


Gem-Ed Enrolment Form – Diploma in Gemmology: GEM001

Student Details				
Family Name:		Title:	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:

Emergency contact				
Name:		Relationship to you:		
Address:				
			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>* Note: This course uses scientific principles and technical language.</p>				
How do you rate your skills?				
English proficiency, both spoken and written				
<input type="checkbox"/> Excellent	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Poor
Numeracy (i.e. do you feel comfortable using a calculator?)				
<input type="checkbox"/> Excellent	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Poor
Computer skills (i.e. can you use Microsoft Word and send emails with attachments?)				
<input type="checkbox"/> Excellent	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Poor

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Course Details																	
You are enrolling in: Diploma in Gemmology (Year 1): GEM001 - 2018																	
Total course fees:	Non-Member \$3,950 Member \$3,450 * members are eligible for a discount of \$500																
Delivery Mode:	<input type="checkbox"/> Face to Face <input type="checkbox"/> Intensive <input type="checkbox"/> Flexible <input type="checkbox"/> Blocks (QLD) <input type="checkbox"/> Evening (QLD)																
State of Delivery : <i>Please tick</i>	<input type="checkbox"/> NSW <input type="checkbox"/> VIC <input type="checkbox"/> QLD <input type="checkbox"/> WA <input type="checkbox"/> SA <input type="checkbox"/> TAS																
<p>Are you a financial member of the Gemmological Association of Australia for the year of the course you are enrolling in?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO If YES, of which Division are you a member? _____ If NO, would you like to become a member? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>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 do not 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 publications and state events.</p>																	
Payment Authority Who is responsible for paying fees?																	
<p>This course is:</p> <p><input type="checkbox"/> Self-funded - <i>Go to Payment Details, page 3</i></p> <p style="text-align: center;">OR</p> <p><input type="checkbox"/> Employer-funded - Name of Employer:</p> <p><input type="checkbox"/> Funded by another 3rd party - If so, please provide details:</p> <p style="padding-left: 100px;">Name of individual:</p> <p style="padding-left: 100px;">Relationship to you:</p> <p>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.</p> <p>Name on invoice (Business or individual):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Phone:</td> <td style="width: 40%;">()</td> <td style="width: 15%;">Fax:</td> <td style="width: 30%;">()</td> </tr> <tr> <td>Email:</td> <td colspan="3"></td> </tr> <tr> <td>Street address:</td> <td colspan="3"></td> </tr> <tr> <td>Suburb or town</td> <td></td> <td>State / Territory</td> <td>Postcode:</td> </tr> </table> <p>Printed Name: _____ Date : / /</p> <p>Payer Signature: _____</p> <div style="text-align: right; margin-top: 20px;">  </div>		Phone:	()	Fax:	()	Email:				Street address:				Suburb or town		State / Territory	Postcode:
Phone:	()	Fax:	()														
Email:																	
Street address:																	
Suburb or town		State / Territory	Postcode:														

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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, \$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 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 30th of March 2018**. 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 \$ _____

PLUS

(B) TOTAL COURSE FEES DUE FOR THIS COURSE **\$ 3,450** Add \$500 if not a financial member

Payment options for course fees 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 1st May 2018

(C) AMOUNT BEING PAID TODAY (A) + (B) : \$ _____ (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.

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.

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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 for 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 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 or payer 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 30th March 2018: The student or payer 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. 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 30th of March 2018. Refund requests made after the first 12 contact hours but before the 30th of March 2018, 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.
- The payer is liable for the balance of all outstanding fees after Friday 30th of March 2018 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 the above Terms and Conditions relating to refund of fees

Payer's Signature:



Date: / /

Printed Name:

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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 Loupe), Tweezers (locking, medium point), Dichroscope, Chelsea Colour Filter, 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 \$350* *Incl GST* * a saving of \$87.50

Member price \$315 * *Incl GST*

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

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

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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"/> 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. 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		
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:

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

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



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General Information (Please complete all sections)	
6. Are you currently employed within the “Jewellery Industry”?	<input type="checkbox"/> Yes - Name of Employer: <input type="checkbox"/> No
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. 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
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)	<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:
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 <input type="checkbox"/> Yes <input type="checkbox"/> 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.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Market Research How did you hear about this course?	
<input type="checkbox"/> From my employer	<input type="checkbox"/> Gem & Mineral Club
<input type="checkbox"/> Word of mouth	<input type="checkbox"/> Facebook
<input type="checkbox"/> Trade magazine (circle) Jeweller / Jewellery World / Jewellers Fair	<input type="checkbox"/> Web search or other website (Please List:)
<input type="checkbox"/> Other magazine (Please List:)	<input type="checkbox"/> Other Please List:
<input type="checkbox"/> 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 us 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.

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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 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.
4. That the information provided by you on this form is true, correct and complete.
5. 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”.
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 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
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.