



Personal Details (Please complete all sections)				
Family Name:		Title:	Date of birth:	
Given Names:				Gender: Male Female
Preferred Name (nickname):				

Contact Details (Please complete all sections)				
Home Address				
Suburb or Town		State / Territory		Postcode
Home phone	( )	Work	( )	
Mobile		Email		
Postal address: (if different from above)				
Suburb or Town		State / Territory		Postcode:

Emergency contact				
Name:		Relationship to you:		
Address:				
Suburb or Town		State / Territory		Postcode:
Home phone:	( )	Work:	( )	
Mobile:		Email:		

Literacy and Numeracy				
<p>Although there are no pre-requisites for the Diploma in Gemmology, the technical content of the course requires a very good understanding of both spoken and written English, as well as basic numeracy skills and comprehension of elementary scientific concepts including physics and chemistry*. As the course content is accessed online, basic computer skills including a proficiency in Microsoft Word (or other compatible word-processing program), as well as access to the internet and an ability to send emails including attaching and downloading documents are required.</p> <p>Based on the information supplied in this form, an assessment of your English language, literacy and numeracy may be administered prior to entrance into our courses.</p> <p><b>* Note: This course uses scientific principles and technical language.</b></p> <p>How do you rate your skills?</p> <p>English proficiency, both spoken and written</p> <p>Excellent                  Very Good                  Good                  Poor                  Very Poor</p> <p>Numeracy (i.e. do you feel comfortable using a calculator?)</p> <p>Excellent                  Very Good                  Good                  Poor                  Very Poor</p> <p>Computer skills (i.e. can you use Microsoft Word and send emails with attachments?)</p> <p>Excellent                  Very Good                  Good                  Poor                  Very Poor</p>				



Course Details						
<b>You are enrolling in:</b>	<b>Diploma in Gemmology (Year 1): GEM001 - 2020</b>					
Total course fees:	Non-Member \$4,800	Member \$4,300	* members are eligible for a discount of \$500 in tuition fees			
Delivery Mode:	Face to Face	Intensive	Flexible	Blocks (QLD)	Evening (QLD)	
State of Delivery : <i>Please tick</i>	NSW	VIC	QLD	WA	SA	TAS
Are you a financial member of the Gemmological Association of Australia for the year of the course you are enrolling in? YES NO If YES, of which Division are you a member? _____ If NO, would you like to become a member? YES NO						
The member discounted price cannot be extended unless you are a current financial member. Membership can be organised and paid at the time of enrolment. If you indicate you <b>do not</b> want to become a member, your invoice will be raised for the Non-Member course price. No retrospective discounts will be given. Please consider applying for GAA membership to take advantage of member prices and access to GAA publications and state events.						

Payment Authority Who is responsible for paying fees?	
This course is:	
Self-funded	- <i>Go to Payment Details, page 3</i>
OR	
Employer-funded	- Name of Employer: _____
Funded by another 3rd party - If so, please provide details:	
	Name of individual: _____
	Relationship to you: _____
<b>If you are not the person responsible for payment of fees, the payer must complete the following contact details for the invoicing and be in agreement with this form.</b>	
Name on invoice (Business or individual):	
Phone:	( )
Fax:	( )
Email:	
Street address:	
Suburb or town	State / Territory
Postcode:	
Printed Name:	Date :
Payer Signature:	





## Payment Details

Gem-Ed Australia requires a minimum deposit of \$1,000 for course fees **prior to the commencement of your course**. This deposit is required to hold your place in the course. You will not be considered enrolled until the deposit has been received in full.

Your fees consist of a \$300 administration fee, \$200 for compulsory text books and \$300 laboratory fee, with the balance of \$4,000 representing tuition fees.

**NB: The administration fee of \$300 is non-refundable under any circumstances.**

All students receive a copy of two (2) texts: Gemmology by Peter Read and The Practical Gemmology Handbook from Gem-A in addition to the GAA notes. Should these texts become unavailable, or if the student notifies Gem-Ed that they already own any of these texts, a reduction in the book fee will be made accordingly.

A minimum of \$1,400 in **tuition fees** is payable on or before the **CENSUS date of Friday 27<sup>th</sup> of March 2020**. All course fees are required to be paid IN FULL prior to mid-year examinations (Intensive students prior to final examinations).

