workplace (on the job) <input type="checkbox"/> At ProGalorHub location (off the job) Not applicable

<b>Date ready to start:</b>		<b>Date must complete by:</b>	
<b>Traineeships or Government Funding or Fee ?</b>	Traineeships	Fee for Service	Government Funding

**Emergency contact details:**

<b>Full name:</b>			
<b>Daytime Number</b>		<b>Mobile Number</b>	
<b>After Hours Number</b>		<b>Relationship</b>	

**Personal details:**

<b>Medicare Number</b>				
<b>Allergies</b>				
<b>In which country were you born?</b>	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (Please specify):		
<b>Do you speak a language other than English at home? ( If more than one language is spoken at home, indicate one that is spoken most the often)</b>	<input type="checkbox"/> No, English only	<input type="checkbox"/> Yes (please specify):		
<b>How well do you speak English?</b>	<b>Not well</b>	<b>Well</b>	<b>Very Well</b>	<b>Not at all</b>
<b>Passport number for VEVO check [optional]</b>				

<b>Course Readiness</b> (*NOTE: If you have answered NO to any of these we recommend you seek further training prior to attending.)					
I have a good grasp of the English Language (both written and verbal)?		I have the computer skills to use MS Word, copy/paste, email, internet navigation?		I have a certification, or skills and experience to one level below the course I am enrolling?	
YES	NO	YES	NO	YES	NO
<b>Are you of Aboriginal or Torres Strait Islander origin? (tick one)</b>					
<input type="checkbox"/> No		<input type="checkbox"/> Yes, Aboriginal			
<input type="checkbox"/> Yes, Torres Strait Islander		<input type="checkbox"/> Yes, Both Aboriginal & Torres Strait Islander			
<b>Do you identify yourself as having a disability? (Please tick)</b>					
<input type="checkbox"/> No		<input type="checkbox"/> Yes, Hearing/Deaf			
<input type="checkbox"/> Yes, Intellectual		<input type="checkbox"/> Yes, Vision			
<input type="checkbox"/> Yes, Learning		<input type="checkbox"/> Yes, Physical			
<input type="checkbox"/> Yes, Medical		<input type="checkbox"/> Other			
<b>Please specify:</b>					
<b>What is your highest COMPLETED school level? (Tick ONE box only.)</b>					
<input type="checkbox"/> Year 12 or equivalent		<input type="checkbox"/> Year 9 or equivalent			
<input type="checkbox"/> Year 11 or equivalent		<input type="checkbox"/> Year 8 or below			
<input type="checkbox"/> Year 10 or equivalent		<input type="checkbox"/> Never attended school			
<b>In which YEAR did you complete school?</b>					
<b>Are you still attending secondary school?</b>		<input type="checkbox"/> Yes		<input type="checkbox"/> No	

<b>Have you successfully completed any of the following qualifications?</b>	
<input type="checkbox"/> No	<input type="checkbox"/> Yes - Certificate III (or Trade Certificate)
<input type="checkbox"/> Yes - Bachelor Degree or Higher Degree	<input type="checkbox"/> Yes - Certificate II
<input type="checkbox"/> Yes - Advanced Diploma or Associate Degree	<input type="checkbox"/> Yes - Certificate I
<input type="checkbox"/> Yes - Diploma (or Associate Diploma)	<input type="checkbox"/> Yes - Certificates other than the above
<input type="checkbox"/> Yes - Certificate IV (or Advanced Certificate/Technician)	
<b>Of the following categories, which best describes your current employment status?</b>	
<input type="checkbox"/> Full-time employee	<input type="checkbox"/> Employed-unpaid worker in a family business
<input type="checkbox"/> Part-time employee	<input type="checkbox"/> Unemployed - seeking full-time work
<input type="checkbox"/> Self-employed - not employing others	<input type="checkbox"/> Unemployed - seeking part-time work
<input type="checkbox"/> Employer	<input type="checkbox"/> Not employed - not seeking employment
<b>Payment Schedule Of Learner Fees</b>	
<p><b>For ProGalor Institute (PGITM) courses with fees over \$1,500, PGITM follows the payment schedule below:</b></p> <p><b>IMPORTANT: A Learner has the right to request an installment payment at the time of enrolment.</b></p> <p>Maximum fee payment accepted at any time - \$1500. A learner can schedule remaining fee in installment(s). Minimum fee acceptable of any installment is \$100 until course fee fully paid. Student has to provide proof of installment(s) scheduled; and receive approval from PGITM of installments before finalising enrolment.</p> <p><b>We offer Direct debit, Credit cards, Cheque, and Cash payment methods. Contact our student support team to make a payment arrangement.</b></p> <p><b>Payment must be included with your enrolment form.</b></p> <p><b>Enrolment forms without payment or direct debit receipts will not be processed until payment is confirmed.</b></p> <p><b>If a Company or your employer is paying for the course and seeking credit facilities, please complete and return the Business Credit Application (BCA) form with your enrolment form. The BCA can be requested from our Customer Service Team on (02) 9683 6505 or <a href="mailto:info@pgitm.edu.au">info@pgitm.edu.au</a></b></p>	

