| Personal Details | | | | | |
|---|---|---|---|---|---|
| Family Name: | | Title: | | Date of birth*: | |
| Given Names: | | Gender: Male ☐ Female ☐ Other ☐ | | | |
| Preferred Name (nickname): | | | | | |
| *Please note we are an adult education provider only. You must be 18 years or older at the commencement date of the course. | | | | | |

| Contact Details | | | | | |
|---|---|---|---|---|---|
| Home Address | | | | | |
| Suburb or Town | | State / Territory | | Postcode | |
| Home phone | | Work | | | |
| Mobile | | Email | | | |
| ***Please note that notification of Examination Results will be sent to the home address listed above unless an alternative postal address is provided here.*** | | | | | |
| Postal address: (if different to above) | | | | | |
| Suburb or Town | | State / Territory | | Postcode: | |

| Diploma Name |
|---|
| Should I be successful I wish my name to be inscribed on my Diploma/Certificate exactly as follows : |

| Emergency contact | | | | | |
|---|---|---|---|---|---|
| Name: | | Relationship to you: | | | |
| Address: | | | | | |
| Suburb or Town | | State / Territory | | Postcode: | |
| Home phone: | ( ) | Work: | ( ) | | |
| Mobile: | | Email: | | | |

## Employment

4. Of the following categories, which BEST describes your current employment status? (tick one box only)

- ☐ Full-time employee
- ☐ Part-time employee
- ☐ Self-employed – not employing others
- ☐ Employer
- ☐ Unemployed – seeking full-time work
- ☐ Unemployed – seeking part-time work
- ☐ Not employed – not seeking employment
- ☐ Retired

## Disability Support

Do you consider yourself to have a disability or long-term condition that could affect your ability to attend class and successfully complete this course? (E.g.: A learning disability, mental health condition, hearing loss, low vision, colour blindness, other medical condition.)

☐ Yes – please specify (see below for requirements)

☐ No

**If you answered Yes,** please briefly describe your condition in the space provided above and attach supporting documentation as required below. Include any recommendations that will optimize your learning experience and ensure your safety and well-being.

**If you answered No** but do have an ongoing condition that may affect your ability to complete your studies, please be aware we will be unable to make allowances or reasonable adjustments if it is disclosed later.

**If you answer No at the time of enrolment but then you or someone you are a Carer for experiences the sudden onset of an illness or injury it is important to contact your state Education Support Officer (ESO) or the Gem-Ed Administration Officer (GEAO) as soon as possible to discuss your situation.**

**Supporting documentation must be completed by a registered health professional in the field relating to the disability or health condition.**

- Must include information on your condition or a diagnosis
- Describe how your study may be affected by your condition/ situation
- Detail whether your condition is permanent, ongoing, or temporary (and if temporary, the likely timeframe for your recovery)
- Include a provider number and/or stamp
- Be dated and signed by the practitioner
- Be in English (or be translated by an accredited translator)

**Supporting documentation for a Learning disability**
Supporting documentation for a Learning Disability must be a current (written within the past three years) report from a psychologist or other qualified professional, trained in administering standardized tests and assessing learning disabilities and not from a General Practitioner.

Please note that as a not for profit, private training body the GAA is limited in our resources and thus our ability to provide support for any and all disabilities. Further, the inherent nature of our courses demands a certain level of physical and mental ability. If you are unsure and wish to discuss your individual situation, please contact the Gem-Ed Administration Officer (GEAO) on 0412 023 548 or 1300 436 338 or email on learn@gem.org.au

Please note that this information will be shared as appropriate with Gem-Ed teaching and Education support staff. Any information disclosed will be treated with respect and discretion.

