RE-ENROLMENT FORM
Certificate III in Media (CUF30107)
(specialising in film and television production)
Semester 1 2011
(High Schools)

- DEADLINE - This form and Semester 1 Fees are due by 5pm Wednesday 2nd February 2011
- SEMESTER 1 WILL COMMENCE ON WEDNESDAY 16 FEBRUARY 2011 AT 1.30pm

INSTRUCTIONS
1. Please print neatly.
2. Use a pen and not pencil.
3. Return the completed form to: Queensland School of Film and Television
   PO Box 2378
   GRACEVILLE Q 4075
   FAX: 33927511
   Email: info@qsft.qld.edu.au

Contact Details
Surname:

Given Name(s):

Student’s school information
Name of school:______________________________________________
Current year level:_________________

Permanent Address & Phone * results will be posted to this address unless you notify us otherwise.
Number and Street (or PO Box):

Suburb or Town: State: Post Code:

Country (if not Australia):

Phone: ( ) Fax: ( )

E-Mail Address:
Your E-Mail address is:

Mobile Phone Number
Mobile Phone Number:

Phone - Other Numbers
Emergency Phone No:
Name: Relationship:
Permission to Release Phone Number/Email address

As a student at QSFT, do you give permission for the school to give out your phone number and/or email address to the following:

<table>
<thead>
<tr>
<th></th>
<th>Email address</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) other students enrolled in the same course</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>(ii) industry people with work experience opportunities</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Note: As per Policies and Procedures for Students document, if you indicate “Yes” for the above, then the person requesting your phone number and/or email address must do so in person or in writing. For further clarification of Privacy issues, students should consult the Privacy section of the current Policies and Procedures for Students document.

Enrolled Units - Semester 1 2011

You will be enrolled in the following Units:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit description</th>
<th>Area of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUFDIG301</td>
<td>Prepare video assets</td>
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<td>Work effectively in the screen and media industry</td>
<td></td>
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<td>CUFLGT301A</td>
<td>Prepare, install and test lighting equipment</td>
<td>INTLIGC3-Introduction to Lighting</td>
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NOTE: RE COMPUTERS: All assignments must be typed. Therefore, all students are required to own a computer and printer that enables them to print out assignments, has a CD-ROM and access to the internet and email.

Tuition Fees

Tuition fees for the course are $535 per semester (GST free). Semester fees are payable in advance of each semester. The course duration is 2 semesters. Total Course Fees are $1070. Semester 1 Fees are due by 5pm Wednesday 2nd February 2011. ($535.00)

NOTE: Fees do not cover consumables, e.g. DV tapes, disks, film, processing etc.

Semester 1 Fees Due

If Semester 1 fees are not received by 5pm Wednesday 2nd February, QSFT has the right to withdraw any position they may have offered to the student.

Please ensure you have read and understand the Refund of Fees Policy (on page 3) before sending any money to the qsft. If someone else is paying your fees, then they must complete the relevant section in the Method of Payment section.

Course dates

<table>
<thead>
<tr>
<th>Semester Dates-</th>
<th>Semester 1:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday 1.30-4.00pm.</td>
<td>Term 1: 16/2,23/2, 3/3, 9/3, 16/3, 33/3, 30/3, 3/6/4.</td>
</tr>
<tr>
<td></td>
<td>Term 2: 27/4, 4/5, 11/5, 18/5, 25/5, 1/6, 8/6, 15/6.</td>
</tr>
<tr>
<td></td>
<td>Semester 2 resumes on 20th July.</td>
</tr>
</tbody>
</table>

If there are any Special Requirements/Considerations that you would like the QSFT to be aware of prior to the commencement of the semester, please indicate below (eg.Literacy and Numeracy issues, assessment modifications etc).Students who complete this section will be required to discuss the requested Special Requirement/Consideration with the Head of School who will assess each individual's request and determine the scope of consideration granted.
Refund of Fees Policy

1. **Place Withdrawn or School Cancels Area of Study**
   Where a place in the Certificate III in Media course is withdrawn by the QSFT or the QSFT is unable to provide the Certificate III in Media course, the tuition fees for the course will be fully refunded within 14 (fourteen) days. If the offer was made on the basis of incorrect or incomplete information being supplied by the student, the QSFT reserves the right to retain 20% of the tuition fees and to refund the moneys within thirty (30) days.

2. **Exclusion from the Certificate III in Media course**
   A student who is not permitted to enrol in the Certificate III in Media course, will be eligible for a full refund of tuition fees if they have paid for the course. The fees will be refunded within fourteen (14) days.

3. **Four (4) Weeks Notice is Given**
   Where a student gives a minimum of four weeks’ notice in writing of an inability to undertake the course, all tuition fees paid in respect of the semester are refundable.

4. **Less than Four (4) Weeks Notice is Given**
   Where a student gives less than four weeks' notice of an inability to undertake the course, tuition fees paid for the semester are not refundable unless the reasons for withdrawing are acceptable to the QSFT (see item 7), in which case the QSFT will refund 80% of the tuition fees.

5. **Withdrawal from the course in First Three (3) Weeks**
   A student who withdraws from the course within the first three teaching weeks will not be eligible for a refund unless the reasons for withdrawing are acceptable to the School (see item 7), in which case the QSFT will refund 50% of the tuition fees.

6. **Withdrawal after Third Teaching Week**
   A student who withdraws from the course for whatever reason beyond the third teaching week of the course shall not be eligible for a refund.

7. **Grounds for Refunds**
   A notice of withdrawal due to:
   - an illness or disability which precludes the student from undertaking the course (Certified in specific detail by a medical practitioner – a medical certificate is not sufficient)
   - an emotional problem which precludes the student from undertaking the course (Certified in specific detail by a psychologist/psychiatrist – a medical certificate is not sufficient)
   - a political or civil event which prevents attendance

   will be accepted as grounds for a partial refund of fees as set out in 4. and 5., provided that adequate documentary evidence is provided in support of any application for a refund.