<p><b>Of the following categories, which best describes your main reason for undertaking this course / traineeship / apprenticeship? (Tick ONE box only.)</b></p>	<p><input type="checkbox"/> To get a job</p> <p><input type="checkbox"/> To develop my existing business</p> <p><input type="checkbox"/> To start my own business</p> <p><input type="checkbox"/> To try for a different career</p> <p><input type="checkbox"/> To get a better job or promotion</p> <p><input type="checkbox"/> It was a requirement of my job</p> <p><input type="checkbox"/> I wanted extra skills for my job</p> <p><input type="checkbox"/> To get into another course of study</p> <p><input type="checkbox"/> For personal interest or self-development</p> <p><input type="checkbox"/> Other reasons</p>
<p><b>ProGalar Institute requires that you provide us 100 points proof of identification. Please detail the proof of identification you can provide and attach a copy to this enrolment application form. Please refer to the end of the enrolment form for guidelines for providing 100 points of identification.</b></p>	

**Your Personal Statement:**

**Why are you choosing this course? Do you have a specific career aim or job in mind for the future?**

<b>Do you like to apply for cooling off period before ProGALORHub finalise your enrolment?</b>	
YES	NO
<p><b>If you choose to apply for cooling off period, how many days do you like cooling off period?</b> (in the case of Misleading, deceptive and unconscionable conduct, or unsolicited consumer agreement, you can apply for upto 10 days cooling off.)</p>	
<p><b>Do you consider that you have adequate literacy and numeracy skills to undertake the course?</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure
<p><b>Are you seeking credit for previous training or recognition of prior learning?</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure
<p><b>Are there any individual needs you have that we should be aware of so we take these into account when planning your training:</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure
<p>If yes, please provide us a little more information:</p>	

**Employer details (if applicable)**

<b>Trading Name</b>		
<b>Contact Name:</b>		
<b>Contact Number</b>		<b>Fax Number</b>
<b>Workplace Address</b>		
<b>Date ready to start</b>		<b>Date must complete by</b>

**This form can be post to:**

ProGalar Hub,  
PO Box - 119  
Pendle Hill,  
NSW - 2145

**Email to:** info@pgitm.edu.au



**IMPORTANT NOTE:**

If you are emailing this enrolment form and are unable to provide a copy with your physical signature then please copy and paste the following into your email. We will not process your enrolment without it:

**I, <insert your name> agree to the Applicant Declaration as stated on the ProGalar Institute enrolment form, <insert today's date>.**

**Applicant Declaration**

By signing this form, I certify that the information provided is true and correct. I further certify that:

- I have reviewed the Student Information Booklet supplied to me and have been informed about my rights and obligations.
- I have reviewed the course fees and payment arrangements and have been informed of the refund policy.
- I have reviewed the relevant course brochure and have been informed of the training and assessment services to be provided and the units of competency to be completed.
- I agree to abide by the policies and procedures set out by the PGITM, including the student code of conduct detailed in the PGITM Student Handbook and I agree to maintain good and proper behaviour for the duration of my training. I understand my enrolment can be suspended or cancelled should I breach the policies and procedures, use inappropriate behaviour, or endanger myself or others. I understand disciplinary action may involve police or legal action.
- I provide my unique student identifier (USI) with my consent.

