# 10879NAT Certificate IV in Life Coaching &

# 10883NAT Diploma of Life Coaching

## 

## RTO CODE: 21564 STUDENT ENROLMENT FORM

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| YOUR PERSONAL DETAILS | | | | | | | | | | |
| Title | Mr | | Mrs | | Ms | | | | Miss | |
| Given Name: |  | | | Surname: |  | | | | | |
| Date of Birth: |  | | | Gender: | Male | | | Female | | Other |
| Street Address: |  | | | | | | | | | |
| Suburb: |  | | | | | | | | | |
| State: |  | | | Postcode: |  | | | | | |
| Phone Number: |  | | | | | | | | | |
| Email Address: |  | | | | | | | | | |
| USI Number: |  | | | | | Not Provided Yet | | | | |
| **If you do not have USI number, TCI will be able to request one on behalf of you. Please complete Unique Student Identifier (USI) Request Form or go online** [**https://www.usi.gov.au/**](https://www.usi.gov.au/) | | | | | | | | | | |
| Emergency contact details: | | | | | | | | | | |
| Contact Name: |  | | | Relationship |  | | | | | |
| Telephone |  | | | Mobile |  | | | | | |
| EMPLOYMENT DETAILS | | | | | | | | | | |
| **Of the following categories, which BEST describes your current employment status?** | | | | | | | | | | |
| Full-time employee  Part-time employee  Self-employed not employing others  Employer | | | | | Employed – unpaid worker in a family business  Unemployed – seeking full-time work  Unemployed seeking part-time work  Not employed – not seeking employment | | | | | |
| What is your current or most recent occupation? | | | | | | | | | | |
| Who is Paying for this course:  Student  Employer (specify below) | | | | | | | | | | |
| Company Name | |  | | | Contact Number | |  | | | |
| Contact Person | |  | | | Position | |  | | | |
| Which industry classification is your current/most recent employer? | | | | | | | | | | |
| Health Care/Social Assistance  Administration and Support Services  Electricity, Gas, Water and Waste Services  Transport Postal and Warehousing  Financial and Insurance Services  Professional, Scientific, Technical Services  Retails Trade  Accommodation and Food Services  Education | | | | | Public Administrative and Safety  Mining  Construction  Information Media and Technology  Rental, Hiring and Real Estate Services  Arts and Recreation Services  Wholesale Trade  Manufacturing  Other (please specify): | | | | | |

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RTO CODE: 21564

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| **Language and cultural diversity**   1. In which country were you born?   Australia  Other – please specify   1. What is your town of birth?      1. What is your nationality   Australian  New Zealand  None of the above – please specify     1. Do you speak a language other than English at home?   No, English only  Yes, other – please specify   1. How well do you speak English   Very Well  Well  Not Well  Poorly   1. Are you Aboriginal or Torres Strait Islander origin?   No  Yes, Aboriginal  Yes, Torres Strait Islander | **Disability**   1. Do you consider yourself to have a disability, impairment or long-term health condition?   Yes  No – Go to questions   1. If you indicated the presence of disability, impairment or long-term condition, please select the area(s) in the following list:   Hearing/deaf  Physical  Learning  Mental illness  Acquired brain impairment  Vision  Medical condition  Other \_  Tick if you will require extra assistance to undertake your course.  A TCI team member will be in contact with you to discuss any additional requirements. |
| **Schooling**   1. Are you currently attending secondary school?   Yes  No   1. What was your highest COMPETED school level of schooling?   Year 12 or equivalent  Year 11 or equivalent  Year 10 or equivalent  Year 9 or equivalent  Year 8 or below  Did not attend school | **Previous qualifications achieved**   1. Have you SUCCESSFULLY completed any of the qualifications?   Bachelor degree or higher  Advanced Diploma or associate degree  Diploma or associate diploma  Cert IV or advanced certificate/technician  Cert III or trade certificate  Cert II  Cert I  Certificate other than above |
| **Study reason**   1. Of the following categories, which BEST describes your main reason for undertaking this course?   To get a job  To develop my existing business  To start my own business  To try for difference career  To get a better job or promotion  It was a requirement of my job  I wanted extra skills for my job  To get into another course of study  For personal interest or self-development  To get skills for community/voluntary work  Other reasons | 1. **Language Literacy and Numeracy (LLN)**   Have you completed the LLN test?  Yes  No  I have discussed with RTO representative the LLN requirement to complete this course and my ability to cope  I am sure and do **not** require any assistance with LLN for the course  I am unsure my LLN capabilities are sufficient for the course; therefore, I elect to complete further LLN assessment to identify & customise support. |

