AUSTRALIAN LIFESAVING ACADEMY NEW SOUTH WALES

Training Enrolment Form

SURF LIFE SAVING NEW SOUTH WALES

COURSE DETAILS	
Course Name:	Course Start Date:
PERSONAL DETAILS	
Gender: ☐ Male ☐ Female	Date of Birth (day/month/year): / /
Given Names:	
Surname:	
Surf Club:	
Postal Address:	
	Post Code:
Telephone:	Email:

GENERAL

1. Do you speak a language other than English at home?
   ☐ NO (Continue to Q3) ☐ YES – Please specify: _____

2. How well do you speak English?
   ☐ Very well ☐ Well ☐ Not well ☐ Not at all

3. Do you consider yourself to have a disability, impairment or long-term condition that may affect your studies?
   ☐ NO (Continue to Q5) ☐ YES

4. If YES, please indicate the area of the condition:
   ☐ Hearing
   ☐ Vision
   ☐ Intellectual
   ☐ Acquired Brain Impairment
   ☐ Other (please specify):
   ☐ Medical Condition
   ☐ Physical
   ☐ Learning
   ☐ Mental Illness

5. Do you wish to apply for RPL (Recognition of Prior Learning)?
   ☐ NO ☐ YES (Please download the RPL Guide for Applicants from www.surflifesaving.com.au)

PRIVACY NOTICE

Surf Life Saving NSW will use the information provided by you on this enrolment form for the purpose of general participant administration, planning and communication. Information may also be submitted to the Department of Education, Employment & Workplace Relations for research, statistical & internal management purposes only. In supplying the requested information, you have consented to the use of the information for those purposes. Information provided will be held securely. You may access, correct or amend your personal details by contacting education@surflifesaving.com.au or fax: (02) 9984 7199.

Refund Policy

1.1 This policy is applicable to paying participants only and does not apply to participants who have received complementary training or Club/Branch funded training.

1.2 A full refund of enrolment fees will be made if a course is cancelled by Surf Life Saving NSW (Training Division) for any reason.

1.3 An application for refund of course fees under any other circumstance must be made in writing to Surf Life Saving NSW (Training Division).

1.4 Where cancellation is made less than five (5) working days prior to the commencement of a course, 50% of the course fees will be charged.

1.5 Participants who leave before finishing the course or do not commence their course without submitting a written refund request will be charged the full course fees.

1.6 Refunds will be considered on a pro-rata basis for participants who fall ill or are injured to the extent they can no longer undertake the course, providing a supporting Medical Certificate is supplied to Surf Life Saving NSW (Training Division).

1.7 However, should participants wish to finalise incomplete units of competency in a future course the original fee can be used as a credit towards that course within six months of initial payment.

1.8 In all other cases, refunds are at the discretion of Surf Life Saving NSW (Training Division) and may be negotiated on an individual case-by-case basis.

1.9 All requests for refunds will be acted upon within 30 days.

1.10 Reprinting of certificates may incur a fee.

Termination

Surf Life Saving NSW reserves the right to expel a participant for serious breach of discipline. Fees will not be refunded.

DECLARATION

I,…… (print name) apply for the admission to the above listed course and declare that:

a) I have read, understand and will comply with the Standard Operating Procedures (Training Division) as outlined in the Academy Handbook and Participant Code of Conduct;
b) I have read, understand and agree to the organisation's Refund Policy;
c) I have received and understand the information provided regarding prerequisites for this course;
d) I believe I meet the prerequisites for this course;
e) The information I have provided is true and correct to the best of my knowledge; and
f) I understand and accept that the information I provide will be used for the purposes outlined in the Privacy Notice.

Participant Signature: Date:

Parent/Guardian Signature: Date:

(If the participant is under the age of 18 years, this form must be signed by a parent/guardian)

Surf Life Saving NSW RTO ID: 90394 ABN 93 827 748 379
PO Box 430, Narrabeen, NSW 2101 Tel: +61 2 9984 7188 Fax: +61 2 9984 7199
(W) www.surflifesaving.com.au (E) education@surflifesaving.com.au