

APPLICATION FORM - A ENROLMENT INTO QUALIFICATIONS

IFP requires the following information to ensure we meet the requirements of our registering body for those undertaking nationally accredited training. We also want to ensure that you meet any pre-requisites for the course, and therefore get the most from the training we provide.

Proof of identity will be required when undertaking accredited courses.

| | | |
|--|---|---|
| Name of Course: | | |
| Title: | Surname: | First Name: |
| <small>(As it appears on your proof of identity)</small> | | |
| Proof of Identity: | | |
| Driver's Licence <input type="checkbox"/> | Birth Certificate: <input type="checkbox"/> | Passport: <input type="checkbox"/> Other: <input type="checkbox"/> Specify..... |
| Date of birth: | | |
| Nationality: | | Country of Birth: |
| First Language: | | Indigenous status: |
| Any other special needs for us to consider: | | |

Employment

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|--|
| Current occupation: |
| Briefly describe your relevant experience related to the above course: |
| |

Education

Please briefly outline your formal education qualifications:

| Qualification | Name of Institution | Year Completed |
|---------------|---------------------|----------------|
| | | |
| | | |
| | | |

What do you wish to gain from this course?

Office Use Only:

| | |
|---------------------|-------------|
| Proof of ID (type): | Sighted By: |
| | Date: |
| Student ID No: | |



Terms and Conditions of Enrolment

Payment Methods & Discounts

The following policy relates to Qualifications (e.g. Certificate IV, Diploma and Vocational Graduate Diploma courses) run by UnitingCare Institute of Family Practice

- An application fee of \$250 (deducted from course cost) or payment in full must be paid with your application to enrol.
- A 10% discount (*cannot be used in conjunction with any other offer*) is available if an *annual payment* is received prior to the commencement of the course.
- When *paying by term*, this must be organised 4 weeks prior to the commencement of each term or an additional administration fee of \$30 will apply (excluding Term 1 of Year 1 whereby a term payment can be made at any time prior to course commencement).
- *Part payments* can be made using the Institute of Family Practice's direct debit system and must be organised prior to course commencement. In subsequent courses, direct debits must be organised at least 4 weeks prior to the commencement of the new course or an additional administration fee of \$30 will apply. **The Institute does not have the facility to direct debit credit cards.**
- If a default occurs on any payments, a \$30 administration fee will be charged.
- Any incomplete payments for the term will mean exclusion from entry into the next subject.
- An administration fee of \$30 will apply if payment method changes after the course commencement.

Withdrawals & Refunds

- Unsuccessful applications will be refunded in full for any deposits paid.
- If subjects are deferred or cancelled due to insufficient enrolments, applicants will be refunded in full.
- Applicants who withdraw prior to the commencement of the course will be refunded any fees paid, less an administration fee of \$150.
- Once a term has commenced, payment for the term must be completed and is non-refundable. Therefore, the direct debits must continue until completion of the payment. Students who have paid annually, and withdraw or defer, will be refunded for the terms not commenced, less an administration fee of \$150. Also see "Changes to Course Details by the Institute of Family Practice" below.
- Your intentions to defer or withdraw **must** be made in writing and addressed to the Director of Training.

Re-enrolling

- For uninterrupted study, the fee structure at the time of enrolment applies throughout the duration of the course.
- In the case of deferral of all subjects, the student will be charged the fee structure in place at the time of re-enrolment.

Proof of Identity

You must provide an original or certified copy of one of the following documents as proof of identity:

- Driver's Licence
- Birth Certificate
- Passport
- Other as discussed with The Institute of Family Practice

Changes to Course Details by the Institute of Family Practice

With reasonable cause, the Institute reserves the right to vary course locations, dates and times.

Courses may be deferred or cancelled due to insufficient enrolments, at which time students have the option of either deferring the course without penalty or receiving a refund for subjects paid for, but not delivered by, the Institute.

Guarantee of Leading Edge Clinical Practice

The Institute of Family Practice maintains the right to adjust the content of the course in order to ensure that your training reflects the most recent and highly regarded clinical practices in our industry. All changes are made in accordance within our VETAB registration guidelines.



