



**UNIT ENROLMENT FORM**

Please return this completed enrolment form to the AIHFE Administration

**INCOMPLETE FORMS WILL NOT BE ACCEPTED – PLEASE MAKE SURE YOU SIGN THE BACK SECTION**

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

User Name: \_\_\_\_\_ Email address: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Landline Phone: \_\_\_\_\_

Name the course you are enrolling in: \_\_\_\_\_

AIHFE unit number	Unit Fee Applicable	Method of Payment Cash, Cheque, Bank Transfer, VET FEE-HELP

The AIHFE is not responsible for incorrect or incomplete information provided in this form, access to Internet based course notes will be assigned based on this unit enrolment form. To avoid inconvenience, please ensure you complete the form completely and accurately to reflect your unit of study choices.

**ENROLMENTS**

- To avoid missing a place in your chosen unit/s of study please ensure you submit your completed unit enrolment form at least 7 days prior to the commencement of the unit of study.
- Unit enrolment forms received more than 7 days after commencement of the unit of study will incur a \$50 late enrolment fee, per unit of study.
- **ENROLMENTS WILL NOT BE ACCEPTED AFTER THE CENSUS DATE FOR THE UNIT OF STUDY.**

**PAYMENT OPTIONS**

- **Full term fee payment:** Payment made by cheque, cash, credit card or bank transfer to the AIHFE on or before the census date for the unit/s of study.
- **VET FEE-HELP.** Contact AIHFE administration for further information.

*The timetable may be subject to alteration. Should there be insufficient student numbers, the AIHFE reserves the right to postpone any unit or make amendments as required.*

**WITHDRAWAL POLICY**

Please read withdrawal policy on our website.

**PRIVACY DISCLOSURE**

Personal information will not be released to any third party without your written permission, except where any information is requested by Centrelink, or any other external agency, to verify or support payments of Austudy, Abstudy or VET FEE-HELP

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**OFFICE USE ONLY**

Total amount due: \$ \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_

- Cheque/Money order
- Cash
- Visa card
- Master card
- Bank transfer
- Credit Transfer
- EFTPOS

Amount deferred to VET FEE-HELP loan: \$ \_\_\_\_\_      Amount of loan fee (20%): \$ \_\_\_\_\_

Direct Debit F/N amount: \$ \_\_\_\_\_      Number of payments: \_\_\_\_\_      1<sup>st</sup> Deduction: \_\_\_\_\_