(A) MEMBERSHIP DUES FOR THE STUDENT \$ \_\_\_\_\_ (Membership fees vary for each state)

PLUS

(B) TOTAL COURSE FEES: \$ **4,800**

LESS MEMBER DISCOUNT OF \$500: \$ \_\_\_\_\_ (please note: must be a financial member of GAA)

(C) TOTAL AMOUNT DUE: (A) + (B) \$ \_\_\_\_\_

(D) COURSE FEES PAYMENT OPTIONS: Payment options for course fees are as follows: (Please select one)

Option 1 Payment of all fees in full at time of enrolment

Option 2 \$1,000 at time of enrolment - PLUS: remaining balance one week prior to commencement of course

Option 3 \$1,000 at time of enrolment - PLUS: \$950 due on 1st February, March, April & May 2020 **(Monthly payments reduce to \$825 if member discount is claimed)**

(E) AMOUNT BEING PAID TODAY (A) + (D) : \$ \_\_\_\_\_ (please tick one option above)

WITH BALANCE OWING (C) – (E): \$ \_\_\_\_\_

By signing this payment form you agree to make payment in line with the above selected payment option and understand that if fees become overdue, training may be suspended or fees may be referred to a debt collection agency.

**Note: Please ensure the person responsible for fees as nominated on page 2 signs this page:**



Payer's Signature: \_\_\_\_\_

How will payment be made? Preferred method of payment is credit card, however, cheque & direct deposit payments are accepted

CHEQUE Made out to: The Gemmological Association of Australia

DIRECT DEPOSIT Account Name: The Gemmological Association of Australia  
BSB: 033 372 Account Number: 432 745 - Please place your name in the reference field

CREDIT CARD: MasterCard Visa CCV: \_\_\_\_\_

Card No: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Card Holder's Name: \_\_\_\_\_

Card Holder's Signature: \_\_\_\_\_

**By providing Gem-Ed with your Credit Card details you give Gem-Ed permission to automatically deduct your agreed payment on the dates listed above as per your choice of payment option.**



## Terms and Conditions - Refund of Fees (Please read and sign below)

This policy relates to where the student withdraws from the course and requests a refund of fees.

Granting of refunds is not automatic and is subject to the agreement of the Chair and/or Treasurer of Gem-Ed Australia and/or the Gem-Ed Committee.

Refunds will be considered under the following conditions:

- All refund requests must be made in writing using the “Gem-Ed Course Withdrawal Form” by the student or payer and should be forwarded to the State Education Support Officer (ESO) and Federal Enrolment Officer (FEO).
- The administration fee of \$300 is non-refundable under any circumstances.
- Where an application to withdraw from the course is made **WITHIN** 12 contact hours or 3 weeks since the commencement of the course (whichever comes first): The student or payer is entitled to a full refund of all monies paid, less the non-refundable administration fee of \$300.
  - Please note: the book fee of \$200 will only be refunded provided all texts in the student’s possession (excluding the Student Gem kit) are returned to the local teaching centre of the GAA in their original unopened condition.
- Where an application to withdraw from the course is made **AFTER** 12 contact hours or 3 weeks since the commencement of the course (whichever comes first), but before the CENSUS date of Friday 27<sup>th</sup> March 2020: The student or payer is **NOT** entitled to a refund of the laboratory fee of \$300, or the book fee of \$200 regardless of the condition of the texts.
  - The payer is liable for a minimum of \$1,400 in tuition fees after the first 3 weeks of course commencement with this amount being due on or before Friday 27<sup>th</sup> of March 2020. Refund requests made after the first 12 contact hours but before the 27<sup>th</sup> of March 2020, will only be eligible for a refund of any tuition fees paid in excess of the \$1,400 minimum.
- Students in Queensland attending classes in block sessions should note that conditions for refunds as listed above apply only to the first 12 contact hours once the course commences, not three weeks.
- The payer is liable for the balance of all outstanding fees after Friday 27<sup>th</sup> of March 2020 and is not eligible for a refund of any fees after this date.
- Course fees that are ineligible for refund cannot be used as a credit towards any other course offered by Gem-Ed.

Any application for a refund outside of these Terms and Conditions will be required to be presented in writing by the student or payer to the committee of Gem-Ed Australia for consideration. While Gem-Ed Australia will endeavor to deal with any such request as promptly as possible, they are subject to the meeting schedule of Gem-Ed Australia and there may be up to an 8 week wait between the time of the initial request and reply from Gem-Ed Australia.

Please sign to acknowledge you have read and understood the above Terms and Conditions relating to Refund of Fees

Payer’s Signature:



Date:

Printed Name:



## GEMMOLOGICAL INSTRUMENTS – Gem1 Gem Kit

It is a requirement that all students must possess a minimum number of gemmological instruments to be used in the PRACTICAL LABORATORY CLASSES – these items must be brought with the student to each class.

