

## STUDENT ENROLMENT FORM

*Ensure you have read your Student Handbook and Unit Outline BEFORE submitting this form. Please complete this form in blue or black ink using CAPITAL LETTERS. Mark appropriate answer boxes with a tick (✓). You should keep a copy of this completed form for your records.*

### 1. PERSONAL DETAILS

Title:  Mr  Miss  Ms  Mrs  Other:

Family Name:

Given Name:

Other Names:

Date of Birth:

Gender:  Male  Female

### 2. CONTACT DETAILS

Email Address:

Home Telephone Number:

Other Telephone Number:

Home Address:

No and Street:

Suburb/Town:

State:

Country:

Postcode:

Mailing Address:

If your Mailing Address is the same as your home address please write "same as home address"

No and Street:

Suburb/Town:

State:

Country:

Postcode:

### 3. DISABILITY

Do you consider yourself to have a disability, impairment or long-term medical condition?  Yes  No

If YES, please indicate the area of disability, impairment or long-term condition: (You may indicate more than one area)

Hearing/deaf  Physical  Intellectual  Mental Illness  Vision  Other

If YES, do you require assistance because of the disability?

If YES, what assistance do you require?

### 4. CULTURAL BACKGROUND

Are you an Australian Citizen?  Yes  No

Country of Birth:

Are you of Aboriginal or Torres Straight Islander Origin:  Yes  No

If YES, please specify:

Is English your first language?  Yes  No

If NO, what language do you usually speak?

How would you rate your spoken English proficiency?

Very Good

Good

Not Good

Not at all

How would you rate your written/numeric English proficiency?

Very Good

Good

Not Good

Not at all

## 5. EDUCATION

What is your highest COMPLETED school level?  Year 12  Year 11  Year 10  Year 9 or below  Did not go to school

Year completed:

Have you SUCCESSFULLY completed any of the following qualifications?  Yes  No

If YES, tick applicable boxes:

Bachelor Degree or Higher Degree

Advanced Diploma of Associate Degree

Diploma (or Associate Diploma)

Certificate IV (or Advanced Certificate/Technician)

Certificate III (or Trade Certificate)

Certificate II

Certificate I

Other Certificates

Qualification Title(s):

## 6. COURSE REQUESTED

Course Code:

Course Name:

## 7. RECOGNITION OF PRIOR LEARNING

If you have significant experience/knowledge/current training/real life experiences in any of the units you may wish to apply for Recognition of Prior Learning (RPL) or Credit Transfer.

Do you wish to apply for RPL or Credit Transfer?  Yes  No

*If you tick "Yes" Hubb Financial Institute will send you a separate application form to fill out.*

## 8. FEES & REFUNDS POLICY

The FNS51004 Diploma of Financial Services (Financial Markets) is offered to Optionetics students at no charge. Please note you will be required to possess a copy of the 2007 Optionetics Home Study Course Materials in order to complete this course.

Hubb Financial Institute's service requests attract the following fees:

- Re-enrolment fee of \$495 – should your course expire the 12 month period
- Re-assessment fee of \$150 per assessment – should you be deemed not yet competent (after 2 attempts)
- Certificate re-print fee of \$40 – should you require a new original copy
- RPL fee of \$100 per unit applied for
- Re-instatement fee of \$150

There is no refund for these fees as they are immediate service requests.

## 9. STUDENT DECLARATION

I understand the information I have provided will remain private and confidential. I acknowledge that I have read and understand the information provided and confirm the information I have given is true and correct.

I acknowledge that I have read and fully understand the contents of this Student Handbook, which outlines the conditions and my rights and responsibilities as a student of Hubb Financial Institute Pty Ltd. I understand that it is my responsibility to be familiar with its contents and to ask questions on any matters I don't understand.

Student Signature:

Date:

PRIVACY STATEMENT: other than as authorised or required by law, Hubb Financial Institute will only use information collected via this form for the purposes for which it is being collected in accordance with Hubb Financial Institute's functions and activities associated with your enrolment. All information will be collected, stored, accessed, disseminated or destroyed in accordance with relevant privacy, records management, other laws and Hubb Financial Institute's policies.

**Please fax completed forms to:  
+61 2 9972 7769  
Or post to:  
Hubb Financial Institute Pty Ltd  
Unit 5/4 Skyline Place  
Frenchs Forest NSW AUSTRALIA 2086**

*Date Received*