Professional Certificates in Criminal Justice  
Semester 2 2010  
Enrolment Form

RMIT Training Pty Ltd  
A company of RMIT University  
ABN 61 006 067 349

Enrolments close: Monday 5 July 2010  
Fees for Semester 2 due: Monday 5 July 2010  
Semester 2 commences: Monday 19 July 2010

Entry category

☐ New student  ☐ Existing student

Attach copy of Year 12 results or  
Birth Certificate for Mature Aged Students

Student number (if known) ___________________________

Your details

Title  First Name/s  Surname

Postal Address

Suburb  State  Postcode

Phone (1)  Phone (2)  Fax

Email Address  Date of Birth / / 

Type of enrolment

☐ Full time student (Semester 2 2010)  ☐ Part time student (less than four courses in Semester 2 2010)

List courses to be enrolled:

1. ___________________________

2. ___________________________

3. ___________________________

4. ___________________________

Declaration

I acknowledge that while I am enrolled in the Professional Certificates in Criminal Justice I am subject to the rules and regulations included in the program handbook. I also acknowledge that completion of the program does not guarantee entry into an RMIT University award program. Students are required to pay all due fees before commencing the program. Outstanding fees will result in a student not being able to have work assessed, sit for exams, or receive advice of their academic results.

Student signature ___________________________

Date ___________________________

Enquiries and Enrolments

<table>
<thead>
<tr>
<th>Phone</th>
<th>Mail</th>
<th>Online</th>
<th>In Person</th>
<th>Fax</th>
</tr>
</thead>
</table>
| 9 am – 5 pm weekdays +61 3 9925 8111 | RMIT Training Pty Ltd  
PO Box 12058  
A/Beckett Street  
Melbourne VIC 8006 | RMIT Training Pty Ltd  
Website  
www.shortcourses.rmit.edu.au  
Email  
enquiries@rmit.edu.au | Building 105  
Level 9, 501 Swanston St  
Melbourne VIC 3000  
9am-5pm weekdays  
Cash not accepted | Fax enrolment form to  
+61 3 9925 8298 |
Program fee options

**Full time enrolment**

- $3,180 Payment made prior to class commencement
- $3,300 Payment made by three instalments

An RMIT Training Application for Credit form must be completed and attached to this form.

- $1,500 first instalment, payable at time of enrolment (on or before Monday 5 July 2010)
- $900 second instalment, due on or before Monday 9 August 2010
- $900 third instalment, due on or before Monday 13 September 2010

**Part time enrolment**

- $795 per course Payment made prior to class commencement
- $825 per course Payment made by three instalments

An RMIT Training Application for Credit form must be completed and attached to this form.

- $375 first instalment, payable at time of enrolment (on or before Monday 5 July 2010)
- $225 second instalment, due on or before Monday 9 August 2010
- $225 third instalment, due on or before Monday 13 September 2010

**Payment details**

- ☐ Cheque/Money Order (payable to RMIT Training Pty Ltd)
- ☐ Visa ☐ MasterCard

Card Number / / / Expiry Date /
3 digit CCV number ____________ (found on back of card)
Cardholder's Name Signature

If paying by instalments your nominated credit/debit card will be charged $900 (full time) or $225 per course (part time) automatically on the following dates:

- Monday 9 August 2010
- Monday 13 September 2010

Please sign here to authorise your credit/debit card to be charged on these dates:

Signature

**Terms and Conditions**

**Payment**

- Course fee payable at time of enrolment. Organisations can be invoiced on presentation of purchase order/letter of authority. Invoices to be paid in full within 7 days and prior to course commencement.

**Transfers**

- Transfers notified less than 5 full working days prior to the course commencement date will incur a transfer fee equal to 10% of the full course fee.

**Cancellations**

- Cancellations notified less than 5 full working days prior to the course commencement date will incur a cancellation fee equal to 50% of the full course fee.
- No refunds will be issued after course commencement.

**General**

- In courses where prerequisites do not apply, a substitute may be sent in your place if you are unable to attend. RMIT Training must be notified of this prior to course commencement.
- No refunds will be issued for non-attendance.
- RMIT reserves the right to cancel any course that does not have the required enrolment numbers or in the event of exceptional circumstances. A full refund or alternative courses will be offered in these circumstances.
- I accept these Terms and Conditions Signature Date

RMIT Continuing Education (a Business Unit of RMIT Training Pty Ltd) requires the above personal information so it can fully and properly administer your enrolment in accordance with its policies and procedures. Your information may also be used for related secondary purposes, such as advising you of future short courses and single courses offered by RMIT. At any stage, you can request to no longer receive this material or to access the personal information that is held on you by contacting the RMIT Continuing Education Centre on (03) 9925 8111.
This form is to be completed only if you are planning to make payment by three instalments. If paying in full, at time of enrolment, you do not need to complete this form.

Your details

Title  First Name/s  Surname
Postal Address
Suburb  State  Postcode
Phone (1)  Phone (2)  Fax
Email Address  Date of Birth  /  /

Program details

Program name: Professional Certificates in Criminal Justice
Semester: Semester 2 2010

Payment schedule

<table>
<thead>
<tr>
<th>Dates</th>
<th>Full time fees</th>
<th>or</th>
<th>Part time fees (per course)</th>
</tr>
</thead>
<tbody>
<tr>
<td>On or before Monday 5 July 2010</td>
<td>$1,500.00</td>
<td></td>
<td>$375.00</td>
</tr>
<tr>
<td>On or before Monday 9 August 2010</td>
<td>$900.00</td>
<td></td>
<td>$225.00</td>
</tr>
<tr>
<td>On or before Monday 13 September 2010</td>
<td>$900.00</td>
<td></td>
<td>$225.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$3,300.00</td>
<td></td>
<td>$825.00</td>
</tr>
</tbody>
</table>

Declaration

I agree to finalise payment as per the agreed payment schedule listed above.

Student signature  Date

Guarantor Section

If you are unemployed or under 18 years of age please have a Guarantor complete this section

Title  First Name/s  Surname
Postal Address
Suburb  State  Postcode
Phone (1)  Phone (2)  Fax
Email Address
Signature  Date

Enquiries and Enrolments

Phone  9 am – 5 pm weekdays  +61 3 9925 8111
Mail  RMIT Training Pty Ltd  PO Box 12058  A/Becket Street  Melbourne VIC 8006
Online  Website  www.shortcourses.rmit.edu.au  Email  enquiries@rmit.edu.au
In Person  Building 105  Level 9, 501 Swanston St  Melbourne VIC 3000  9am-5pm weekdays  Cash not accepted
Fax  Fax enrolment form to  +61 3 9925 8238