



Training and Development Provider

www.inap.org.au

# Semester 2, 2012 NON MEMBER Terms & Conditions

(Please complete this form in **BLACK** ink)

Student Name: \_\_\_\_\_

School: \_\_\_\_\_

Course: \_\_\_\_\_

Students undertaking Vocational Education and Training (VET) courses must be aware of the extra responsibilities that come with participation in these courses. Students need to meet conditions that are, in many ways, equivalent to those of employers.

Students are required to commit to the following:

- **Course fees to be paid in full by Monday 28 May 2012**
- **Any withdrawal after Monday 28 May 2012 will incur a 40% late cancellation fee**
  - Any student who has not paid by the due date (**Monday 28 May 2012**) will incur a **\$20 processing fee per follow-up invoice**.
- All students participating in a VET course will go through a **compulsory Induction** session held at their VET course in their 1<sup>st</sup> training session. Students need to ensure they are aware of the start date of their course and attend this compulsory induction session (their 1<sup>st</sup> class).
- **No refund will be issued after Wednesday 20 June 2012**
- **Please note that any refund due will be paid after the 25<sup>th</sup> of June 2012**
- Students 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. Payment must be made by the due date to be given preferential treatment.
- INAP member school students have priority over non-member school students until **Friday 11 May 2012**.
- A full refund or the option to be placed on the Semester 1, 2013 list will be offered if there are not enough students to run a class. If a student elects to be placed on the Semester 1, 2013 list, the Semester 1, 2013 withdrawal policy will apply. However, you will not be required to pay an additional course costs should the fees increase.
- If there are more enrolments than places available, students will be placed on a waitlist and every endeavour will be made to create an additional class if there are enough students.
- All students are required to wear school uniform unless otherwise stipulated by the training organisation.
- Students must attend all sessions. If absent, it is the student's responsibility to inform both their school and the deliverer of their VET course. **VET lessons must take priority over sporting and social activities.**
- **Missing three sessions may result in withdrawal from the course (NO REFUND WILL BE GIVEN).**
- Students must cooperate fully with teachers/lecturers delivering VET programs.
- Students must meet deadlines for work set in the VET Course.
- Students must undertake Structured Workplace Learning if prescribed by their VET course. In many cases the work placement will occur in the school holidays.
- Off-site delivery of excursions may be required in some courses.
- Students participating in VET delivery or Structured Workplace Learning are representing their school to the wider community and must present themselves in a manner that reflects well upon their school.
- Students, whilst in the workplace, must observe Occupational Health & Safety guidelines, and follow all reasonable instructions given by the proprietor.
- Students undertaking Structured Workplace Learning must complete the relevant paperwork, ensuring a completed form is given to the school and the workplace one week prior to the first day of placement.
- The **Graduation Ceremony** will be held on **Tuesday 27 November 2012** at (**Venue TBC**). **This is a compulsory component of your VET course** and ALL students are required to attend the Graduation to collect their certificate. (invitation to follow)
- Dismissal from the course because of poor attitude, performance or behaviour will result after one official warning has been ignored.

I, \_\_\_\_\_ (**student's name**) have read and understood the above conditions for undertaking Vocational Education & Training in 2012. I understand that failure to meet these conditions will result in an official warning being communicated to my parents/guardian, followed by removal from the course.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Caregiver/Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VET Coordinator's name: \_\_\_\_\_ Signature: \_\_\_\_\_