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
Contact number		Email	
Postal address (if different to above)			
Suburb or Town		State / Territory	Postcode

Emergency contact

Name		Relationship to you	
Address			
Suburb or Town		State/	Postcode
Contact number		Email	

Literacy and Numeracy

Although there are no formal 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.

Based on the information supplied on 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.***

How do you rate your skills?

English proficiency (both spoken & written)

☐ Excellent	☐ Very Good	☐ Good	☐ Poor

Numeracy (do you feel comfortable using a calculator)

☐ Excellent	☐ Very Good	☐ Good	☐ Poor

Computer skills (can you use Microsoft word and send emails with attachments?)

☐ Excellent	☐ Very Good	☐ Good	☐ Poor

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 09 or equivalent ☐ 02 - Never attended school
2. In which YEAR did you complete that school level?		
3. Have you SUCCESSFULLY completed – or are CURRENTLY STUDYING - any of the qualifications listed below?	☐ Yes, completed - indicate below ☐ Yes, currently studying – indicate below ☐ No	

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

- ☐ 008 Bachelor's Degree or Higher Degree
- ☐ 514 Certificate III (or Trade Certificate)
- ☐ 410 Advanced Diploma or Associate Degree
- ☐ 521 Certificate II
- ☐ 420 Diploma (or Associate Diploma)
- ☐ 524 Certificate I
- ☐ 511 Certificate IV (or Advanced Cert/Technician)
- ☐ 990 Certificates other than these

Note: The GAA is not an RTO (Registered Training Organisation). The Diploma in Gemmology is an industry recognised course and is accredited by the GAA, not by any Government Department or other organisation.

Further details
If you ticked any of the boxes above, please list the qualifications you have completed, the year of completion and the country and institute in which it was completed.

If you indicated in question 3 that you are currently studying, will your qualification be completed before you begin studies with The Gemmological Association of Australia? Yes ☐ No ☐

If you ticked NO, that is, you are also studying to complete another course or courses, please be aware that a minimum of 12 hours study per week is recommended for Gemmology 1. What additional time (including class contact hours and private study) do you anticipate will be needed for all the other courses you are studying?

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

Reason for Study

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

- ☐ It is a requirement of my job
- ☐ I wanted extra skills for my existing job
- ☐ To start or develop my own business
- ☐ To gain employment / change career
- ☐ To get a better job or promotion
- ☐ I want to be a Valuer and need Gemmology
- ☐ For personal interest or self-development
- ☐ Other reasons – please give details

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

Course Details

You are enrolling in Diploma in Gemmology (Year 1) GEM001 2027

Total course fees: Non-Member $5,900.00 Member $5,400.00*

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

Delivery Mode:

☐ Face to Face (in house) ☐ Flexi

State:

☐ VIC

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 (Please state which Division) _____

(proof of membership will be required at the time of submission of this enrolment form)

☐ No

☐ I would like to become a member. *Your enrolment details will be used to activate your membership request. Your membership fee for **VIC** is **$270** plus **$40** one off administration fee. The total of **$310** 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). Membership fees are paid annually and are non refundable.*

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 Details

Gem-Ed Australia requires a minimum deposit of $1,500 towards the cost of the course, consisting of Admin Fee, Lab Fee, Textbook Fee and $500 towards tuition fees. 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:

Administration Fee	***$500.00****
Laboratory Fee	***$300.00***
Textbooks	***$200.00****
Tuition Fee	***$4,900.00***
Membership Fees (if applicable) NB. varies per state refer attached sheet	***$***
Less Membership discount $500 (if applicable)	***-$***
TOTAL	
****NB Administration fee is non-refundable under any circumstances.***	

**All students receive a copy of two compulsory texts: Gemmology by Peter Read and the Practical Gemmology Handbook (Gem A), in addition to the GAA notes. Should these texts become unavailable, or if the student notifies Gem-Ed that they already own these texts, a reduction in the book fee will be made.

Once textbooks have been received no returns or refund requests will be accepted.

I already own	☐ Gemmology by Peter Read	☐ Gem A Handbook

The CENSUS date for In-house & Flexi mode is 30th April 2027.
Course fees must be paid in full by the Census date.

Payment Options

☐ Option 1	In full, plus membership (if applicable), at time of enrolment.	
☐ Option 2	$1,500 plus membership (if applicable) on enrolment PLUS remaining balance one week prior to course commencement.	
☐ Option 3	NON-MEMBER $1,500 on enrolment PLUS $1,500 on 1st February, $1,500 on 1st March, $1,400 on 1st April.	MEMBER $1,500 plus membership fee on enrolment PLUS $1,500 on 1st February, $1,500 on 1st March, $900 on 1st 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 6 of this document before signing.