8. **Applications for Refund must be in Writing**
   An application for a refund must be in writing with the original signature of the applicant (and their guardian, if applicable). When the refund has been approved, the moneys will be paid within thirty (30) days and made payable to the person who made the payment.

9. **Administration Fees are Never Refundable**
   Administration fees such as an Application Fee, Late Fee or Credit Card Fee are not refundable under any circumstances.

Policies and Procedures for Students

To keep up to date, students should ensure that they review the latest version of the Policies and Procedures for Students (Certificate III in Media High School Program) document in the Student Area at the QSFT’s web site ([www.qsft.qld.edu.au](http://www.qsft.qld.edu.au)). A hard copy is also available from reception for perusal. The latest version will always be available on line. Any amendments will be clearly indicated on the QSFT website.

Declaration

I declare that I have read the information in this form and agree to abide by the above policies, and that the information I have provided is complete and correct.

I accept that I must arrange access to a computer and printer in order to type my assignments and that computer/printer problems will not be accepted as excuses for the late submission of assignments. I also accept that I will have an email address.

I accept that attendance at class is compulsory.

I understand that I must cover the cost of consumables, eg. DV tapes, disks etc.
I agree to abide by the current QSFT’s Policies & Procedures for Students (Certificate III High School Program) document which I have read on the QSFT website before signing.

I have carefully read the Refund of Fees Policy. I understand this policy and agree to abide by it. If someone else is paying your fees, then they must complete the relevant section on the Application Fee Form (at the end of this application form).

Student’s Signature:                      Date:

* If you are under 18 years of age, you must have your parent/guardian sign as well
For students under 18 years of age:

Parent/Guardian Signature:                      Print Name:
Relation to student:                      Date:

School Permission Section

You must have permission from your High School to attend Queensland School of Film and Television

If you are attending high school, you must have the relevant staff member from your school complete this section:
(If the staff member is not available, then return the form with this section left blank and the QSFT will send you a photocopy of this form for you to take to the relevant staff member, when they are available, for signing – in this instance, the signed photocopy must be returned to the QSFT prior to the commencement of the course so that we are aware that you have permission from your school to attend the course).

Name of School: ________________________________________________________________

Name of staff member responsible: __________________________________________________

Signature: __________________________________________

Position at School at School: ______________________________________________________

Date: ______________________________________

Email: ______________________________________

Phone: ______________________________________

YOU SHOULD MAKE A PHOTOCOPY OF THIS FORM FOR YOUR RECORDS.

Queensland School of Film and Television Contact Details
Call 1300765358
OR
info@qsft.qld.edu.au
CUF30107 Certificate III in Media
High School Program
Returning Students
Semester 1 Tuition FEE: $535.00. TO BE PAID by 5pm 2 February 2011
Tuition Fee Payment Advice

Please complete the form below and return to QSFT with payment of Semester 1 Tuition Fee. QSFT has a number of payment methods available-please ensure you indicate which method you wish to use by ticking the appropriate box below:

<table>
<thead>
<tr>
<th>Name of Student:</th>
<th>Contact Telephone:</th>
<th>Email Address:</th>
</tr>
</thead>
<tbody>
<tr>
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Postal Address:

<table>
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<th>Suburb:</th>
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If person paying fees is different from above please fill in the form below:

<table>
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<tr>
<th>Name of Payee:</th>
<th>Contact Telephone:</th>
<th>Email Address:</th>
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Payment Details

Payment of the Semester 1 Tuition Fee of $535.00 is to be paid in full upon application. Payment can be made by credit card, debit card, cheque/money order, in person or direct deposit.

Please tick chosen payment method:

- □ Payment by Cheque/ Money Order- $535.00
  1. Complete the application form and this Payment Advice Form and attach cheque to the original.
  2. Retain a copy for your records.
  3. Cheques should be made payable to: Queensland School of Film and Television.
  4. Application Form & Payment Advice Form and cheque should be addressed to: QSFT P.O. Box 2378 Graceville QLD 4075

- □ Payment by Transfer/Direct Deposit- $535.00
  If you would like to arrange a transfer please use the following bank details:
  Account Name: Queensland School of Film and Television
  Bank: Suncorp
  BSB: 484799
  Account Number:086025196
  Quote: “CUF307HS” and then your surname
  1. Complete the application form and this Payment Advice Form and attach a copy of the bank transfer receipt to the original.
  2. Retain a copy for your records.
  3. Post forms to: QSFT P.O. Box 2378 Graceville QLD 4075 OR
  4. You can email or fax your completed application Form, payment advice form and bank receipt to:
  Email: info@qsft.qld.edu.au Fax 0733927511

- □ Pay in person- $535.00
  1. Complete the application form and this Payment Advice Form.
  2. Retain a copy for your records.
  3. Bring both forms and the application fee to: QSFT 7/35 Ethel Street Yeerongpilly 4105.
Payment by Visa, MasterCard (tick and complete as appropriate)

Visa ☐ MasterCard ☑ Amount Payable: $543.00 (includes 1.5% surcharge)

Cardholders Name: ____________________________

Cardholders Signature: ____________________________

Credit Card Number:


CUV (This is the 3 digit Number on the back of your card).


Expiry date: 


Privacy Information - QSFT is collecting the information on this form to ensure payment of debt to qsft. Only authorised officers have access to this information. Your personal information will not be disclosed to a third party without your consent, unless required by law.

Office Use only:

Reference Number:

Amount Paid:

1.5% Credit Card surcharge ☐

TOTAL PAID:

Balance Owing:

Enrolment:

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