



Course Enrolment Form

Terms and Conditions of Course Enrolment

Enrolment

Your commencement in the course is dependent upon:

- Entry requirements being met (see course brochure)
- Availability of places in the course

IMPORTANT: Should you wish to become a qualified Commissioner for Declarations after completing this course, please confirm your eligibility by visiting the [Queensland Government website on 'How to become a JP or Cdec'](#) or by contacting the Justice of the Peace Branch on 1300 301 147.

A notification of your course enrolment will be emailed to you with an information pack.

Course Tuition Fee and Payment Terms

- The standard CDec Course Fee is \$200 comprised of:
 - Administration Fee \$50
 - Enrolment Fee \$150
- Full payment of the Course Fee is payable prior to enrolment.
- The Administration fee is Non-refundable.

Payment methods

- Course fees are payable by electronic funds transfer / direct debit
- After submission of this enrolment form to our email address ANRAN will provide payment details
- An invoice will be issued upon request.

Fees Paid in Advance

ANRAN will only enrol students who have paid the required fees in advance. ANRAN will only accept a maximum of \$1500.00 student fees in advance of course commencement. Following course commencement, fees required to be paid will not exceed \$1500.00 for any part of course that is yet to be delivered.

Course Duration & Terms

The course requires approximately 24 hours of dedicated study to complete. All students have up to 2 months to finalise their assessment but may study at their own pace and submit their assessment at any time during the 2 months.

You may request an extension of time in writing if you are unable to complete the course within the specified period. ANRAN will consider all reasonable requests for extension.

All students are given **2 attempts** to complete each assessment task

Student Resources

To be eligible to undertake this course you must have:

- A computer with internet access
- Microsoft Word and Adobe Acrobat Reader or equivalent
- A scanner, a printer and an email account.

You may access electronic copies of the course reference materials and assessment books via our Student Portal upon enrolment. You may print these materials, if required, at your discretion.

Graduating Students will receive a protected electronic copy of their Statement of Attainment. This PDF can then be immediately uploaded to the Department of Justice and Attorney General's online application to become a Queensland Commissioner for Declarations.

Course Cancellations / Refunds

Once enrolled, if you (the student):

- Withdraw from the course **within** 14 days of enrolment without submitting any assessments for marking, you may be refunded the full course fee less the administration fee of \$50
- Substitute another student, prior to submitting any assessments for marking, an additional administration fee of \$50 will become payable

- Cancel / withdraw from the course after submitting assessment materials for marking, no refund will be payable
- Cancel / withdraw from the course after 2 months of enrolment, no refund will be payable

Complaints Handling Procedure

The complaints and appeals policy of ANRAN enables students to address their complaints and appeals to ANRAN Management and have them dealt with in a constructive and timely manner. Should you have a complaint or an appeal you will need to submit the complaint or appeal to ANRAN Management. For further details, please see our Complaints and Appeals Policy link on our website.

If after this process students feel that their complaint has not been adequately dealt with, they may make a complaint to ASQA at: <https://www.asqa.gov.au/complaints>

Course Payment and Service Quality Commitment

Once the student has signed this Course Enrolment Form the student agrees to pay the course fee of \$200 plus any additional service selected. ANRAN training is responsible for the quality of the training and assessment in compliance with the Standards for RTOs 2015, and for the issuance of the AQF certification documentation.

Once the student has commenced the assessment in their chosen Unit of Competency, ANRAN is committed to delivering the assessment within the agreed duration and providing appropriate support during the assessment process.

Privacy Notice

Under the Data Provision Requirements 2012, ANRAN is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER) and Commonwealth, State and Territory government departments and authorised agencies.

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by ANRAN for statistical, administrative, regulatory and research purposes. For full details, please refer to the [Privacy Notice](#) on ANRAN's website.

Declaration

- I declare that the information I have provided is true and correct.
- I confirm that I have read the full [Privacy Notice](#) and consent to the collection, use and disclosure of my personal information as described therein.
- I confirm that I have been provided with all the information required to make an informed decision before enrolling in this course.
- I understand that if I wish to become a Commissioner for Declarations after completing this course, it is my responsibility to [confirm my eligibility](#) before starting the course.
- I understand that it is my responsibility to submit the assessment to ANRAN within agreed timeframes.
- I agree to comply with the policies, procedures and assessment rules contained in the Student Handbook.

Please sign in acceptance of these terms and conditions.

For instructions on signing PDFs electronically go to: [Sign PDFs](#)

Signature: _____ Date: _____

Please return this completed form to:
admin@anrantraining.com.au