



## Gem-Ed Enrolment Form – Diploma in Gemmology: GEM001

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 <sup>rd</sup> party – If so, please provide details:

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**Course Details (Please complete all sections)**

**Diploma in Gemmology (Year 1): GEM001** Total course fees: Member \$3,450 Non-Member \$3,950

Delivery Mode:  Face to Face  Intensive  Flexible  Blocks (QLD)  Evening (QLD)

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

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 ticked NO, 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 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 the course. *You will not be considered enrolled until the deposit has been received in full.* Your fees consist of a \$300 administration fee, \$250 for compulsory text books and \$220 laboratory fee, with the balance of \$2,680 representing tuition fees. **NB: The administration fee of \$300 is non-refundable under any circumstances.**

All students receive a copy of 3 texts: Gemmology by Peter Read, The Handbook of Gemmology by Geoffrey Dominy and The Practical Gem 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 31<sup>st</sup> of March 2017. All course fees are required to be paid IN FULL prior to mid year examinations (Intensive students prior to final examinations).

TOTAL COURSE FEES DUE BY THE STUDENT **\$ 3,450** Add \$500 if not a financial member

Payment options are as follows: (Please select one)

- Option 1 \$3,450 at time of enrolment
- Option 2 \$1,000 at time of enrolment - PLUS: \$2,450 one week prior to commencement of course
- Option 3 \$1,000 at time of enrolment - PLUS: \$600 due on 1st February, March, April & \$650 due 1<sup>st</sup> May 2017

AMOUNT BEING PAID TODAY: \$ \_\_\_\_\_ (please tick one option above) WITH 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.**

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**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 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 laboratory fee of \$220, plus the book fee of \$250 provided all texts in the students possession (excluding the Student Gem kit) 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.
- 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 31<sup>st</sup> March 2017: The student is NOT entitled to a refund of the laboratory fee of \$220, or the book fee of \$250 regardless of the condition of the texts. Students are 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 31<sup>st</sup> of March 2017. Refund requests made after the first 12 contact hours but before the 31<sup>st</sup> of March 2017, 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 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 31<sup>st</sup> of March 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 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 in Gemmology: GEM001

### GEMMOLOGICAL INSTRUMENTS – Gem1 Gem Kit

It is a requirement that all students must possess a minimum number of gemmological tools 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 Loupe), Tweezers (locking, medium point), Dichroscope, Chelsea Colour Filter, and Spectroscope.**

Please note: The digital guage is no longer a requirement for the Gem 1 Gem Kit.

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

**Member price \$360 \*10% Discount off Non Member price / Non-Member price \$400**

YES! I would like to purchase a complete Gemmology Student Gem Kit

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

Students will be invoiced separately for their gemmological tools.

The tools will not be sent to the student until payment has been finalised.

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)

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

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

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

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

I would like to organise my own and purchase elsewhere    OR

I have my own gemmological tools already

### Next of kin / emergency contact (compulsory)

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

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<b>Previous qualifications (Please complete all sections)</b>			
1. 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		
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, 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:

<b>Employment</b>
5. 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

<b>Reason for Study</b>
6. 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)	
7. Have you studied with Gem-Ed Australia before?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Current Gem-Ed Australia Student
8. In which country were you born?	<input type="checkbox"/> Australia <input type="checkbox"/> 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>	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other, please specify: _____
10. 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
11. 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
12. 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:
13. 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	
14. 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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**Victorian Student Number (Victorian students Only)**

15. A Victorian Student Number (VSN) is allocated to all school and VET students up to 24 years of age upon their first enrolment in a Victorian school from 2009 or their first enrolment in a VET training provider from 2011.

Enter your Victorian Student Number \_\_\_\_\_

If you have not provided a VSN, is this because:

I am new to the Victorian Education System. I have never attended a school, TAFE or other VET training provider in Victoria.

This is not applicable to me

I don't know or don't have my VSN

**Workplace Health and Safety observation:**

Please complete the following by observing the picture and identifying hazardous activities for Occupational Health and Safety / Literacy language and Numeracy Evaluation purposes.

Circle images and List only 10 office hazards you can identify in this scene *(there are more than 10 in the picture)*



1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

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**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 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, 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.
8. To make payments in line with your selection made under the payment details section on page 2 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 Gem-Ed Australia, 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 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.