







<b>Payment Details</b> <i>(if you do not complete the below please advise staff of your alternative payment method)</i>														
Payment Method	<input type="checkbox"/> Cheque				<input type="checkbox"/> Visa				<input type="checkbox"/> Master Card				Amount: \$ _____	
Card Number					-					-				
Expiry Date			/			CCV Number						The CCV Code is the last 3 digits on back of card		
Name on card														
Signature							Date:							

<b>Terms And Conditions</b> <i>(Must be completed by all participants)</i>																				
<p>Full terms and conditions can be viewed in our Student Handbook by contacting 1300 347 687 or by visiting <a href="http://www.electrogroup.com.au">www.electrogroup.com.au</a>                      Before signing up, make sure the course meets your learning, career and financial needs.</p> <p><b>Privacy:</b> All data collected on this form is confidential and Electro Group Training QLD Ltd (EGT) only collects this information for the purposes of training and assessment, reporting, administration and evaluation of the program. EGT may also disclose personal information to another party without consent where authorised or required by law.</p> <p><b>Refund policy:</b> Cancellations received more than 10 working days prior to commencement of course will receive a 50 per cent refund.                      Cancellations received less than 10 working days prior to the course commencement will not be eligible for a refund. Enrolments however may be transferred to another course provided cancellations are received no less than two working days prior to the course commencement. Participants may be provided with a refund or partial refund of course fees in exceptional circumstances. In the event where a course is cancelled by EGT, if the participant cannot be transferred to a suitable alternative course a full refund will be provided. Enrolment will only occur after payment is received and an acknowledgement will be forwarded to you by email/mail to confirm your enrolment. Electrogroup reserves the right to refuse to provide student services on failure to pay fees on or before the invoice due date.</p> <p><input type="checkbox"/> I certify that all information and any supporting documentation that I have provided is true and correct.</p> <p><input type="checkbox"/> I hereby acknowledge and accept the terms and conditions of enrolment and cancellation.</p> <p><input type="checkbox"/> I agree to provide my Unique Student Identifier to EGT.</p> <p><input type="checkbox"/> I understand that before attending the first session it is my responsibility to apply for a Unique Student Identification (USI) number with the Australian Government Department of Industry Skills. (To register for a USI number <a href="http://www.usi.gov.au/Pages/default.aspx#">http://www.usi.gov.au/Pages/default.aspx#</a>)</p> <p><input type="checkbox"/> I acknowledge the receipt of the EGT Student Handbook and have read the Complaints and Appeals Policy and Procedures</p> <p><input type="checkbox"/> I understand that I may be refused student services (i.e. not be able to sit exams, delays in receipt of the Completion Statement, lock-out from the Student Portal and Learning Management System) if I fail to pay my fees on or before the invoice due date.</p> <p><input type="checkbox"/> I agree to abide by EGT policy and procedures and acknowledge that the facilities made available for my use, will be used only in accordance with the principles of proper use and in compliance with any relevant operating standards.</p> <p><input type="checkbox"/> I consent to release of my personal information for the purposes outlined under the Privacy paragraph above.</p> <p><input type="checkbox"/> I grant Electrogroup, its representatives and employees the right to take photographs of me and my property in connection with the course promotion. I authorize EGT to copyright, use and publish the same in print and/or electronically and to use in various media formats including online media, social media, print, newspaper, video, public displays television and electronic means of communication and in any edited form. I waive any rights and claims, present and future, to any fees or royalties or other benefits whatsoever for or in connection with the use of these Images.</p> <p><input type="checkbox"/> I would like to receive information on other courses offered by ElectrogroupTraining.</p> <p><b>Student declaration</b> (Read carefully before signing)                      Enrolments made by students under the age of 18 years must be signed by a parent / guardian.                      I hereby certify that, I agree to abide by the Terms and Conditions of Enrolment of EGT.</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">Student Signature</td> <td style="width: 20%;"></td> <td style="width: 10%;">Date</td> <td style="width: 10%;"></td> </tr> <tr> <td>Parent / Guardian Signature</td> <td></td> <td>Date</td> <td></td> </tr> </table>													Student Signature		Date		Parent / Guardian Signature		Date	
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## **Participant Eligibility Requirements**

For the purpose of eligibility, participants under this agreement must meet the following criteria:

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### **1. ELIGIBLE PARTICIPANT MEANS:**

- a) An existing worker; and
- b) An eligible worker
- c) an Unemployed Eligible Worker

#### **AND MUST BE:**

- a) An Australian or New Zealand citizen; or
- b) A permanent resident of Australia; or
- c) A refugee and humanitarian visa holder

#### **AND MUST:**

- a) Permanently reside in Queensland; or
- b) Be permanently employed in Queensland

An Existing Worker is a current Employee in the Building and Construction Industry who has a one month or more employment relationship with their Employer. The working relationship can be built up through full-time, part-time or casual employment or engagement as a contract worker.

An Eligible Worker has the same meaning as the Building and Construction Industry (Portable Long Services Leave) Act 1991 (Qld) as amended from time to time.

An Unemployed Eligible Worker is a person who has been unemployed for a period of not greater than 6 months that would otherwise meet the requirements of an eligible worker.

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### **2. NON ELIGIBLE PARTICIPANT UNDER THIS AGREEMENT ARE:**

- An Employee of any authority or RTO;
  - Currently enrolled and participating in a Queensland secondary school program (excluding a school based apprentice or trainee);
  - A contracted trainer or assessor or existing worker of an RTO;
  - Previously funded under this program for three (3) Short Course in the same Contract Term;
  - Funded by an Authority or such other source for delivery of the same Training being undertaken as part of this program;
  - Those participants seeing a Verification of Competency (or determination of competency) services under this agreement; or
  - Other individuals that do not meet participant eligibility as prescribed in Item 1 of participant eligibility requirements
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