

COURSE APPLICATION FORM

PERSONAL DETAILS

This is my first ACMS course	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Given name (Firstname)	Preferred name:	
Family name (Surname)		
Date of Birth (dd/mm/yyyy) & Gender	/ /	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other, please state:
Residential Address	Suburb:	
	State:	Postcode: Country:
Postal Address (if different)		
Email Address	Alt Email Address:	
Mobile Number	Alt Phone Number:	
Emergency Contact Person	Name:	Relationship: Mobile:

COURSE DETAILS

Course you wish to enrol in	<input type="checkbox"/> AMI Montessori Certificate (please select): <input type="checkbox"/> 0-3 <input type="checkbox"/> 3-6 <input type="checkbox"/> 6-12 <input type="checkbox"/> AMI Montessori Diploma (please select): <input type="checkbox"/> 0-3 <input type="checkbox"/> 3-6 <input type="checkbox"/> 6-12* * 6-12 Diploma Course Prerequisites <input type="checkbox"/> I have an AMI 3-6 Diploma or <input type="checkbox"/> I need to enrol on the 5-week Foundation Course
Selected Course	Course start date _____ Course location (state) _____
Additional units for the AMI 3-6 Diploma: CHCECE005 Provide care for babies and toddlers & CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety	The ACMS AMI Montessori 3-6 Diploma can be recognised by ACECQA as equivalent to the Diploma in Early Childhood Education and Care with the addition of these two Children's Services units. Applicants for the AMI Montessori 3-6 Diploma who required this level of accreditation must complete these additional units, and provide the following: <input type="checkbox"/> Copies of my Statement of Attainment for these two units or Certificate III in Early Childhood Education & Care <input type="checkbox"/> Unique Student Identifier (USI) number _____

LANGUAGE & CULTURAL DIVERSITY

In which country were you born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify) _____
Eligibility to study: Are you...	<input type="checkbox"/> Australian citizen <input type="checkbox"/> Permanent resident <input type="checkbox"/> Neither – visa letter verifying eligibility required (note that ACMS is NOT accredited for international students)
Do you speak a language other than English at home?	<input type="checkbox"/> No – English only <input type="checkbox"/> Yes – Other (please specify) _____ Our diploma courses require students to have a minimum International English Language Testing System (IELTS) overall score of 5.5 (Academic). For more information about the test, please visit www.ielts.org .
If you answered yes above, how well do you speak English?	<input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at all
Are you of Aboriginal or Torres Strait origin?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander

INDIVIDUAL LEARNING NEEDS

Do you consider yourself as having any disability, impairment or long term medical condition that might affect your participation in this qualification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered 'YES' to the above question, please indicate the nature of your individual learning need (you may indicate more than one)	<input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental Illness <input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical Condition <input type="checkbox"/> Other (please specify) _____
Are there any adjustments that you believe we may need to make in order for you to be successful in this qualification?	<input type="checkbox"/> No <input type="checkbox"/> Yes (please specify): _____

COURSE APPLICATION FORM

EDUCATION

Have you **SUCCESSFULLY COMPLETED** any of the following qualifications listed below? (Tick all relevant boxes and write the qualification name eg. B.Education)

- Bachelor or higher, in _____
 Adv. Diploma/Assoc. Degree, in _____
 Diploma/Assoc. Diploma, in _____
 Certificate (specify level): I II III IV, in _____
 Other _____

EMPLOYMENT

Of the following categories, which **BEST** describes your current employment status (tick **ONE** only). If working in education, write your school/centre.

- Full time employee
 Self employed – not employing others
 Part time employee
 Unemployed – seeking part time work
 Employer
 Employed – unpaid in family business
 Unemployed – seeking full time work
 Not employed – not seeking work

School/Centre (education only): _____

REASONS FOR STUDY

Which of the following **BEST** describes your reason for wanting to enrol in this qualification?

- To get a job
 To start my own business
 To get a better job or promotion
 I want extra skills for my job
 For personal interest/self development
 Other Reason (please list) _____
 To develop my existing business
 To try a different career
 It is a requirement of my job
 To get into another course of study

HOW DID YOU HEAR ABOUT THIS QUALIFICATION?

- Word of mouth Website Advertisement Other, please specify: _____

COURSE FEES

AMI Montessori Certificate & Diploma Course Fees:

\$300 Application Fee (non-refundable, due with this application), plus
 \$1,300 Certificate Course Fee (due in full 2 weeks prior to course start), or
 \$13,000 Diploma Course Fee: Options: Pay in full Pay in 2 instalments Pay in 4 instalments

Children's Services courses/units Fees (not part of the Montessori courses):

CHC30113 Certificate III in Early Childhood & Education and Care: Training and Assessment \$3,400 RPL Assessment \$1,800
 CHCDIV002 Promote Aboriginal and/or Torres Strait Islander Cultural Safety: Training and Assessment \$350 RPL Assessment \$150
 CHCECE005 Provide Care for Babies and Toddlers: Training and Assessment \$520 RPL Assessment \$240

PAYMENT OPTIONS

I will be paying my own fees OR My employer has authorised payment of my fees. Invoices to be made out to:

Organisation: _____

Address: _____

Contact Name: _____ Email: _____

PAYMENT DETAILS

Cheque

Payable to:
 Australian Centre for Montessori Studies and posted to the address below, writing your student name on the back of the cheque

Bank Transfer

Account Name: Australian Centre for Montessori Studies
BSB: 062 157 **Account No:** 1020 3353
 Specify student name in payment description.
 Email copy of remittance with your application.

