

Enrolment Form



Please ensure you:

- complete all sections of this enrolment form,
- read the terms and conditions of enrolment,
- include any supporting documents as required for enrolment,
- provide payment and direct debit details,
- if you have enrolled through EduPay, no signature is required,
- if you have not enrolled online then please sign where required.

Student No:
Transaction ID:

A) COURSE DETAILS

1. Course Name:					
2. Open Colleges Course Code:		3. NTIS Course Code:		4. Duration (mth):	
5. Study option (Please choose one):			6. Payment option (Please choose one):		
<input type="checkbox"/> Online			<input type="checkbox"/> Payment in full (up front) \$		
<input type="checkbox"/> Correspondence (Print)			<input type="checkbox"/> Instalments (Please choose below)		No. of Instalments
Voucher Code:			<input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Fortnightly		Deposit
Affiliate ID:			Deposit is payable immediately.		Instalments
					\$

B) PERSONAL DETAILS

7. Family Name:			Title: Ms / Mr / Mrs / Dr / Miss			
8. Given Name (First Name)::						
9. Sex:		<input type="checkbox"/> Male <input type="checkbox"/> Female		10. DOB:	DD	MM
				YYYY		
11. Address (Residential):		Flat Unit Number / Street Number:				
		Street Name:				Post Code:
		Suburb/State:			Country:	
12. Is your postal address the same as your residential address? <input type="checkbox"/> No - please indicate below <input type="checkbox"/> Yes - go to section C						
13. Address (Postal):		Flat Unit Number / Street Number:				
		Street Name:				Post Code:
		Suburb/State:			Country:	
Tel (Home)		()		Tel (Mobile)		()
Email Address:				Fax:		()

C) PAYMENT METHODS

Open Colleges offers flexible payment options. These are listed below. Please choose your preferred payment method and follow instructions.


Payment in Full	Instructions	Pay by Instalments	Instructions
Cheque or Money Order	Tick the 'Cheque or Money Order' box in section D and follow instructions.	Pay your Deposit and Instalments by Credit Card.	Tick the 'Credit Card' box in section H and follow instructions.
Credit Card	Tick the 'Credit Card' box and complete all details.	Pay your Deposit by Credit Card and Instalments by Direct Debit (Bank).	Tick the 'Credit Card' box and complete all details. This will be used for your Deposit.
Electronic Funds Transfer (EFT)	Tick the 'Electronic Funds Transfer' box and indicate the transaction receipt number, date and amount of transfer.		AND Tick the 'Bank Account (Direct Debit)' and complete all details. This will be used for your instalments.

D) PAYMENT DETAILS


<input type="checkbox"/> Cheque or Money Order	Please make payable to Open Colleges and attach to this form.
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<input type="checkbox"/> Electronic Funds Transfer	Please make payable to: Account Name: Open Colleges Pty Ltd. BSB: 032 000. Account No: 422 429. Bank Name: Westpac Banking Corporation. Please write your name and course code in the transfer notes.
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Transfer details	Transaction Date	__ / __ / 20__	Amount	\$	Receipt No:	
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<input type="checkbox"/> Credit Card	Please choose type of Credit Card	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard			
Card Number:						
Expiry Date:	Month	Year				
Card holder's name:						
Signature:	 PLEASE SIGN HERE IF PAYING BY CREDIT CARD					

Paying by Instalments? Please complete the section below.

AUTOPAY - SAVE TIME AND MONEY	I/We authorise Open Colleges Pty Ltd (ACPA User ID Number 014120) OR its authorised representative Debit Success Pty Ltd (ACPA User ID Number 184534) to deduct regular payments from my/our credit card, as specified above, until the end of my repayment term as noted in this enrolment form. This authorisation is to remain in force in with the terms & conditions of this Student Agreement, and I/We have read and agree to be bound by the said terms and conditions.							
Date:	D	D	M	M	Y	Y	Y	Y
My/Our preferred date of deduction for instalments is the ____ of each month OR every ____ (Day) weekly. I understand that the deposit will be deducted at time of enrolment.								
Signature	 PLEASE SIGN HERE IF PAYING BY CREDIT CARD INSTALMENTS							

<input type="checkbox"/> Bank Account (Direct Debit)	I/We request you until further notice to debit my/our account described in the schedule any amounts that Open Colleges (user ID number 014120) OR its authorised representative Debit Success Pty Ltd (ACPA User ID Number 184534) may debit or credit me/us through the direct debit system. To: Open Colleges Pty Ltd, ACPA user ID Number 014120 OR its authorised representative Debit Success Pty Ltd (ACPA User ID Number 184534): I/We authorise you to arrange for funds as specified to be debited from my/our account at the Financial Institution identified here and as prescribed through the Bulk Electronic Clearing System (BECS):
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Financial Institution:								
Branch Address:								
Bank/State/Branch (BSB) No:								
Account Number:								
Account Name:								

