



Gem-Ed Enrolment Form – Diploma of Diamond Technology: DT001

Personal Details (Please complete all sections)					
Family Name:		Title: Mr/Mrs/Miss/Ms/Dr	Date of birth:	/	/
Given Names:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female				
Home Address:	Flat / Unit details		Street or Lot Number		
Street Name					
Suburb or Town					
State / Territory		Postcode:			
Home phone:	()	Work:	()		
Mobile:		Email:			
Postal address: (if different from above)	P.O. Box				
Suburb or Town		State / Territory		Postcode:	

Employment Details (Please complete all sections)					
Are you currently employed within the "Jewellery Industry"?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Employer's legal name:					
Your position:		Start date:	/	/	
Supervisor:		Position:			
Phone:	()	Fax:	()		
Email:					
Website:					
Business address:					
Suburb or town		State / Territory		Postcode:	
Postal address: (if different from above)	P.O. Box				
Suburb or town		State / Territory		Postcode:	
Who is responsible for paying fees?					
This course is: <input type="checkbox"/> Self-funded <input type="checkbox"/> Employer-funded <input type="checkbox"/> Funded by another 3 rd party – If so, please provide details:					

Gem-Ed Enrolment Form – Diploma of Diamond Technology: DT001

Payment Details (Please complete all sections)

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, \$500 course materials fee, with the balance of \$1,525 representing tuition fees. **NB: The administration fee of \$300 is non-refundable under any circumstances.**

All students receive a copy of "The Diamond Compendium by DeeDee Cunningham" Should this text become unavailable, or if the student notifies Gem-Ed that they already own this text, a credit from the Gem-Ed Merchandise department to the value of \$290 will be given.

TOTAL COURSE FEES DUE BY THE STUDENT **\$ 2,325** Add \$500 if not a financial member

All tuition fees are payable on or before the CENSUS date of Friday 30th of June 2017.

Payment options are as follows: (Please select one)

- Option 1 \$2,325 at time of enrolment
- Option 2 \$1,000 at time of enrolment - PLUS: \$1,325 one week prior to commencement of course
- Option 3 \$1,000 at time of enrolment - PLUS: \$700 due on 1st May, & \$625 due 1st June 2017

TOTAL COURSE FEES DUE BY THE STUDENT \$ _____

AMOUNT BEING PAID: \$ _____ (please tick one option above) BALANCE OWING: \$ _____

By signing this payment form you agree to make payment inline 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.

Student'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.

3rd party payment authority

If you are not the person responsible for payment of fees, the payer must complete the following and be in agreement to this form.

Payer Signature: _____ Printed Name: _____ Date: / /

Address: _____

Phone #: _____ Email: _____

Gem-Ed Enrolment Form – Diploma of Diamond Technology: DT001

Refund of Fees

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 Gem-Ed Committee.

Refunds will be issued according to the following specifications:

- All refund requests must be made in writing using the “Gem-Ed Course Withdrawal Form” by the student 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 is entitled to a refund of the course materials fee of \$500, provided all course materials in the students possession are returned to the local teaching centre of the GAA in their original unopened condition. All further monies, less the administration fee, paid by the student (representing amounts paid towards tuition fees) to be refunded in full.
- 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 30th June 2017: The student is NOT entitled to a refund of the course materials fee of \$500. Students are liable for a minimum of \$700 in tuition fees after the first 3 weeks of course commencement with this amount being due on 1st May 2017. Refund requests made after the first 12 contact hours but before the 30th of June 2017, will only be eligible for a refund of any tuition fees paid in excess of the \$700 minimum.
- Students in Queensland attending classes in block sessions should note that conditions for refunds as listed in conditions 3 and 4 listed above apply only to the first 12 contact hours once the course commences, not three weeks.
- Students are liable for the balance of all outstanding fees after Friday 30th of June 2017 and are not eligible for a refund of any fees after this date.

Any application for a refund outside of these Terms and Conditions will be required to be presented in writing by the student 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 the above Terms and Conditions relating to refund of fees

Student Signature:

Date: / /

Printed Name:

Next of kin / emergency contact

Name:		Relationship to you:	
Address:			
		Postcode:	
Home phone:	()	Work:	()
Mobile:		Email:	