**Learner**

**Full Name**

**Learner**

**Signature**

**PGITM Office Use Only**

<b>App. Declaration Recieved</b>	<b>Date</b>		Application Recieved email sent	<b>Date</b>	
Enrolment Confirmation email send to learner	<b>Date</b>		<b>USI Verified</b>	<b>Date</b>	
			USI <b>NOT</b> verified	<b>Date</b>	
<b>Total Course Fee</b>			<b>Payment Recieved</b>	<b>Date</b>	
<b>PGITM Staff comments</b>					
<b>PGITM Staff Signature</b>					

# 100 Point Identification Checklist

- (a) Identification must be current and must include at least one type of photographic ID and identification that contains a signature and date of birth. Passport and/or Driver's License are preferred.
- (b) The point score of documents produced must total at least 100 points (refer to page 2).
- (c) The applicant must provide evidence of ability to work in Australia: If their documents do not include an Australian or New Zealand passport or an Australian birth or citizenship certificate, an appropriate visa or work permit allowing the person to work in Australia must be sighted.

DOCUMENTS		POINTS
<b>Primary - Only one form of identification accepted from this category:</b> <ul style="list-style-type: none"> <li>- Birth Certificate /Birth Extract</li> <li>- Australian Citizenship Certificate</li> <li>- Australian passport (current or expired within the past two years but not cancelled)</li> <li>- International passport (current or expired within the past two years but not cancelled)</li> <li>- Other document of identity having same characteristics as a passport e.g. diplomatic /refugee (Photo or signature)</li> </ul>		70
<b>Secondary – the initial secondary document will score 40 points, any additional documents will be awarded 25 points each:</b> <ul style="list-style-type: none"> <li>- Current Licence or Permit (Government Issued)</li> <li>- Current driver photo licence issued by an Australian state or territory</li> <li>- ASIC/MSIC Card</li> <li>- Working with Children /Teachers Registration Card</li> <li>- Public Employee Photo ID (Government Issued)</li> <li>- Department of Veterans Affairs Card</li> <li>- Centrelink Pensioner Concession Card or Health Care Card</li> <li>- Current Tertiary Education Institution Photo ID.</li> <li>- Reference from a Doctor (must have known the applicant for a period of at least 12 months)</li> </ul>		40 or 25
<ul style="list-style-type: none"> <li>- Foreign driver's licence</li> <li>- Proof of aged card (Government issued)</li> <li>- Medicare Card / private Health Care Card</li> <li>- Council rates notice</li> <li>- Property Lease/rent agreement</li> <li>- Property Insurance Papers</li> <li>- Tax Declaration</li> <li>- Superannuation Statement</li> <li>- Seniors Card</li> <li>- Electoral roll compiled by the Australian Electoral Commission</li> <li>- Motor Vehicle Registration or Insurance Documents</li> <li>- Professional or Trade Association Card</li> </ul>		25
<b>If more than one of these documents are used, they must be from different organisations:</b> <ul style="list-style-type: none"> <li>- Current Utility bills (e.g. telephone, water, gas or electricity)</li> <li>- Credit / Debit card</li> <li>- Bank Statement /Passbook</li> </ul>		25
<b>SPECIAL PROVISIONS ONLY TO BE USED IF 100 POINT CHECK ABOVE CANNOT BE MET</b>		
The full 100 point check is required when the applicant has been in Australia for longer than 6 weeks	For recent arrivals in Australia (6 weeks or less – proof of arrival date required) current passport	100
Aboriginal person or Torres Strait Islander resident in a remote area /community	Identity of applicant ordinarily resident in an isolated area verified by <b>TWO</b> persons recognised as ' <b>Community Leaders</b> ' of the community to which the applicant belongs	100
Child under 18 years of age	<ul style="list-style-type: none"> <li>- Birth Certificate /Birth Extract</li> <li>- Australian Citizenship Certificate</li> <li>- Australian passport (current or expired within the past two years but not cancelled)</li> <li>- International passport (current or expired within the past two years but not cancelled)</li> <li>- Other document of identity having same characteristics as a passport e.g. diplomatic /refugee (Photo or signature)</li> </ul> <b>Or</b> Statement from an educational institution, signed by the principal or deputy principal, confirming that the child attends the institution (statement must be on the institution's letterhead)	100