

Enrolment Agreement Form

Momentum College Pty Ltd | RTO ID 46291



Personal Details

Please write your legal name exactly as it appears on your photo ID. Your ID will be sighted to verify your name.

Family name					
Given name(s)					
Date of birth	___ / ___ / ____	Town / city of birth			
Gender	☐ Female ☐ Male ☐ Other / prefer not to say				
Street address					
Suburb		State		Postcode	
Phone (home)		Work		Mobile	
Email address					
USI	Unique Student Identifier (10 characters)				

I give permission for Momentum College to access my Unique Student Identifier (USI) for the purpose of recording my results. If I do not have a USI in place, I am willing for Momentum College to set up my USI on my behalf.

Citizenship status	☐ Australian citizen ☐ Permanent resident ☐ Other (please specify): _____				
Do you receive government support payments?	☐ Yes ☐ No If yes, specify the type and provide your CRN				
Type of support received		CRN			

Course of Enrolment

Course code	Insert unit or qualification code	Start date	___ / ___ / ____
Course title	Insert unit or qualification title	End date	___ / ___ / ____
Where did you hear about this course?	☐ Website ☐ Internet ☐ Word of mouth ☐ Google		

Emergency Contact Details

Full name		Relationship	
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Contact number		Mobile	
In the event of an emergency, I give Momentum College permission to organise emergency transport and treatment, and agree to pay all costs related to the emergency. ☐ Yes ☐ No			

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Student Information (AVETMISS)

AVETMISS Data Collection

This information is required for national reporting (AVETMISS). The small numbers beside each option are reporting codes. Please tick the boxes that apply to you.

LANGUAGE & CULTURAL DIVERSITY

6. In which country were you born?

☐ Australia 1101 ☐ Other – please specify below

Country of birth (if other): _____

7. Do you speak a language other than English at home?

☐ No, English only 1201 – go to Q9 ☐ Yes, other – please specify below

Language spoken at home: _____

8. How well do you speak English?

☐ Very well 1 ☐ Not well 3
☐ Well 2 ☐ Not at all 4

9. Are you of Aboriginal or Torres Strait Islander origin? (If both, tick both 'Yes' boxes)

☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander

DISABILITY

10. Do you consider yourself to have a disability, impairment or long-term condition?

☐ Yes ☐ No – go to Q12

11. If yes, please indicate the areas of disability, impairment or long-term condition: (Tick all that apply)

☐ Hearing / Deaf 11	☐ Learning 14	☐ Vision 17
☐ Physical 12	☐ Mental illness 15	☐ Medical condition 18
☐ Intellectual 13	☐ Acquired brain impairment 16	☐ Other 19

SCHOOLING

12. What is your highest COMPLETED school level? (Tick ONE box only)

☐ Year 12 or equivalent 12	☐ Year 10 or equivalent 10	☐ Year 8 or below 08
☐ Year 11 or equivalent 11	☐ Year 9 or equivalent 09	☐ Never attended school 02

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13. In which YEAR did you complete that school level?		
Year: _____		
14. Are you still attending secondary school?		
☐ Yes ☐ No		
PREVIOUS QUALIFICATIONS ACHIEVED		
15. Have you successfully completed any of the following qualifications?		
☐ Yes ☐ No – go to Q17		
16. If yes, tick ANY applicable boxes:		
☐ Bachelor's degree or higher degree 008 ☐ Advanced Diploma or Associate Degree 410 ☐ Diploma (or Associate Diploma) 420	☐ Certificate IV (or Advanced Certificate / Technician) 511 ☐ Certificate III (or Trade Certificate) 514 ☐ Certificate II 521	☐ Certificate I 524 ☐ Other education (including certificates or overseas qualifications not listed above) 990
EMPLOYMENT		
17. Which category BEST describes your current employment status? (Tick ONE box only)		
☐ Full-time employee 01 ☐ Part-time employee 02 ☐ Self-employed – not employing others 03	☐ Employer 04 ☐ Employed – unpaid worker in a family business 05 ☐ Unemployed – seeking full-time work 06	☐ Unemployed – seeking part-time work 07 ☐ Not employed – not seeking employment 08
STUDY REASON		
18. Which category BEST describes your main reason for undertaking this course / traineeship / apprenticeship? (Tick ONE box only)		
☐ To get a job 01 ☐ To develop my existing business 02 ☐ To start my own business 03 ☐ To try for a different career 04	☐ To get a better job or promotion 05 ☐ It was a requirement of my job 06 ☐ I wanted extra skills for my job 07 ☐ To get into another course of study 08	☐ For personal interest or self-development 12 ☐ Other reasons 11

