



COURSE ENROLMENT FORM

The National Finance Institute

Phone 1300 765 400 Fax 07 3822 6003

Name in Full:
 (You must include your middle name if applicable):

Home Address:
 Post Code: D.O.B:

Mailing Address: As above, OR:

Contact Details: Home Ph: Bus Hrs Ph:
 Mobile Ph: Email:

Choose the course/s you wish to enrol in below, and tick your preferred mode of completion:

- Certificate IV in Financial Services (Finance / Mortgage Broking) - FNS40804 (Mortgage Consultant Qualifying Certificate)
- MCQC1 - 4.5 days full-time Face-to-Face Workshop - \$1,295
 Date and location - Course start date: City: (Syd, Melb, Bris, etc.)
- MCQC2 - Distance Education with course home study manual provided - \$795
- MCQC3 - Online e-Learning study (internet access only, no home study manual provided) - \$595
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- Diploma of Financial Services (Finance / Mortgage Broking Management) - FNS50504 (The FNS40804 Cert IV is a Pre-Requisite)
- DIPFS1 - 2 days full-time Face-to-Face Workshop - \$945 (see website for available dates and locations)
 Date and location - Course start date: City: (Syd, Melb, Bris, etc.)
- DIPFS2 - Distance Education with course home study manual provided - \$745
- DIPFS3 - Online e-Learning study (internet access only, no home study manual provided) - \$545
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- West Australian Supplement to Certificate IV: Workshop \$695 or Correspondence \$495 or Online \$295
- Commercial Lending Course: Recommended 12 months prior finance experience Workshop \$1,050 or Correspondence \$790 or Online \$590

Please outline briefly your career background/experience:

Company Name: (if applicable)

Aggregator: (if applicable)

Where did you hear about NFI?

If you have a disability which may include but may not be limited to wheelchair access, hearing or sight impairments, language difficulties, special arrangements in relation to equipment or examinations, please contact NFI on 1300765400 and note your requirement here:

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Invoice to be as follows:

As Above, OR:

← Complete the business or company or third party name and address details here for preparation of your tax invoice/receipt.

←

Payment to be made as follows:

PayPal PayPal payment can be made via www.financeinstitute.com.au/paypal.html

Cash Payable to your workshop trainer on first day of face-to-face training

Direct Deposit Bank deposit details: The National Finance Institute, BSB 114 879, Account 003 139 833

Cheque Made payable to The National Finance Institute prior to course commencement

Credit Card: Type: (Amex/Visa/Diners/MasterCard) Amount: \$.....

Number:

Expiry Date: Name on Card:

Group discounts may apply to course pricing. Signature: Date:

Once completed and signed, please forward 3 pages of completed Course Enrolment Form to NFI at: Fax: (07) 3822 6003
 OR by scan/email to: enquiries@financeinstitute.com.au OR by mail to: PO Box 1354, Capalaba B.C., Brisbane Qld 4157

Terms and Conditions

All enrolments are subject to these Terms and Conditions and are accepted subject to availability.

Conditions of Enrolment

Your enrolment is valid for a period of 6 months from the date you receive your course material or login details. At the end of this period:

- If the assessment material has been completed with a result average of 85% or above you will receive a Certificate (Competency achieved)
- If you have completed assessments unsuccessfully with a result average of below 85% and you do not advise that you wish to re-submit any of your assessments, within the 6 month period, you will receive notice of Competency not yet achieved
- If, within the 6-month period, you have not submitted any assessment material, you will be withdrawn from your course with a result of No Result – Withdrawn.

Subsequent to your enrolment, if you have not submitted any assessment material, you will receive a reminder letter after five months. This letter will confirm the current status of your enrolment. Requests for extensions to the six month limit will incur a \$99 fee (incl GST).

Transfer

You cannot transfer your enrolment to another person.

GST

This type of adult education is GST-free. However, if a course or any additional material, services or extensions are provided by NFI, which are subject to GST, then an additional 10% will be charged. The provision of RPL assessment contains 10% GST within the stated fee.

