



Thank you for considering Everthought Education (ETE) or Everthought College of Construction (ECOC) as your training provider. ETE and ECOC is a nationally recognised Registered Training Organisation (number 32438). To ensure that you have all the information you require to make the right study decision, it is important that you have received, considered and understood all the following information as part of your application:

<input type="checkbox"/> <b>Course/Qualification details</b> (available in our Course Brochures on our website)	<input type="checkbox"/> <b>Course Eligibility Requirements</b> (available in our Course Brochures on the website)
<input type="checkbox"/> <b>Course Fees and Student Incidental Charges</b> (available in our Course Brochures on our website) – you will receive an <b>individualised fee outline</b> as part of your enrolment	<input type="checkbox"/> <b>Government Subsidies Eligibility Requirements if relevant</b> (available in our Course Brochures on our website). <b>Information on my future Entitlement to Government Subsidised Training</b> (available in the Student Handbook)
<input type="checkbox"/> <b>Credit Transfer services</b> (available on our website)	<input type="checkbox"/> <b>Recognition of Prior Learning services</b> (available on our website)
<input type="checkbox"/> <b>Apprenticeship Arrangement details if relevant</b> (available in the Student Handbook)	<input type="checkbox"/> <b>Unique Student Identifier information</b> , including privacy of your details (available on our website)
<input type="checkbox"/> <b>Privacy Policy and Procedure</b> (available on our website) including <b>reporting requirements to government</b>	<input type="checkbox"/> <b>How to lodge a Complaint or Appeal</b> (available on our website)
<input type="checkbox"/> <b>How to give us Feedback</b> on your experience at any stage (available on our website)	<input type="checkbox"/> <b>Your Course's Learning &amp; Assessment strategies</b> (available in our Course Brochures on our website)
<input type="checkbox"/> <b>Student Handbook</b> – a summary of all policies that are important to our students (available on our website)	<input type="checkbox"/> <b>Student Support services</b> – both academic and non-academic (available on our website)
<input type="checkbox"/> <b>Fees and Charges and Refund Policy and Procedure</b> (available on the website)	<input type="checkbox"/> I understand that ETE or ECOC is <b>responsible for my training and issuing my certification documentation</b> (I have been advised of which RTO).
<input type="checkbox"/> <b>Student Withdrawal, Deferral, Cancellation and Suspension Policy and Procedure</b> (available on the website)	

We will check that you have received or have access to this information and that you understand it, as part of our application and enrolment activities. Be sure to fully complete your *Application and Enrolment Form* so we may consider your application for enrolment promptly.

Please advise ETE or ECOC staff if you would like any further information or assistance.

**WEBSITE:** [www.everthought.com.au](http://www.everthought.com.au)

**CONTACT NUMBER:** 1300 656 498

[www.ecoc.edu.au](http://www.ecoc.edu.au)