

CPIB PROGRAM

ENROLMENT FORM

1. NAME AND CONTACT DETAILS

Student Number (For NIBA College use only) _____ / _____

Title (Mr/Mrs/Ms/Miss/Dr) _____ Given Name _____ Middle Name _____

Family Name _____

Date of birth _____ / _____ / 19 _____ Male Female

Address _____

Suburb _____ State _____ Postcode _____

Phone (BH) _____ (AH) _____ Fax _____

Email _____

Employment Details NIBA Member Non NIBA Member

Company _____

Are you willing for NIBA College to release your contact details to other students for the purpose of developing study groups?
 Yes, provide contact details No, do not provide contact details

2. EDUCATIONAL QUALIFICATIONS AND INSURANCE EXPERIENCE

Diploma of Financial Services (Insurance Broking) _____ Date awarded _____ Provider _____

Qualified Practicing Insurance Broker Designation _____ Date awarded _____

I confirm that I am (please select that which best applies)

- a practising broker working with clients
- a practitioner managing those dealing with clients

3. ENROLMENT DETAILS – *please refer to the course handbook or website*

Program Title/Code Certified Professional Insurance Broker Program _____

Module Name _____ Cost (AU\$) _____

4. PAYMENT DETAILS

Total Fees (Enrolments will not be processed until fees have been received) _____ AU\$

Cheque or Please debit my credit card MasterCard Visa AMEX

Card No: _____ / _____ / _____ CCV No: _____

Cardholders Name _____ Contact Number _____ Expiry Date _____ / _____

Signed _____ Date _____

TERMS OF STUDY

1. The minimum standards for entry into all NIBA College courses are based on educational requirements to undertake study. In all cases, it is the applicants responsibility to ensure all information provided to the College is accurate.
2. Access to learning and assessment materials will only be supplied after your enrolment is confirmed which will occur on receipt of the appropriate fees. NIBA College provides a link to download the study materials through its website.
3. Copyright of all College program materials is held by NIBA. Any use of the materials other than for private study is not allowed without prior permission from NIBA College.
4. The assessment requirements for the program must be completed to the level required within the enrolment period. The enrolment period end date is confirmed at enrolment.
5. It is the students responsibility to keep track of the progress of their assessment submissions and the due dates for assessments. This includes checking results to find out if resubmission of parts of an assessment are required.
6. The program will be posted approximately 4 weeks after final submission. Due to confidentiality reasons NIBA College will not release results over the phone.
7. Students that wish to query a result must make an application in writing within one month of receiving the final result. Students that wish to have an assignment remarked, the application must include payment of the remarking fee.
8. Students that feel they have been unfairly treated in relation to an assessment, have access to the College's complaints and appeal procedures.
9. Students that do not attain a competent grading for a course module or recognition program within the enrolment period will receive a "discontinued" grade for the module. NIBA College may ask them to show cause as to why they should be permitted to re-enrol in a module.
10. Withdrawals will be accepted up to 7 days following the semester start date, with candidates eligible for a full refund minus the \$65 administration fee.
11. Should a student wish to withdraw from the program after this date they must apply in writing to NIBA College. Should they withdraw within four weeks of the course start date they may be eligible for a 50% refund. No refunds will be applicable where work has been submitted for marking or where the withdrawal application is approved four weeks after the semester start date.
12. All Students are required to agree to the following privacy requirements.

PRIVACY STATEMENT

- a. I agree that NIBA College may collect personal information (including sensitive information) about me through this form, for the purposes of enrolling me in my selected study program and managing my participation in that program.
- b. I also agree that NIBA College may use this information and disclose it to service providers, including financial institutions and print and mail houses.
- c. I agree that NIBA College may communicate with me, either electronically or by mail, for the purpose of providing the services for which I am enrolling.
- d. I understand that in line with NIBA's privacy policy my information may be shared with my Employer.
- e. I acknowledge that if I do not provide this Information, NIBA College may not be able to enrol me in my selected study program. I also acknowledge that I have the right to access personal information which NIBA College holds about me, subject to exceptions in relevant privacy legislation. A charge may apply for providing access.

To review the full College Privacy statement please go to www.nibacollege.com.au.

5. DECLARATION

I declare that to the best of my knowledge the information supplied in this enrolment is correct and complete. I acknowledge that provision of incorrect information or documentation relating to my enrolment may result in withdrawal of any offer of a place and that such withdrawal may take effect any stage of the program, at the discretion of the College. I agree to abide by the Terms of Study of the College.

Signed _____

Dated _____



Pathway to Excellence.



NIBA College of Insurance and Risk Professionals
Level 18, 111 Pacific Highway, North Sydney NSW 2060
Telephone: +61 2 9459 4300 Facsimile: +61 2 9925 0123
cpd@nibacollege.com.au www.nibacollege.com.au
ABN 94006093849