The essential items the student must have are:

**Gem Cleaning Cloth, Hand Lens (Jeweller’s 10x Loupe), Tweezers (locking, medium point), Dichroscope, and Spectroscope.**

These instruments can be purchased individually, or as a kit from The Gemmological Association of Australia. Alternatively, the student may wish to obtain them elsewhere.

*Save 20% off the individual RRP price when you buy your instruments in a kit.*

**Non-Member kit price \$339.60\*** Incl GST \* a saving of \$84.90

**Member price \$305 \*** Incl GST

\* Members receive a 10% discount off all items purchased from the GAA Shop.

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**YES! I would like to purchase a complete Gemmology Student “Gem1” Gem Kit**

Students will be invoiced separately for their gemmological instruments.

The Student Gem Kit will not be sent to the student until payment has been finalised.

How would you like to receive your kit?      Delivered to your local state division. You will receive your kit in class.  
(your order must be submitted no later than 2 weeks before the start of class)

Please post my kit to the following address      (Add \$10.55 for postage costs)

Name:		Phone:	(    )
Address:			
Suburb or town	State / Territory	Postcode:	

How will payment be made? Preferred method of payment is Credit Card, however, Cheque & Direct Deposit payments are accepted

CHEQUE                      Made out to the Gemmological Association of Australia

DIRECT DEPOSIT          Account Name: The Gemmological Association of Australia  
BSB: 033 372 Account Number: 432 745 - Please place your name in the reference field

CREDIT CARD:            Please charge the following card for \$ \_\_\_\_\_ (include postage if applicable)

                                 MasterCard                      Visa                                      CCV: \_\_\_\_\_

Card No: \_\_\_\_\_                      Expiry Date: \_\_\_\_\_

Card Holder's Name: \_\_\_\_\_

Card Holder's Signature: \_\_\_\_\_

I would like to organise my own gemmological instruments and purchase elsewhere

OR

I have my own gemmological instruments already



<b>Previous qualifications (Please complete all sections)</b>			
1. What is your highest COMPLETED school level (tick one box only)	12 - Year 12 or equivalent 11 - Year 11 or equivalent 10 - Year 10 or equivalent	09 - Year 09 or equivalent 02 - Never attended school	
2. In which YEAR did you complete that school level?			
3. Have you SUCCESSFULLY completed – or are CURRENTLY STUDYING - any of the following qualifications?	Yes, completed – indicate below Yes, currently studying – indicate below No		
<i>If YES, please tick ANY applicable boxes (you may indicate more than one)</i>			
008 Bachelor Degree or Higher Degree	514 Certificate III (or Trade Certificate)		
410 Advanced Diploma or Associate Degree	521 Certificate II		
420 Diploma (or Associate Diploma)	524 Certificate I		
511 Certificate IV (or Advanced Cert/Technician)	990 Certificates other than these		
Further details: If you ticked any of the boxes above, please list the qualifications you have completed, the year of completion and the country in which it was completed, if not Australia.	1.	Year:	Country:
	2.	Year:	Country:
	3.	Year:	Country:
If you indicated in question 3 that you are currently studying, will your qualification be completed before you begin studies with The Gemmological Association of Australia? Yes No			
If no, what will be your anticipated weekly workload (in hours), including class contact hours, and private study for all courses you are studying? (Please include 12 hours per week for Gemmology) hours			

<b>Employment</b>	
4. Of the following categories, which BEST describes your current employment status? (tick one box only)	
Full-time employee	Employed – unpaid worker in a family business
Part-time employee	Unemployed – seeking full-time work
Self employed – not employing others	Unemployed – seeking part-time work
Employer	Not employed – not seeking employment

<b>Reason for Study</b>	
5. Of the following categories, which BEST describes your main reason for undertaking this course?	
It was a requirement of my job	To get a better job or promotion
I wanted extra skills for my existing job	I want to be a valuer and need gemmology
To start or develop my own business	For personal interest or self-development
To gain employment / change career	Other reasons – please give details



