



TMG College Australia Address: 400 Queen St, Melbourne VIC 3000 Phone: 1300 888 TMG (1300 888 864) Email: info@tmg.edu.au Website: www.tmg.edu.au	Office Use Only	
	Student ID	
	USI	

PLEASE COMPLETE THE FORM USING CAPITALS

Course Information

Name		Code	
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Title		Gender	
Surname		Given Names	
DOB	___/___/___	Occupation	
		Drivers Licence	

Usual Address	Street		Post Code	
	Suburb		Mobile	
	Phone			
	Email			

Postal Address (If different from above)	Street		Post Code	
	Suburb		Mobile	
	Phone			
	Email			

Emergency Contact Information

Name		Relationship	
Phone		Mobile	

TRAINING COURSE DATA: Please complete the following statistical data regarding your enrolment

The information below is required by the Australian government for statistical information only. No other party is privy to this information without your prior written consent

Do you speak a language other than English at home?	
If you do speak another language, how well do you speak, read, write, and understand English?	
What country were you born?	
Are you of Aboriginal or Torres Strait Islander origin?	
Are you still attending high school?	
What is the highest level you have successfully completed in school?	
In what year did you leave school?	

Have you successfully completed any other formal qualifications?	
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If you selected YES, please select the boxes below

	Australian (A)	Australian Equivalent (E)	International (I)
Bachelor's degree of Higher			
Advanced Diploma or Associate Degree			
Diploma or Associate Diploma			
Certificate IV (or Advanced Certificate / Technician)			
Certificate III (or Trade Certificate)			
Certificate II			
Certificate I			

Document Name	Domestic Enrolment Form	Created Date	30/11/2022
Version No	1.0	Last Modified Date	14/01/2023
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Do you consider yourself to have any special needs i.e., Allergies / Disability / Impairment or long-term condition(s)?	
If you selected YES, please name condition (s)	
Of the following categories, which best describes your current employment status?	
Industry of Occupation	
Occupation Category	
Of the following categories, select the 'one' which BEST describes the main reason you are undertaking this course?	
How did you first hear about TMG?	

ENROLMENT POLICY AND PROCEDURES EXTRACT

1. Monies paid to TMG are subject to the refund policy, as stated within the TMG's 'Student Handbook' which is available at the TMG's main office or downloadable via the TMG's website.
2. Course credit (RPL or RCC) is available, if you believe you are eligible to apply for RPL/CT, please inform a TMG admin staff prior to the commencement of your enrolled course.
3. TMG reserves the right to suspend or expel a student from training at any time, this is dependent on any of the following:
 - a. Where all appropriate fees have not been paid by the required and agreed upon due date.
 - b. Where a student has not upheld and abided by TMG's policies and procedures.
 - c. Where misconduct has been deemed by the TMG trainer and/or staff member.
4. It is the students' responsibility to notify TMG administration as soon as possible of any of address and/or telephone numbers (both business and private) while booking into each course.
5. It is a requirement of TMG that all participants be aware and always follow all instructions, if there are medical or cultural reasons why you may not participate, you must advise the TMG administration in writing before commencement of the course to qualify for an exemption (if applicable).
6. All course assignments and intellectual copyright thereof remain the property of the TMG.
7. Student academic records remain confidential but, as requested, may be accessed by State or Commonwealth departments and/or your PCBU (Employer) - if the enrolment was paid for by your PCBU (Employer).
8. Any other matter not specifically mentioned above but is covered within TMG policies and procedures will be at the discretion of TMG administration/management.

ACKNOWLEDGEMENT

1. I understand and agree that fees paid to TMG are refundable only in accordance with the TMG's refund policy, as listed in the TMG's student handbook (which may be amended from time to time as needed).
2. I agree to comply with the student policy and procedures, as listed in the TMG student handbook.
3. As part of my course requirements, I will be involved in and participate in all class activities with trainers, other students and guest lecturers at TMG.
4. I agree to pay my fees in accordance with the procedures stated within TMG's Student Handbook.

Please note: It is a legal requirement for all registered training organisations (RTO)'s to collect the information on this form for the use of Commonwealth Governing Departments. This information is collected for the purpose of auditing participation and the monitoring and reporting of student training outcomes. The information you provide may be accessed by officers of these departments which includes the National Centre for Vocational Education Research (NCVER) for the above purposes.

I have read the above information and agree to abide by all information found within these (2) two pages, and any other TMG policy and procedures found within the TMG's Student Handbook

Signature

Date

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