

RTO-POL-14

Purpose:	It is a condition of enrolment in a course with selectability Training, that students agree to the following Terms and Conditions. Enrolment in a selectability Training course includes both direct enrolments with selectability Training and indirect enrolments where the student has enrolled through a partner or agent into a course that is run by selectability Training.
Reference:	ASQA – Standards for Registered Training Organisations (RTOs) 2015
Who is responsible:	selectability Training employees and students
When:	As required
Definition/s:	<p>Unique Student Identifier (USI) - is an individual education number for life. It also gives students an online record of their vocational education and training (VET) undertaken in Australia. All students undertaking education and training in Australia require a USI. Without a USI, students are unable to receive a qualification or statement of attainment.</p> <p>Credit Transfer (CT) – a system whereby successfully completed units of study contributing towards a degree or diploma can be transferred from one course to another.</p>
Policy:	<p>selectability Training Policies and Procedures & Student Handbook</p> <p>Students are required to abide by all the policies and procedures as outlined in the selectability Training Student Handbook. It is available at selectabilitytraining.com.au and may be amended from time to time.</p> <p><i>NOTE:</i> The following are key extracts only from the selectability Training Student Handbook. Students must always refer to the full policies and procedures from the selectability Training Student Handbook.</p> <p>Unique Student Identifier</p> <p>As a condition of enrolment you automatically grant selectability Training permission to use any personal information provided, to allow selectability Training to verify or obtain your USI. If you do not want selectability Training to obtain your USI on your behalf you must make this request prior to completing your enrolment form.</p> <p>Credit Transfer</p> <p>Any prospective student may apply for credit for study they have completed previously. You can find further information in Credit Transfer policy or by contacting selectability Training.</p>

RTO-POL-14

Enrolments, Fees, Cancellations and Refunds

Course fees

- ✓ course fees must be paid in full upon enrolment or by payment plan as agreed in writing prior to enrolment.
- ✓ course fees are non-transferable to other students.
- ✓ selectability Training reserves the right to cancel a student's enrolment in the case of payment default.
- ✓ in the case where selectability Training is unable to deliver a course in full or has decided to cancel a course before it commences, refer to the Refunds policy or Student Handbook. Students who opt to pay via payment plan are responsible for any additional fees that are incurred following a failed or late payment.

Cancellations

Students who wish to cancel their enrolment in a module and/or course need to do so in writing to selectability Training. Cancellations are subject to the applicable refund policy.

Payment Plan Cancellations

Students requesting to cancel an enrolment who have outstanding payment plan fees are required to pay a cancellation fee to cancel all remaining fee liabilities. These fees are to be paid in addition to the fees paid to date for that module/course. Should the total of remaining payment plan fees be less than the cancellation fee, the student is required to pay the remaining payment plan fees.

Refunds (Classroom Based Training Modules)

Students are eligible for a refund if a written request is received 4 weeks prior to the day of the first scheduled class or workshop for that training module and/or course. A refund fee may be charged per refund request. A refund request can include a refund for one or more modules and/or courses. Refer to the Refunds policy for further clarification.

Refunds (Online)

For online study-based training modules, students may be eligible for a refund if a written request is received prior to the delivery day of the online study module/unit and/or course to the student. The delivery day being the day selectability Training admits a student to the online course through the Learning Management System (LMS) granting online course access to the student, as determined solely by selectability Training.

Other Changes to Enrolment

Any other change to original enrolment (with the exception of cancellations, refunds and deferrals) is subject to an administration fee per change.

RTO-POL-14

All outstanding fees for a course or module must be paid before a student can be issued with a module certificate, qualification certificate and/or or statement of attainment.

Additional Fees

Additional fees may be applicable during the course of your studies. These include, but are not limited to, change to your timetable, replacement of course notes, credit card payment surcharges, course cancellation, course extensions, refunds, copies of certificates, payments plans etc.

Deferment or Suspension

Classroom Based Training Modules/Units

If a student is not eligible for a refund, they may be eligible for a deferment. Deferments are only applicable to classroom-based modules.

Copyright

All course materials supplied by selectability Training are Copyright protected and are for personal student use only. Reproduction and/or distribution in any form of selectability Training course material is prohibited.

Recognition of Prior Learning (RPL) / Course Credit

Any student can apply for RPL and Course Credit. Students are required to apply in writing.

Medical Conditions

It is the student's responsibility to advise selectability Training in writing prior to enrolment if the student is pregnant or has any medical condition that may put them at risk during their training and course of studies.

If a student's medical condition changes adversely during their studies, that may now put them at risk during their training, the student is responsible to undertake no further classes or training until they advise selectability Training and get written advice from their practitioner on how to continue their studies.

If the student is in any doubt of medical conditions that may put them at risk during their training, the student needs to seek medical advice from a suitably qualified registered practitioner for clarification before training with selectability Training.

Course Specific Conditions

Students should note the completion requirement for each course and/or module they enrol into. Unless specified differently on course notes or marketing materials, each selectability Training course has a completion date of 6 months from the enrolment date.

RTO-POL-14

Working with Children (Blue Card) Queensland

Students undertaking some courses may require a working with children check and / or police check. Check course outline for details. If a working with children check is required for the course e.g. Certificate III in Individual Support, Certificate III in Community Services or Certificate IV in Mental Health inc. Peer Work, you are able to show proof that you have undertaken an application for Blue Card and enter the course. However, if a negative notice is received at any time you will not be offered placement and your enrolment cancelled. To remove any doubt, work placements will not be offered without a positive notice from Blue Card Services. For more information please refer to: <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card-services>

Disclaimer

The student agrees to absolve selectability Training, including its directors, employees, trainers, and agents, from any liability pertaining to property damage or personal injury that might occur during their participation in the course or while present at the college or training venue of Selectability Training, regardless of the cause.

Every attempt is made to ensure all information from selectability Training is accurate and that the student has attained the competencies taught in a course, at the point of their assessment. Beyond this point, the graduate is responsible to maintain their acquired competencies, and apply acquired knowledge and skills in a way which is appropriate to the unique characteristics of each application.

All students and clients will be responsible for their own personal belongings at all times whilst on any selectability Training premises.

selectability Training will collect information about students in the course of conducting its operations but will not, without consent, use or disclose any such information other than for the purpose for which it is reasonably expected it to be used. This is in keeping with the Australian Privacy Principles.

Any other matter not specifically mentioned in the above Terms & Conditions is at the discretion of selectability Training.

**Relevant
Records:**

✓ Student Handbook