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

Payer's Signature_____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.

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 31 March 2027 (17 March for Intensive), the student or payer is entitled to a full refund of all monies paid, less the non-refundable administration fee of $500.
4. Please note: the book fee of $200 is non-refundable once the books have been received by the student.
5. Where an application to withdraw from the course is made AFTER 31 March 2027 (17 March for Intensive) 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, book fee of $200 or Admin fee of $500. i.e The student or payor is liable for a total of $3,000.
6. Refund requests made after the 31st of March 2027, 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 $2,000 minimum.
   a. Census date for In-House and Flexi is Friday 30 April 2027.
   b. Census date for Intensive Gem 1 is Sunday 11 April 2027.
   c. Census date for Queensland block mode is Tuesday 2 March 2027.
7. 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.
8. 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 or credit 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

Gemmological Instruments – Gem 1 Tool Kit

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	Pencil Torch Full Spectrum
Triplet Hand Lens/Loupe 10x	LWUV Torch (Convoy)
Gem Tweezers	3 Way Torch (White Light, Yellow Light, UV)
Calcite Dichroscope	Neodymium Magnet
Diffraction Grating Spectroscope	SWUV Torch Kit

These can be purchased individually, or as a kit* which comes in a GAA branded wallet.
You can obtain these tools elsewhere if you wish.

If you choose to purchase the kit from the GAA the price is:

Non-Member	Member	Plus Postage if applicable**
$564.00	**$507.60**	**$25.00** ☐ tick here if you wish to pay postage to receive kit & books before classes commence***

*Save 20% off the RRP price when purchasing as a kit
GAA Members receive 10% discount on all items purchased from the GAA shop

☐ Yes, I would like to purchase a Diploma Student Gemmology Kit
☐ No, I already have these instruments, or I would like to organise to purchase them myself elsewhere.

For **in house students the kits are normally sent to your State Education Support Officer (ESO) and will be handed out on commencement of classes. *However, if you wish to receive the books and kit 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 kit, together with your textbooks (Gem-A Practical Handbook & Peter Read 'Gemmology') will be mailed out to your nominated **postal** address.

******Once kits and textbooks have been received no returns or refund requests will be accepted.***
Except where mandated by Australian Consumer Law

Gem-Ed uses Xero for accounting and payment.

An invoice will be raised for the kit plus postage (if applicable) and emailed with a link for secure payment.

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

Market Research: We would appreciate some feedback on how you heard about our course.
Tick all boxes that apply.

☐ From my employer	☐ Trade Magazine (name)
☐ Word of mouth	☐ Gem or Lapidary Club (name)
☐ Google Search	☐ Attended short/Intro course with GAA
☐ Facebook	☐ Other (please specify)
Any additional comment:	

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, 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 scheduled classes and tuition timetables may be subject to change.
4. That you understand that additional revision classes are not included and are offered at the teaching centre's discretion.
5. That additional classes and/or resources may come at a cost.
6. That you understand that your course fees include a non-refundable administration fee of $500.
7. That you understand that in the event that minimum student numbers are not achieved for your class, it may be cancelled. Alternate mode(s) of delivery may be proposed.
8. 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.
9. That the information provided by you on this form is true, correct and complete.
10. 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".
11. That you have been provided with appropriate and sufficient information to make an informed decision about your enrolment in the course.
12. 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.
13. To make payments in line with the selection made under the payment details section on page 5 of this form.
14. 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.
15. That you understand that if fees become overdue, training and access to Moodle (or any other similar system) may be suspended, or unpaid fees may be referred to a debt collection agency.
16. That you understand qualification testamurs and/or academic transcripts will not be issued until all fees have been paid.
17. That you have read and understood Gem-Ed Australia's Fees, Charges and Refund Policy.
18. That you have read and understood Gem-Ed Australia's Privacy and Personal Information Policy and agree to its statements.
19. To be bound by Gem-Ed Australia's Student Code of Conduct and the GAA Code of Ethics and Conduct as outlined on (P10), 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.
20. 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.***
21. 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.

Student Name Date

Printed Signature SIGN HERE

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 GAA's official journal, The Australian Gemmologist, will publish images, name, and exam grade (Pass, Credit, Distinction, or High Distinction), of current and graduating students, as well as Federal and State Award recipients, in the June issue of the journal each year, and from time to time in subsequent issues of the journal. By signing this form you agree to the publication of your image, name, and exam grade. If you wish to opt out of your image, name, and exam grade being published you can opt out here.

☐ I do NOT wish for my image, name, and exam grade to be published by The Australian Gemmologist.

Sign here to opt out:

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.
- Practice good time management - Gem-Ed does not and will not provide catch up lessons for lateness or missed classes.

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 equitably 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