

Application Form & Written Agreement

Chosen your course from the drop-down menu below

PART 1: AVETMISS DATA

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Personal details

1. Enter your full name *

Single name only (Tick this box if you have one name only that cannot be written in the following format. Write your single name in the 'Family name section').

Family name (surname)	
First given name	
Second given name (middle)	

* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want RETS to apply for a USI on your behalf, **you must write your name, including any middle names, exactly as written in the identity document** you choose to use for this purpose. Please contact RETS if you would like us to obtain a USI for you on your behalf.

2. Enter your birth date

Day/month/year	
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3. Gender (Tick ONE box only)

Male	Female	Other
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4. Enter your contact details

Home phone		Work phone	
Mobile		Email address	
Alternative email address (optional)			

5. What is the address of your usual residence?

Please provide the physical address (not PO box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.

Building/property name	
Flat/unit details	
Street or lot number (e.g., 2 or Lot 1)	
Street name	
Suburb, locality or town	
State/Territory	
Postcode	

6. What is your postal address (if different from above)?

Building/property name	
Flat/unit details	
Street or lot number (e.g., 2 or Lot 1)	
Street name	
Suburb, locality or town	
State/Territory	

Postcode	
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Language and cultural diversity

7. In which country were you born?

Australia	
Other – please specify:	

8. Do you speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often)

No, English only	
Yes, other – please specify:	

9. Are you of Aboriginal or Torres Strait Islander origin?

No		Yes, Torres Strait Islander	
Yes, Aboriginal		Yes, both Aboriginal and Torres Strait Islander	

Disability

10. Do you consider yourself to have a disability, impairment, or long-term condition?

Yes		Yes – Go to question 11
No		No – Go to question 12

11. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

(You may indicate more than one area) Please refer to the Disability supplement for an explanation of the following disabilities.

Hearing/deaf		Acquired brain impairment	
Physical		Vision	
Intellectual		Medical condition	
Learning		Other	
Mental illness			

Schooling

12. What is your highest COMPLETED school level? (Tick ONE box only)

If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10, then the Highest school level completed is Year 9.

Year 12 or equivalent		Year 9 or equivalent	
Year 11 or equivalent		Year 8 or below	
Year 10 or equivalent		Never attended school – go to question 14	

In what year did you complete this level of school?

13. Are you still enrolled in secondary or senior secondary education?

Yes		No	
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Previous qualifications achieved

14. Have you **SUCCESSFULLY** completed any of the qualifications listed in question 15?

Yes	Yes – go to question 15
No	No – go to question 16

15. If YES, tick ANY applicable boxes.

Bachelor degree or higher degree	Certificate III (or trade certificate)
Advanced diploma or associate degree	Certificate II
Diploma (or associate diploma)	Certificate I
Certificate IV (or advanced certificate/technician)	Other (including certificates or overseas qualifications not listed above)

Employment

16. Which of the following **BEST** describes your current employment status? (Tick **ONE** box only)

For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

Full-time employee	Employed – unpaid worker in a family business
Part-time employee	Unemployed – seeking full-time work
Self employed – not employing others	Unemployed – seeking part-time work
Self employed – employing others	Not employed – not seeking employment

Study reason

17. Of the following categories, select the one which **BEST** describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick **ONE** box only)

To get a job	I wanted extra skills for my job
To develop my existing business	To get into another course of study
To start my own business	For personal interest or self-development
To try for a different career	To get skills for community/voluntary work
To get a better job or promotion	Other reasons
It was a requirement of my job	

Unique Student Identifier (USI)

From 1 January 2015, RETS can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVET. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi/> on computer or mobile device.

18. Enter your Unique Student Identifier (USI) (if you already have one)

You may already have a USI. You should not have more than one USI. To check if you already have a USI <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/>.

Enter your Unique Student Identifier (USI)

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PART 2: ACT AUSTRALIAN APPRENTICESHIP DATA

Only Complete PART 2 of this form if you are applying for an ACT traineeship.

Employer Details in the ACT	
Employer name	
Employer Address in the ACT	
Street or lot number (e.g., 2 or Lot 1)	
Street name	
Suburb, locality or town	
State/Territory	
Postcode	
Employer Postal Address (if different to above)	
Street or lot number (e.g., 2 or Lot 1)	
Street name	
Suburb, locality or town	
State/Territory	
Postcode	

I declare that I am...

Australian Citizen		Permanent Resident	
New Zealand Citizen		Temporary Resident	

PART 3: CONSENT TO USE AND DISCLOSURE OF PERSONAL INFORMATION

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact RETS using the contact details listed below.