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| PACKAGE INCLUSION | | | | |
| Nationally Recognised - Accredited Course | Via Express | Tick | Via Instalments | Tick |
| 10879NAT Certificate IV in Life Coaching | **$987 Enrolment Fees** + $667 Monthly  For 6 months  **Total of $4,987** (save $1000) |  | **$987 Enrolment Fees**  + $99 Weekly  For 12 months  **Total of $5,987** |  |
| 10883NAT Diploma of Life Coaching | **$987 Enrolment Fees**  + $1000 Monthly  For 12 Months  **Total of $14,987**  (save $2,250) |  | **$987 Enrolment Fees** +$155 Weekly  For 24 months  **Total of $17,237** |  |
| \*The last payment may be adjusted on the last month of payment cycle to match to the balance (if applicable) | | | | |

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| STEP 3 – INVESTMENT AMOUNTS | | | | | | | | | | | | | | | | | |
| Enrolment Fees **Non-Refundable** | | | | **AUD$** | | | | | | | | | | | | | |
| Date: | | | |  | | | | | | | | | | | | | |
| Ongoing Amount: | | | | **AUD$** | | | | | | | | | | | | | |
| Frequency: | | | | 🞎 Weekly 🞎 Fortnightly 🞎 Monthly | | | | | | | | | | | | | |
| Commencement Date: | | | |  | | | | | | | | | | | | | |
| Total to Collect: | | | |  | | | | | | | | | | | | | |
| Driver License # | | | |  | | | | | | | | | | | | | |
| STEP 4 – PAYMENT INFORMATION | | | | | | | | | | | | | | | | | |
| Please select ONE of the options below: | | | | | | | | | | | | | | | | | |
| * CREDIT CARD / DEBIT CARD, **OR** | | | | | | | | | | | | | | | | | |
| I request you The Coaching Institute to arrange for funds to be debited from my nominated credit card according to the schedule specified below and attached Direct Debit Service Agreement. | | | | | | | | | | | | | | | | | |
| Card Type: | | | 🞎 Visa 🞎 MasterCard 🞎 BankCard 🞎 AMEX\* | | | | | | | | | | | | | | |
|  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Expiry Date: | | |  | | | | | | | | | | | | | | |
| Cardholder Name: | | |  | | | | | | | | | | | | | | |
| Signature: | | |  | | | | | | | | | | | | | | |

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| TERMS & CONDITIONS(Please read the terms and conditions overleaf and the Student Handbook before signing this agreement) | | | |
| Yes, I have completed and attached my PayWay form for instalment payments  Yes, I have read and agree to the terms and conditions  Yes, I have read the Student Handbook and had any questions answered  Yes, I give permission to the RTO to verify my USI on my behalf  Yes, I understand that my certificate/statement of attainment cannot be processed unless I provide my USI  Yes, I have read, understood and agreed to the Privacy Notice | | Signature: |  |
| Date: |  |
| FOR OFFICE USE ONLY | | | |
| COMPLIANCE CHECKED: | YES | | NO |
| PRE-TRAINING REVIEW | YES | | NO |
| LL&N ASSESSMENT:  Does student meet the entry requirements? | YES | | NO |
| SIGNED BY: | DATE: | | |

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## RTO CODE: 21564 TERMS & CONDITIONS

**Privacy Statement & Student Declaration**

**Privacy Notice**

Under the *Data Provision Requirements 2012*, The Coaching Institute is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by The Coaching Institute for statistical, administrative, regulatory and research purposes. The Coaching Institute may disclose your personal information for these purposes to:

* Commonwealth and State or Territory government departments and authorised agencies; and
* NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

* populating authenticated VET transcripts;
* facilitating statistics and research relating to education, including surveys and data linkage;
* pre-populating RTO student enrolment forms;
* understanding how the VET market operates, for policy, workforce planning and consumer information; and
* administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER’s website at [www.ncver.edu.au](https://www.ncver.edu.au/)).

**In this Agreement:**

“Agreement” means these Terms and Conditions, together with the completed Student Acceptance Form.

“Student”, “you”, “your”, “me” or “I” means the person specified in “Step 1 – Your Details” of this Agreement.