AUTOPAY - SAVE TIME AND MONEY	I/We authorise Open Colleges Pty Ltd (ACPA User ID Number 014120) OR its authorised representative Debit Success Pty Ltd (ACPA User ID Number 184534) to debit my/our account at the Financial Institution identified here through the Bulk Electronic Clearing System (BECS) until the end of my repayment term as noted in this enrolment form. This authorisation is to remain in force in accordance with the terms & conditions listed in page 4 and page 5 of this document, and I/We have read and agree to be bound by the said terms and conditions.							
My/Our preferred date of deduction is the _____ of each month.								
Signature/s	 PLEASE SIGN HERE IF PAYING BY BANK INSTALMENTS							
Date:	D	D	M	M	Y	Y	Y	Y



E) STUDENT AGREEMENT

1. The following terms and conditions constitute the agreement between you and Open Colleges Pty Ltd (ACN 000 011 692) ("OC") for the provision of your course ("Agreement").
2. By signing this Enrolment Form you accept this Agreement. The date you sign this Enrolment Form is the Agreement Date.
3. By accepting this Agreement you:
 - a. agree to comply with the OC Student Policies and Procedures as published on the OC website (see www.opencolleges.edu.au/cengage-policies.aspx);
 - b. confirm that you fulfil all entry requirements and have the required equipment, as specified on the OC website, for the course in which you are enrolling;
 - c. agree to pay all requisite fees associated with your course plus GST, if applicable ("Course Fee"); and
 - d. acknowledge and accept the Schedule of Administrative Fees as published on the OC website (see www.opencolleges.edu.au/policies.aspx).
4. Upon receipt of the Course Fee, OC agrees to:
 - a. supply you with initial course materials for your course;
 - b. provide you with access to the online student portal;
 - c. provide you with access to learning and administrative support;
 - d. grade your assessments; and
 - e. meet the cost of all return postage to you (if applicable), until the expiry of your course.
5. OC will provide you with course materials for subsequent modules of your course as you:
 - a. successfully complete your assessments; and
 - b. pay all requisite Course Fees.
6. The Course Fee does not include:
 - a. postage of any assessments or other materials by you to OC; or
 - b. any materials that are listed as "Computer Requirements" or "Additional Requirements" for your course on the OC website.

Please note that, depending on your particular course, you may need to provide your own equipment in addition to the course materials at your own expense.
7. On successful completion of all assessments and the full payment of the Course Fee, OC will issue you appropriate certification for your course.
8. OC may make changes to your course, course materials and the OC Student Policies and Procedures as reasonably required. OC may also make reasonable changes to the Schedule of Administrative Fees.
9. If you are paying your Course Fee by instalments, you must:
 - a. complete a Credit Card Authorisation; or
 - b. complete a Direct Debit Authorisation; and
 - c. pay all such instalments on or before the due date.
10. If you fail to pay any instalment by the due date, the total outstanding balance of the Course Fee will become immediately due and payable and you may also be required to pay any applicable administrative fees outlined in the Schedule of Administrative Fees.
11. If you fail to pay any part of the Course Fee by the due date, OC reserves the right to:
 - a. withhold provision of course materials;
 - b. restrict access to the online student portal;
 - c. withhold grading of assessments; and
 - d. notify relevant credit agencies of your default.
12. The course material that OC provides to you shall become your property. However, the content of the course materials, including copyright and all other such intellectual property rights contained therein, remain the property of OC or a nominated third party. You may not reproduce any part of the course materials without the prior written consent of OC.
13. The maximum duration of your course is specified on the OC website and your Student Card. In the event that you do not complete the course within the maximum duration, your enrolment expires without refund. If you wish to extend your Course beyond the course expiry date, you must:
 - a. have paid all Course Fees;
 - b. submit a Course Extension Request Form to OC prior to the expiry date; and
 - c. pay an additional fee as outlined in the Schedule of Administrative Fees.