The Department of Education, Skills & Employment (DESE) is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>

Surveys

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

You are required to complete the following consent statement to acknowledge that you give your consent to use and disclose your personal information:

CONSENT TO USE AND DISCLOSURE OF PERSONAL INFORMATION

I, _____
(First, middle and last Name)

of

(Current residential address)

With date of birth: _____

understand and agree that, under the National Vocational Education and Training Regulator (Data Provision Requirements) Instrument 2020, Real Estate Training Solutions (RETS) is required to collect personal information (information or an opinion about me), collected from me, my parent or guardian, such as my name, Unique Student Identifier, date of birth, contact details, training outcomes and performance, sensitive personal information (including my ethnicity or health information) and other enrolment and training activity-related information (together **Personal Information**) and disclose that Personal Information to the National Centre for Vocational Education Research Ltd (**NCVER**).

My Personal Information (including the personal information contained on my enrolment form and my training activity data) may be used or disclosed by RETS for statistical, regulatory and research purposes. RETS may disclose my personal information for these purposes to third parties, including:

- School – if I am a secondary student Undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if I am enrolled in training paid by my employer;
- Commonwealth and State or Territory government departments and authorised agencies, including the NSW Department of Education or Skills Canberra.
- NCVET;
- Organisations conducting student surveys; and
- Researchers.

I consent to the collection, use and disclosure of my Personal Information in the manner outlined above.

Print full name:

Signature:

Personal Information disclosed to NCVET may be used or disclosed for the following purposes:

- issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

I may receive an NCVET student survey which may be administered by an NCVET employee, agent or third-party contractor. I may opt out of the survey at the time of being contacted.

NCVET will collect, hold, use and disclose my Personal Information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVET policies and protocols (including those published on NCVET's website at www.ncvet.edu.au).

The government agencies may disclose my Personal Information to other Australian government agencies, including those located in States and Territories outside the ACT.

The above government agencies may use my Personal Information for any purpose relating to the exercise of their government functions, including but not limited to the evaluation and assessment of my training, the determination of my eligibility to receive subsidised training or for any Fee Exemptions or Concessions. My Personal Information may also be disclosed to other third parties if required by law.

I also acknowledge and agree that the government agencies may contact me by telephone, email or post, during or after I have ceased subsidised training with RETS for the purposes of evaluating and assessing my subsidised training.

I declare that the information I have provided to the best of my knowledge is true and correct.

Date: _____

PART 4: UNIQUE STUDENT IDENTIFIER (USI)

- If you do not already have a Unique Student Identifier (USI) and you want RETS to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, RETS will provide to the Registrar the following items of personal information about you:
 - your name, including first or given name(s), middle name(s) and surname or family name as they appear in an identification document
 - your date of birth, as it appears, if shown, in the chosen document of identity
 - your city or town of birth
 - your country of birth
 - your gender; and
 - your contact details.
- When we apply for a USI on your behalf, the Registrar will verify your identity. The Registrar will do so through the Document Verification Service (DVS) managed by the Attorney-General's Department which is built into the USI online application process if you have documents such as a Medicare card, birth certificate, driver licence, Australian passport, citizenship document, certificate of registration by descent, ImmiCard or Australian entry visa.
- If you do not have a document suitable for the DVS and we are authorised to do so by the Registrar, we may be able to verify your identity by other means.
- If you do not have any of the identity documents mentioned above, and we are not authorised by the Registrar to verify your identity by other means, we cannot apply for a USI on your behalf, and you should contact the Student Identifiers Registrar.
- In accordance with section 11 of the Student Identifiers Act 2014 Cth (SI Act), we will securely destroy personal information which we collect from you solely for the purpose of applying for a USI on your behalf as soon as practicable after the USI application has been made or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.
- The personal information about you that we provide to the Registrar, including your identity information, is protected by the Privacy Act 1988 Cth (Privacy Act).
- The collection, use and disclosure of your USI are protected by the SI Act. If you ask RETS to make an application for a student identifier on your behalf, RETS will have to declare that it has complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that RETS has given you the following privacy notice:

USI Privacy Notice

You are advised and agree that you understand and consent that the personal information you provide to us in connection with your application for a USI:

- is collected by the Registrar for the purposes of:
 - applying for, verifying and giving a USI;
 - resolving problems with a USI; and
 - creating authenticated vocational education and training (VET) transcripts;
- may be disclosed to:
 - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for the purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs;
 - education related policy and research purposes; and
 - to assist in determining eligibility for training subsidies;
 - VET Regulators to enable them to perform their VET regulatory functions;
 - VET Admission Bodies for the purposes of administering VET and VET programs;
 - current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
 - schools for the purposes of delivering VET courses to the individual and reporting on these courses;
 - the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
 - researchers for education and training related research purposes;
 - any other person or agency that may be authorised or required by law to access the information;
 - any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and
- will not otherwise be disclosed without your consent unless authorised or required by or under law

Accessing your information

At any time, you may contact RETS to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

PART 5: CONDITIONS OF ENROLMENT

The following Conditions form the agreement between Real Estate Training Solutions (RETS) and you, the student. Signing the Student Declaration at the end of this form confirms that you have fully read, understood and agree to all enrolment conditions.