<b>General Information (Please complete all sections)</b>	
6. Are you currently employed within the “Jewellery Industry”?	Yes - Name of Employer: No
7. Have you studied with Gem-Ed Australia before?	Yes No Current Gem-Ed Australia Student
8. In which country were you born?	Australia Other, please specify: _____
9. Do you speak a language other than English at home? <i>If more than one language, indicate the one that is spoken most often.</i>	No, English only Yes, other, please specify: _____
10. Are you of Aboriginal or Torres Strait Islander origin?	No Yes, Aboriginal Yes, Torres Strait Islander Yes, Aboriginal and Torres Strait Islander
11. Do you consider yourself to have a disability, impairment or long-term condition? If yes, please indicate the area of disability, impairment or long term condition. (tick as many as apply)	Yes No  Hearing/deaf Intellectual Mental illness Vision Physical Learning Colour Blindness Medical condition Acquired brain impairment Other:
12. If you answered yes to question 11, please describe this condition and any action to be taken to ensure your safety and wellbeing and to optimise your learning. Please attach any medical reports that are relevant.  I would like to be contacted for a confidential discussion of my needs Yes No	
13. Please indicate that you are aware that this information will be shared as appropriate with relevant Gem-Ed teaching staff and Education Support Staff. Any information disclosed will be treated with respect and discretion.	Yes No

<b>Market Research</b> How did you hear about this course?	
From my employer	Gem & Mineral Club
Word of mouth	Facebook
Trade magazine (circle)	Web search or other website (Please List:)
Jeweller / Jewellery World / Jewellers Fair	
Other magazine (Please List:)	Other Please List:
Trade Fair (circle) Sydney / Melbourne / Brisbane	



## **GAA Code of Ethics**

Taken from the GAA Federal Resolutions

Section 4: Code of Ethics

4.1 The code of Ethics shall apply to all Fellows and State Association members.

4.2 The conduct of Fellows and State Association members is to be such as to uphold the reputation of the G.A.A. Their responsibility to the community is to be of paramount importance.

4.3 No state association member is to conduct himself in a manner that creates disharmony or is detrimental to the reputation of the GAA, its MEMBERS [State Divisions], sub-committees, officers or members of the State Divisions.

4.4 Fellows and State Association members shall avoid, and discourage, unsubstantiated statements, misleading descriptions (of gems, synthetic and imitation material), and seek to present correct information with truth and impartiality.

4.5 Fellows and State Association members should endeavour to explain fully, to members of the public and those untrained in Gemmology, the meaning and importance of gemmological terms and names, especially where these relate to a financial transaction (i.e. buying and selling of gem materials).

4.6 Fellows and State Association members may not use, for personal gain, nor disclose, confidential information arising out of work performed for their client or employer. They should not, deliberately or carelessly, express professional opinions likely to adversely affect the reputation, business or prospects of other Fellows, or members of the Association.

4.7 If a Fellow or State Association member seriously believes another Fellow or State Association member to be guilty of unethical, illegal or unfair practice, it is his duty to present such information to the Federal Council for consideration; after notifying the other Fellow or State Association member involved in an appropriate manner.

4.8 Fellows and State Association members, when engaged in Gemmology, must remain impartial and unbiased at all times and not place themselves under any obligation by means of substantial favours.

Ref: 1972 F.C.M. minutes p17





## Student Code of Conduct

### Students' Responsibilities

All students, throughout their training and involvement with Gem-Ed Australia, are expected to:

- Treat all people with fairness and respect and not do anything that could offend, embarrass or threaten others
- Not harass, victimise, discriminate against or disrupt others.
- Treat all others and their property with respect.
- Respect the opinions and backgrounds of others.
- Follow all safety policies and procedures as directed by staff.
- Report any perceived safety risks as they become known.
- Attend training courses and other Gem-Ed activities in a fit and proper state and not be under the influence of alcohol or other drugs
- Not bring onto the premises any illegal substances
- Not bring into any premises being used for training purposes, any articles or items that may threaten the safety of self or others.
- Refrain from smoking at training venues and on the premises of Gem-Ed Australia.
- Notify Gem-Ed Australia if any of their personal or contact details change.
- Provide relevant and accurate information to Gem-Ed Australia in a timely manner.
- Approach their course with due personal commitment and integrity.
- Be attentive and professional; refrain from talking to other students during lectures and practicals, and refrain from all other activities that may be disruptive to teachers and fellow students
- Turn off mobile phones during classes
- Complete all assessment tasks, learning activities and assignments honestly and without plagiarism.
- Hand in all assessment tasks, assignments and other evidence of their work with a completed and signed cover sheet.
- Progress steadily through their course in line with their training plan.
- Prepare appropriately for all assessment tasks, visits and training sessions.
- Notify Gem-Ed Australia if any difficulties arise as part of their involvement in the program.
- Notify Gem-Ed Australia if they are unable to attend a visit or training session for any reason at least twenty-four (24) hours prior to the commencement of the activity.
- Make payments for their training within agreed timeframes.