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Next steps: Please read the Terms & Conditions of Enrolment, then complete the Student Declaration and the Course Suitability Self-Assessment Checklist on the following pages.

Terms & Conditions of Enrolment

Please read these terms carefully before signing the Student Declaration. References to the Standards for RTOs (2025) are shown beneath each clause.

01 Enrolment & Selection

- a) Learners are encouraged to disclose any medical conditions, disabilities, or learning needs at enrolment to allow Momentum College to provide appropriate support and reasonable adjustments in line with equity and access principles.
Outcome Standard 2.2, 2.3, 2.4
- b) To confirm enrolment, learners must pay a deposit, which includes a non-refundable administration fee. This secures a place in the course as per published enrolment procedures.
Outcome Standard 2.1
- c) It is the learner's responsibility to note the advertised course schedule, including start date, location, and delivery format.
Outcome Standard 2.1
- d) If a course is cancelled due to insufficient enrolments, Momentum College will contact affected learners using their most recent contact details. Learners are responsible for ensuring their contact information is current.
Outcome Standard 2.1
- e) Learner requests to defer, transfer, or credit their enrolment due to personal circumstances will be considered. Where possible, alternative arrangements will be offered.
Outcome Standard 1.6, 2.3
- f) If a learner withdraws due to personal circumstances, Momentum College will make every effort to facilitate enrolment in a future equivalent course.
Outcome Standard 2.3
- g) Late enrolments may be accepted provided all entry requirements are met. Full course fees still apply.
Outcome Standard 2.3
- h) Momentum College reserves the right to refuse enrolment, withdraw a learner from training, or reallocate training staff where required. Learners will be notified as soon as practicable.
Outcome Standard 1.1
- i) Some training activities involve physical risk (e.g. practical demonstrations, fieldwork). Participation is at the learner's own risk. Momentum College maintains public liability insurance for activities conducted on premises.
Compliance Requirements – Division 3, Section 9

02 Course Fees, Payments and Refunds

Details of all fees — such as tuition, enrolment deposits, administration, materials, and other applicable charges — are outlined in the Course Flyer or relevant pre-enrolment materials.

Outcome Standard 2.1

- a) In accordance with fee protection requirements, Momentum College will not collect more than \$1,500 from an individual learner prior to course commencement.

Compliance Requirements (2025) – Division 3, Section 18

- b) Learners on a payment plan are subject to the fees and charges set out in the Debitsuccess terms and conditions. A default fee of \$14.95 applies to each dishonoured payment.

Compliance Requirements (2025) – Division 3, Section 18

- c) AQF certification documentation (Certificates or Statements of Attainment) will be issued to learners who are assessed as competent. These costs are included in the overall course fee.

Compliance Requirements – Division 2, Sections 9–14

- d) Refunds may be granted under the following circumstances:

- Overpayment of fees
- Training cancelled by Momentum College
- Withdrawal prior to commencement (notification must be provided in writing)
- Withdrawal prior to commencement due to illness or hardship (with supporting evidence)
- Failure of Momentum College to deliver agreed training services

Outcome Standard 2.1

- e) A deposit of no more than \$1,500 is required to secure enrolment. Refer to the Course Flyer for the specific deposit amount.

Compliance Requirements (2025) – Division 3, Section 18

- f) An administration fee of **\$150** is included in the total deposit. If a learner withdraws prior to course commencement, the administration portion is non-refundable. The balance of the deposit may be refunded based on the Refund Policy. If total course fees are less than \$1,500, full payment may be required upfront.

