

# ENROLMENT PROCEDURE AND CONDITIONS

RTO ID 91823

## Enrolment Policy and Conditions

Students must read and understand the enrolment form, enrol eligibility, English requirement, student's obligation from the Student Handbook, Fees and Refund Policy, Complaints and Appeal Policy and all other information relating to student matters. Student must signature on the last page of enrolment form and all related form contained in the documents listed.

Students are required to comply with the code of conduct and the policies and procedures as outline in the Student Handbook. Failure to do so may lead to enrolment being suspend or canceled.

Rise Education and Training reserves the right to change its fees at any time without notice. Fee must be paid in advance or the student will not be allowed to commence.

administration fee and contribution fee must be paid. If student wishes to withdraw or cancel their enrolment within the cooling off period, administration fee and contribution fee will be fully refunded.

A cooling off period is 14 days after the date of commencement. If student wishes to withdraw after 14 days of course commencement. No fee will be refunded. Contribution fee will be based on pro rata to refund to employer or student. Full details of refund can be found on our Fees and Refunds Policy.

For Fee For Service students prior to commence the course, students can have the option to either pay the tuition fee by instalment with minimum \$500 every month till completing the course. Student who has difficulty to pay for the tuition fee, can be negotiated on an individual basis with the CEO in writing by email to [info@riseeducation.edu.au](mailto:info@riseeducation.edu.au)

**Certificate 3 Guarantee subsidies training** Student who is interested to study Cert 3 Guarantee funding program should check out the student fact sheet

<https://training.qld.gov.au/site/providers/Documents/funded/certificate3/c3g-factsheet-student.pdf>

## What is the Certificate 3 Guarantee?

The Certificate 3 Guarantee supports eligible individuals to complete their first post-school certificate III level qualification and increase their skills to move into employment, re-enter the workforce or advance their career.

The program also supports school students to access training and Queensland's Year 12 graduates to transition to employment by providing free training in high priority qualifications.

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## What qualifications are subsidised?

Under the Certificate 3 Guarantee, the Queensland Government provides a subsidy for a range of certificate III level vocational qualifications.

Foundation skills training and lower-level vocational qualifications may also be subsidised in certain circumstances.

## Are you eligible to participate?

The program is open to any Queensland resident aged 15 years or over who is no longer at school (with the exception of VET in Schools students) and is an Australian or New Zealand citizen or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and work permits on the pathway to permanent residency.

Prospective students must not have or be enrolled in a certificate III level or higher qualification, not including qualifications completed at school and foundations skills training.

## Do you need to contribute to the cost of training?

Given the benefits that training provides to individuals, students undertaking certificate III level training and non-concessional students undertaking lower-level vocational training are required to contribute to the costs of their training through a co-contribution fee.

The amount of your out-of-pocket expense will vary depending on the course you undertake and the training provider you choose.

The fee may be paid on your behalf by an employer or another third party, but cannot be paid or waived by the training provider or any organisation related to the training provider unless approved by the Department of Employment Small Business and Training.

The Queensland Government covers the full cost of training through the Certificate 3 Guarantee for high priority qualifications as part of free tafe for Year 12 graduates.

## Certificate 3 Guarantee Funding Eligibility

- If you are eligible for Certificate 3 Guarantee funding subsidies training you will no longer be eligible for a subsidized training place under the Certificate 3 Guarantee Program once you complete a Certificate level III Qualification.

**Higher Level Skills subsidies training** Student who is interested to study Higher Level Skills funding program should

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check out the student fact sheet

<https://training.qld.gov.au/site/providers/Documents/funded/hls-student-factsheet.pdf>

## **What is Higher Level Skills?**

The Higher Level Skills program aims to assist individuals to gain the higher-level skills required to secure employment or career advancement in a priority industry, or to transition to university to further their studies.

## **Are you eligible to participate?**

This program is open to any Queensland resident aged 15 years or over, who is no longer at school and is an Australian or New Zealand citizen, or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and work permits on the pathway to permanent residency.

Prospective students must not have or be enrolled in a certificate IV or higher-level qualification, not including qualifications completed at school and foundations skills training.

## **Do you contribute to training costs?**

Given the increased benefits that you can gain from higher-level training, you are required to contribute to the cost of your training through a co-contribution fee, payable to the training provider.

The fee amount varies depending upon the course you undertake and the training provider you choose.

The fee may be paid on your behalf by an employer or another third party but cannot be paid or waived by the training provider or any organisation related to the training provider unless approved by DESBT.

## **Higher Level Skills Funding Eligibility**

- If you are eligible for Higher Level Skills funding subsidies training you will no longer be eligible for a subsidized training place under the HigherLevel Skills Program once you complete a Diploma level Qualification.

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## Enrolment Procedures

Student put an inquiry to study the course, Administration Officer will check student's eligibility from AISS DET Connect with student name and date of birth to check student's studied record prior enrolment.



Student can choose to download the enrolment form from the website [www.riseeducation.edu.au](http://www.riseeducation.edu.au) or get a hard copy from the Administration Officer in the office



Student put an inquiry to study the course, Administration Officer will check student's eligibility from AISS DET Connect with student name and date of birth to check student's studied record prior enrolment.



Complete the enrolment form and submit to the office. Student must present eligibility identification to Administration Officer for checking and verification.



Credit Transfer and RPL student will need to present original copies of certificate, academic transcripts, statement of attainment, work experience documents and any others relevant document for Administration Office to check and verification before submitting to head trainer.



Student will be given Language Literacy and Numeracy Test (LLN) and eligibility form. Student will be interviewed by the head of trainer to decide student's English language skills and eligibility and make decision on the student's enrolment.



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Once been approved for enrolment, student will be given the student handbook, Fees and Refunds Policy, Complaints and Appeals Policy and Course Information and outcome.



Administration Officer will also provide payment receipt to student upon payment received from student.



Student may commence study

## Responsible Officer

The responsible officer for the implementation and training for this Policy and Procedure is the CEO.

## Publishing details

Document History and Version Control			
Document Author: Compliance Manager			Review Date: 17 April 2020
Version	Date Approved	Approved by	Brief Description
01	01 Aug 2019	CEO	Aligned this policy & procedure to reflect related Rise Education and Training Enrolment Procedure
02	17 Oct 2019	CEO	Included Certificate 3 Guarantee and Higher Level Skills Information and a Review Date for Policy and Procedure