“The Coaching Institute”, “us” or “we” means The Coaching Institute – ACN: 163 412 057

# The Agreement is governed by the laws of the State of Victoria and the parties submit to the non-exclusive jurisdiction of the courts of Victoria, and the courts entitled to hear appeals from those courts.

# **Course Enrolment Fees and ongoing Course fee payments –**

1. Please consider and refer to your financial situation before signing and submitting your enrolment form.
2. Where the Student has elected to pay the Course fees by instalments, the first instalment is due within 30 days of enrolment and the Student must continue to pay instalments on a weekly basis thereafter.
3. Enrolment fees and learner resources fees are non-refundable after the course is commenced.
4. You receive online access to classes and Course materials that are relevant to the training Course selected at the time of enrolment.
5. Attend the training that relevant to the Course selected via virtual training and/or via face-to-face (if available) and receive the services provided at that training.
6. Access to resources for the duration of your membership: 12 months membership for Certificate IV in Life Coaching, 24 months membership for Diploma of Life Coaching
7. Withdraw from your current program will results of withdraw from Scholarship program.
8. The Course fees and the course selected is not transferable for any reason.
9. Early withdrawal from any Course results in fees payable being calculated based on what resources & classes have been delivered to the Student, the fees due (or refund due) is calculated strictly according to the fee schedule of classes and/or Course materials delivered to the Student, where such fee schedule is located in the Course Handbook.
10. We collect, hold and use, information related to your consumer and commercial creditworthiness from a Credit Reporting Agency, DBCC Pty Ltd (w: www.dnb.com.au | e: pac.austral@dnb.com.au | t: 1300 734 806), for all purposes permitted by law. You agree to our exchange of creditworthiness information with DBCC Pty Ltd (Dun & Bradstreet’s consumer credit reporting business), and agree that we will obtain (and to the extent permitted by law, provide) information about both your consumer and commercial creditworthiness from/to DBCC Pty Ltd. Such permission remains in force for the duration of any credit contract that may be approved.
11. Any personal information we collect under this Agreement will be dealt with in accordance with our Privacy Policy, a copy of which can be located on our website at: <http://www.thecoachinginstitute.com.au/policies-and-procedures/> RTO-18 Privacy
12. For students with more than one credit account, default on one account will cause suspension of all accounts. Failure to make payments as agreed will result in all recovery costs being the responsibility of the Student and become due to The Coaching Institute.
13. Account not paid within terms are subject to a fee of $10 per failed payment plus additional 10% p.a. finance charge until outstanding amount paid in full. We reserved the right to charge any cost associated with recovery of overdue account.

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**Training – I agree –**

1. That the training sessions which I will be required to participate in may be personally, emotionally and physically challenging for me and I agree that I have undertaken any necessary tests or investigations with a suitably qualified expert before commencing training to ensure that I am physically, mentally and emotionally fit for such training sessions.
2. I will not hold The Coaching Institute liable for any loss or cost or damages or consequential loss (including but not limited to loss of income, loss of revenue, loss of profit, loss of goodwill and loss of business opportunity) incurred by me (or any person related to me) in the event of mental, physical, emotional stress or distress (or other ailment or condition) caused either directly or indirectly in relation to the training sessions. I will indemnify The Coaching Institute in the event of any such claim.
3. That I have not and will not rely on any representations made by The Coaching Institute or any of its employees or agents, other than as supplied in this Agreement.
4. Cancellations made 10 working days prior to the FOCS face-to-face training will incur a $500 fee to cover the venue, catering and administrative costs. This fee will only be waived if a doctor’s certificate can be provided prior to the training commencing.
5. To access all classes via phone or internet at my own cost and that some training sessions will be recorded for training & marketing purposes.
6. That once I have chosen and enrolled in my selected Course I cannot downgrade my choice as considerable Intellectual Property has already been imparted to me by The Coaching Institute, (whereby “Intellectual Property” means all aspects of The Coaching Institute’s intellectual property in whatever form associated with The Coaching Institute, including but not limited to the rights contained in their website, stationary, customer list, graphics, literature, style of Trading, copyright, design rights parents, logo, course materials and content).
7. To complete and submit assessments due as per the study plan. I understand that assessments not submitted when due will be marked “Not Yet Competent” and that this will impact on my final result.
8. The Coaching Institute reserves the right to change the training venue at any point prior to the training in order to best serve the needs of the students.

