

<b>Department</b>		
Retail Institute – RTO (ID4049)		
<b>Document ID</b> RI_RTO_001a.	<b>Title</b> Enrolment and Administration – Terms and Conditions	<b>Effective</b> January 2015
<b>Version ID</b> No.3	<b>Superseding Version</b> ARA RI - Enrolment Requirements and Terms and Conditions_V2b.21	<b>Effective</b> July 2022
<b>Associated Instrument/s</b>	Enrolment and Admissions – Policy and Procedures V3	
<b>Approved by</b> Aaron Hines Director, ARA Retail Institute	<b>Next Review</b> July 2023	
<b>Reason for change</b>	General review of the content and improvement.	
<b>Enrolment Requirements</b>		
<b>Before proceeding, all prospective students must read the following:</b>		
<u>Signed forms (Mandatory)</u> Prospective students will be required to sign an Enrolment Form which includes several declarations, including but not limited to: <ul style="list-style-type: none"> <li>• Student Agreement and Statement of Fees</li> <li>• NCVET Privacy Statement and Student Declaration</li> <li>• Acknowledgement of government-funded training</li> </ul> <p>In addition, the ARARI will present required as a condition of government-funded training, other laws or interested parties' conditions.</p>		
<u>Unique Student Identifier (Mandatory)</u> A USI Reference number is linked to an individual's nationally recognised training and qualifications gained anywhere in Australia. <ul style="list-style-type: none"> <li>• Please note that ARA Retail Institute <b>will NOT</b> be able to issue any Certificate without providing USI.</li> <li>• To apply for one, please go to <a href="http://www.usi.gov.au/">www.usi.gov.au/</a></li> <li>• If you do not have a Unique Student Identifier (USI) number yet, you can obtain one from <a href="http://www.usi.gov.au/create-your-USI/Pages/default.aspx">http://www.usi.gov.au/create-your-USI/Pages/default.aspx</a></li> <li>• Please provide your USI no to ARA RI once you have obtained one.</li> <li>• For a step-by-step guide, go to: <a href="https://www.usi.gov.au/video/create-your-own-usi-student-video">https://www.usi.gov.au/video/create-your-own-usi-student-video</a></li> <li>• As we need to validate your USI, please ensure the name and Date of Birth you provided to us are <b>the same</b> as the name you use for your USI application.</li> </ul>		
<u>Proof of Age (Mandatory)</u> A document that shows your full date of birth. For example: <ul style="list-style-type: none"> <li>• Driver Licence</li> <li>• Australian</li> </ul>		

- Non-Australian Passport
- Birth Certificate

Australian Residency Status (Mandatory)

For example:

- Green Medicare
- Australian Passport
- Passport VISA (with Non-Australian Passport)
- Birth Certificate (Australian)
- Certificate of Registration by Descent
- Citizenship Certificate
- Immi card

State Residency Status (Mandatory)

A document that shows your current address.

For example:

- Driver Licence
- Bill (Service provider Tax Invoice)
- Bank Statement

Concession (If applicable)

A document that shows your concession status.

Acceptable documents: Any card where it is clearly marked Concession or Health Care and issued by either the Australian Department of Human Services or Centrelink)

- Age Pension: Commonwealth Seniors Health Card or Low-Income Health Care Card
- Disability Support Pension: Low Income Health Care Card
- Carer Payment: Seniors Card
- Newstart Allowance: Pensioner Concession Card (Department of Veterans Affairs (DVA))
- Sickness Allowance: Mobility Allowance
- Widow Allowance: Partner Allowance
- Special Benefit: Commonwealth Seniors Health Card
- Or a letter from Centrelink confirming receipt of benefits showing Centrelink Reference Number (CRN))

**ARARI Terms and Conditions - Enrolment and Admission**

**ARA Retail Institute - Obligations**

1. ARA Retail Institute will ensure the delivery of quality training and assessment within ASQA's Scope of Registration. ARA Retail Institute will always comply with the following standards and regulations:
  2. Comply with the Standards for Registered Training Organisations (RTOs) 2015, including the Data Provision, Fit and Proper Person and Financial Viability Requirements.
  3. Comply with the Australian Qualifications Framework (AQF), including issuing an AQF Certification upon fulfilling all the mandatory training program and enrolment requirements.
  4. Comply with the relevant Commonwealth, state or territory legislation and regulatory requirements.
1. The RTO reserves the right to accept or reject any application for enrolment at its discretion.

2. The ARARI will not issue a Certificate of Qualification (CoQ) or Statement of Attainment (SoA) until all entry requirements are received, any course fees paid, and all course requirements (assessments and work placement) finalised.

### **Student Obligations**

3. Once the student commences the nominated training program, ARARI will deliver the training program using competency-based training National Recognised Training principles and practices following the Standards for Nationally Recognised Training Organisations (RTOs).
4. Application submitted without mandatory evidence will be considered incomplete and may affect your eligibility to enrol on the course and the associated fee.
5. Please also note that your eligibility and value of government funding may be invalid if any information you provide is inaccurate or misleading. They cannot be confirmed until all authentication is undertaken by ARAI using related state government bodies' processes.
6. Please note that enrolling in the chosen qualification/s will affect your future training options and eligibility for further government-subsidised training under the state government's funding program.
7. The Department or an agent may contact you to participate in a student survey, interview, or another questionnaire.
8. The ARARI and the student agree to work together to produce a unified approach to the student achieving the relevant qualification.

### **Participant's Rights**

1. Please refer to Participant Handbook's Complaint and Appeals for any complaints or grievances.
2. Please refer to Participant Handbook's Refund and Fee Protection Policy for any Refund or Fee Protection Policy.
3. For Student Support, please refer to Participant Handbook's Student Support section
4. For Credit Transfer, please refer to Participant Handbook's Credit Transfer section or contact our Student Services division at 1300 368 041.