Please sign to acknowledge you have read and understood the above Terms and Conditions relating to Disability Support.

| | |
|---|---|
| Student's Name | |
| Student's Signature | SIGN HERE |

Gemmological Association of Australia

## Course Details (Please complete relevant sections)

## You are re-enrolling in the Diploma in Gemmology (Year 2) GEM002 2026

**Full total course fees:** **Non-Member $6,120** **Member $5,620***

***Members are eligible for a $500 discount in tuition fees.

**Delivery Mode:**

☐ Face to Face (in house) ☐ Flexi

**State:**

☐ NSW

**Re-enrolment options**

☐ **Option 1** Student returning from a break in studies '**Deferment or Intermission'**

☐ **Option 2** Repeating Students – **Full Enrolment**

☐ **Option 3A** Repeating Students – **Partial**, **Theory only**

☐ **Option 3B** Repeating Students – **Partial**, **Practical only**

NB. Re-enrolment options are only available to Students returning from a break in their studies (Option 1). Repeating Gem 1 students who have failed both (Option 2) OR Theory (3A) OR Practical (3B) examinations.

**Please note the following regarding fees :**

**Option 1 :**

1. On re-enrolment, students are required to pay the administration fee relevant to the calendar year of re-enrolment. The administration fee paid in the previous year is non-refundable and will not be credited towards future enrolments. For **2026** the administration Fee is **$500**.
2. The textbook and laboratory fee may be waived in the instance of a student having paid this fee in full as part of their previous enrolment.
3. Where there has been an increase in tuition fees from the previous enrolment, on re-enrolment the student will be liable for the full amount of tuition fees relevant to the calendar year of re-enrolment and will not be re-enrolled at the previous fee level.
4. Any amount that the student has in credit with Gem-Ed Australia for the same course (see Point 6) shall be taken off the total course fee amount as quoted on this form and will appear on the tax invoice issued by accounts as a deduction.
5. It is the student's responsibility to maintain their own records of monies paid to Gem-Ed Australia. If there is any dispute over the amount of credit on a student's record the student should contact the accounts department and provide relevant proof.
6. Any monies that have been paid by a deferring student are strictly non-transferable between GAA or Gem-Ed courses and/or other individuals.

**Option 2 or 3A, 3B**:

1. A discounted administration fee of **$300** PLUS
2. Payment of the tuition fee as it has been set for the calendar year for the component they are enrolling in less 25% (for both) OR Theory only 30% of full rate OR Practical only 70% of full rate.
3. No payment will be required for compulsory textbooks or the laboratory fee

| Options | Member Price | Non-Member Price |
|---|---|---|
| Option 1 Returning | Tuition $4,820+Admin $500 = $5,320 | +$500 |
| Option 2 Repeating | Tuition $3,615+Admin $300 = $3,915 | +$500 |
| Option 3A Partial, Theory | Tuition Theory $1446.00+Admin $300 = $1,746.00 | +$500 |
| Option 3B Partial, Practical | Tuition Practical $3374.00+Admin $300 = $3,674.00 | +$500 |

## Membership

Are you a current financial member of the Gemmological Association of Australia and intend to continue your membership for the year relating to your course enrolment?

☐ Yes

*(Proof of membership will be required at the time of submission of this enrolment form otherwise you will be billed for your membership at the same time as your tuition fees)*

☐ No

☐ I would like to become a member. *Your enrolment details will be used to activate your membership request. Your membership fee for NSW is $220 plus $22 one off administration fee. The relevant total will be added to your invoice.*

**To receive the discounted tuition fees, you must become a member, otherwise you will be invoiced at the full non-member rate. (No retrospective discounts can apply).*

## Payment Authority Who is responsible for paying fees?

**This course is:**

| ☐ Self-funded: (Go to P5) | ***OR*** | ☐ Other Party (e.g. Employer, Company, parent, etc.) | |
|---|---|---|---|
| | | Full Name of Authorising Person: | |
| | | Relationship to you: (if not you) | |
| | | Name for invoice (business or individual): | |
| | | Address: | |
| | | Telephone: | |
| | | Email: | |
| Payer's name (Printed) | | | |
| Payer's Signature | | SIGN HERE | Date |

## Payment Process

Gem-Ed uses Xero for payments.

