

I wish to enrol in the following Unit(s) and take advantage of the Scholarship rate of AU\$995.00.

Unit name/s:

Personal details

Student Number (if previously allocated)

Title (Mr/Mrs/Ms/Miss)

First Name

Other Names

Preferred Name

Family Name

Street / Unit No.

Street Name

Suburb

Postcode State

Country

Home Phone (Include Area Code)

Fax (Include Area Code)

Day Phone (Include Area Code)

Mobile

Email

Date of Birth (DD/MM/YYYY)

Gender Male Female

Postal Address Same as Above

PO Box /No.

Street Name

Suburb

Postcode State

Country

Unit / Course Commencement

Nominate the Year and Term in which you wish to commence study:

Year

Commencing Term (T1, T2, T3, T4 or T5)

Payment method

I wish to pay for the selected unit(s) in FULL by:

Cheque or Money Order

Make payable to Cengage Education and attach to this form.

Credit Card

MasterCard Visa
 American Express Diners Club

Card No.:

Expiry date: /

Card holder's name:

Signature:

Direct Debit

I/We request to you until further notice in writing to debit my/our account described in the schedule any amounts that Cengage Education (user ID number 014120) may debit or credit me/us through the direct debit system.

Cengage Education Pty Ltd Direct Debit Request (DDR)

Please note that direct debits are not available on the full range of accounts. If you are in doubt about the account you wish to nominate as your Cengage Education direct debit account, then please contact the Financial Institution where your account is based.

To: Cengage Education Pty Ltd, APCA user ID Number 014120

I/We authorise you to arrange for funds as specified overleaf to be debited from my/our account at the Financial Institution identified here and as prescribed through the Bulk Electronic Clearing System (BECS):

Financial Institution:

Branch address:

Bank/State/Branch No.:

Account No.:

Account name:

Signature/s:

Date: / /

Terms & Conditions of Enrolment – Student Agreement

- By signing the Accredited Professional Development (APD) Course Enrolment Form, a binding agreement shall arise between you and Cengage Education Pty Ltd (ACN 000 011 692) ("CE") which shall be governed by the laws of New South Wales.
- By accepting these terms you agree to comply with the CE policies as published in the CE Student Handbook.
- An APD Course is a single Unit from a fully accredited course which can be purchased without having to enrol in a full degree Course. Completion of an APD Course does not lead to an award.
- By accepting these terms you agree to pay the APD Course Fees (plus GST if applicable) ("Unit Fee") for any and all Units you have selected under this Student Agreement.
- Upon receipt of each APD Course Fee, CE agrees to:
 - supply to you all materials listed for your Units ("Unit Materials");
 - grade your assignments;
 - answer in a timely fashion academic and non-academic queries you may raise about your Unit; and
 - give you access to specified online Unit Materials and resources.
- Individual APD Course Fees will be calculated according to the current Unit price and/or Scholarship rate applicable from time to time, which are subject to change by CE.
- The ADP Course Fee does not cover postage to CE, nor any materials that are not listed as Materials for an APD Course.
- ADP Course fees are non-refundable unless exceptional circumstances apply and are supported by appropriate, authentic, signed documentation.
- CE advises that, depending on the requirements of any particular Unit, you may also require access to additional learning materials (other than those supplied by CE) at your cost.
- Subject to successful completion of all assessments, course progression rules being satisfied and Unit Fees being paid in full, CE will issue you with appropriate certification for your Course, including an Academic Transcript and Testamur.
- Successful completion of the assessment activities of an APD Course will lead to a Certificate of Completion. APD Courses will be recognised for the purposes of advanced standing towards a CE course for a period of seven years (84 months) after their successful completion. Open Units which are not assessed will lead to the award of a Certificate of Participation and will not be granted advanced standing towards future enrolments in a CE Course. APD Courses for which Advanced Standing has been granted do not attract a degree Course Unit Fee.
- APD Courses may attract a different Fee to that charged for Units in which you enrol as part of a degree Course. You will be advised of any differences in Unit Fees.
- APD Course Materials will be sent to you before the commencement date for that APD Course once CE has received payment in full of APD Course fees. If your enrolment is processed less than 14 days before the commencement date, your materials will be sent to you as soon as practicable.
- The APD Course Materials which CE provides to you shall become your property. However, the content of the APD Course Materials, including copyright and all other such intellectual property rights contained therein, remain the property of CE or a nominated third party. You may not reproduce for commercial purposes any part of the APD Course Materials without the prior written consent of CE.
- If your APD Course requires you to participate in external examinations, that is, examinations conducted by a third party, you are responsible for making any attendance arrangements and meeting any requirements for proof of your identity.
- It is your responsibility to advise CE in writing, of any amendments to your enrolment or personal details.

Declaration

By signing this form and making this payment I am declaring that I have read the terms and conditions outlined on this form and agree to be bound by the policies of Cengage Education.

Signature

How to submit this form

Post **The Registrar
Applications
Cengage Education
Mail Reply Paid 64116
Locked Bag 900
ARTARMON, NSW 1570
No stamp is required**

Fax **1300 368 154**

Internal Use Only

AS400 Approved by the Registrar

Paradigm _____

Mentor Date of approval ____/____/____

Student number _____