

# Gem-Ed Enrolment Form - DipDT

<b>Personal Details (Please complete all sections)</b>				
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, Locality or Town				
State / Territory		Postcode:		
Home phone:	( )	Work:	( )	
Mobile:		Email:		
Postal address: (if different from above)				
Flat / Unit details		Street or Lot Number		
Street Name				
Suburb, Locality or Town				
State / Territory		Postcode:		
<b>Employment Details (Please complete all sections)</b>				
Are you currently employed within the "Jewellery Industry"?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Employer's legal name:				
Your position:		Start date:	/ /	
Business address:				
			Postcode:	
Postal address: (if different from above)				
			Postcode:	
Phone:	( )	Fax:	( )	
Email:				
Website:				
Supervisor:		Position:		
Course:		Start date:	/ /	
<b>Who is responsible for paying fees?</b>				
This course is: Self-funded / Employer-funded / Funded by another 3 <sup>rd</sup> party – If so, please provide details:				

## Gem-Ed Enrolment Form - DipDT

### Course Details (Please complete all sections)

**Diploma of Diamond Technology : DT001** Total course fees: Member \$2,325 Non-Member \$2,850

(Theory Only) – NB: To be awarded the Diploma of Diamond Technology, the student must successfully complete BOTH the Diploma of Diamond Technology (theory) AND Practical Diamond Grading (prac)

Delivery Mode:  Face to Face

State of Delivery :  NSW  VIC  QLD  WA  SA  TAS  
Please tick

Are you a financial member or currently applying for Membership of the Gemmological Association of Australia?

YES  NO If YES, of which Division are you a member? \_\_\_\_\_

If NO, please consider applying for GAA membership to take advantage of member prices and access to publications and state events.

### 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 a course. *You will not be considered enrolled until the deposit has been received in full.* Your fees consist of a \$300 administration fee, \$700 course materials fee, with the balance of \$1,325 representing tuition fees. **NB: The administration fee of \$300 is non-refundable under any circumstances.**

All tuition fees are payable on or before the CENSUS date of Friday 23<sup>rd</sup> 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 1<sup>st</sup> May, & \$625 due 1<sup>st</sup> 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: \_\_\_\_\_

**Do you give GemEd Australia authority to hold your Credit Card details on file for future payment installments?**

YES! Please automatically deduct my fees in line with my selected payment option.  NO

## Gem-Ed Enrolment Form - DipDT

### 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:

1. All refund requests must be made in writing by the student and should be forwarded to the State Education Support Officer (ESO) and Federal Enrolment Officer (FEO).
2. The Administration fee of \$300 is non-refundable under any circumstances.
3. 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 \$700, provided all course materials in the students possession are returned to the local teaching centre of the GAA in their original unopened condition. Any further monies paid by the student above the initial \$1,000 deposit (representing amounts paid towards tuition fees) to be refunded in full.
4. 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 23<sup>rd</sup> June 2016: The student is **NOT** entitled to a refund of the course materials fee of \$700. 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 1<sup>st</sup> May 2017. Refund requests made after the first 12 contact hours but before the 23<sup>rd</sup> of June 2017, will only be eligible for a refund of any tuition fees paid in excess of the \$700 minimum.
6. Students are liable for the balance of all outstanding fees after Friday 23<sup>rd</sup> 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: \_\_\_\_\_

### 3<sup>rd</sup> party payment authority

**If the student is 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 - DipDT

Next of kin / emergency contact			
Name:		Relationship to you:	
Address:			
		Postcode:	
Home phone:	( )	Work:	( )
Mobile:		Email:	

Previous qualifications (Please complete all sections)			
1. What is your highest COMPLETED school level (tick one box only)	<input type="checkbox"/> 12 - Year 12 or equivalent <input type="checkbox"/> 10 - Year 10 or equivalent <input type="checkbox"/> 02 - Never attended school	<input type="checkbox"/> 11 - Year 11 or equivalent <input type="checkbox"/> 09 - Year 9 or equivalent	
2. In which YEAR did you complete that school level?			
3. Are you still attending secondary school?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
4. Have you SUCCESSFULLY completed any of the following qualifications?	<input type="checkbox"/> Yes – indicate below <input type="checkbox"/> No		
<i>If YES, then tick ANY applicable boxes (you may indicate more than one)</i>			
<input type="checkbox"/> 008 Bachelor Degree or Higher Degree <input type="checkbox"/> 420 Diploma (or Associate Diploma) <input type="checkbox"/> 521 Certificate II <input type="checkbox"/> 511 Certificate IV (or Advanced Cert/Technician)		<input type="checkbox"/> 410 Advanced Diploma or Associate Degree <input type="checkbox"/> 524 Certificate I <input type="checkbox"/> 514 Certificate III (or Trade Certificate) <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"/> 02 Part-time employee <input type="checkbox"/> 03 Self employed – not employing others <input type="checkbox"/> 04 Employer	<input type="checkbox"/> 05 Employed – unpaid worker in a family business <input type="checkbox"/> 06 Unemployed – seeking full-time work <input type="checkbox"/> 07 Unemployed – seeking part-time work <input type="checkbox"/> 08 Not employed – not seeking employment

Market Research	
How did you hear about this course?	
<input type="checkbox"/> Word of mouth <input type="checkbox"/> Trade magazine (circle) Jeweller / Jewellery World / Jewellers Fair	<input type="checkbox"/> Websearch or other website _____ <input type="checkbox"/> Other _____

## Gem-Ed Enrolment Form - DipDT

### Reason for Study

Of the following categories, which BEST describes your main reason for undertaking this course?

- |  |   |
|--|---|
| <input type="checkbox"/> 01 To get a job                     | <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 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                             |

### General Information (Please complete all sections)

5. Have you studied with Gem-Ed Australia before?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Current Gem Ed Student
6. In which country were you born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other, please specify: _____
7. 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: _____
8. 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
9. 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
10. 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:
11. If you answered yes to question 10, 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	
12. 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



# Gem-Ed Enrolment Form - DipDT

## Student Acceptance Agreement

In signing this Enrolment Form you agree:

- That you have applied for enrolment in “Diploma of Diamond Technology: DT001”, and if accepted, be liable for all course fees when due and payable.
- That you understand that 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.
- That the information provided on this form is true, correct and complete.
- To provide Gem-Ed Australia with up to date and accurate contact details and notify them if anything changes.
- That you have been provided with appropriate and sufficient information to make an informed decision about your enrolment in this course.
- 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.
- That you understand that your course fees include a non-refundable administration fee of \$300.
- To make payments in line with your selection made under the payment details section on page 2 of this form.
- 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.
- That you understand that if fees become overdue, training may be suspended or fees referred to a debt collection agency.
- That you understand qualification testamurs and/or academic transcripts will not be issued until all fees have been paid.
- That you have read and understood Gem Ed Australia’s Fees, Charges and Refund Policy.
- That you have read and understood Gem-Ed Australia’s Privacy and Personal Information Policy and agree to its statements.
- 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.
- 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.

## 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 the student is 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](mailto: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](mailto:learn@gem.org.au), or send by post to address above.