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Run in conjunction with the
National Dog Trainers Federation



ENROLMENT FORM

1. PRIOR CONTACT WITH PRECISE TRAINING

Are you or have you ever been a student or staff member at Precise Training? Yes No

2. COURSE REQUESTED

Course Name:

Course Code:

Course Start:

Course Finish:

Course Mode: Local

Course Location:

3. PERSONAL DETAILS

Title: Mr Miss Ms Mrs Other:

Family name:

First name:

Middle names:

Proof of Identity (at least one form of proof must be cited)

Birth Certificate Number:

Drivers Licence Number:

Passport Number:

Proof of Age Card Number:

Please attach a certified copy of proof cited.

Previous name (if different from the name shown above – you must attach clear, **certified** documentary evidence):

Date of Birth:

Gender: Male Female

4. CONTACT DETAILS

Email Address:

Home telephone number:

Work telephone number:

Email Type: Home Work

Mobile telephone number:

FAX:

Permanent home address:

No and street:

Suburb/town:

State:

Post Code:

Mailing address:

If your Mailing Address is the same as your Permanent home address please leave blank.

No and street:

Suburb/town:

State:

Post Code:

5. EMERGENCY CONTACT DETAILS

Name:

Relationship:

Home telephone:

Work/mobile telephone number:

6. CITIZENSHIP STATUS	
Country of Birth:	Language spoken at Home:
Are you an Australian Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you a New Zealand Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you been granted a Permanent Residency in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you of Aboriginal or Torres Strait Islander Origin: <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander	
<input type="checkbox"/> Aboriginal and Torres Strait Islander <input type="checkbox"/> Neither Aboriginal nor Torres Strait Islander	

7. ENGLISH PROFICIENCY				
Is English your first language? <input type="checkbox"/> Yes if Yes Go to Section 8 <input type="checkbox"/> No				
Have you completed an English proficiency test? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Type of test (e.g. IELTS/TOEFL):				
**Score:				
How would you rate your English spoken proficiency?	Very Well	Well	Not Well	Not at All
How would you rate your English written/numeracy proficiency?	Very Well	Well	Not Well	Not at All

**** You must attach a clear, certified copy of your test results**

8. EDUCATION	
Are you still attending secondary school? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what year are you in? _____	
Have you SUCCESSFULLY completed any of the qualifications listed below? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, tick applicable boxes:	
<input type="checkbox"/> Advanced Diploma & Associate Degree Level	<input type="checkbox"/> Certificate III (or Trade Certificate)
<input type="checkbox"/> Bachelor Degree or Higher Degree Level	<input type="checkbox"/> Certificate IV (or Advanced Certificate/ Technician)
<input type="checkbox"/> Certificate I	<input type="checkbox"/> Diploma Level
<input type="checkbox"/> Certificate II	<input type="checkbox"/> Miscellaneous Education

9. DISABILITY	
Do you consider yourself to have a disability, impairment or long-term condition? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES, please indicate the area of disability, impairment or long-term condition: (You may indicate more than one area.)	
<input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Mental Illness <input type="checkbox"/> Vision <input type="checkbox"/> Medical Condition <input type="checkbox"/> Learning <input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Other (please specify) _____	
If YES, do you require assistance because of the disability? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES, what assistance do you require?	

10. EMPLOYMENT TYPE			
Please select which best suits your employment status:			
<input type="checkbox"/> Employed – Unpaid worker in a family business	<input type="checkbox"/> Employer	<input type="checkbox"/> Fulltime employee	<input type="checkbox"/> Unemployed – Not seeking employment
<input type="checkbox"/> Part time employee	<input type="checkbox"/> Self employed – Not employing others	<input type="checkbox"/> Unemployed – Seeking fulltime work	<input type="checkbox"/> Unemployed – Seeking part time work

11. REASON FOR STUDY

Please give a brief description of your experience within the Dog Industry.

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Please explain in 100 words or less why you wish to undertake the (21574VIC) Certificate III in Dog Behaviour & Training Course;

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12. RECOGNITION OF PRIOR LEARNING

If you have significant experience/knowledge/current training/real life experiences in any of the units of your requested course, you may wish to apply for Recognition of Prior Learning (RPL) or Recognition of Current Competence (RCC).

