



TRAINING COURSE ENROLMENT FORM

1.	Personal Details				
	Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Other _____
	Surname:				
	Given Name(s):				
2.	Contact Details				
	Mobile Phone:				
	Home Phone:				
	Work Phone:				
	Email Address:				
	Alternate Email Address (optional):				
	Postal Address:		Postcode:		
Course Details					
Course Title	Course Date/s	Course Fee	(✓) For Enrolment		
Key Word Sign		\$150			
Client Health & Wellbeing		\$80			
Mental Health First Aid – 2 day training course		\$250			
Support Me Support You		\$150			

Gecko Training Solutions refund process:

If a student wishes to cancel their enrolment the following table applies.

Period of notice given	Notice given is greater than 14 working days	Notice given is between 1 and 14 working days	No Notice given
Amount or % payable	\$50 administration fee	50% of the course fee	100% of the course fee
Amount or % refunded	Full course fee refunded	50% of the course fee	0% of the course fee

If a student commences a course but does not complete the course, the full course fee is payable.

- i. Where circumstances warrant, an agreement may be made with the Executive Officer of Gecko Training Solutions for a reduced fee to be paid.
- ii. The maximum time within which a refund can be claimed will be at the sole discretion of the Executive Officer of Gecko Training Solutions.

Students are entitled to full refunds when:

- The course does not commence on the agreed day
- The course is cancelled
- A student is not given a place due to maximum numbers being reached.

Where a student is entitled to a refund of fees under this policy, the refund will be paid within 5 working days of receiving a written request from the student and subsequent to all relevant details being supplied.

Signature:

Date:



PRIVACY STATEMENT & STUDENT DECLARATION

Privacy Statement & Student Declaration			
<p>Privacy Notice Under the Data Provision Requirements 2012, Gecko Training Solutions is required to collect personal information about you.</p> <p>Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Gecko Training Solutions for statistical, regulatory and research purposes. Gecko Training Solutions may disclose your personal information for these purposes to third parties, including:</p> <ul style="list-style-type: none"> Employer – if you are enrolled in training paid by your employer; Organisations conducting training surveys; and Researchers. <p>Personal information disclosed may be used or disclosed for the following purposes:</p> <ul style="list-style-type: none"> Issuing Certificates of Attendance; and facilitating statistics and research relating to education, including surveys; <p>You may receive a Gecko Training Solutions student survey which may be administered by Gecko Training Solutions employee. You may opt out of the survey at the time of being contacted.</p> <p>Gecko Training Solutions will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth).</p>			
<p>Student Declaration and Consent I declare that the information I have provided to the best of my knowledge is true and correct.</p> <p>I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.</p>			
Student Signature:		Date:	
Parent/ Guardian Signature (if applicable)		Date:	



PHOTOGRAPH CONSENT FORM

Name:

Organisation:

Job Role:

I understand that Gecko Training Solutions may use photographs of me to help promote their vision and meet their strategic and business objectives.

I permit Gecko Training Solutions to:

- Circulate the photographs to newspapers
- Use the photographs in any printed publications
- Reproduce the images on the Gecko Training Solutions website, Facebook or LinkedIn Pages

OR

- I do not permit Gecko Training Solutions to utilise photographs of me for any purpose.

Please note that websites can be viewed throughout the world, not just in Australia where Australian law applies.

Signature:

Date:
