

Enrolment Form

MEDICAL RECEPTION and TERMINOLOGY COURSE

Medical Reception &
Terminology,
Careers Workshop
5 Units of Competency

BSB31115 CERTIFICATE III in BUSINESS ADMINISTRATION (MEDICAL)

Full Qualification
\$2445.00 OR *\$1600.00

OR A **CONCESSIONAL OFFER** MAY BE MADE TO YOU IF SUBSIDISED

*Discount applies when Cert III booked before Short Course start date
Interest-Free Payment Plan Available

The Wesley Medical Reception Short Course is included in the full Qualification

STUDENT ENROLMENT FORM 2017

Select Training Option	Medical Reception Short Course <input type="checkbox"/>	CERTIFICATE III BUSINESS ADMIN (MEDICAL) Full Qualification <input type="checkbox"/>
Location / State		
CONCESSIONAL/FUNDED OFFER	\$ (an Offer will be sent to you if Concessions or Offers Apply)	
Location and Date of Short Course NOTE: The Short Course is part of the full Qualification therefore all students attend the short course	Refer to the Website for dates and locations of Short Course	
Student First Name/s		
Student Last Name	GENDER : M / F	
Please list any other names you have been known by		
Unique Student Identifier (USI) Number	You will need to obtain a USI from the www.usi.gov.au website. A USI is required by all students.	
Date of Birth (DD/MM/YYYY)		
Address (including Postcode)		
Postal Address (if different)		
Email Address		
Phone Number(s)	Landline:	Mobile:
Do you have a Disability or Impairment	YES/NO Please describe :	
Do you have a HCC or any other Concessions?		
Schooling	What is your highest completed school year: Year (ie 7-12) Year completed (eg 1972) :	
Previous Qualifications	What is the highest level of qualification you have previously achieved?	
In which country were you born		
Are you of Aboriginal or Torres Strait Islander origin?	YES/NO	
Do you speak a language other than English at home	YES/NO	
If YES, how well do you speak English?	Circle one Very well Well Not well Not at all	

Enrolment Form

STUDENT ENROLMENT FORM —Continued

Describe your current employment status

Full time	Part time
Self employed—No employees	Employer
Unemployed—Seeking full time work	Unemployed—Seeking part time work
Not employed—Not seeking work	

What is your reason for study?

To get a job	It was a requirement of my job
To develop my existing business	I want extra skills for my job
To start my own business	To get into another course of study
To try for a different career	For personal interest of self-development
To get a better job or promotion	Other

Where did you hear about Wesley?

Terms & Conditions

I have read and understood the Student Handbook. The latest copy of the Student Handbook is available from www.wesleytraining.edu.au under Student Services.

I have read and understood the Payment & Refund Policy. The Payment & Refund Policy is available at www.wesleytraining.edu.au under Student Services.

I have met the minimum requirements for entry into a qualification at Wesley. I have a year 10 or equivalent standard of English, basic computing skills and access to a computer and printer. Students who do not meet this requirement should contact the office for information on how to proceed. Students may need to undertake an assessment to assist Wesley Institute of Training to determine additional support requirements.

I have received advice of all fees and charges associated with my course. I will update Wesley Institute of Training with my contact details should these change during my course of study.

Where students are booked through the Australian Red Cross (for the CPR unit) they will be subject to their Terms and Conditions.

Queensland Certificate III Guarantee Program only

I confirm that I have not previously completed, nor am I currently enrolled in a Certificate III or higher level qualification.

I understand that on completion of a funded Certificate III qualification I will no longer be eligible for funding under the Certificate III Guarantee program.

I have been provided with the Certificate III Guarantee Fact Sheet available from <https://training.qld.gov.au/site/providers/Documents/funded/certificate3/c3g-factsheet-student.pdf>

I have provided evidence that I am a Queensland resident and if applicable evidence of my concession. I have attached copies of any previous qualifications I have achieved.

I understand that I am required to complete an online Employment Survey within 3 months of finishing my course.

QLD Traineeship Students Only

I understand that I must sign a Training Plan within 3 months of commencement of my traineeship

I have read and understand the Funded Students specific section of the Cancellation, Refund and Transfer Policy.

WA Traineeship Students Only

I understand that I must sign a Training Plan within 3 months of commencement of my traineeship.

I understand that the fee information I have been provided with is indicative and related to units completed in the current funding year. There may be a difference in the overall cost of funded training that happens over more than one funding year. The difference will be charged to me / my employer at the beginning of the new funding year.

I declare that all information provided in this enrolment form is correct to the best of my knowledge. I understand that providing incorrect information in this form could affect my enrolment.

Signed: _____ **Date:** _____

Print Name: _____