Do you wish to apply for RPL or RCC: Yes No

If you tick "Yes" Precise Training will contact you to discuss your needs. For further information regarding RPL, please refer to your Learner Handbook or speak to your Trainer or the Training Coordinator.

13. PAYMENT OF FEES

The fees payable for each course are shown on the relevant brochure.

These fees, unless otherwise specified, are payable via a one off payment or by a payment installment plan. Unless otherwise specified, all training and assessment materials are included in the cost.

Your payment options are as follows:

1. **Application:** A non-refundable deposit of \$300 (or full payment) is required with your enrolment form in order to confirm your place on the course.
2. **Instalment Plan 1:** After receipt of the deposit (\$300), the course may be paid in 5 monthly instalments of \$610 by direct debit from your credit card beginning one month after receipt of your application. This brings the total course fee to \$3350. *Note: If your application is received less than 28 days prior to course commencement, you will be required to pay the first month's instalment along with your deposit in order to confirm a place on the course.*
3. **Instalment Plan 2:** After receipt of the deposit (\$300), the course may be paid in 10 monthly instalments of \$315 by direct debit from your credit card beginning one month after the receipt of your application. This brings the total course fee to \$3450. *Note: All fees are due and payable by the 7th month of the course therefore if your application is received less than 4 months prior to course commencement you will be required to enrol in the following course.*
4. **Additional Charges for Units:** Units RUV4512A Conduct companion animal training classes and RUV2104A Provide food and water for animals are free of charge. A fee of \$170 per unit will be charged if you wish to enrol in the additional specialty units. Cost of the speciality units will be added to the course costs listed above and including in your selected Instalment Plan. Please note: when demand for these additional units is insufficient, your enrolment in these units may be withdrawn at the discretion of Precise Training.

If you fall behind in your payments, you will be charged interest at a rate of 11% on the late payment and any other payment that falls behind.

14. ELECTIVE UNIT SELECTION

Please select 2 (two) of the following 5 (five) units:

<input type="checkbox"/>	RUV4512A Conduct companion animal training classes	Free of Charge
<input type="checkbox"/>	RUV2104A Provide food and water for animals	Free of Charge
<input type="checkbox"/>	VBN812 Train dogs for basic assistance roles	\$170
<input type="checkbox"/>	VBN812 Train dogs for basic substance detection	\$170
<input type="checkbox"/>	VBN812 Train dogs for basic tracking and trailing	\$170

15. PAYMENT DETAILS

Name to appear on invoice:

Contact Number:

Payment Plan (Tick one box only)

Pay in Full Discount: Instalment Plan 1: Instalment Plan 2:

Total course cost:

16. REFUND AND CANCELLATION POLICY

Refunds will be made by cheque ONLY and posted to the address on the Refund Application form. All refunds are recorded outlining learner name, reason for refund; amount refunded and date of the refund.

- The deposit amount is 25% of the total course cost, except for Dog Training courses where the deposit amount is \$300. This is an administrative fee and is not refundable in any circumstances.
- Precise Training will refund all prepaid fees except the course deposit if notice of cancellation is given prior to course commencement. For distance learning programs a course is considered to have commenced at the time of your initial meeting and/or collection of materials or e-learning username and password. All course materials received (eg. manuals and workbooks) must be returned in original, unmarked and reusable condition. Any materials not returned or that are marked and not reusable will be charged for.
- On commencement of a course the full fee is due and payable, unless other arrangements are made with the consent of the Director.
- Learners will only be permitted to transfer between courses in exceptional circumstances as determined by Precise Training. A transfer fee of 25% of the total course cost will apply to any learner selecting this option, except for dog training courses where the transfer fee is \$500¹. If a learner wishes to transfer to a different course that costs more than the original course they will need to pay any additional fees. Please note that transfer fees are non refundable and are due and payable within 30 days of the transfer being approved.
- No refund will be given once the course has commenced².
- All distance learning programs have a conclusion date exactly one year from the date of commencement. If the learner has not completed all units by this date they will receive a Statement of Attainment for the units (if any) they have completed. Should the learner wish to continue after the initial 12 months period they will need to pay an additional fee of \$500 per annum.
- For all face-to-face training programs it is expected that the learner will complete training in class by the specified date. If the learner is unable to attend a training session due to illness or exceptional circumstances they will need to pay the appropriate fees and rebook on the next available course. Learners may be granted an extension of one month from the date their course finishes to finalise and submit all assessment tasks and complete any additional training sessions in exceptional circumstances. If assessment is not finalised within the one month period an additional charge of 25% of the full course cost is required in order to continue assessment regardless of the circumstances in which the extension was required.
- No learner will receive a qualification or Statement of Attainment until course fees are received in full and all assessments are received and marked as competent.
- If a learner has elected to pay for their course in instalments, they must make all payments by the due date. If a

