



# ENROLMENT FORM

Please write clearly at all times and complete all sections

T: 08 9410 2966 F: 08 9410 2977 E: [info@ami.edu.au](mailto:info@ami.edu.au) M: PO Box 260, Palmyra 6957

## Personal Details

Unique Student Identifier (USI) No.

\*If you do not have a USI see page 2

Name:

First

Middle

Last

Date of Birth: Day / Month / Year

Sex: M

F

Australian Drivers Licence or Passport Number:

State:

Home Address:

Postal Address:

Phone:

Home:

Work:

Mobile:

Email:

## Emergency Contact Details

Please provide the details of someone we can contact on your behalf in the case of an emergency

Name:

Phone:

Home:

Work:

Mobile:

If your course is being funded by an Agency, Employer, Group or Organisation, the following details must be provided before your enrolment will be processed: **A PURCHASE ORDER MUST ACCOMPANY THIS FORM**

Name of Agency, Employer, Group or Organisation

Address:

Contact Person and Phone Number:

## Course Details

Course

Commencement Date

Cost

Course	Commencement Date	Cost
		\$
		\$
		\$
		\$
		\$

## Language and Cultural Diversity

Which Country were you born? Australia  Other (please specify):

Which Town\City were you born?  Nationality:

Do you speak a language other than English: No: English only

Yes  (please specify)

If more than language is spoken, how well do you speak English?

Very Well  Well  Not Well  Not at all

**Are you Aboriginal or Torres Strait Islander Origin?** No  (If NO: Go to Disability)

Yes: Aboriginal  Yes: Torres Strait Islander  Yes: Both

## Disability

Do you consider yourself to have a disability, impairment or long term condition? Yes  No

If YES: Please indicate the area of disability, impairment or long term condition: (If NO: Go to Schooling)

Hearing/Deaf  Physical  Intellectual  Learning  Vision

Mental Illness  Medical Condition  Acquired Brain Impairment

Other  (please specify, if personal please write 'personal')

Please be aware that if you have an existing medical condition that will prevent you from completing your training and you did not inform AMI staff at the time of enrolment then a refund will NOT be available.

## Schooling

What is your highest COMPLETED school level? **Still Attending School**

**Year 12** or equivalent  **Year 11** or equivalent  **Year 10** or equivalent  **Year 9** or equivalent

**Year 8** or below  **Never Attended**

**In which year did you complete that school level?**

## Previous Qualification Achieved

Have you successfully completed any of the below qualifications? Yes  (please tick below) No

Bachelor Degree (or higher Degree)  Certificate III (or Trade Certificate)

Advanced Diploma (or Associate Degree)  Certificate II

Diploma (or Associate Diploma)  Certificate I

Certificate IV (or Advanced Certificate)  Miscellaneous Education/Certificate

## \*Unique Student Identifier Number (USI)

By initialling this box you are authorising AMI Administration to issue you a USI on your behalf and will assist to provide the appropriate identification.

## Employment Status

Of the following categories, which best describes your current employment status? (Tick one box only)

Full Time

Employed (unpaid worker in family business)

Part Time

Unemployed (seeking Full Time)

Self Employed

Unemployed (seeking Part Time)

Employer

Not employed (not seeking employment)

## Study Reason

Of the following categories which best describes your main reason for undertaking this course (Tick one box only)

To get a Job

It was a requirement of my job

To develop my existing business

I wanted extra skills for my job

To start my own business

To get into another course of study

To try for a different career

For personal interest or self development

To get a better job or promotion

Other

## How did you hear about the Australasian Maritime Institute?

Newspaper Ad

Tv Ad

Radio Ad

Magazine Ad

Website

Friend

Family Member

Another RTO

Lecturer

Ex-AMI Student

White Pages

Yellow Pages

WA DOT

AMSA

Other Agency

Other (please specify)

## ID Verification

Students must present ID in the form of a current Driver's License or Passport

Any other means of ID will need to be approved by a Senior Member of AMI Staff

Students are required to supply **ONE** current colour passport size photograph. (No hat, sunglasses or other obstructions are allowed). If you cannot supply a photograph then you will not be issued your certificates.



Australasian Maritime Institute hereby notifies all course participants that any course undertaken may involve physical activity and each course participant is responsible for his/her own safety and actions. Australasian Maritime Institute accepts no responsibility or liability for any accident, harm or injury sustained during any physical activity or through the actions or inactions caused by other course participants or any other person. Australasian Maritime Institute will refund in full any deposits received for any course that it cancelled. Australasian Maritime Institute reserves the right to cancel courses without notice. Australasian Maritime Institute will not be liable for any claims arising from course cancellation. Australasian Maritime Institute reserves the right to alter any price, service, condition or the availability of any service or item without further notice.

By signing this enrolment form you are stating that you have received, read and understood the Australasian Maritime Institute Student Handbook and agree to the policies and codes of conduct contained therein.

Signed

Date

# PAYMENT FORM



**Full payment is required to secure your booking.** If payment details are not received with the Enrolment Form, Australasian Maritime Institute has the right to refuse your booking. Please note that all courses are GST free unless otherwise stated. Please complete the section(s) relevant to you below and return to AMI via email, fax or mail.

**T:** 08 9410 2966    **F:** 08 9410 2977    **E:** [info@ami.edu.au](mailto:info@ami.edu.au)    **M:** PO Box 260, Palmyra 6957

Attention:

Course Price:

Trainee(s)

Student ID Number:

## Cash or Card Customers

Cheque or M/Order:

Make payment to **Australasian Maritime Institute, PO Box 260, Palmyra WA 6957**

Direct Transfer:

Visit your bank or use internet banking to transfer funds from your account into ours using the transaction details below. Please use your **INVOICE NUMBER** as the payment reference. Please email through the confirmation receipt as funds can take up to 48 hours to transfer.

Account Name:

Australasian Maritime Institute

BSB:

016267

Account Number:

398604022

Credit Card:

Complete the credit card details below and return this form to us via fax, email or mail. Alternatively you can call us with your credit card details.

Credit Card Type:

Visa

MasterCard

Name on Card:

Credit Card Number:

Credit Card Expiry Date:

/

Amount to pay: \$

## Account Customers (by prior arrangement only)

Purchase Order Number

## Standard Terms and Conditions

You may cancel your booking at any given time, however please be aware of the conditions below;

- Course cancellations where the client presents 7 days or greater notice, a full refund of fees applies.
- Course cancellation where the client presents 4-6 days notice, a 70% refund of fees applies.
- Course cancellation of 3 days or less notice, no refund applies.