1. **Access to Government subsidised training**
 - RETS will inform you if you are eligible for subsidised training. If you are a NSW applicant, please visit www.smartandskilled.nsw.gov.au or call 1300 772 104 for more information. If you are an ACT applicant, please visit www.skills.act.gov.au or call (02) 6205 8555 for more information .
 - To confirm your eligibility for subsidised trading, you must provide certified copies of identification documentation to RETS.
2. **Initial Skills Assessment**
 - When enrolling in a course with RETS, you must complete an initial Skills Assessment, including a Language Literacy and Numeracy (LLN) Assessment, to determine that your existing skills are sufficient to allow you successfully complete your course.
 - If the assessment determines that your current skills and competencies, including LLN Skills, are insufficient, then RETS may refuse your application to enrol in a course.
3. **Proof of identify documentation**
 - RETS will request a range of documentation to be submitted by you during the enrolment process including identification documentation.
 - You must provide requested documentation to RETS before you commence your course.
 - If requested documentation has not been provided by the time you have completed your course, any completion documentation, including AQF certification, will not be issued to you until documents have been received.
4. **The Student Handbook**
 - Before you enrol or commence your studies, RETS is required to provide you with a range of current and accurate information that enables you to make informed decisions about undertaking training.
 - The RETS Student Handbook is the primary source of information and is provided to you before you commence your studies. If you are a trainee, then you (and your employer) will also receive additional information (Trainee Information Handbooks).
 - You are required to review the information provided in these Handbooks so that you are fully informed about your chosen course, the nature of your study, the Student Services available to you and the range of policies and procedures that affect you as an enrolled student.
5. **Unique Student Identifier**
 - A Unique Student Identifier (USI) is your individual education number for life. It also gives you an online record of your VET training undertaken in Australia.
 - RETS requires you to provide a USI at the time of enrolment. If you do not have a USI at the time of enrolment, we will ask you permission to create a USI on your behalf.
 - If you do not give us a USI, RETS cannot issue you with an AQF documentations when you complete your qualification.

6. Delivery Mode:

- Your course involves a blended learning, i.e., a combination of 'off-the-job' or structured training provided by RETS, and 'on-the-job' or informal training that you will experience through your daily workplace activities.

7. Workplace access:

- To successfully complete your training, you must have access to facilities, equipment, workplace resources and documentation that are typical to a real estate/ strata management business.
- If you are not a trainee, then you must have access to such a workplace so that you can have opportunities to use relevant facilities and resources for both training and assessment activities.

8. Course progress

- Your Training Plan outlines the structure of your course.
- If you are a trainee, your Training Plan describes what training and assessment will take place during your training contract.
- You are expected to successfully progress through your course in the timeframe outline in your Training Plan.
- If you are finding it hard to maintain course progress, you should contact RETS to discuss your needs so that we can provide you with relevant support services.

9. Course commencement date

- Following your initial skills assessment and return of a range of enrolment documentation, a RETS representative will contact you to conduct an induction interview by phone.
- You are deemed to have formally commenced your course on the date that your induction interview is conducted.**
- You will be notified via email that you have formally commenced your course following the completion of your induction interview.

10. Fees

- The **Course Fee** is the fee that RETS charges you for all the training and assessment services it provides you during your course.
 - If you qualify for a traineeship in NSW, you may qualify for fee Free Traineeship. For more invocation, visit www.smartandskilled.nsw.gov.au or call 1300 772 104 for more information.
 - If you qualify for a traineeship in the ACT, the Course Fee is called a Tuition Fee. The **Tuition Fee** is a fixed cost and must be charged by RETS. For more information, visit www.skills.act.gov.au, call (02) 6205 8555 or speak to a RETS representative.
 - RETS does not charge an enrolment fee.
 - RETS charges the following no-course fees:
 - Reissuance of AQF documentation: \$55.00
 - Extension requests: \$110 - per month up to six months
- (Only applicable to Fee-For-Service students or students completing a NSW subsidised Targeted Priorities Full Qualifications course)*

- If you are in receipt of subsidised training, you may qualify for a fee concession or fee exemption. For more information, see RETS Fees and Refunds Policy & Procedure.

