

D002/04 Application and Enrolment Information Sheet

Thank you for considering Norgrove Training as your training provider. Norgrove Training is a nationally recognised Registered Training Organisation (number 40128). To ensure that you have all the information you require to make the right study decision, it is important that you have received, considered and understood all the following information as part of your application:

<input type="checkbox"/> Course/Qualification details (available in our Qualification Brochures)	<input type="checkbox"/> Course Eligibility Requirements (discussed through your application process)
<input type="checkbox"/> Course Fees and Student Incidental Charges (available in our Qualification Brochures) – you will receive an individualised fee outline as part of your enrolment	<input type="checkbox"/> Government Subsidies Eligibility Requirements if relevant (discussed through your application process)
	<input type="checkbox"/> Traineeship Eligibility (where relevant)
<input type="checkbox"/> Your Course’s Learning & Assessment Strategies (available in our Qualification Brochures on our website)	<input type="checkbox"/> Unique Student Identifier (USI) information , including privacy of your details
<input type="checkbox"/> Credit Transfer services (available in the Student Handbook)	<input type="checkbox"/> Recognition of Prior Learning services (available in the Student Handbook)
<input type="checkbox"/> Our Privacy Policy and Procedure (available on our website) including reporting requirements to governments	<input type="checkbox"/> How to lodge a Complaint or Appeal (available on our website)
<input type="checkbox"/> How to give us Feedback on your experience at any stage (available on our website)	<input type="checkbox"/> Student Withdrawal, Deferment and Refunds Policy and Procedure (available on the website)
<input type="checkbox"/> Student Handbook – a summary of all policies that are important to our students (available on our website) and conditions of enrolment (<i>including Police Clearance checks and influenza immunisation</i>)	<input type="checkbox"/> Student Support services – both academic and non-academic (available on our website)
<input type="checkbox"/> I understand that I will be undertaking an assessment of my suitability for this course prior to any final enrolment offer (<i>subject to course applicability</i>)	<input type="checkbox"/> I understand that Norgrove Training is responsible for my training and issuing my certification documentation

We will check that you have received or have access to this information and that you understand it, as part of our application and enrolment activities. Be sure to fully complete your *Registration Form* so we may consider your application for enrolment promptly.

Please advise Norgrove Training staff if you would like any further information or assistance.