A maximum extension of six months will be granted. Please note extensions are subject to availability and OC retains the right to refuse an extension at its absolute discretion.
14. If you wish to terminate your studies before the completion of your course, you must notify OC in writing ("Cancellation Request"). A refund of the Course Fee, less the applicable administrative fees as outlined in the Schedule of Administrative Fees, will only be issued if OC receives the Cancellation Request within 5 calendar days of the Agreement Date.
15. If you fail to notify OC of your Cancellation Request within 5 calendar days of the Agreement Date, you will be liable to pay the Course Fee to OC in full.
16. If you suffer from a medical condition that directly impacts on your ability to undertake your studies, you need to complete a Course Deferral Request Form. Your enrolment may be suspended for a period of no more than three months, thereby extending the maximum duration of your course. No refund of Course Fees will apply and you will still be liable for all payments due under this Agreement.
17. If you wish to transfer to another course offered by OC:
 - a. You will need to submit a Course Transfer Request Form in writing within three months of the commencement of your course;
 - b. OC reserves the right to refuse a Course Transfer Request. If your Course Transfer Request is successful you will be required to pay a Transfer Fee as outlined in the Schedule of Administrative Fees;
 - c. If the new course is of greater value than your current course, then you will need to pay the additional Course Fees to the value of the new course;
 - d. If the new course is of lesser value than your current course, then:
 - i. you will need to continue to pay your current Course Fee; and
 - ii. you may use the difference between the current Course Fee and new Course Fee towards a future course with OC. Any such future course must be commenced within the original course duration;
 - e. Only one course transfer is permitted;
 - f. Please note that Course Fees will not be refunded as a result of a course transfer.
18. If your course contains a mandatory work placement:
 - a. it is your responsibility to find and complete the work placement component of your course. OC will assess the suitability of any such workplace you have identified;
 - b. OC will make reasonable efforts to organise for assessment to be conducted in your approved workplace. You may be required to attend assessment events at other locations, at your own expense;
 - c. OC must be notified in writing fourteen (14) days in advance if you are unable to attend your workplace on the agreed date of assessment. Failure to attend or cancellation within 14 days may result in an administrative fee as outlined in the Schedule of Administrative Fees; and
 - d. You must complete all mandatory work placement assessments within the duration of your course.
19. If your course prepares you to undertake external examinations, or a student fieldwork placement with an external partner, you are responsible for establishing your own eligibility and making arrangements to attend and pay for any fees and charges..
20. If you are under 18 years of age, your parent or guardian must sign this Agreement and complete the Parent or Guardian Declaration Form. Under this Agreement, the parent or guardian is responsible for payment of the Course Fee.
21. It is your responsibility to inform OC in writing within seven days of any corrections or changes to your personal details including name, address and phone numbers, payment options and banking details.
22. If you are claiming the Pensioner Education Supplement through Centrelink, then you will be required to make payments to OC using Centrepay. Should you cease to make payments at any time during your course, then OC reserves the right to implement the actions outlined in Clause 11 and inform Centrelink of your change in status.
23. This Agreement will be governed by the laws of New South Wales.
24. By accepting this Agreement:
 - a. you are warranting that you are not legally bankrupt; and
 - b. you are giving your consent to OC undertaking a credit check on you.

F) IF PAYING BY INSTALMENTS PLEASE READ THIS SECTION.

TERMS & CONDITIONS OF THE DEBITSUCCESS CONTRACT & DEBITSUCCESS DIRECT DEBIT REQUEST (DDR) SERVICE AGREEMENT

1. Introduction

This document outlines the rights and responsibilities you have with regard to the ability of Debitsuccess Pty Ltd to directly debit your nominated bank account or credit card for any instalments or fees due by you under the terms and conditions of this Contract and DDR Service Agreement, the terms of which are stated below. Should you have queries regarding your Contract or this DDR form you should in the first instance contact Debitsuccess on 1-800 148 848. All queries regarding the provision of services by the Facility should be directed to the Facility.

2. Initial Term

Debitsuccess will debit your nominated account for the amounts and at the frequency of payments as agreed between us on the Debitsuccess DDR Contract authorised and accepted by you.

3. Change of Terms

In the unlikely event that the initial terms are to change, they can only do so in accordance with your Student Agreement and you will be given no less than 14 days written notice of the changes including if applicable the new amount, new frequency and next drawing date.

4. Deferring or Stopping a Payment

Should you wish to defer a payment to another date you must contact Debitsuccess before the date of that payment to request the deferment. Deferments are entirely at the discretion of Debitsuccess and will depend on the length of deferment, the current state of your account and your past history. You may request us to stop an individual payment however you will still be liable to make this payment by some other method or your account will become overdue

5. Altering the Schedule of Payments

Should you wish to alter the payment frequency or Day to Debit contact Debitsuccess and at our discretion in most instances we will be able to make the changes you require. There may be a fee charged for this service (details of any fees payable can be obtained by contacting Debitsuccess on 1-800 148 848). Any changes made will not affect the total amount you would otherwise have paid over the minimum term of your Contract.