**Students are advised that engaging in a business related activity or promotion during class time or at any other time on GAA premises is strictly prohibited.**

**Any breach of the student code of conduct may result in disciplinary action being taken by the management committee of the state branch where the student is enrolled, or expulsion from the course.**

All students have the right to:

- Be treated fairly and with respect by all students and staff.
- Not be harassed, victimised or discriminated against on any basis.
- Learn in a supportive environment which is free from harassment, discrimination and victimisation.
- Learn in a healthy and safe environment where the risks to personal health and safety are managed and minimised.
- Have their personal details and records kept private and secure according to our Privacy and Personal Information Policy.
- Access the information GAA/Gem-Ed holds about them.
- Have their complaints dealt with fairly, promptly, confidentially and without retribution.
- Make appeals about procedural and assessment decisions.
- Be given clear and accurate information about their course, training and assessment arrangements and their progress.
- Access the support they need to effectively participate in their training program.
- Provide feedback to Gem-Ed and GAA on the client services, training, assessment and support services they receive.



## Student Acceptance Agreement

In signing this Enrolment Form you agree:

1. That you have applied for enrolment in “Diploma in Gemmology (Year 1): GEM001”, and if accepted, be liable for all course fees when due and payable.
2. ***That you have committed to participate in a course that requires a minimum recommended 12 hours of study per week, including private revision and class tuition.***
3. That you understand that your course fees include a non-refundable administration fee of \$300.
4. That you understand that in the case that minimum student numbers are not achieved for your class, it may be cancelled. If your class is cancelled, you will be notified before the scheduled start date, and a FULL refund will be provided, including the non-refundable administration fee.
5. That the information provided by you on this form is true, correct and complete.
6. To provide Gem-Ed Australia with up to date and accurate contact details and notify Gem-Ed if they change, using the “Gem-Ed Change of Details Form”.
7. That you have been provided with appropriate and sufficient information to make an informed decision about your enrolment in this course.
8. That you have been provided with detailed information about the fees and charges associated with your course enrolment including information on tuition fees, administration fees, laboratory fees and book fees, payment terms and the applicable Refund Policy and that places in courses cannot be held until the course fee or relevant deposit is paid.
9. To make payments in line with your selection made under the payment details section on page 3 of this form.
10. That you understand that enrolment into your selected course will not be accepted until this enrolment form has been signed and received by Gem-Ed Australia, and the relevant deposit paid.
11. That you understand that if fees become overdue, training may be suspended or fees referred to a debt collection agency.
12. That you understand qualification testamurs and/or academic transcripts will not be issued until all fees have been paid.
13. That you have read and understood Gem-Ed Australia’s Fees, Charges and Refund Policy.
14. That you have read and understood Gem-Ed Australia’s Privacy and Personal Information Policy and agree to its statements.
15. To be bound by Gem-Ed Australia’s Student Code of Conduct, and other student policies and procedures as well as National and State legislation or regulations including any variations that are made from time to time.
16. That you understand that all lectures, notes and examinations are in **English only** and use complex technical phrases\*, vocabulary and grammar and therefore a good working knowledge of English is essential. Based on the information supplied in this form, an assessment of your English language, literacy and numeracy may be administered prior to entrance into our courses. \* **Note: This course uses scientific principles and technical language.**

## Privacy Statement

Personal details held by the Gemmological Association of Australia and its Member Divisions are maintained in secure circumstances. Contact details (including email addresses, telephone numbers and postal addresses) are used only for communication purposes by Gem-Ed Australia and GAA Member Divisions. These details are not sold or forwarded to any other organisation and will not be used for any other purpose without the written consent of the student

Student Signature:



Date:

Printed Name:

**Contact Details: The Gemmological Association of Australia Incorporated Trading as Gem-Ed Australia** ABN 69 000 106 061  
380 – 382 Spencer Street, West Melbourne, VIC 3003  
Phone: 1300 GEM EDU, 1300 436 338, EMAIL: [learn@gem.org.au](mailto:learn@gem.org.au)  
Direct: (03) 9326 8847 Fax: (03) 9326 6150

Please return this completed enrolment form to the Gem Ed Federal Enrolment Officer by email: [learn@gem.org.au](mailto:learn@gem.org.au), or send by post to address above.