Outcome Standard 2.1

- g) Once training has commenced, refunds are not available for a change of mind. This does not limit a learner's rights under the Australian Consumer Law, including where Momentum College does not deliver the agreed services.

Outcome Standard 2.1

- h) Learners are responsible for securely storing their certification. Re-issued certification is free when sent electronically; a \$50 fee applies to hard-copy (posted) re-issues (see the Schedule of Administrative Fees).

Compliance Requirements – Division 2, Sections 9–14

- i) If a learner is assessed as not yet competent, they will be offered one reassessment opportunity. A second reassessment may also be offered.
Outcome Standard 1.4
- j) Guidance and feedback will be provided by the trainer before any reassessment.
Outcome Standard 1.4, 2.3
- k) Generally, reassessment is provided at no additional cost. If applicable, any reassessment fees will be disclosed.
Outcome Standard 2.1
- l) If a learner is competent in some, but not all, units, a Statement of Attainment will be issued. Learners will have up to six months to complete outstanding assessments.
Compliance Requirements – Division 2, Sections 9–14
- m) Momentum College is responsible for the issuance of all AQF certification documentation in a timely manner.
Compliance Requirements – Division 2, Sections 9–14
- n) Learners are required to provide specific resources for course participation. These are listed in Section 11.
Outcome Standard 2.1

03 Cooling-Off Period

Learners are entitled to a statutory cooling-off period following enrolment, in accordance with relevant consumer protection laws. During this period, learners may cancel their enrolment by submitting written notice (via letter or email) to the COO within **10 business days**, provided training has not yet commenced.

For details regarding eligibility for a refund during this period, please refer to Momentum College's Refund Policy, available in the Student Handbook and on our website.

Outcome Standard 2.1

04 Changes to Agreed Services

In the event of any change to agreed training or assessment services, Momentum College will notify learners as soon as practicable. This includes, but is not limited to:

- Course rescheduling or cancellation
- Changes in ownership or Momentum College's registration status
- The introduction, cessation, or amendment of third-party arrangements
- Significant changes to course delivery mode, trainers, or training venues

Where Momentum College is unable to continue delivering training or assessment (e.g. due to closure), arrangements will be made to transfer learners to an equivalent training provider, or a refund will be issued in accordance with the Refund Policy.

Outcome Standard 2.1

05 Fee Protection

To protect learner fees, Momentum College will not collect more than \$1,500 from any individual learner prior to the commencement of training, in accordance with the Compliance Requirements Policy.

If the total course fee is less than \$1,500, the full amount may be required before training begins. Following commencement, learners may either:

- Pay the balance in full, or
- Enter a payment plan for any remaining fees exceeding \$1,500.

All fees, charges, and payment conditions are clearly outlined in the Course Flyer and discussed prior to enrolment.

Outcome Standard 2.1 | Compliance Requirements (2025) – Division 3, Section 18

06 Consumer Guarantee

Momentum College guarantees that all training and assessment services will be delivered:

- With due care and skill
- In accordance with the agreed course structure and content
- In a manner fit for purpose and responsive to learner needs
- Within a reasonable timeframe (where specific timelines are not provided)

These guarantees align with Australian Consumer Law and the Compliance Requirements Policy, ensuring that learners receive the quality and continuity of training they were promised.

Learners who believe these guarantees have not been met may be entitled to remedies such as rescheduling, replacement training, or a refund as outlined in our Refund and Complaints Policies.

Outcome Standard 2.1, 2.7, 4.3

07 Complaints and Appeals

Momentum College is committed to ensuring that all complaints and appeals are handled fairly, promptly, and without prejudice. Learners are encouraged to raise any concerns or issues with a staff member or management in the first instance.

Where informal resolution is not possible, learners may submit a formal complaint or appeal using the **Complaints and Appeals Form**, available on our website and upon request. All submissions are acknowledged in writing and processed in line with our documented Complaints and Appeals Procedure.

Learners will:

- Be kept informed throughout the process
- Have access to independent review, if required
- Not be disadvantaged for lodging a complaint or appeal

Records of complaints and appeals are retained securely, and outcomes are used to support continuous improvement.