11. Refunds:

- If you wish to request a refund of Course Fees due to course cancellation, you must submit your request to RETS using the Refund Request Form.
- A refund refers to:
 - a full course fee paid in advance of course commencement
 - a first installment payment paid in advance of course commencement
 - a further installment payment paid during your course
- A refund of Course Fees will be provided in the following circumstances:

Refund requested.....	Refund Amount
Within five (5) days of payment	100% refund less applicable administration fee
On or after course commencement date	No refund
Other circumstances:	
RETS is unable to provide the course	Full refund
RETS terminates the agreed course early	Refund of course fee on a pro rata basis for course component not delivered
Administration fee amounts:	
Certificate IV courses	\$220.00
Certificate of Registration courses	\$110.00

- The following are not considered as grounds for a refund:
 - changing your mind about the course
 - changing jobs
 - losing your job
 - changed circumstances, for example, being too busy or moving house
- In such circumstances, RETS may grant a deferment or suspension of your course only.
- Other than the refund conditions outlined above, RETS may provide a refund on a case-by-case basis and only in extenuating circumstances, for example, when evidence of serious illness, crisis situations or other forms of hardship can be and only when sufficient evidence is provided to support your claim.

12. Course Variation Requests (Deferment, Suspension, Extension, cancellation)

- You may apply for a course variation including a deferment of the commencement of your course, a suspension of your studies, an extension to the completion date of your studies or a discontinuation/cancellation.

- You must contact RETS if you wish to vary your course. We will discuss your options with you and ensure that all relevant paperwork is completed.
- For more information, see RETS Course Variation policy & Procedure.

13. Change of circumstances

- If there are any changes to your circumstances, you must let us know, for example, changes that may result in a course suspension or extension, a change of address, or contact details.

14. Consumer Protection Complaints & Appeals

- RETS has procedures in place to protect you from unethical practices, including the handling of complaints and appeals, and the provision of a timely redress process to any grievances expressed about the services provided to you by RETS.
- A Complaint is a statement from a person (the complainant) that a product or service or action of RETS is unsatisfactory or unacceptable. Examples of complaints include, but are not limited to:
 - student services support received by students
 - training and assessment delivered by trainers/ assessors
 - assessment outcomes
 - person considers an act that they consider unjust, wrong or discriminatory and which is under the control of RETS
 - services provided by third parties acting on behalf of RETS, if applicable.
- An Appeal is a request by a person (the appellant) to reverse a decision made about that person by RETS. Examples of when a person could submit an appeal include, but are not limited to:
 - a complaint not being substantiated
 - a decision to cancel a student's enrolment because a breach of the student Code of Conduct or non-payment of course fees
 - assessment decisions made by a trainer/ assessor
- For more information, refer to the RETS Consumer Protection, Complaints & Appeals Policy and Procedure.

15. Assessment and RPL Submissions Marking

- RETS will mark all assessment submissions within 10 business days from the date of submission.
- This marking timeframe is a guide only. RETS may take longer to mark your assessments from time-to-time, depending on the volume of assessment submissions.
- RETS will assess RPL submissions within 10 business days from the date that all requested documentation has been received by the assigned assessor.
- RETS reserves the right to change these timeframes without prior notice.

16. Professionalism in Your Studies

- The property industry is a professional sector. As such undertaking this course should be approached as a 'practice run' for working in the property sector. With this in mind:
 - when completing your assessments, be mindful of your punctuation, grammar and spelling. Poor attention to detail is unacceptable while working in a real estate business.

- if you receive feedback about an assessment, please review your assessor's comments and attempt to correct the highlighted issues
- if you are rude, aggressive or act unprofessionally to any of the staff at RETS you may be expelled from the course with no refund. Such behaviour would not be tolerated in any workplace. The above applies to all prospective, current or past students, employers and other stakeholders.

17. Training Package Updates

- When a Training Package is updated, RETS must ensure that enrolled students transition to the newest version of the training product within prescribed timelines.
- If updates occur during your enrolment period, you may be required to transfer from superseded qualification or unit(s) of competency to new/ current versions.