6. Cancelling the Payments

You can cancel this Direct Debit Request Authority by requesting this of Debitsuccess or your bank.

Cancellation of the authority to debit your account will not terminate this contract or remove your liability to make the payments you have agreed to.

7. Disputes

If you dispute any debit payment, you must notify Debitsuccess immediately. Debitsuccess will respond to your dispute within 7 working days and will immediately refund the amount of the debit if we are not able to substantiate the reason for it. If you do not receive a satisfactory response from us to your dispute contact your financial institution who will respond to you with an answer to your claim within 5 business days if your claim is lodged within 12 months of the disputed drawing, or within 30 business days if your claim is lodged after 12 months from the disputed drawing.

8. Non-Working Day

When the day to debit falls on a weekend or public holiday the debit will be initiated on the next working day.

9. Dishonoured Payments

It is your responsibility to ensure that on the due date clear funds are available in your nominated account to meet the direct debit payment. Should your payment be dishonoured Debitsuccess will debit you an additional \$10.00 with your next payment and may, if we have not received instructions to the contrary from you, debit both the current due payment and the now overdue payment(s) on the same day. Should Debitsuccess Pty Ltd be unable to obtain payment of overdue money after making every reasonable attempt then the debt may be referred to a credit reporting/debt collection agency. An additional fee of \$50 will be added by Debitsuccess Pty Ltd to the outstanding debt at this time as its fee in dealing with the defaulting Student. Further, the Student authorises Debitsuccess to add an amount equivalent to 25% of the full outstanding balance for the remainder of the minimum term or payments upon initial referral to the debt collection/credit reporting agency as a genuine pre-estimate of its costs in collecting the outstanding debt.

10. Your Other Responsibilities

In addition to those already mentioned, you are responsible for ensuring your nominated account is able to accept direct debits. If it is not, it is your responsibility to provide Debitsuccess with a new account number.

11. Privacy

A Customer's "personal information" (as that term is defined in the Privacy Act 1988 (Cth)) will only be used by Debitsuccess to provide you with the services contemplated by this Agreement and any directly related products/services from time to time. Debitsuccess' Privacy Statement is to be found on its website at www.Debitsuccess.com.

G) We respect your privacy

It is a requirement of the *Privacy Act 1988* that you are informed about the collection of your personal information and how we may use it. The personal information you provide on this form is being collected for the purpose of processing your enrolment as a student, and assisting us in improving our service to you. Open Colleges is collecting the information. You have a right of access to and alteration of personal information. Should you have any questions, call us on 1300 650 011. Or write to: The Privacy Officer, Open Colleges Pty Ltd, PO Box 1568, Strawberry Hills NSW, 2012, including your student number and name and address exactly as they appear in this mailing. For more detail on how we protect your privacy, and how to access your details please see the Open Colleges Privacy Policy at www.opencolleges.edu.au/privacy-policy. From time to time we are able to offer you products and services from other reputable companies. We respect your privacy – if you do not wish to receive further direct marketing offers from Open Colleges, please indicate by ticking the box below.

I do not wish to receive offers from Open Colleges.

H) CONFIRMATION AND ACCEPTANCE

Please refer to the terms and conditions in the Student Agreement on Page 3. I hereby confirm that I have read, understood and agreed to these terms and conditions. I further understand that the information provided in this form will be used by Open Colleges.

If enrolled through EduPay your IP address including time and date information has been captured. Otherwise please sign and return.

Student Name (Please print your full name)

Date (DD / MM / YYYY)

Student Signature (Please sign here)



PLEASE SIGN HERE

If student is under 18 years, a parent or guardian must complete this section.

Please refer to the terms and conditions in the Student Agreement on Page 3. I hereby confirm that I have read, understood and agreed to these terms and conditions and I further understand that I will be responsible for the payments under this agreement.

Parent/Guardian Name (if applicable)

Date (DD / MM / YYYY)

Parent/Guardian Signature (If applicable)

Parent/Guardian Address (If applicable)

Parent/Guardian Contact Numbers (if applicable)

Parent/Guardian Email Address (If applicable)



**Mailing Address:
PO Box 1568. Strawberry Hills. NSW 2012, Sydney**

OFFICE USE ONLY	Initial
CCA Checked	
SOPS QC Checked	
Database Entered	
Student Services Received	
Student Services Filed	