Outcome Standard 2.1, 2.7

08 Credit Transfer & Recognition of Prior Learning (RPL)

Momentum College recognises Australian Qualifications Framework (AQF) qualifications and Statements of Attainment issued by any other Registered Training Organisation (RTO) under the principles of National Recognition.

Learners may apply for Credit Transfer for any equivalent units of competency they have previously completed. To support an application, learners must provide authentic evidence such as an original certificate or an official academic transcript.

Credit Transfer applications:

- Must be submitted during or prior to enrolment
- Will be assessed in line with training package rules
- Will result in an adjustment to the training plan, where applicable

Details of the Credit Transfer process are outlined in the Student Handbook and can also be discussed with our administrative team.

Recognition of Prior Learning (RPL): You may be eligible to have your existing skills, knowledge, or previous formal qualifications recognised through a Recognition of Prior Learning (RPL) process. Information about applying for RPL is available in the Student Handbook or upon request. Please indicate your interest during enrolment or contact us for assistance prior to course commencement.

Outcome Standard 1.6

09 Language, Literacy, Numeracy and Digital Support (LLND)

Momentum College is committed to identifying and supporting the LLND (Language, Literacy, Numeracy, and Digital) needs of learners to enable full participation in training and assessment.

At enrolment, learners are required to complete an LLND assessment. The results help identify any support needs and inform adjustments to learning strategies or resources.

Support may include:

- Additional learning assistance
- Referrals to specialist support services
- Adjustments to learning and assessment methods
- Guidance from trainers throughout the course

LLND skills are embedded in training package requirements and are essential for the successful completion of vocational competencies. Learners must demonstrate core skills such as:

- Reading and interpreting written materials
- Writing to communicate
- Calculating and measuring accurately
- Using digital technologies to access and submit tasks

Learners are encouraged to discuss any concerns about LLND skills with their trainer or support staff at any stage of their training.

Outcome Standard 2.2, 2.3, 2.4

10 Support Services

Momentum College is committed to providing accessible and appropriate support services to enable learners to successfully complete their training and assessment.

Learners are encouraged to discuss their support needs at enrolment, during induction, or at any stage of their learning journey. Trainers and support staff are available to assist with:

- Academic or learning challenges
- LLND support
- Personal or wellbeing concerns
- Study planning and vocational guidance

Where required, learners may be referred to external support services to ensure they are supported holistically. Support services are tailored to the needs of individual learners and are designed to promote progression and course completion.

Learners can request an appointment with their trainer, or escalate support needs to management, where additional assistance is needed. Further details are available in the Student Handbook.

Outcome Standard 2.3, 2.4

11 Resources to be Provided by the Student

To support effective participation in training and assessment, learners are required to supply the following resources, as relevant to the course they are undertaking:

- A laptop or suitable device for digital learning
- Reliable internet access for online components or self-paced study
- Access to any specified digital apps, software, or learning platforms
- Transport to and from practical placements or off-site activities

Momentum College outlines these requirements clearly in the Course Flyer and at enrolment. Learners are responsible for ensuring they have access to these resources. If learners are unable to obtain the required materials, they are encouraged to speak with their trainer or support staff to explore available alternatives or support options.

Outcome Standard 2.1, 4.3

12 Legislative and Regulatory Requirements

During induction, learners will be made aware of their rights and responsibilities under relevant Commonwealth, State, and Territory legislation, as it applies to participation in vocational education and training. This includes, but is not limited to:

- Work Health and Safety (WHS)

- Anti-discrimination and equal opportunity laws
- Privacy and data protection laws
- Australian Consumer Law
- The National Vocational Education and Training Regulator Act 2011
- Child safety and protection policies (if applicable)

Learners must comply with Momentum College's policies and procedures at all times. These obligations are detailed in the Student Handbook and apply throughout the duration of enrolment. By enrolling, learners acknowledge their responsibility to uphold the principles of safe, inclusive, and respectful participation in the learning environment.

Outcome Standard 2.1

13 Privacy Protection

Momentum College is committed to protecting the privacy and confidentiality of personal information in accordance with the Privacy Act 1988 (Cth) and the National VET Data Policy.

