

ENROLMENT FORM

Advanced Radio Course



COURSE DATE: Term 1: October 30th - December 12th 2017. Term 2: January 29th - May 15th 2018.

STUDENT DETAILS

Name: _____ Age: _____

Address: _____

Phone: _____ Mobile: _____ Email: _____

Payment Details (Please tick a box)

Please find enclosed a: Cheque Money Order

Please Debit my: Visa Mastercard

Card Number:

CVV: _____

Name on card: _____ Expiry Date: (mm/yy): _____ / _____

I am paying:

My deposit for the Advanced Radio Course (Subject to acceptance)

My course fees in full for the Advanced Radio Course (Subject to acceptance)

I WILL PAY THE BALANCE OF THE FEES... One Payment: Option A By Instalments: Option B Option C

*** I have read and accept the enrolment terms and conditions.

Students Signature: _____ Date: _____

HOW DID YOU FIND OUT ABOUT THE RADIO TRAINING INSTITUTE?

Herald Sun The Age The MX Email/Mail Out Website Radio Info

Facebook Instagram Twitter Jocks Journal Radio Today

Other: (please specify)

PAYMENT OPTIONS

2 PAYMENTS: OPTION A	TOTAL: \$6,999.00
Less Deposit (Payable upon enrolment)	\$999.00
Balance payable by the 16th October 2017	\$6,000.00

INSTALMENTS: Option B	TOTAL: \$7,499.00
Less Deposit (Payable upon enrolment)	\$999.00
Balance remaining	\$6,500.00

Balance to be paid via regular instalments as set out in the individual payment arrangement. Balance to be paid in full on completion of the course.

INSTALMENTS: Option C	TOTAL: \$7,799.00
Less Deposit (Payable upon enrolment)	\$999.00
Balance remaining	\$6,800.00

Balance to be paid via regular instalments as set out in the individual payment arrangement. Balance to be paid in full within 12 months of the course commencement.

EXCEPTIONS:

Please tick the relevant box if applicable to your circumstances.

Please note: Multiple discounts are not accepted. Only one offer per enrolment.

- 10% discount on the total course fee as I am a past (Melbourne Radio School / Radio Training Institute) student.
- 5 % discount on the total course fee as I am enrolling prior to the 18th September 2017.
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HOW TO ENROL

By Telephone:

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

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

By Email:

Email your completed enrolment form with your credit card details to 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

Pre requisites:

The student will need to be 15 or over at the time of commencing the course.

It is a requirement that students have access to the following throughout the course duration:

- Laptop and Audacity installed (Free audio editing program)
- Audio recording device (E.G. mobile phone / portable recorder)

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 seven business days notice will be given.

Confirmation:

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

Refunds:

No refunds on course payments under any circumstances.

Instalment Arrangement:

Instalments can be paid weekly, fortnightly or monthly in an agreed individual payment schedule. The payment schedule is to be arranged and finalised at the time of enrolment.

Instalment payments can be debited to a supplied credit card, or paid directly into the RTI bank account.

Application Process:

Applicants are subject to a phone/in person interview with a RTI team member, prior to acceptance of enrolment or payment, to assess for course suitability.

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 12 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.