**An invoice will be raised on the acceptance and processing of your enrolment and membership applications. This will be emailed to the person responsible for payment. The invoice will include a link for secure payment using either bank transfer or credit card.**

## Payment Details :

Gem-Ed Australia requires a minimum deposit of $1,500 towards the cost of the course. Plus, Membership (if applicable), prior to the commencement of your course. ***This deposit must be PAID IN FULL to be considered enrolled in the course and to receive your texts or access to online forums and Moodle.***

**The course fees consist of :**

| | *Full Re-enrolment only* | *Partial Re-Enrolment only* |
|---|---|---|
| ***Administration Fee*** | ***$500**** | ***$300*** |
| ***Laboratory Fee*** | ***$300*** | ***$0*** |
| ***Tuition Fee*** | ***$5,320*** | ***Refer P4*** |
| ***Membership Fees (if applicable) Fees for NSW 2026 are $220*** | ***$*** | ***$*** |
| ***Less Membership discount $500 (if applicable)*** | ***-$*** | ***-$*** |
| ***TOTAL*** | | |
| ****NB Administration fee is non-refundable under any circumstances.*** | | |

The CENSUS date for In-house & Flexi mode is 24th April, 2026

Course fees must be paid in full prior to mid-year examinations.

## Payment Options for :

Option 1 Full re-enrolment (after deferral or intermission)

Option 2 Full re-enrolment (repeating)

| | | |
|---|---|---|
| ☐ Payment Option 1 | In full, plus membership (if applicable), at time of enrolment. | |
| ☐ Payment Option 2 | $1,500 plus membership (if applicable) on enrolment PLUS remaining balance one week prior to course commencement. | |
| ☐ Payment Option 3*<br>*(For repeating students balance is split into 3 amounts payable on 1st Feb, March, April) | NON-MEMBER<br>$1,500 on enrolment plus $1,540 on 1st February, $1,540 on 1st March and $1,540 on 1st April. | MEMBER<br>$1,500 plus membership fee on enrolment<br>PLUS $1,540 on 1st February, $1,540 on 1st March and $1040 on 1st April |

☐ Option 3A Partial re-enrolment **Theory only**: full payment on enrolment

☐ Option 3B Partial re-enrolment **Practical only:** $1500 on enrolment
balance is split into 3 amounts payable on 1st Feb, March, April

By signing this form, you agree to make the payments in line with the selected option. You understand that if fees become overdue, the student's tuition, including attendance in class and access to online forums and to Moodle, may be suspended and outstanding debts may be referred to a debt collection agency. Further, if the fees are not paid in full by end of April at the latest, the student will not be eligible to sit exams or other assessments, or receive results, until all outstanding amounts are paid.

**Please refer to the detailed Terms and Conditions for Enrolment, Payment of Fees and for Refund of Fees on page 7 of this document before signing.**

The person responsible for fees as nominated on P4, must sign here.

Payer's Signature_____Date_____

## Gemmological Instruments – Gem 2 Digital Gauge & RI Fluid (1.81)

It is a requirement that all students possess a minimum number of Gemmological instruments to use in the **Practical Laboratory Classes**. These items must be brought to each class for the student's personal use.

The items required are:

- Gem Cleaning Cloth
- Triplet Hand Lens/Loupe 10x
- Gem Tweezers
- Calcite Dichroscope
- Diffraction Grating Spectroscope

The following items are optional for Gem 2, 2025 but are highly recommended. These can be purchased from the GAA shop.

- Pencil Torch Full Spectrum
- LW UV Torch (Convoy)
- 3 Way Torch (White Light, Yellow Light, UV)
- Neodymium Magnet

**In Gem 2 the student must also have a Digital Gem Gauge and RI Fluid (1.81)**

If you choose to purchase the Digital Gauge &/or RI Fluid from the GAA the price is:

| Non-Member | Member* | Plus Postage if applicable** |
|---|---|---|
| **$142.00 & $198.00 Total $340.00** | **$127.80 & $178.20 Total $306.00** | ☐ **$25.00** tick here if you wish to pay postage to receive the Digital Gauge &/or RI Fluid before classes commence |

*GAA Members receive 10% discount on all items purchased from the GAA shop

☐ Yes, I would like to purchase the Digital Gem Gauge ☐ Yes, I would like to purchase the RI Fluid

**For **in house students** the Gauges & RI Fluid are normally sent to your State Education Support Officer and will be handed out on commencement of classes. *However, if you wish to receive the Gauge and/or RI Fluid prior to class commencement you can opt to pay for individual postage of $25.*

**For **Flexi students** you must pay the additional postage. Once payment has been received the Gauge & RI Fluid will be mailed out to your nominated **postal** address.