# **The Student, in consideration of the course and/or Training under this Agreement, agrees –**

1. To indemnify & keep indemnified The Coaching Institute from & against all loss, damage or liability (whether criminal or civil) suffered including legal fees & costs on a full indemnity basis incurred by The Coaching Institute resulting from breach of this Agreement by the Student.
2. Not to cause or permit anything which may damage or endanger the intellectual property of The Coaching Institute or assist or allow others to do so.
3. That what is taught within the Course and the Intellectual Property delivered in any form remains the copyright of The Coaching Institute and is not be replicated, modified, licensed, published, transmitted, distributed, uploaded, broadcast, sold or otherwise transferred without The Coaching Institute’s written consent. A breach of this clause considered serious misconduct and may result in The Coaching Institute taking action such as the removal of the Student from the Course, suspension of access to Course material, or the initiation of legal proceedings against the Student.
4. Not to solicit, deal with or engage in any business dealing with any of the personnel provided by The Coaching Institute to supply the Course for a period of two years from the date of this Agreement without the prior written consent from The Coaching Institute.
5. Not to make copies or distribute any materials from the course other than as required to doing so, for the purpose of participating in the Course.
6. Not divulge to any third party any part of the Confidential Information or of the Intellectual Property nor provide to any third party a copy of any document or audio recording which comprises or contains Confidential Information or Intellectual Property, except as this Agreement specifically permits.
7. “Confidential Information” included any of the following information:
   1. all business and financial information, sales and supply details, marketing strategies, customer and supplier listing, business listing, personal information, nor other information concerning The Coaching Institute, its customers or its employees and officers;
   2. all drawing, plans ketches, production processes and procedures, computer programs, specifications, manuals, notes, diagrams, flowcharts, project plans, calculations, know how or any other verbal information or written data concerning The Coaching Institute or its products;
   3. all (if any) other information relating to The Coaching Institute which, by its nature, places or

potentially places The Coaching Institute at an advantage over its present or future business competitors; and

* 1. any other information that would otherwise at law be considered secret or confidential information of The

Coaching Institute; whether or not marked “Confidential” BUT does not include information which:

* 1. at the time of first disclosure by a Student to another person is already in the public domain;

after disclosure by a Student, becomes part of the public domain otherwise than by disclosure in breach of the terms of this Agreement; and

* 1. the person to whom the information is disclosed can prove that the information was in his or

her possession before the time of first disclosure by or discovery from the Student.

1. That any publicity or information provided by The Coaching Institute in relation to the provision of the Course subject to alteration from time to time at The Coaching Institute’s discretion.
2. That in the event that The Coaching Institute is liable to any extent under this Agreement or under general law The Coaching Institute’s liability is to be limited to the amount of the Course fee paid by the Student, save for where there is any fraud, wilful misconduct or criminal action on the part of The Coaching Institute.
3. That The Coaching Institute is not liable in any way if the Course contains materials which the Student is already familiar with.
4. That The Coaching Institute has not made any representation that participation in the Course guarantees success as, including but not limited to, a Coach, Business Coach, Niche Specific Coach, Executive Coach or Meta Dynamics™ Practitioner, or that such participation will guarantee income.
5. Assessments required to achieve competency in the Course will be conducted and any certificate or statement of attainment will only be awarded once competency is achieved & upon the completion of all payments.
6. That any disputes which may arise as a result of this Agreement shall be dealt with in accordance with our Complaints Resolution Policy, a copy of which can be located on our website at: [https://www.thecoachinginstitute.com.au/policies-procedures/](https://www.thecoachinginstitute.com.au/policies-procedures/%20)
7. To acknowledge that training events may be videoed and that still photographs may be taken for training and/or marketing purposes. To that end, the Student willingly gives his/her approval to be filmed and photographed, save for where the Student advises otherwise by signing a waiver at the relevant event.

Initial: \_\_\_\_\_\_\_\_\_\_\_\_

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## RTO CODE: 21564 TERMS & CONDITIONS

This is your Direct Debit Service Agreement with THE COACHING INSTITUTE. It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider.

Please keep this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR authorisation.

**DEFINITIONS**

***Account*** means the account held at *your financial institution* from which *we* are authorised to arrange for funds to be debited. ***Agreement*** means this Direct Debit Request Service Agreement between *you* and *us*. ***Banking day*** means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia. ***Debit day*** means the day that payment by *you* to *us* is due. ***Debit payment*** means a particular transaction where a debit is made. ***Direct debit request*** means the Direct Debit Request between *us* and *you*. ***Us*** or ***we*** means THE COACHING INSTITUTE, youhave authorised by requesting a *Direct Debit Request.* ***You*** means the customer who has signed or authorised by other means the *Direct Debit Request*. ***Your financial institution*** means the financial institution nominated by *you* on the DDR at which the *account* is maintained.