Payment Schedule for the September 09 Intake Full Qualification

There are three methods of payment available to students enrolling in a full qualification. Select which method you wish to follow.

PAYMENT METHODS

All applications must be submitted with an application fee of \$250.00 which is then deducted from the course cost (see below) or refunded in full if application is unsuccessful. Each applicant is responsible to ensure further payments meet the closure dates listed below.

METHOD 1 – One Annual Payment in full – 10% discount. Payment must be received in full by 1 week prior to commencement of course.

| Course | Cost | Less 10% Discount* | Less Application fee | Amount Due |
|---|------------|--------------------|----------------------|-------------|
| Vocational Graduate Diploma of Family Dispute Resolution CHC80207 | \$ 5,244** | \$ 4,719.60 | \$ 250 | \$ 4,469.60 |
| Vocational Graduate Diploma of Family Dispute Resolution CHC80207 <i>(Where student already has the 3 core competencies)</i> | \$ 4,164** | N/A | \$ 250 | \$ 3,914.00 |

*10% Discount cannot be used in conjunction with any other offer

** This fee includes placement fees.

METHOD 2 – Pay by semester – With the exception of Semester 1, payment must be received 4 weeks before the Semester commences. No discount applies.

| Course | Cost | Less Application fee | Amount Due | Payment Due Per Term |
|---|------------|----------------------|------------|------------------------|
| Vocational Graduate Diploma of Family Dispute Resolution CHC80207 | \$ 5,244** | \$ 250 | \$ 4,994 | \$2,497 x 2 semesters |
| Vocational Graduate Diploma of Family Dispute Resolution CHC80207 <i>(Where student already has the 3 core competencies)</i> | \$ 4,164** | \$ 250 | \$ 3914 | \$ 1,957 x 2 semesters |

** This fee includes placement fees.

METHOD 3 – Pay by installments. Direct debits to be deducted from a personal account either fortnightly or monthly. A signed contract for direct debits must be organized prior to commencement of Semester 1. No discount applies.

| Course | Cost | Less Application fee | Amount Due | Payment Using Direct Debit |
|---|------------|----------------------|------------|--|
| Vocational Graduate Diploma of Family Dispute Resolution CHC80207 | \$ 5,244** | \$ 250 | \$ 4,994 | \$356.72 x 14 f/n or \$713.43 x 7 months |
| Vocational Graduate Diploma of Family Dispute Resolution CHC80207 <i>(Where student already has the 3 core competencies)</i> | \$ 4,164** | \$ 250 | \$ 3914 | \$279.57 x 14 f/n or \$559.14 x 7 months |

** This fee includes placement fees.



Payment Schedule for the September 09 Intake Part Qualification

For students wishing to enrol in part of the qualification, i.e. 3 competencies or 6 competencies, payment must be made in full before commencement of study.

All applications must be submitted with an application fee of \$250.00 which is then deducted from the tuition fee (see below) or refunded in full if application is unsuccessful.

| Course | Cost | Less Application fee | Amount Due |
|---|------------|----------------------|------------|
| Vocational Graduate Diploma of Family Dispute Resolution CHC80207 (3 core competencies) | \$1,680*** | \$250 | \$1,430 |
| Vocational Graduate Diploma of Family Dispute Resolution CHC80207 (6 core competencies) | \$2,916*** | \$250 | \$2,666 |

**** IFP does not offer placements to students who do not undertake the full qualification. Students will need to organise placement to complete the course competency requirements.*

Payment options

(Mark one of the options below to secure your place in the above course)

Total Amount Payable: \$..... GST incl GST n/a

1. A tax invoice to be issued (using above details)

2. Send a cheque to: UnitingCare Institute of Family Practice
 PO Box 3156
 PARRAMATTA NSW 2124
 Ph: 02 8830 0755

3. Debit from: MasterCard Visa

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Name on Card:

Signature:

Expiry Date:

| | | | | |
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'developing people to work with people'