For international transfers:
 Swift Code: CTBAAU2S Routing No: 062 157
 Bank Name: Commonwealth Bank of Australia
 Bank Address: 691 Pittwater Road
 Dee Why NSW 2099 Australia
 Ensure all bank transfer fees are covered so that the full amount due is received.

Credit Card

Payments can be made using Visa or Mastercard upon request. Please apply by emailing info@montessoristudies.org and we will provide you with contact details of our accounts department to enable credit card payments over the phone.

COURSE APPLICATION FORM

Please read carefully as these terms and conditions form part of your agreement with the Australian Centre for Montessori Studies when you enrol on a course.

Course Fees

- The Course Fee is defined as the Application Fee + Course Fee.
- The current course fees are published in the course brochure and on the website.
- The Application Fee is payable upon submission of the application or RPL to the course before the admission closing date (non-refundable and non-transferable). A Late Application Fee is applicable after the admission closing date.
- The Tuition Fee is due one month prior to the start of the course or on a tuition fee instalment plan. Tuition fees on the instalment plan are to be paid instalments throughout the course. The dates for payments are set by the training centre, the first of which is payable one month prior to the start of the Diploma course. All fees must be received before a student may sit the examinations. Course fees must be paid in full prior to sitting exams.
- Where the employer is paying for the student course fees, a letter of agreement will be required.

ACMS Agreement

Upon confirmation of enrolment, ACMS will provide the following services according to the terms and conditions of enrolment:

- provide receipts for payments received;
- confirm the course enrolment;
- confirm the course commencement date;
- confirm the payment plan as selected and appropriate for the course;
- provide access to the course materials and assessments;
- provide the course as described in the marketing information;
- assist with finding appropriate work placement as required for the course;
- provide trainer and administration support to participants throughout the course;
- mark, provide feedback and results on the submitted assessment tasks;
- support participants to achieve their goal of completion of the qualification with reasonable adjustments;
- provide support for participants with specific and special needs identified by the parties within the capacity of ACMS;
- issue results and a Qualification or Statement of Attainment/s upon satisfactory completion of the course requirements (if applicable);
- provide a fair and reasonable complaints and assessment appeal process;
- seek feedback on our client services.

Student Agreement

Upon signing the course enrolment and payment of the enrolment fee, the student acknowledges their understanding of the agreement entered into with ACMS and agrees that:

- details provided on enrolment are correct and the student warrants he/she is aware of and meets the entry requirements and has discussed special needs with ACMS;
- course enrolment is complete when the enrolment fee is paid;
- the terms and conditions of enrolment are accepted including fees and refund policy;
- ACMS will provide the date for course commencement and this date will be known as the agreed course commencement date;
- course duration is effective from the agreed course commencement date;

- students are responsible for their own attendance on the course, attendance at work placement, progress and submission of work including assessments;
- students will communicate with the trainer and administration if there are issues or barriers to completion of the course where ACMS may be able to help to support the student;
- ACMS provides opportunities for feedback on its services and a complaints and assessment appeal process.

Administration Fees

Fees	\$ (GST)	Terms
Late Payment Fee	2%	Late payment penalty for fees not paid on time
Reassessment Fee	\$100	Reassessment fee available to students who are deemed not yet competent on completion of training and assessment after re-submit and re-sit options (per unit)
Re-enrolment Fee	\$100	Re-enrolment fee for those whose time for submission of work has passed and they wish to extend the length of the course to submit assessments
Replacement Testamur Fee	\$50	Fee for issuing a replacement qualification testamur
Refund Assessment Fee	\$100	Fee for assessing and processing refunds
Cancellation/Variation Fee	\$50	Fee for processing cancellations and course variations
Replacement Materials Fee	\$100	Fee for replacement of course materials

Cancellation

In the event that a course is cancelled, ACMS will provide a full refund of the application fee and course fees paid. A refund email will be sent to the student. The refund will be processed within 20 working days.

Refunds

In the event that a student withdraws or cancels their enrolment in a course, notification must be in writing by email. The application fee is non-refundable and non-transferable.

PRIVACY NOTICE

Under the Data Provision Requirements 2012, the Australian Centre for Montessori Studies is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed the Australian Centre for Montessori Studies for statistical, regulatory and research purposes. The Australian Centre for Montessori Studies may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

STUDENT DECLARATION AND CONSENT

I declare that the information I have provided to the best of my knowledge is true and correct. (Please note that the supply of false information may lead to dismissal from the course and forfeit of fees).

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Student Signature: _____ Date: _____

Parent/Guardian Signature*: _____ Date: _____

*Parental/guardian consent is required for all students under the age of 18.

Email completed and signed form to info@montessoristudies.org

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