

Subject ENROLMENT

STUDENT DETAILS

Full Name	<input type="text"/>		
Address	<input type="text"/>	Mobile	<input type="text"/>
Suburb	<input type="text"/>	Email	<input type="text"/>
PostCode	<input type="text"/>	Emerg Contact	<input type="text"/>
Telephone	<input type="text"/>	& Phone No.	<input type="text"/>

LATROBE COLLEGE OF ART & DESIGN

138 Cromwell Street
Collingwood VIC Australia 3066
t (03) 9495 6622
m 0416 060 919
e admin@latrobecollege.edu.au
w latrobecollege.edu.au
provider no 22248
cricos no 03157K
abn 65 068 683 214

ENROLMENT

MY Trimester Subject/s is/are?

<input type="text"/>	Day	Time
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Day	Time
<input type="text"/>	<input type="text"/>	<input type="text"/>

TELL US WHAT YOU WOULD LIKE TO GET FROM THE SUBJECT

MY PAYMENT OPTIONS

This form must be accompanied with a payment. *Please tick*

<input type="checkbox"/> Payment Upfront or Enrolment Deposit One or more subject/s enrolment	<input type="checkbox"/> \$307 (Pay this amount to hold your place. Full fee balance due before 1 st week)
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<input type="checkbox"/> or Monthly Instalment Option One subject enrolment	<input type="checkbox"/> \$307 (pay this if you wish to pay \$921 over 3 monthly instalments)
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<input type="checkbox"/> or Full Fee upfront One subject enrolment	<input type="checkbox"/> \$921 (Full fee payment prior to starting less deposit).
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Vet Student Loan (VSL)

Part-time students can access VSL if they wish. Part-time is considered an enrolment of 2 subjects or more. Please contact the college for more information.

Vet Student Loan is the government Vet loan program and will cover approx. 80% of the tuition fees to encourage Australian students to study.

The student must be an Australian Citizen and have not previously used up their Vet Student Loan credit. It is not means tested.

I WILL BE MAKING PAYMENT BY

<input type="checkbox"/> Card <small>Please tick</small>	<input type="checkbox"/> EFT	<input type="checkbox"/> Cash
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USE THIS SECTION ONLY IF YOU ARE SENDING PAYMENT BY EMAIL OR POST

Please note that we don't accept Amex or Diners

Card Type	<input type="text"/>
Name on Card	<input type="text"/>
Number	<input type="text"/>
Exp. Date	<input type="text"/>
Amount	<input type="text"/>
Signature	<input type="text"/>

DIRECT PAYMENT (EFT)

Please email admin@latrobecollege.com.au to confirm when payment has been made.

NAME	LCAD	BANK	Commonwealth Bank
BSB	063 143	ACCOUNT	1029 1968

ENROLMENT & PAYMENT CONDITIONS (please read)

Please fill in and return this form with payment, instalment or deposit to confirm the student's place in the subject or short course to Latrobe College, 138 Cromwell St Collingwood 3066. Emails can be sent to admin@latrobecollege.edu.au **Payment Type** - Payment can be made by credit card by phone or on this form, eftpos, EFT, or cash. **Confirmation** - Shortly before the start of the program the college will email students' a welcome letter and class confirmation.

Receipts - will be forwarded upon request only but can be retrieved from the office at any time. **Deposits** - A place can be reserved with a deposit, which is deducted from the program fee. With deposit payments the balance of the program fee or initial Instalment Payment is strictly payable a week before the first class. **Instalment Payment Option** - An initial payment followed by a set number of monthly Instalments, strictly payable on the first of each month. Late payments incur a 5% fee. Any payments over a month late will incur 10% fee. Reminder notices are not issued which is a condition of the Instalment Payment Option.

Refunds and Conditions - Upon enrolment the student will be liable for the full cost of the trimester program enrolled in, notwithstanding that the student may choose not to complete the program. If the student is unable to complete their program, credit may be given towards another program or suspension of study can be sought. **Withdrawal** - must be given in writing prior to 10 working days before the first class. Any payment less the deposit will be refunded. In the event of a student withdrawing from a program 15 working days or less from the date classes commence all fees are forfeited, or credit can be given towards another program. **Deferrals and Suspension of study** - An Application for Deferral or Suspension Form must be completed. Deferral/Suspension is valid for up to 12 months. Students returning to study after suspending their course must return to the beginning of the trimester they suspended from and not from the trimester point in which they left (in some cases mid trimester return may be possible). Any repeated study will be charged at a pro-rata rate. **Subjects** - subjects proceeding are subject to numbers.

Please keep a safe copy of this form and your payment receipts!



Signed (Student) _____ **Date** _____