



## Initiatives for Global Transformation

### ENROLMENT APPLICATION FORM

For Certificate IV in Mentoring and Coaching 51841

I, \_\_\_\_\_ (your name),  
hereby state my request to be enrolled in the Certificate IV in Mentoring and  
Coaching (national course code 51841).

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Belinda Jane Baillie  
PO Box 120, Quinns Rocks, WA. 6030  
f: 08 9407 4282  
m: 0413 183 178  
e: [belinda@globalcoach.com.au](mailto:belinda@globalcoach.com.au)  
[www.globalcoach.com.au](http://www.globalcoach.com.au)

## ENROLMENT QUESTIONNAIRE

The following questions are part of the application to enrol in the course and assist us to determine your suitability to the course. Please answer truthfully and clearly to help us all be clear on expectations, outcomes and how we can best serve you.

What would you like to achieve from undertaking the course?

What, in your opinion, would make the course amazing and outstanding for you?

How committed are you to making the most of the opportunities presented during the course?

How can we support you to make the most of the course?

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How will you support yourself physically, mentally and emotionally, to make the most of the opportunities?

What may hinder your ability to make the most of the opportunities offered during the course?

Are there any special needs we need to be aware of? (If yes, please be specific).

Are you being treated for a psychiatric condition? (If yes, please be specific about the condition and medication as some conditions and/or medications are not compatible with becoming a mentor and coach).

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## PAYMENT OPTIONS (tick one):

In line with the strict standards of the Australian Qualification and Training Services, we offer our students security and fee protection for their fees and payments. Ezi-Debit is a secure financial institution whose services we choose to use for the security and protection of our students.

We offer all our students an interest free payment plan as follows:  
The initial payment of \$1250 covers your fees for the first 3 months tuition. This includes the non-refundable enrolment/administration fee of \$365 which includes your \$80 yearly membership to the Insight Foundation. This payment is due at least 2 weeks prior to commencement of term.

A further 9 payments of \$500 each are due on the first day of each month commencing 3 months after term begins. For example, for our February intake the first payment will begin October 1<sup>st</sup>. 2009, with the final payment on 1<sup>st</sup> June, 2010.

There are 2 account options:

- From an account that you nominate (attracts no fees).
- Credit card (there is a surcharge of up to 2.5% for credit card)
  - o Visa
  - o Mastercard

Please complete the ezi debit form included in this pack and remember to sign it then fax or post it together with this enrolment form and the signed terms and conditions agreement to 08 9407 4282 or post to PO Box 120 Quinns Rocks WA. 6030.

*Please read the student agreement on the next page carefully. To apply for enrolment you must complete all the pages of this document and fax or post them to the Global Coaching Academy on +61 8 9407 4282 or post to PO Box 120 Quinns Rocks. WA. 6030. Be sure to include a contact phone number and email address.*

*You will be contacted by our staff for a phone interview to have a chat about what you hope to achieve through the course and you will be informed of whether your application has been successful within one week of the phone interview.*

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Terms and conditions of study with the Insight Foundation.

The Insight Foundation seeks to uphold and maintain high benchmarks of ethics and clarity in all who are part of the Insight Foundation. Whether they are students, facilitators or staff, all are bound by and adhere to the code of ethics and the student code of conduct. This is to ensure a minimum standard for clarity and purity in line with our vision, mission and purpose.

As a student of the Insight Foundation, I agree to abide by the code of conduct for students of the Insight Foundation, behaving in an ethical and authentic manner in all dealings in my life.

I understand that, if I breach the code of conduct, I may be asked to terminate my studies with the Insight Foundation. In the case of payment in full or monies received, a refund will be given from the next month's payment date being the first day of each month.

If I choose to terminate my studies with the Insight Foundation for any reason, I will be refunded the fee, less the administration/enrolment fee, the IF membership fee (and any credit card surcharges) from the next month's payment date.

If I choose the interest free payment option, I agree to ensure enough funds in my nominated account are available each month for the deduction by ezi debit. I understand that if I fail to make payments, my access to the learning materials may be restricted until payment has been received. If I am undergoing financial challenges, I will contact the Insight Foundation to discuss options.

Responsibility of IF students

Students are responsible for their learning, growth and integration in a respectful, harmonious and mutually-empowering co-creation between IF, students, peers, associates, affiliates, mentors and employers.

Standards of Conduct for IF Students

- Be accountable and responsible for the diligent and ongoing undertaking of my agreed tasks, practices, assessments, learning and integration practices and responsibilities as a student to my learning facilitators, mentors, employers who are involved in my learning as well as my learning buddies and triad members.
- Fulfil my obligations and tasks with integrity, honesty, harmlessness and respect.

I have read and understood these terms and conditions and, if my application is successful, I agree to abide by them as a student of the Insight Foundation.

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Print name

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