Fees

Enrolment is only complete and a person considered a trainee when a receipt or invoice for course fees has been issued by NFI in acceptance of payment. Accepted payment methods include credit card, cash, cheque/money order or bank transfer. Certificates will not be issued to a trainee until full payment has been made. Login instructions and “keys” for e-Learning trainees will not be issued until payment is received.

Important Notice To Applicants For Credit (Section 18(E)(1) Privacy Act 1988 / Notice of disclosure of your credit information to a credit-reporting agency (Privacy Act 1988). NFI may give information about a trainee to a credit reporting agency, for the following purposes: Where NFI is a provider of credit to the trainee or their company/business/employer/sponsor and payment is overdue by more than 60 days or following notice given to show that the intention is not to comply with credit obligations.

Refunds

NFI will make a refund of full fees should a course be discontinued by NFI. In this instance, should the trainee wish to undertake an alternative NFI course then any fees paid will be transferable to that course. Once a trainee has commenced their course and received their course material or their e-Learning login details, there will be no refund of fees paid. In addition, no refunds or transfers will be given after the commencement of a course if exclusion from a workshop, due to unsatisfactory attendance or behaviour, has occurred. If a trainee is unable to attend a workshop due to unforeseen, legitimate circumstances, such as sickness or exceptional family circumstances NFI will permit the trainee to attend the next scheduled workshop. Alternatively, the trainee may complete the remainder of their course as a distance learning trainee. Refunds on postage or expenses incurred in the return of any course or assessment material for marking will not be considered. Distance Learning trainee requests for a refund based on extraordinary circumstances will be handled on a case-by-case basis.

Course Material

A course learning manual will be provided to trainees either on the first day of attendance at their face-to-face training workshop or, if completing the course by distance learning, by mail within 7 days of enrolment. If completing via e-Learning, via NFI's online platform, the course material will be accessible following receipt of trainee payment and NFI issue of login details to the trainee. It is not permitted for any course material to be copied or used by a person other than the enrolled person.

Qualifying Certificate

The MCQC coded courses entitle the trainee to the nationally recognised FNS40804—Certificate IV in Financial Services (Finance/Mortgage Broking). The DIPFS coded courses entitle the trainee to a nationally recognised FNS50504—Diploma of Financial Services (Finance/Mortgage Broking Management). Certificates will be issued to trainees who have submitted all assessments and successfully reached an 85% pass level. Certificates of Attainment will be issued for other courses.

Accreditations

Trainees who have qualified for a Certificate will need to make their own arrangements when applying for accreditation with individual banks and other institutions. Accreditation is at the discretion of the individual institutions.

Time Limits

By commencing this course, the trainee agrees that there is a six-month time limit imposed on the course completion to allow for return of any outstanding assessment material. The commencement date is the date the trainee commences their workshop or receives their course material or online e-learning login details. Requests for extensions will incur a \$99 fee (incl. GST) and extensions forms are on the NFI website.

Course Duration

MCQC1 and DIPFS1 refer to face-to-face workshops. The MCQC1 is four and one half days in duration and the DIPFS1 is two days in duration. MCQC2 and DIPFS2 refer to the distance learning/home study mode of course completion. MCQC3 and DIPFS3 refer to the online/e-learning home study mode of course completion.

For all courses and for all modes of course completion, trainees have six months in which to complete their allocated assessments.

For all courses, assessments will need to be successfully completed prior to certificates being issued.

Minimum Class Size

NFI require a minimum of 4 participants to run any face-to-face workshop. Should there be less than 4, an alternative course date will be offered to the participants enrolled or fees will be refunded. There are no such restrictions on distance learning or e-learning trainees. Enrolment can commence at any time.

Mutual Recognition

NFI recognises the Mutual Recognition principle which is a feature of the Australian Quality Training Framework which allows qualifications and statements of attainment issued by any RTO to be accepted and recognised by all other RTOs, and training packages endorsed by the National Training Framework Committee to be delivered by all RTOs registered to do so. NFI recognises the AQF qualifications and Statements of Attainment which are issued by any other Registered Training Organisation, across the States and Territories of Australia.