******Once the gauge & RI Fluid has been received no returns or refund requests will be accepted.* (Except where deemed to be faulty under Australian Consumer Law)***

**Gem-Ed uses Xero for accounting and payment.**

**An invoice will be raised for the Digital Gauge & RI Fluid plus postage (if applicable) and emailed with a link for credit card payment or details for a direct bank deposit.**

| **Postal address (if different from home address)** | | | | | |
|---|---|---|---|---|---|
| Postal Address | | | | | |
| Suburb or Town | | State / Territory | | Postcode | |
| Mobile (for postal tracking) | | Email | | | |

GAA
Gemmological Association of Australia

## Terms and Conditions for Enrolment, Payment of Fees and for Deferrals or Refund of Fees (Please read and sign below)

**The policy below relates to enrolment and attendance in class:**

Attendance of any class requires that the student be formally enrolled.

Enrolment is completed and the student is formally enrolled only when the student, or payer, has paid at least $1,500 plus the membership fee if applicable, and the funds have been received by Gem-Ed.
There can be no attendance at any class or tuition until this is done.

**The policy below relates to payment of course fees:**

By signing this form, you (the payer) agree to make the payments in line with the selected option and understand that if fees become overdue the student's tuition and assessment (including access to Moodle, attendance at face-to-face and online classes and forums, and examinations) may be suspended, and outstanding debts may be referred to a debt collection agency.

Further, the student will be ineligible to sit exams or receive results until all outstanding amounts are paid. Please note that any detrimental effect on the student's learning and assessment as a result of any or all of these measures will not constitute grounds for special consideration or any type of appeal.

If you are uncertain whether you can ensure that payments are made in line with your chosen option, please contact the Gem-Ed Admin officer on 0412 023 548 or 1300 436 338 or by email on learn@gem.org.au to discuss the matter.

**The policy below relates to a student withdrawing from a course and requesting a refund:**
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:

1. 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 Gem-Ed Administration Officer (GEAO) at learn@gem.org.au
2. The administration fee of $500 is non-refundable under any circumstances.
3. Where an application to withdraw from the course is made before 31st March 2026, the student or payer is entitled to a full refund of all monies paid, less the non-refundable administration fee.
4. Where an application to withdraw from the course is made AFTER 31st March 2026 but before the CENSUS date, the student or payer is liable for a minimum of $2,000 in tuition fees and is NOT entitled to a refund of the laboratory fee of $300, or Admin fee of $500/$300. i.e The student or payor is liable for a total of $2,800.
5. Refund requests made after the 31st of March 2026, but before the CENSUS date for the mode the student is enrolled in will only be eligible for a refund of any tuition fees paid in excess of the $2,500 minimum.
   a. Census date for In-House and Flexi is 24th April 2026
   b. Census date for Intensive Gem 2 is 17th July 2026
6. The payer is liable for the balance of all outstanding fees after the census date for the mode the student is enrolled in and is not eligible for a refund of any portion of the fees after this date.
7. Course fees that are ineligible for refund cannot be used as a credit towards any other course offered by Gem-Ed.