Gem-Ed Enrolment Form – Diploma of Diamond Technology: DT001

Previous qualifications (Please complete all sections)			
5. What is your highest COMPLETED school level (tick one box only)	<input type="checkbox"/> 12 - Year 12 or equivalent	<input type="checkbox"/> 09 - Year 09 or equivalent	
	<input type="checkbox"/> 11 - Year 11 or equivalent	<input type="checkbox"/> 02 - Never attended school	
	<input type="checkbox"/> 10 - Year 10 or equivalent		
6. In which YEAR did you complete that school level?			
7. Are you still attending secondary school?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
8. Have you SUCCESSFULLY completed any of the following qualifications?	<input type="checkbox"/> Yes – indicate below <input type="checkbox"/> No		
<i>If YES, please tick ANY applicable boxes (you may indicate more than one)</i>			
<input type="checkbox"/> 008 Bachelor Degree or Higher Degree	<input type="checkbox"/> 514 Certificate III (or Trade Certificate)		
<input type="checkbox"/> 410 Advanced Diploma or Associate Degree	<input type="checkbox"/> 521 Certificate II		
<input type="checkbox"/> 420 Diploma (or Associate Diploma)	<input type="checkbox"/> 524 Certificate I		
<input type="checkbox"/> 511 Certificate IV (or Advanced Cert/Technician)	<input type="checkbox"/> 990 Certificates other than these		
Please list any 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:

Employment	
Of the following categories, which BEST describes your current employment status? (tick one box only)	
<input type="checkbox"/> 01 Full-time employee	<input type="checkbox"/> 05 Employed – unpaid worker in a family business
<input type="checkbox"/> 02 Part-time employee	<input type="checkbox"/> 06 Unemployed – seeking full-time work
<input type="checkbox"/> 03 Self employed – not employing others	<input type="checkbox"/> 07 Unemployed – seeking part-time work
<input type="checkbox"/> 04 Employer	<input type="checkbox"/> 08 Not employed – not seeking employment

Reason for Study	
9. Of the following categories, which BEST describes your main reason for undertaking this course?	
<input type="checkbox"/> 01 To gain employment	<input type="checkbox"/> 06 It was a requirement of my job
<input type="checkbox"/> 02 To develop my existing business	<input type="checkbox"/> 07 I wanted extra skills for my existing job
<input type="checkbox"/> 03 To start my own business	<input type="checkbox"/> 08 To get into another course of study
<input type="checkbox"/> 04 To try for a different career	<input type="checkbox"/> 09 For personal interest or self-development
<input type="checkbox"/> 05 To get a better job or promotion	<input type="checkbox"/> 10 Other reasons – please give details

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General Information (Please complete all sections)	
10. Have you studied with Gem-Ed Australia before?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Current Gem Ed Student
11. In which country were you born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other, please specify: _____
12. 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>	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other, please specify: _____
13. How well do you speak English?	<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all
14. Are you of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, Aboriginal and Torres Strait Islander
15. 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)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Intellectual <input type="checkbox"/> Mental illness <input type="checkbox"/> Vision <input type="checkbox"/> Physical <input type="checkbox"/> Learning <input type="checkbox"/> Colour Blindness <input type="checkbox"/> Medical condition <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Other:
16. If you answered yes to question 15, please describe this condition and any action to be taken to ensure your safety and wellbeing and to optimise your learning AND/OR I would like to be contacted for a confidential discussion of my needs <input type="checkbox"/> Yes <input type="checkbox"/> No	
17. 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.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Market Research	
How did you hear about this course?	<input type="checkbox"/> Gem & Mineral Club
<input type="checkbox"/> Word of mouth	<input type="checkbox"/> Facebook
<input type="checkbox"/> Trade magazine (circle)	<input type="checkbox"/> Websearch or other website (Please List:)
Jeweller / Jewellery World / Jewellers Fair	
<input type="checkbox"/> Other magazine (PleaseList:)	<input type="checkbox"/> Other Please List:
<input type="checkbox"/> Trade Fair (circle) Sydney / Melbourne / Brisbane	

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Student Acceptance Agreement

In signing this Enrolment Form you agree:

1. That you have applied for enrolment in “Diploma of Diamond Technology: DT001” – THEORY MODULE ONLY, and if accepted, be liable for all course fees when due and payable.
2. That you understand that your course fees include a non-refundable administration fee of \$300.
3. That you understand in the case that minimum student numbers are not achieved for your class, that 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.
4. That the information provided on this form is true, correct and complete.
5. To provide Gem-Ed Australia with up to date and accurate contact details and notify them if they change, using the “Gem-Ed Change of Details Form”.
6. That you have been provided with appropriate and sufficient information to make an informed decision about your enrolment in this course.
7. 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, course materials and laboratory 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.
8. To make payments in line with your selection made under the payment details section on page 3 of this form.
9. That you understand that enrolment into your selected course will not be accepted until this enrolment form has been signed and received by GemEd, and the relevant deposit paid.
10. That you understand that if fees become overdue, training may be suspended or fees referred to a debt collection agency.
11. That you understand qualification testamurs and/or academic transcripts will not be issued until all fees have been paid.
12. That you have read and understood Gem Ed Australia’s Fees, Charges and Refund Policy.
13. That you have read and understood Gem-Ed Australia’s Privacy and Personal Information Policy and agree to its statements.
14. 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.
15. 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 address telephone numbers and 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: _____

If you are a student under 18 years of age:

Parent/Guardian Name: _____

Contact Details: _____

Signature: _____

Date: / /

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: info@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, or send by post to address above.