Personal information collected from learners is used only for purposes directly related to their enrolment, training, assessment, and the issuance of nationally recognised credentials. Information may also be shared with government agencies, regulators, or funding bodies as required under law for:

- AVETMISS reporting
- National VET data collection
- Regulatory audits or compliance activities

All learner records are securely stored, either electronically in password-protected systems or physically in secure storage. No records will be removed from the RTO's premises without appropriate authorisation or prior learner notification.

Learners may request access to their personal information at any time and can request corrections if information is inaccurate or incomplete.

Outcome Standard 2. | Compliance Requirements Policy

14 Privacy Notice

Under the Data Provision Requirements 2012, all Registered Training Organisations (RTOs) are required to collect and submit data compliant with AVETMISS for the National VET Provider Collection.

This information is managed by the National Centre for Vocational Education Research Ltd (NCVER) and may be used for:

- Issuing authenticated VET transcripts
- Administering and regulating the VET system
- Conducting policy research, planning and statistical reporting
- Evaluating training delivery and market performance
- Informing government decisions and public policy

Personal information provided by learners may be disclosed to:

- The VET regulator (ASQA, VRQA, or TAC WA)
- The Australian Government Department of Employment and Workplace Relations
- State or Territory training authorities
- Other Commonwealth authorities as permitted by law
- Approved researchers engaged by NCVER

NCVER may also use the data to conduct surveys or studies related to training outcomes and the national VET system. Participation in these surveys is voluntary and supports continuous improvement of the VET sector.

For more information, learners can review the NCVER Privacy Policy at www.ncver.edu.au.

Outcome Standard 2.1 | Compliance Requirements Policy

15 ASQA Student Survey Participation

As part of our compliance with the Standards for RTOs, the Australian Skills Quality Authority (ASQA) may invite learners to participate in a national Student Survey. Participation in this survey is voluntary. However, students are encouraged to complete the survey if selected, as feedback provided contributes to the ongoing monitoring and improvement of training and assessment services across the vocational education and training sector.

If selected, learners will receive an invitation directly from ASQA with details on how to complete the survey. Momentum College Pty Ltd does not control the selection process or distribution of invitations.

Learner responses are confidential and will be collected, managed, and used solely by ASQA for the purpose of quality assurance and compliance monitoring. Further information regarding the ASQA Student Survey can be found on the ASQA website: [Student surveys | Australian Skills Quality Authority \(ASQA\)](#)

Outcome Standard 2.1 | Compliance Requirements Policy

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Student Declaration

Please read each statement carefully, then sign and date below.

Student Declaration	
1.	I declare that the information contained in this Enrolment Agreement Form is true and correct.
2.	I confirm that I have read, understood and consent to the Terms and Conditions of Enrolment and the Fee Payment and Refund Procedures.
3.	I acknowledge and agree with the terms and conditions of enrolment, with specific reference to Momentum College's enrolment and selection.
4.	I consent to Momentum College providing my information to Australian Commonwealth and State Governments for the purpose of reporting to the Government as part of my enrolment.
5.	I understand that I will be required to pay a deposit with this Enrolment Agreement Form and that the deposit is non-refundable.
6.	I understand that I am subject to the fees and charges set out in the Debtsuccess terms and conditions. A default fee of \$14.95 applies to each dishonoured payment.
7.	I understand that I may receive an invitation from the Australian Skills Quality Authority (ASQA) to participate in a national student survey during my studies.
8.	By signing this document, I give permission for Momentum College to access my Unique Student Identifier (USI) for the purpose of my training.
9.	I understand that my rights and responsibilities as a student are outlined in the Student Handbook and that I should refer to this handbook for further information on USI, LLND Assessment, Complaints and Appeals, WHS, Support Services and other legislative and regulatory policies and procedures.

Applicant's signature		Date	___ / ___ / ____
RTO representative (name & signature)		Date	___ / ___ / ____
Photo ID sighted	☐ Driver's licence ☐ Passport ☐ Photo ID ☐ Other: _____		

Course Suitability Self-Assessment Checklist

This Course Suitability Self-Assessment Checklist is designed to help you reflect on your goals, current skills, availability, and any support needs before enrolling in your chosen course. It is important that you answer each question honestly to ensure the course is the right fit for you and that you can access the support and adjustments you may need to succeed.