PART 7: ACKNOWLEDGEMENT & DECLARATION

- Real Estate Training Solutions (RETS) has provided all relevant information to me about the course I have applied for via website, flyers/brochures, telephone and Student Handbooks, and I believe I meet the entry requirements and am suitable for the course.
- If I am not a trainee, I will have access to facilities, equipment, workplace resources and documentation typical to a real estate/ strata management business for the duration of my course.
- I accept that my enrolment application may be refused if I do not demonstrate that I have adequate skills and competencies, including LLN skills that would reasonable allow my successfully complete my chosen course.
- I give permission to RETS to:
 - create a USI on my behalf, if I do not have a current USI
 - search for my USI
 - view and/or update details on my USI account
 - disclose their USI to another provider
 - view my VET transcript.
- I have been provided with, read, understood, and have access to the Student Handbook (and Trainee Information Handbook if I am a trainee), and I have knowledge of the course requirements; Language, Learning and Literacy (LLN) requirements; and the cost and duration of the course.
- I acknowledge that I have read, understood and am bound by the Conditions of Enrolment described in the form.
- I understand that I will be a student of RETS, and that my qualification will be issued by RETS (RTO number 90897) subject to submitting all required documents, being deemed Competent in all required assessments, and payment of all relevant fees, if applicable.

- I acknowledge that RETS must retain my details for at least 5 years in accordance with relevant legislation.
 - If I am a trainee and, where required, I agree to sign and return my Training Plan upon commencement and completion of my course, as well as throughout my studies as required by RETS.
 - If I am a trainee in receipt of the ACT Government's User Choice subsidised training, I agree to maintain my Training Record Book and return it to RETS duly completed upon the completion of my studies.
 - I acknowledge that I may be contacted by RETS and external auditing bodies and asked to participate in one or more surveys about my training program experience.
 - I authorise RETS to send me SMS, mail, email, and other communications.
 - I acknowledge that emails sent to me using the email address provided by me on this application form or voice messages left for me on the phone number provided by me on this application form will be deemed to have been received by me within 24 hours of being sent by a RETS representative.
 - I will notify RETS within 48 hours of a change to my contact details including residential address (and work address if I am a trainee), email address or contact phone number.
 - I authorise RETS to allow my work Supervisor to view my training records (if Training has been organised by my Employer)
 - I acknowledge that RETS is a provider of Vocational Education and Training. In addition to completing my studies, an application for a certificate or licence may be required in my State/Territory before I can work in the property industry, in accordance with current State/Territory legislation. I acknowledge that it is my responsibility to understand these requirements.
 - I understand that there are policies and procedures in place to ensure a high-quality training and satisfaction outcome.
 - I acknowledge that there may be wait times for various tasks to be complete by RETS (e.g., issue of AQF certification documentation, release of study material, enrolment process, assessment marking etc.)
 - I understand that, in the event of a Training Package update, I may be required to transition from the course or units of competency in which I am enrolled to a new version of that course or unit(s) of competency. I agree to follow instructions given by RETS in such circumstances.
 - I agree to abide by RETS Policies and Procedures around Plagiarism and Professionalism – information on which can be found in the Student Handbook and as discussed during my induction. I understand that if I breach these policies and procedures, I may face penalties including having to resubmit work, or expulsion from the course without refund.
 - I understand that conditions of enrolment and fees, where applicable, are subject to change without prior notification.
 - I agree to ensure that I remain up to date on these via the Student Handbook, the RETS website, email and communication with RETS.
 - Furthermore, I acknowledge that the following requirements will be adhered to within the commencement and completion dates to be issued my qualification and results:
 1. I agree to pay my student fees, if applicable, and I understand that I will not receive my AQF qualification documentation until all outstanding student fees are paid in full.
 2. I understand that access to my course may be suspended if payment becomes overdue or in arrears.
 3. If I do not complete the course before the expiration date, I acknowledge that I may apply for a course extension and, if approved, pay the fee of \$110 per month for up to a maximum of 6 months.
 4. I agree to participate in all required assessment activities, including role plays and simulated tasks which require additional participants – to be recorded by video and submitted to RETS.
 5. I agree to provide electronic colour copies of photo ID, certified by an authorised person, displaying my full name, current address, and a recent photo of my face. I will also provide any other forms, documents or evidence as reasonably required by RETS.
 - If I wish to withdraw at any stage from the course, I agree to notify RETS, pay all outstanding student fees and provide certified copies of photo ID. I understand that I will only then receive certification for any units of competency that I have successfully completed.
 - If I wish to withdraw at any stage from the course, I agree to notify RETS, pay all outstanding student fees and provide certified copies of photo ID. I understand that I will only then receive certification for any units of competency that I have successfully completed.
- I declare that the information provided by me in this application is true, correct, complete and is not misleading in anyway.**
- Applicant's full name: _____
- Applicant's signature: _____
- Date: _____