Enquiries and Enrolments

Phone
9 am – 5 pm weekdays
+61 3 9925 8111

Mail
RMIT Training Pty Ltd
PO Box 12058
A/Beckett Street
Melbourne VIC 8006

Online
Website
www.shortcourses.rmit.edu.au
Email
enquiries@rmit.edu.au

In Person
Building 105
Level 9, 501 Swanston St
Melbourne VIC 3000
9am-5pm weekdays
Cash not accepted

Fax
Fax enrolment form to
+61 3 9925 8298

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Professional Certificates in Criminal Justice
Semester 2 2012
Enrolment Form

RMIT Training Pty Ltd
A company of RMIT University
ABN 61 006 067 349

Enrolments close: Monday 2 July 2012
Fees for Semester 1 due: Monday 2 July 2012
Semester 1 commences: Monday 16 July 2012

Entry category

☐ New student  ☐ Existing student

Attach copy of Year 12 results if completed

Student number (if known) ___________________________

Your details

Title  Given name/s  Family name

Postal address

Suburb  State  Postcode

Phone (1)  Phone (2)  Fax

Email address  Date of Birth  /  /

How did you hear about the course?

Type of enrolment

☐ Full time student (Semester 2 2012)  ☐ Part time student (less than four courses in Semester 2 2012)

List courses to be enrolled:

1. 
2. 
3. 
4. 

Declaration

I acknowledge that while I am enrolled in the Professional Certificates in Criminal Justice I am subject to the rules and regulations included in the program handbook. I also acknowledge that completion of the program does not guarantee entry into an RMIT University award program. Students are required to pay all due fees before commencing the program. Outstanding fees will result in a student not being able to have work assessed, sit for exams, or receive advice of their academic results.

Student signature  Date

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Program fee options

**Full time enrolment**

- $3,180 Payment made prior to class commencement
- $3,300 Payment made by three instalments

An RMIT Training Application for Credit form must be completed and attached to this form.

- $1,500 first instalment, payable at time of enrolment (on or before Monday 2 July 2012)
- $900 second instalment, due on or before Monday 13 August 2012
- $900 third instalment, due on or before Monday 17 September 2012

**Part time enrolment**

- $795 per course Payment made prior to class commencement
- $825 per course Payment made by three instalments

An RMIT Training Application for Credit form must be completed and attached to this form.

- $375 first instalment, payable at time of enrolment (on or before Monday 2 July 2012)
- $225 second instalment, due on or before Monday 13 August 2012
- $225 third instalment, due on or before Monday 17 September 2012

**Payment details**

- Cheque/Money Order (payable to RMIT Training Pty Ltd)
- Visa □ MasterCard

If paying by instalments your nominated credit/debit card will be charged $900 (full time) or $225 per course (part time) automatically on the following dates:

- Monday 13 August 2012
- Monday 17 September 2012

Please sign here to authorise your credit/debit card to be charged on these dates:

Signature

**Terms and Conditions**

**Payment**

- Full course fee is payable at time of enrolment.
- Organisations will only be invoiced when a purchase order/letter of authority is supplied with the enrolment form. Invoices must be paid in full within 7 days and prior to course commencement.

**Transfers**

- Transfers notified less than 5 full working days prior to the course commencement date will incur a transfer fee equal to 10% of the full course fee.
- In courses where prerequisites do not apply, a substitute may be sent in your place if you are unable to attend. Transfer conditions apply to substitutions.
- No transfers will be processed after course commencement.

**Cancellations**

- Cancellations notified less than 5 full working days prior to the course commencement date will incur a cancellation fee equal to 50% of the full course fee.
- No refunds will be issued after course commencement.

**General**

- RMIT reserves the right to cancel or reschedule any course that does not have sufficient enrolment numbers or in the event of unforeseen circumstances. A refund or alternative courses will be offered. RMIT also reserves the right to change course details.

☐ I accept these Terms and Conditions

Signature

Date

RMIT Training Pty Ltd requires the above personal information so it can fully and properly administer your enrolment in accordance with its policies and procedures. Your information may also be used for related secondary purposes, such as advising you of future short courses and single courses offered by RMIT. At any stage, you can request to no longer receive this material or to access the personal information that is held on you by calling +61 3 9925 8111.
Application for Credit
RMIT Training Pty Ltd
A company of RMIT University
ABN 61 006 067 349

This form is to be completed only if you are planning to make payment by three instalments.
If paying in full, at time of enrolment, you do not need to complete this form.

Your details

Title    Given name/s    Family name

Postal Address

Suburb    State    Postcode

Phone (1)    Phone (2)    Fax

Email Address    Date of Birth / /

Program details

Program name: Professional Certificates in Criminal Justice
Semester: Semester 2 2012

Payment schedule

<table>
<thead>
<tr>
<th>Dates</th>
<th>Full time fees</th>
<th>or</th>
<th>Part time fees (per course)</th>
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<tbody>
<tr>
<td>On or before Monday 2 July 2012</td>
<td>$1,500.00</td>
<td></td>
<td>$375.00</td>
</tr>
<tr>
<td>On or before Monday 13 August 2012</td>
<td>$ 900.00</td>
<td></td>
<td>$225.00</td>
</tr>
<tr>
<td>On or before Monday 17 September 2012</td>
<td>$ 900.00</td>
<td></td>
<td>$225.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$3,300.00</td>
<td></td>
<td>$825.00</td>
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Declaration

I agree to finalise payment as per the agreed payment schedule listed above.

Student signature    Date

Guarantor Section

If you are unemployed or under 18 years of age please have a guarantor complete this section

Title    Given name/s    Family name

Postal address

Suburb    State    Postcode

Phone (1)    Phone (2)    Fax

Email address

Signature    Date

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