**DEBITING *YOUR* ACCOUNT**

By signing a *Direct Debit Request* or by providing *us* with a valid instruction, *you* have authorised *us* to arrange for funds to be debited from your *account*. *You* should refer to the *Direct Debit Request* and this *agreement* for the terms of the arrangement between *us* and *you*.

*We* will only arrange for funds to be debited from *your account* as authorised in the *Direct Debit Request*.

**or**

We will only arrange for funds to be debited from *your account* if we have sent to the address nominated by *you* in the *Direct Debit Request*, a billing advice which specifies the amount payable by *you* to *us* and when it is due.

If the *debit day* falls on a day that is not a *banking day*, *we* may direct *your financial institution* to debit *your account* on the following *banking day*. If *you* are unsure about which day your *account* has or will be debited *you* should ask *your financial institution*.

**AMENDED BY *US***

*We* may vary any details of this *agreement* or a *Direct Debit Request* at any time by giving *you* at least **fourteen (14) days** written notice.

**AMENDED BY *YOU***

*You* may change, stop or defer a *debit payment*, or terminate this agreement by providing *us* with at least 7 days notification by writing to:

Suite 40 37-39 Albert Road  
Melbourne, VIC, Australia 3004

**or**

By telephoning *us* on +61396087900 during business hours;

**or**

Arranging it through *your financial institution*, which is required to act promptly on your instructions.

***YOUR* OBLIGATIONS**

It is *your* responsibility to ensure that there are sufficient clear funds available in *your account* to allow a *debit payment* to be made in accordance with the *Direct Debit Request*.

If there are insufficient clear funds in your account to meet a *debit payment*:

* *You* may be charged a fee and/or interest by *your financial institution*;
* *You* may also incur fees or charges imposed or incurred by *us*; and
* *You* must arrange for the *debit payment* to be made by another method or arrange for sufficient clear funds to be in *your account* by an agreed time so that *we* can process the *debit payment*.

*You* should check *your account* statement to verify that the amounts debited from *your account* are correct.

**DISPUTE**

If *you* believe that there has been an error in debiting *your account*, *you* should notify *us* directly on +61396087900 and confirm that notice in writing with *us* as soon as possible so that we can resolve your query more quickly. Alternatively *you* can take it up directly with *your financial institution*.

If *we* conclude as a result of our investigations that *your account* has been incorrectly debited *we* will respond to *your* query by arranging for *your financial institution* to adjust *your account* (including interest and charges) accordingly. *We* will also notify *you* in writing of the amount by which *your* *account* has been adjusted.

If *we* conclude as a result of our investigations that *your account* has not been incorrectly debited *we* will respond to *your* query by providing *you* with reasons and any evidence for this finding in writing.

**ACCOUNTS**

*You* should check:

* With *your financial institution* whether direct debiting is available from *your account* as direct debiting is not available on all accounts offered by financial institutions.
* *Your account* details which *you* have provided to *us* are correct by checking them against a recent account statement; and
* With *your financial institution* before completing the *Direct Debit Request* if *you* have any queries about how to complete the *Direct Debit Request*.

**CONFIDENTIALITY**

*We* will keep any information (including *your account* details) in your *Direct Debit Request* confidential. *We* will make reasonable efforts to keep any such information that *we* have about *you* secure and to ensure that any of *our* employees or agents who have access to information about *you* do not make any unauthorised use, modification, reproduction or disclosure of that information.

*We* will only disclose information that *we* have about *you*:

* To the extent specifically required by law; **or**
* For the purposes of this *agreement* (including disclosing information in connection with any query or claim).

**NOTICE**

If *you* wish to notify *us* in writing about anything relating to this *agreement*, *you* should write to

THE COACHING INSTITUTE  
Suite 40 37-39 Albert Road  
Melbourne, VIC, Australia 3004

*We* will notify *you* by sending a notice in the ordinary post to the address *you* have given *us* in the *Direct Debit Request*.

Any notice will be deemed to have been received on the third *banking day* after posting. Initial: \_\_\_\_\_\_\_\_\_\_\_\_