¹ Exceptional circumstances are determined by and at the discretion of the Director of Precise Training.

² For distance learning programs, except for Dog Training courses where the commencement date is specified, the program is considered to commence on the date the enrolment form is completed.

learner misses a payment their course will be suspended, no assessments will be marked and access to the e-learning platform will be denied until the learner has made the payment.

- If monies are not paid within the specified timeframe, Precise Training reserves the right to charge interest at a rate of 11% on all outstanding monies. If any collection/litigation becomes necessary to collect payment, the client indemnifies Precise Training against all collection/litigation expenses.
- Funds paid for any additional course material purchased at an extra cost will not be refunded.
- All course cancellations must be received in writing and addressed to the Director of Precise Training. A Refund Application is obtainable from the office and must be submitted to Precise Training for the refund to be processed.
- Precise Training reserves the right to expel any learner who disrupts the normal operation of classes, does not adhere to course guidelines and/or requirements or who jeopardises the safety of themselves, the trainer, other learners or someone else.
- Precise Training reserves the right to change, alter or amend curricula syllabi, course structure fees, conditions and any other matters or details pertaining to the provision of the course at any time. When such changes, alterations and amendments are made, learners and all other relevant personnel will be notified of changes.
- If Precise Training cancels a scheduled training course, the option for a full refund or to be put in the next available class will be issued to all learners enrolled in the cancelled course.

16. STUDENT DECLARATION

I am aware that this course:

- Is science based and involves learning about psychology Yes No
- Involves practical training working with a variety of dogs Yes No
- Requires the completion of written reports and assessments Yes No
- Requires regular access (E.g. 4 - 5 sessions x 10-15mins per week) to at least 1 dog for training in order to complete practical assessments Yes No
- Requires a minimum of 100 practical training hours (monthly attendance at our training kennels and weekly attendance at an NDTF approved obedience club) in addition to monthly theory weekends Yes No
- Requires students to maintain a minimum of 80% attendance to all theory classes and practical training workshops Yes No
- Requires students to purchase DVDs of any theory classes which they are unable to attend in person Yes No

I declare that the information submitted is true and complete. I authorise Precise Training to verify information provided by me. I understand Precise Training may reject or revoke my application if it finds any information provided to be incomplete, inaccurate or misleading. I have read, understand and agree with the Refund and Cancellation Policy terms and conditions. I agree to abide by Precise Training's rules, policies and procedures as they apply. I understand that, other than as authorised or required by law, Precise Training will only use information collected via this form for the purpose for which it is being collected and in accordance with Precise Training's functions and activities associated with my enrolment. All information will be collected, stored, accessed, disseminated or destroyed in accordance with relevant privacy and records management laws, other laws and Precise Training's policies and practices. I declare that I have read and understood the Learner Handbook. I understand that a false declaration may lead to dismissal from my course.

Signature: _____

Date: / /

Before your enrolment can be accepted you are required to pay an application fee of \$300. Please complete the remittance slip below and attach the necessary payment.



Remittance Slip (enrolment fee of \$300)

Amount Paid: \$ _____ Money Order Cheque Credit Card

Payment Plan (Tick one box only)

Master Card: Visa: Bank Card:

Card Number: _____ / _____ / _____ Expiry Date _____ / _____

Three Digit Security Code _____ (on back of card)

NB: Credit card details will be destroyed once payment has been processed.