



Student Referral Form

Referral Guidelines

1. Institute for Aboriginal Development Inc is a Registered Training Organisation # 0167. IAD was established in 1969 to assist community development among Aboriginals and/or Torres Strait Islanders. It is an independent Aboriginal controlled Organisation, dedicated to the delivery of education, training and publishing services and the strengthening of Aboriginal language and culture to and for Aboriginal people.
2. To refer a potential student , please complete this form and email to student.services@iad.edu.au or fax to 08 8953 1884.
3. If the student you refer is accepted, you will receive an invoice to cover training and/or assessment costs. Assessment fee is \$100.00. Training fee is \$8.00 per actual contact hours (ACH) for the duration of the program. A 6 month program is 20 hours per week for 16 weeks, total 320 hours. You may be invoiced for additional costs which may include: work wear, eye glasses, travel and meal fee.
4. Payment for Assessment is expected before Assessment is carried out. An installment payment option is available for Training Fees.
5. It is IAD's understanding that you, the referee, will escort the student to IAD on the first occasion and make reasonable provisions to enable students to attend training free of distractions ie provide child care

Referrer Information

Refer from : (Organisation)

Date:

Name of Officer:

E-Mail Address:

Telephone:

Referral Information

Student authorization for release of information: Yes No

Student Name:

Signature:

Date:

Address:

Telephone:

Reason for Referral (List student's training needs):

For IAD Student Services Use Only

Date Received:

Action Taken:

Date of Action:

By Whom:

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Version 2	Feb 2010	Janice Harris	