Once you have completed the checklist, please discuss your responses with your trainer or course advisor. They will review your answers with you and help determine whether any additional information, support, or reasonable adjustments are required before you begin training. This process helps us tailor the learning experience to suit your needs and ensures compliance with the Standards for RTOs 2025.

This checklist forms part of our commitment to quality, inclusive training and student support.

1. Learning Goals and Motivation		
Why are you enrolling in this course?	What are your expectations after completing this course?	How would you describe your current experience in this area?
☐ To gain employment ☐ To develop new skills ☐ To upskill in my current job ☐ To progress in my career ☐ Personal interest	☐ Secure a job ☐ Get a better role or pay rise ☐ Apply for a higher position ☐ Learn specific or industry-relevant skills	☐ None – new to the industry ☐ 1–3 years' experience ☐ 3–6 years' experience ☐ 6+ years' experience

2. Time and Availability		
Can you commit time to training and assessment activities?	Are you available to complete the mandatory 120 hours of work placement for this qualification?	Are you able to meet required course timelines, including self-paced learning?
☐ Yes – 5+ hrs/week ☐ Yes – up to 5 hrs/week ☐ Not sure	☐ Yes ☐ Possibly, with some flexibility ☐ No	☐ Yes ☐ With support ☐ No

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3. Learning Preferences and Support

Which learning format suits you best?	Do you feel confident in English reading, writing and comprehension?
☐ Online ☐ Face-to-face ☐ Blended (mix of both)	☐ Yes ☐ Some assistance needed ☐ No
Would you benefit from additional support or adjustments?	
☐ I need learning materials adapted (e.g. large print, translated) ☐ I require support for a disability or medical condition ☐ I require flexible scheduling or tutorials	☐ I would like assistance with LLND (language, literacy, numeracy & digital skills) ☐ I require help using technology or accessing online platforms

4. Specific Needs and Support Services

Do you have any of the following support needs?	☐ Modified training environment (e.g. ramps, accessible toilets) ☐ Modified tools or equipment (e.g. adjustable benches, screen readers) ☐ Alternative assessment methods (e.g. oral exams, extra time) ☐ Interpreter or specialist support (e.g. AUSLAN, cultural liaison) ☐ Referral to support organisations or LLND programs ☐ Workplace-based assessment due to employment commitments
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5. Recognition of Existing Skills

Would you like to apply for Recognition of Prior Learning (RPL) or Credit Transfer (CT)?	☐ Yes – RPL (you will need to provide evidence of prior experience) ☐ Yes – CT (you have a valid Statement of Attainment for an equivalent unit) ☐ Not sure – please explain these options to me
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6. Financial Obligations

Are you aware of, and able to meet, the requirements of the course fees and other resources you may have to pay for?	☐ Yes ☐ No ☐ Not sure – please explain these payment options to me
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Office Use Only			
☐ LLN testing required prior to course commencement		☐ Mode of delivery suitable for candidate	
☐ Reasonable adjustment needed (please specify in notes)		☐ Entry criteria met based on existing skills and knowledge	
☐ RPL / CT requested			
Notes:			
Course suitability	☐ Yes ☐ No	Date	___ / ___ / ____
Trainer name		Student data recorded in SMS	☐ Yes ☐ No
FEES AND CHARGES			
Fees / deposit paid	☐ Yes ☐ No	Receipt no.	
Payment recorded in SMS	☐ Yes ☐ No		

Document Control History

Version	Date	Description	Reviewer
2025.1.3	2025	Released under 2025 Standards – branded and contextualised	VET Student, Administration/SSO and COO
2026.2.0	26 September 2026	Annual review (SRTO 2025) – major: certificate re-issue fee (\$80) conflicted with the Schedule of Administrative Fees – aligned (electronic free, hard copy \$50); ‘no refunds once training has commenced’ qualified so it does not limit Australian Consumer Law rights; ‘Compliance Requirements – Division – Section 18’ corrected to Division 3, s18; footer standardised; version table added	COO (reviewed) / CEO (approved)