Gem-Ed Enrolment Form - PDG

GAA
Gemmological Association of Australia

Personal Details (Please complete all sections)					
Family Name:		Title: Mr/Mrs/Miss/Ms/Dr		Date of birth:	/ /
Given Names:			Gender: ☐ Male ☐ 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"?		☐ Yes ☐ 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 3rd 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 ☐ 6 – 8 weeks on a Sunday ☐ 14 x Evenings / Part Time

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

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 Terns 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)	☐ 12 - Year 12 or equivalent ☐ 11 - Year 11 or equivalent ☐ 10 - Year 10 or equivalent ☐ 09 - Year 9 or equivalent ☐ 02 - Never attended school
2. In which YEAR did you complete that school level?	
3. Are you still attending secondary school?	☐ Yes ☐ No
4. Have you SUCCESSFULLY completed any of the following qualifications?	☐ Yes – indicate below ☐ No

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

☐ 008 Bachelor Degree or Higher Degree
☐ 410 Advanced Diploma or Associate Degree
☐ 420 Diploma (or Associate Diploma)
☐ 524 Certificate I
☐ 521 Certificate II
☐ 514 Certificate III (or Trade Certificate)
☐ 511 Certificate IV (or Advanced Cert/Technician)
☐ 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)

☐ 01 Full-time employee
☐ 05 Employed – unpaid worker in a family business
☐ 02 Part-time employee
☐ 06 Unemployed – seeking full-time work
☐ 03 Self employed – not employing others
☐ 07 Unemployed – seeking part-time work
☐ 04 Employer
☐ 08 Not employed – not seeking employment

Reason for Study

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

☐ 01 To get a job
☐ 06 It was a requirement of my job
☐ 02 To develop my existing business
☐ 07 I wanted extra skills for my job
☐ 03 To start my own business
☐ 08 To get into another course of study
☐ 04 To try for a different career
☐ 09 For personal interest or self-development
☐ 05 To get a better job or promotion
☐ 10 Other reasons

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General Information (Please complete all sections)		
5. Have you studied with Gem-Ed Australia before?		☐ Yes ☐ No ☐ Current Gem Ed Student
6. In which country were you born?	☐ Australia	☐ Other, please specify:_____
7. Do you speak a language other than English at home? ***If more than one language, indicate the one that is spoken most often.***		☐ No, English only ☐ Yes, other, please specify: _____
8. How well do you speak English?		☐ Very well ☐ Well ☐ Not well ☐ Not at all
9. Are you of Aboriginal or Torres Strait Islander origin?		☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐ 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)		☐ Yes ☐ No ☐ Hearing/deaf ☐ Intellectual ☐ Mental illness ☐ Vision ☐ Physical ☐ Learning ☐ Colour Blindness ☐ Medical condition ☐ Acquired brain impairment ☐ 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 ☐ Yes ☐ 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.	☐ Yes ☐ No

Market Research

How did you hear about this course?

☐ Word of mouth

☐ Trade magazine (circle)

Jeweller / Jewellery World / Jewellers Fair

☐ Trade Fair (circle) Sydney / Melbourne / Brisbane

☐ Websearch or other website _____

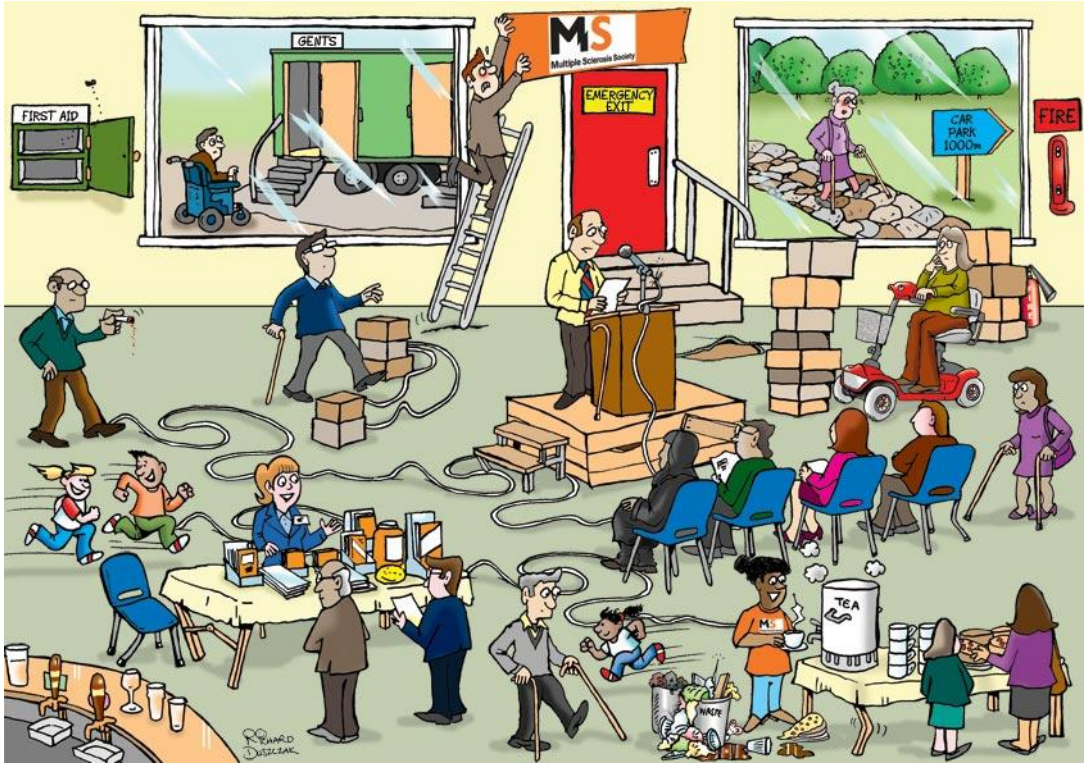
☐ Other _____

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.