



## Enrolment Form/Invoice

Once this form is completed, email to [enrolments@pinnacle.edu.au](mailto:enrolments@pinnacle.edu.au) so we can finalise your booking. Please note, this form will serve as your tax invoice upon payment. Please keep a copy for your tax records. These fees are GST-free.

### Schooling and Higher Education

What is your highest completed school level?

- Completed Year 12 or equivalent     
  Completed Year 11 or equivalent     
  Completed Year 10 or equivalent  
 Completed Year 9 or equivalent     
  Completed Year 8 or equivalent     
  Never attended school

Have you successfully completed any of the following qualifications? If yes, please select from the following:

- Bachelor Degree or Higher Degree     
  Advanced Diploma or Associate Degree     
  Diploma or Associate Diploma  
 Certificate I     
  Certificate II     
  Certificate III (or Trade Certificate)  
 Certificate IV (or Advanced Certificate Technician)     
  Certificates other than the above

### Reason for Study

Of the following categories, which best describes your main reason for undertaking this course? (please tick one only)

- To get a job     
  It is required for my job     
  I wanted extra skills for my job  
 To develop my existing business     
  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:

### Language and Cultural Diversity

Do you speak a language other than English at home?     
 No     
 Yes, please specify

How well do you speak English?     
 Not at all     
 Not very well     
 Well     
 Very Well

Are you of Aboriginal or Torres Strait Islander origin?     
 No     
 Yes, Aboriginal     
 Yes, Torres Strait Islander     
 Yes, both

### Disability

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

If yes, please indicate the areas of disability, impairment or long term condition: *(if more than one applies, please tick)*

- Hearing/Deaf     
 Physical     
 Intellectual     
 Learning     
 Mental Illness  
 Acquired Brain Impairment     
 Vision     
 Medical Condition     
 Other     
 Please Specify

Can Pinnacle provide any assistance?     
 No     
 Yes     
 Please specify:

### Declaration

I declare that I have read, understood and will comply with the requirements of Pinnacle's Student Information Guide, Privacy Policy, Fee Protection and Course Material Delivery terms, as per the Pinnacle website at [www.pinnacle.edu.au](http://www.pinnacle.edu.au). I understand that most assessment tasks are completed online. I have reliable access to the internet.

Pre-requisites may be required for some courses, please refer to the course brochure for more information.

I agree that Pinnacle has the right to refuse any application for any reason at its absolute discretion, and also has the right to terminate any enrolment without refund where a student engages in plagiarism or any other form of cheating.

Pinnacle may pass on the details of any such behavior to training industry regulators, industry bodies associations and AFSL holders.

Under the Data Provision Requirements 2012, Pinnacle is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Pinnacle for statistical, regulatory and research purposes.

Pinnacle may disclose your personal information for these purposes to third parties, including:

- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all

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NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

I agree that I have read the brochure for this course I am enrolling in and understand what will be awarded upon successful completion of assessment.

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Name: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Payments

Pinnacle complies with Standards for RTOs 2015 # 7.3 Pinnacle has a Fee Protection policy in place to protect fees in excess of \$1500 being pre-paid.

Option 1 - Receipt of Enrolment Pinnacle receives or takes enrolment/application course fee in full.

Option 2 - Payment plan as approved and invoiced. (Please contact your Pinnacle Student Advisor)

### Payment Details

#### A. Bank transfer

Funds have been transferred to or deposited in the following Westpac account of "Pinnacle Financial Services Academy Pty Ltd"

BSB: 032-249 Account: 191072

Transfer date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (Please include your full name in the reference section)

#### B. Credit card payment

Card Type:  Mastercard  Visa  Amex

Names on Card:	
Card Number:	Expiry Date: ____ / ____
Signature:	Total Amount:

Signature:

*By entering my full name above, I acknowledge that this is a legally binding digital signature and authorise Pinnacle Financial Services Academy Pty Ltd to charge my credit card for the amount listed above.*

### Enrolment and course material delivery terms

Upon enrolment students will receive a training timetable with start and completion dates for each module.

Students will automatically be enrolled in each module according to this timetable. Should students wish to alter this, they should contact Pinnacle.

Course material is available in printable eBook format included in the standard enrolment fee.

Printed course material is available for an additional charge. Pinnacle will send course materials to the address indicated on this enrolment form. Please contact a student adviser for further information.

The pricing published on this form does not include international postage. Students requiring international postage will incur additional postage costs.

Pinnacle's delivery obligations are complete when an attempt has been made to deliver at the address provided during business hours. Further fees will be payable if the delivery was not completed due to a wrong address being provided, or where a person was not available to take delivery.

Please direct any queries concerning completion of this form to a student adviser on 1300 782 822.

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