



Training and Development Provider

[www.inap.org.au](http://www.inap.org.au)

# Processes and Protocols for Enrolments Member Schools SEMESTER 1, 2012

To assist VET Coordinators who wish to enrol students in programs conducted by INAP Training and Development Provider, the following processes should be followed to ensure that students can participate in their choice of program, and that every program runs smoothly.

- Enrolments will commence from **Monday 5 September 2011** and will be accepted on a first in first come basis, with the exception of Year 11 and 12 students who choose to study VET as part of their SACE. Year 11 and 12 students **must pay in full by Friday 18 November 2011**, to be given preferential treatment.
- INAP **Member School students** have priority over non-member school enrolments for **Semester 1** until **Friday 4 November 2011**.
- Enrolments must be accompanied by **fully signed Enrolment and Terms & Conditions forms**. Forms should only be sent to INAP if the school is sure the student will pay and commit to the course. **NO STUDENT ENROLMENT WILL BE ACCEPTED WITHOUT BOTH OF THESE SIGNED FORMS.**
- Payment to secure an enrolment must be made by **Friday 18 November 2011**, as per the Terms and Conditions Form. **All payments made after Friday 18 November 2011 will incur a \$20 administration fee.**
- **Please note**; invoices will not be issued to individual students. INAP will invoice the school and it is the responsibility of the school to follow up on payment from individual students.
- There will be **NO REFUND** paid for students withdrawing from courses **after Friday 4 February 2012**.
- **A full refund or the option to be placed on the Semester 2, 2012 list** will be offered if there are not enough students to run a class. If a student elects to be placed on a Semester 2, 2012 list, this Semester withdrawal policies will apply. However, the student will not be required to pay extra costs should a course have an increase in fees.
- If there are more enrolments than places available, students will be **placed on a wait list**. If there are enough students, INAP will endeavour to make every effort to **create another class**.
- **If there are vacancies in classes**, enrolments, **accompanied by both forms and payment** will be **accepted until the commencement of the course**. The late withdrawal fee will still apply.
- **NO ENROLMENT WILL BE ACCEPTED WITHOUT FORMS AND PAYMENT.**

**Note:** Most classes will commence the **week beginning Monday 13 February 2012**. Students who wish to withdraw after **Friday 18 November 2011** will incur a **40% fee**. There is **NO REFUND after Friday 4 February 2012**.

**Students need to be made aware of the conditions of enrolment before they complete the enrolment process and sign forms.**



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## CHECKLIST FOR ENROLMENT PROCESS

Action	Date Due	Date Completed
<input type="checkbox"/> Advertise classes and prices		
<input type="checkbox"/> Collect Expression of Interest Forms		
<input type="checkbox"/> Hand out student packs containing <ul style="list-style-type: none"> <li>➤ Enrolment Form</li> <li>➤ Request for payment</li> <li>➤ Terms and Conditions Forms</li> <li>➤ Workplace Request Forms (Retail and Hospitality)</li> <li>➤ Under 18 form (TIME Hospitality) (if required)</li> </ul>		
<input type="checkbox"/> <b>Children's Services</b> – students need a work place learning agreement form and police clearance		
<input type="checkbox"/> <b>TAFESA enrolment form</b> (only for: Architectural Drafting, Fitness, Interior Decorating & Design and Retail)		
<input type="checkbox"/> Send forms to INAP		
<input type="checkbox"/> Collect Fees		
<input type="checkbox"/> Send payment to INAP by <b>Friday 18 November 2011</b>		

Forms are available on the INAP website: <http://www.inap.org.au>

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