ENROLMENT POLICY

**APPLICATION**

Participants 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](http://www.mbasa.com.au/education/enrol-into-a-course)).

**OVERVIEW**

Master Builders SA is committed to ensuring that enrolling participants 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 participant.

Information provided by the participant at enrolment will be confidential.

Master Builders SA have a clearly defined enrolment process of which participants 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 SCHEDULE**

Participant – 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 or workshop) developed by Master Builders SA or a third party.

Master Builders SA – Master Builders Association SA Inc

**RESPONSIBILITIES**

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