



Gem-Ed Enrolment Form - PDG

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, 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:			
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:	/ /
Business address:					
				Postcode:	
Postal address: (if different from above)					
				Postcode:	
Phone:	()	Fax:	()		
Email:					
Website:					
Supervisor:			Position:		
Course:				Start date:	/ /
Who is responsible for paying fees?					
This course is: Self-funded / Employer-funded / Funded by another 3 rd party – If so, please provide details:					

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Course Details (Please complete all sections)

Practical Diamond Grading: Total course fees: Member \$2,325 Non-Member \$2,825

Delivery Mode: 5 Days 15 x Evenings / Part Time

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 deposit of \$1,000 at time of enrollment. 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 \$700 administration fee, with the balance representing tuition fees.

NB: The administration fee of \$700 is non-refundable under any circumstances.

TOTAL COURSE FEES DUE BY THE STUDENT \$ _____

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

The outstanding balance is required to be paid one week prior to commencement of your course

By signing this payment form you agree to make payment of your course fees, 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 payments?

YES! Please automatically deduct the balance of my fees 1 week prior to course commencement. NO

TRAVEL POLICY

In the event that the student needs to book flights and/or accommodation in order to participate in this course, it is strongly advised that the student purchases travel insurance, and book fares with full flexibility to change dates or receive a refund in the event that the course is cancelled due to insufficient student numbers, as no compensation for students out of pocket travel expenses will be given.

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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 \$700 is non-refundable under any circumstances.
3. Where an application to withdraw from the course is made prior to course commencement, the student forfeits the \$700 administration fee. Any monies paid in excess of the administration fee is refunded.
4. Where an application to withdraw from the course is made after course commencement, and within 8 hours of classes from commencement of the course, the student forfeits the \$700 administration fee. In addition Gem-Ed Australia will retain \$500 of the tuition fees, with the balance of tuition fees to be refunded to the student.
5. Request for refund after 8 hours of classes: no refund of course fees.
6. To maintain our high quality and keep the cost of tuition as low as possible, class sizes are strictly regulated. Should there not be sufficient numbers of students to run the Practical Diamond Grading course, Gem-Ed Australia reserves the right to cancel this course within 2 weeks of the advertised commencement date, and a full refund of monies paid will be provided.

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: _____

3rd 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: _____

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COMPULSORY - GEMMOLOGICAL INSTRUMENTS

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 (fine point), Digital Gauge, and Pencils (Red and Green)

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.

YES! I would like to purchase a complete Practical Diamond Grading Kit

*member price \$243 (non-member price \$270)
plus \$10.55 postage*

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

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



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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"/> 11 - Year 11 or equivalent
	<input type="checkbox"/> 10 - Year 10 or equivalent	<input type="checkbox"/> 09 - Year 9 or equivalent
	<input type="checkbox"/> 02 - Never attended school	
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	

If YES, then tick ANY applicable boxes (you may indicate more than one)

- | | |
|---|---|
| <input type="checkbox"/> 008 Bachelor Degree or Higher Degree | <input type="checkbox"/> 410 Advanced Diploma or Associate Degree |
| <input type="checkbox"/> 420 Diploma (or Associate Diploma) | <input type="checkbox"/> 524 Certificate I |
| <input type="checkbox"/> 521 Certificate II | <input type="checkbox"/> 514 Certificate III (or Trade Certificate) |
| <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

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)



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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

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

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Victorian Student Number (Victorian students only)

13. 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.

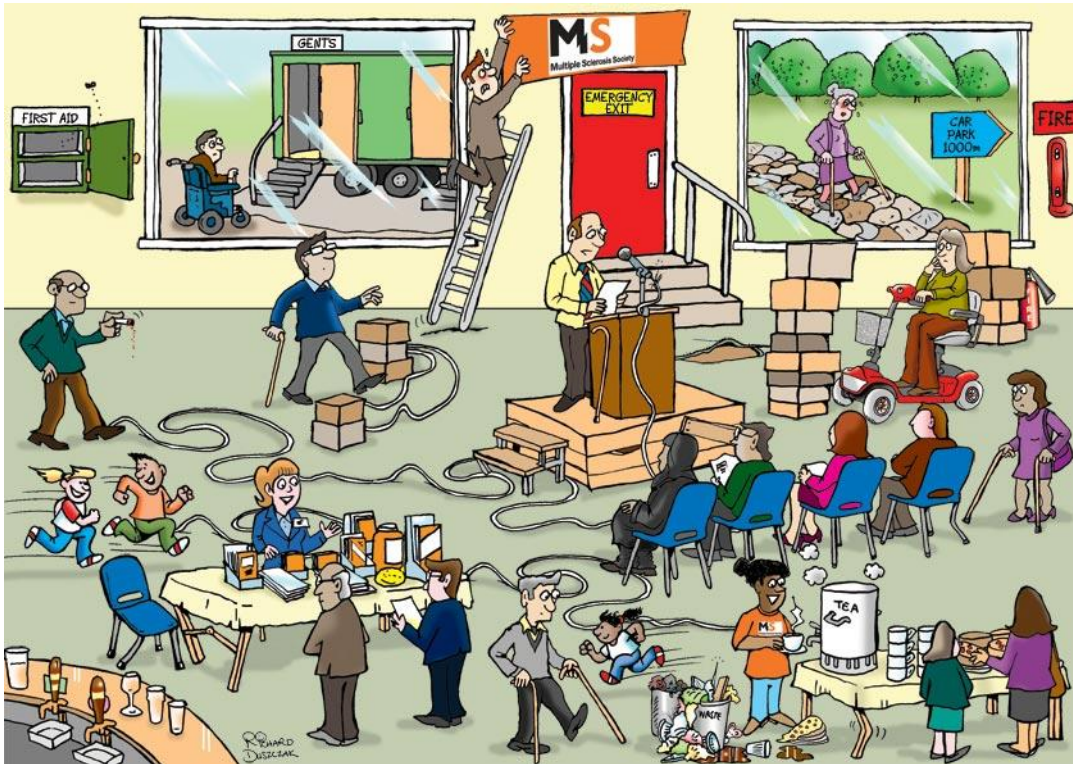
This is not applicable to me

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

WHS 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 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:

- That you have applied for enrolment in “Practical Diamond Grading”, 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 \$700.
- To finalise payment of course fees 1 week prior to commencement of course as per payment details 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

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.