
Enrolment POLICY

APPLICATION

Students will enrol in a course before the commencement of the course. All enrolments must be completed through the Master Builders SA website (<http://www.mbasa.com.au/education/enrol-into-a-course>).

OVERVIEW

Master Builders SA is committed to ensuring that enrolling students are provided with necessary, timely and accurate information that relates to the requirements of the training program, payment, policies and procedures and responsibilities of the student.

Information provided by the student at enrolment will be confidential.

Master Builders SA have a clearly defined enrolment process of which students are informed at the time of application. All enrolments for training programs offered by the Master Builders Association SA Inc (Master Builders SA) will be acknowledged upon completion of the online enrolment process and confirmation will be sent to the contact person nominated during enrolment via email.

DEFINITIONS FOR THE PURPOSE OF THIS PROCEDURE:

Student – a person who has completed the online enrolment process with Master Builders SA in order to undertake training.

Training program – a program (also known as a learning program, module, course) developed by Master Builders SA or a third party.

Master Builders SA – Master Builders Association SA Inc

RESPONSIBILITIES

Students are responsible for completing enrolment requirements prior to the commencement of the course. Master Builders SA is responsible to ensure that prospective student are fully informed prior to submitting and application for enrolment. Master Builders SA is responsible for maintaining appropriate records of enrolments

*Master Builders Association SA Inc
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Enrolment POLICY

Administration	
Authority:	Master Builders Association (SA) Inc
Approved	Sam Robinson, Training Coordinator
Date of approval	13/12/2017
Date of Origin	January 2016
Last Reviewed	December 2017
Version	2.2
Review Date	13/11/ 2018