



## HOW TO ENROL

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### By Telephone:

Enrol with your credit card: Ph: (03) 9929 7000

Please note we will also require you to mail/fax/email a completed enrolment form.

### By Email:

Email your completed enrolment form with your credit card details to [heidi@radiotraininginstitute.com.au](mailto:heidi@radiotraininginstitute.com.au)

### By Mail:

Complete the enrolment form and send with credit card details, cheque or money order.

### NB:

Cheques / Money Orders need to be made out to: ACE Radio Broadcasters P/L.

### In Person: (\*please telephone first)

Bring your completed enrolment form with cash, money order or cheque. Eftpos also available.

## ENROLMENT TERMS & CONDITIONS

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### Prerequisites:

It is a requirement that students have access to the following throughout the course duration;  
Laptop and Audacity installed (free audio editing program)

### Who can enrol:

Everyone aged 15 and over can enrol. There are no prerequisites.

### When to enrol:

Early enrolment is advisable to secure a course place and avoid disappointment.  
A completed enrolment form must accompany all enrolments.

### Course cancellation:

Should a course need to be cancelled or deferred, a minimum of two business days notice will be given.

### Confirmation:

All enrolments will be acknowledged in writing by email / mail.

### Public Holidays:

There are no classes on public holidays.

### Instalments:

If you wish to pay a deposit initially or pay via instalments, please contact RTI directly to organise an individual payment plan.

### Refunds:

No refunds on course payments under any circumstances.

### Deferrals:

Students must notify The Radio Training Institute in writing a minimum of 21 days prior to course commencement date of intention to defer.

No deferrals will be accepted if less than 21 days prior to course commencement.

Students can only be transferred to a future course of the same title.

Students can defer once only and it must be within 6 months of original course commencement date.

### Certificates:

Upon satisfactory completion of course requirements and attendance, students will be issued with a Certificate of Completion, recognised nationally by all Australian radio stations and associated organisations.

Students are strongly recommended to ensure they are able to make the full financial and time commitment required for the duration of the course in order to successfully meet the assessment criteria and graduate from the course.