

# Enrolment Form



## 1. Trainee details (full legal name as it appears on your birth certificate or passport)

First name: Middle name: Surname:

Preferred name: Previous legal name/maiden name: Gender Date of birth: (DD/MM/YYYY)

Male Female / /

## 2. Contact and delivery details

Mobile: Work phone: Home phone:

Email: Preferred contact method:

Email	Mobile	Work	Home
Mail	Text	Any	

### Address – this is where your training resources and completion certificate will be sent to. This cannot be a PO Box.

Number: Street name: RD:

Suburb: City/town: Postcode:

## 3. Education details

I have a disability that may affect my learning English is my second language

## 4. Programme enrolment

Programme name: Programme code:

Course name: Course code:

## 5. Payment details

Total cost(s):	Who should be invoiced?			Invoice method	
	Employer	Trainee	Third party	Email	Mail

### Third party contact details (if applicable)

Third party name: Email address:

### Mailing address

Number: Street name: RD:

Suburb: City/town: Postcode:

## Payment details (continued)

### Payment Type:

Visa      Mastercard      RD 1 Card      Farmlands/CRT      Ruralco/ATS      Direct debit\*      Fees free

Cardholder's name:

RD1 Card number:

6 2 2 0

Credit Card/Farmlands/CRT number:

Farmlands shareholder number:

Ruralco/ATS number:

Expiry date:

Security number (CVV):

Card holder signature:

/

Employer Purchase Order, if required:

## 6. Signatures

**Privacy statement:** Information in this enrolment form is shared with government agencies and used for ITO business purposes as set out on the enrolment information sheet. Information from the Literacy and Numeracy Assessment for Adults online tool will only be disclosed and/or used to provide support to the Trainee and Employer where deemed necessary by Primary ITO. Primary ITO collects and stores

information from this form in accordance with the Privacy Act 1993 and the Education Act 1989.

**Fees:** The Employer and/or Trainee agree to pay any fees that will be charged as per the programme enrolment.

**Termination:** This Training Agreement will cease if Trainee or Apprentice status changes as set out on the enrolment information sheet.

### Trainee signature

I agree to participate in training or study as required, learn the skills to the best of my ability, and undertake assessment to meet the requirements of the programme.

I have read the privacy statement and understand that Primary ITO may give information about my progress to my Employer and/or other specified parties.

I have read the Enrolment information.

Signature:

Date: (DD/MM/YYYY)

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### Employer signature

I agree to allow the Trainee to attend training or to study as required, to provide training to the Trainee and allow the Trainee access to formal assessment.

I confirm that the workplace/site is compliant with the Health and Safety at Work Act.

I accept that Primary ITO does not expect staff to be at a workplace/site in which they feel unsafe and supports their right in that circumstance to stop, or refuse to carry out work at that premises.

Signature:

Date: (DD/MM/YYYY)

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### Terms & Conditions – Fees

Invoices for training fees will be issued to the person who has agreed to be invoiced for the training as recorded on the programme enrolment form. Invoices are due and payable 10 days from date of invoice. Non-payment of fees will result in unit standard credits not being reported to NZQA. Enrolments in further programmes may not be accepted and debt recovery action may be taken.

If you are sent a final reminder letter by us for an overdue account, and you do not pay the account owing within 7 days from the date of our letter, you agree to us passing your account on to our debt collection agency, and paying for any expenses, disbursements, legal, and collection costs incurred. You also agree that we can provide our debt collection agency with your personal information.

**Cancellations:** Primary ITO reserves the right to cancel programmes from offer. If a programme is cancelled, fees will be refunded in full or transferred to another programme.

**Withdrawals:** If you withdraw from a programme you may be eligible for a partial credit or fee refund, provided Primary ITO has received a written withdrawal request. If you withdraw during the first 60 days of your programme a refund will be made to the person who paid the invoice

as follows:

- within 30 days of enrolment 100% refund less \$50 administrative fee and cost of resources (if applicable),
- between 31 and 60 days of enrolment 50% refund less \$50 administrative fee and cost of resources (if applicable).

You can withdraw from your programme if your personal circumstances change. Please talk to your Training Adviser about your reasons. There may be a way we can help you continue or we can put your training on hold for a while.

**Transfers:** Your Training Adviser may recommend that you transfer from one programme to another. Fees may be transferred for an approved programme transfer.

**Refunds:** If you withdraw in the first 60 days of your programme a refund will be made to the person who paid the invoice: Within 30 days of invoice: 100%, less \$50 administrative fee and cost of resources (if applicable). Between 31 and 60 days from invoice: 50%, less \$50 administrative fee and cost of resources (if applicable). Over 60 days from date of invoice: no refund.

\*Additional direct debit form must be completed. Please note: \$50.00 administration fee applies.