Recognition of Prior Learning

Trainees may be eligible for recognition of prior learning (RPL). Recognition of Prior Learning (RPL) provides for recognition for what the applicant may have already learned through previous studies, work or life's experiences. The applicant may receive credit from a part, or parts, of a course, however applicants will need to provide evidence to support their application. Please contact NFI for a copy of the RPL Procedure Guidelines which provides details on what is required as part of an RPL submission or see the website to download the form directly as a pdf. There is a fee of \$440 for applying for Recognition of Prior Learning for any qualification.

Credit Transfer

Trainees may be eligible for Credit Transfer. Credit Transfer is the status obtained on the basis of formal arrangements between education and training organisations as to the equivalence of knowledge and/or skills within a specified course. Credit Transfer is available automatically to those who have documented evidence of achievement in the equivalent courses/units.

Language, Literacy, Numeracy (LLN), Disability and Support

Trainees will be checked for having the appropriate minimum level of LLN to identify if you require any referral assistance. Assistance can be provided by other RTO's or other tutors who offer services at additional costs. Usually the facilitator can allocate someone to assist you based on your needs. The facilitator will notify if specific assistance is required. In the case of a trainee having a specific disability we would respectfully request that you advise NFI prior to attendance so that we can ensure we have specifically prepared the venue, materials, facility or amenity to cater to the specific needs. This advice can be given by a note on the enrolment form, telephone or email and confidentiality is ensured.

Welfare and Guidance Services

As courses are commercial fee-for-service there are no discounts for health-care cards, pensions, etc. Some courses may be recognised by Centrelink or by Government Apprenticeship schemes so we advise those considering enrolling to seek information from their Centrelink advisor or from their employer.

Complaint Procedure

NFI has a complaints, grievance and appeals procedure. Please contact administration on 1300 765 400 for further details or visit the web site www.financeinstitute.com.au.

Bullying, Harassment, Victimisation

Legislation now prohibits the bullying harassment or victimisation of fellow students, teachers, assessors and other staff. NFI must provide a learning and assessment environment which is free from this unacceptable activity. If a person conducts such activity disciplinary procedures will be taken.

Disciplinary Procedure

NFI expects the behaviour and demeanour of trainees to be of a professional standard and any disruptive behaviour (that inhibits or disrupts the learning process for other trainees) and that is deemed unsuitable may result in exclusion from the class. No refunds will be given for exclusion for disruptive behaviour. It is a requirement that trainees complete all set course evaluation and assessment tasks and failure to complete will result in non-issue of the Certificate.

Staff Responsibility for Access and Equity

The principles of social justice will guide all aspects of the course delivery and assessment. This includes but is not limited to:

- Using resources and methods that are inclusive
- Providing equitable access to facilities and resources
- Using language that is appropriate to the context.

Marketing

NFI will market its training products with integrity and will not intentionally mislead prospective participants.

Access to Trainee Information and Client Services

Individual trainees will have access to view or be provided with a copy of any assessment records upon request. Trainee information is protected under secure storage and code of conduct of assessors as included in the training package for workplace training and assessment. Record management systems will record progressive assessment results and issue qualifications within the timeframes specified in the Training Act.

Enrolment, Induction, Course Content and Requirements for Successful Completion

The course enrolment form is the main source of information for your records and must be completed legibly and accurately. It is the responsibility of the person enrolling in any course that their full legal name is provided on the course enrolment form. Induction into the course includes safety, content, activities, assessment and identification of learning style and goals.

Acceptance

All enrolments are subject to these Terms and Conditions and by commencing this course, the trainee is accepting these Terms and Conditions. The trainee further agrees that any issues which require an independent decision to be made by NFI will be brought to the attention of an NFI representative as soon as it becomes known to the trainee. By commencement, the trainee understands and agrees to abide by the Terms and Conditions set out above, as applicable to their mortgage broker training or finance broker training needs and to their mode of learning.

Please print your name, sign and date below. By signature below, the trainee understands and agrees to abide by the Terms and Conditions set out in this course enrolment form.

Name in Full:

Signature:

Date:

Office use only:

All information provided by the applicant on this form is subject to the Privacy Act 1988 and reference is made to page 2, Fees, regarding provision of credit, if applicable.