**The policy below relates to a student wishing to defer their studies;**

1. Prior to the census date the above rules apply to any credit to be applied for a deferring student.
2. After census date the amount of money to be held in credit depends on the date at which the student requests to defer.
3. After the census date the following reduction in credit of tuition fees will apply; May 37.5%, June 50%, July 62.5%, August 75%, September 87.5%, October 100%

Any application for a refund outside of these Terms and Conditions must be presented in writing to the committee of Gem-Ed Australia for consideration. While Gem-Ed Australia will endeavor to consider any request as promptly as possible, considerations are subject to the meeting schedule of Gem-Ed Australia. Please allow up to an 8-week hiatus between the time of the initial request, and a reply from Gem-Ed Australia.

Please sign to acknowledge you have read and understood the above Terms and Conditions relating to enrolment, payment of fees and fee refunds.

| | |
|---|---|
| Payer's Name | |
| Payer's Signature | SIGN HERE |

## Student Acceptance Agreement

**In signing this Enrolment Form you agree:**

1. That you have applied for enrolment in : Diploma in Gemmology (Year 2): GEM002, and if accepted, will be liable for all course fees when due and payable.
2. That you have committed to participate in a course that requires a minimum recommended 12 hours of study per week, including private revision and class tuition.
3. That you understand that your course fees include a non-refundable administration fee of $500.
4. 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.
5. That the information provided by you on this form is true, correct, and complete.
6. 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'.
7. That you have been provided with appropriate and sufficient information to make an informed decision about your enrolment in the course.
8. 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.
9. To make payments in line with the selection made under the payment details section on page 4 of this form.
10. 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.
11. That you understand that if fees become overdue, training and access to Moodle may be suspended, or unpaid fees may be referred to a debt collection agency.
12. That you understand qualification testamurs and/or academic transcripts will not be issued until all fees have been paid.
13. That you have read and understood Gem-Ed Australia's Fees, Charges and Refund Policy.
14. That you have read and understood Gem-Ed Australia's Privacy and Personal Information Policy and agree to its' statements.
15. To be bound by Gem-Ed Australia's Student Code of Conduct and the GAA Code of Ethics as outlined on (P8&9), 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.
16. 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.***
17. There may be timetable changes and/or other restrictions mandated by the respective state governments, in response to COVID or other evolving contagious health risks, and that you will comply, along with all other students and GAA staff, as required.

## 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.

**The Australian Gemmologist** will from time to time publish images and exam results of current and graduating students. By signing this form you agree to the publication of your image and exam results. If you wish to opt out of your name and/or results being published you can opt out here: ☐ I do NOT wish for my ☐ image ☐ name ☐ results to be published by the Australian Gemmologist Magazine.

**Sign here to opt out:**

Student Name: Date:

Student Signature: SIGN HERE

**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 436 338 or 0412 023 548
Please return this completed enrolment form to the: Gem Ed Administration Officer by email: learn@gem.org.au

## Attachment 1

### 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, victimize, 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 Gem-Ed Australia 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. Gem-Ed Australia permits Teachers the right to eject you from class for such behaviour.
- Turn off mobile phones during classes.
- Complete all assessment tasks, learning activities and assignments honestly and without plagiarism.
- Hand in all assessment tasks, workbooks, 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 time frames.

**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, victimized, or discriminated against on any basis.
- Learn in a supportive environment which is free from harassment, discrimination, and victimization.
- Learn in a healthy and safe environment where the risks to personal health and safety are managed and minimized.
- 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.

## Attachment 2

### GAA Code of Ethics and Conduct

1. The Code of Ethics and Conduct shall apply to all Fellows and State Association members of the Gemmological Association of Australia.

2. The ethics and conduct of Fellows and State Association members is to be such as to uphold the reputation of the GAA. Their responsibility to the consumers is to be of paramount importance.

3. No state association member is to conduct themself in a manner that creates disharmony or is detrimental to the reputation of the GAA, its State Associations, sub-committees, officers or members of the State Divisions.

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.

5. Fellows and State Association members shall endeavour to explain fully, to members of the public, consumers 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).

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.

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 their 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.

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.

9. Failure to abide by the Code will lead to loss of membership of GAA, and for Fellows, loss of Fellowship, and in the event of continued non-compliance, will lead to legal action.

Bylaws of the Federal Council, Appendix B September 2025