

# STUDENT ENROLMENT FORM

COURSE NAME			LOCATION		
Please read the conditions of enrolment on the reverse side of this form.					
*MANDATORY FIELDS			START DATE		COURSE FEE
					\$
PERSONAL INFORMATION			Invoice No.		
Title		*Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other
*First Name				Student No.	
Other Names				Receipt No.	
*Surname				Statement of Attendance (\$15 each)	
*Date of birth		*USI See Reverse			Membership \$10
*Address				Total Fee	
*Suburb				*Postcode	\$
Postal address					
*Phone	Mobile:		Home:		Work:
*Email				Concession Type:	
Country of birth:	<input type="checkbox"/> Australia	<input type="checkbox"/> New Zealand	<input type="checkbox"/> Other: _____		Town/City of birth:
Language normally spoken at home:			How well do you speak English?		
<input type="checkbox"/> English <input type="checkbox"/> Other: _____			<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all		
Indigenous status:					
<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Island <input type="checkbox"/> Aboriginal & Torres Strait Island <input type="checkbox"/> Neither					
Do you consider yourself to have a disability, impairment or long-term condition? <input type="checkbox"/> NO <input type="checkbox"/> YES *if yes, please indicate below					
<input type="checkbox"/> Hearing / Deaf <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Mental illness <input type="checkbox"/> Medical condition <input type="checkbox"/> Physical					
<input type="checkbox"/> Vision <input type="checkbox"/> Learning / Intellectual <input type="checkbox"/> Other: _____					
EDUCATION					
What is your highest completed school level? (Tick one box only):					
<input type="checkbox"/> Year 8 or below <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 12 or equivalent					
<input type="checkbox"/> Never attended school <b>Year completed:</b> _____ <b>Are you still attending secondary school?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES					
What level of qualification have you achieved? Please indicate:					
<input type="checkbox"/> Certificate I <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate III or Trade Certificate <input type="checkbox"/> Certificate IV or Advanced Certificate / Technician					
<input type="checkbox"/> Diploma or Associate Diploma <input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> Bachelor Degree or Higher Degree					
<input type="checkbox"/> Other: _____					
EMPLOYMENT					
Which of the following best describes your employment status? (Tick one box only)					
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Self Employed (Not employing others) <input type="checkbox"/> Employer <input type="checkbox"/> Employed (Unpaid)					
<input type="checkbox"/> Unemployed (Seeking Full Time) <input type="checkbox"/> Unemployed (Seeking Part Time) <input type="checkbox"/> Unemployed (Not seeking employment)					
STUDY REASONS					
Which of the following best describes your main reason for undertaking this course? (Tick one box only)					
<input type="checkbox"/> To get a job <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> I wanted extra skills for my job					
<input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> To start my own business <input type="checkbox"/> To develop my existing business					
<input type="checkbox"/> To try for a different career <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self-development					
<input type="checkbox"/> Other, please state: _____					
How did you find out about the course?					
<input type="checkbox"/> Website <input type="checkbox"/> Social Media <input type="checkbox"/> Event / Trade Show <input type="checkbox"/> Word of mouth <input type="checkbox"/> Radio Advertisement <input type="checkbox"/> Brochure by mail					
PAYMENT INFORMATION					
<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Cheque (Please make cheque / money order payable to Central Coast Community College)					
Name on Card: _____ Card No. _____ / _____ / _____ / _____ Exp Date: ____ / ____ CVV: _____					
I have read and I agree to the Enrolment Conditions over leaf and meet all course prerequisites, if applicable					
Signed: _____ Date: _____					

I understand that:

- I must enrol and pay the course fee before the course commences or I may not be able to participate.
- Enrolments for most courses are open to all community members aged 15 and over. If I am under the age of 15, I may only enrol in a course that indicates it is for younger students, unless the College has given me permission to enrol.
- I may not bring any person who is not enrolled in the course with me, unless that person is my carer and this has been prearranged with the College.
- I must meet the pre-requisites (where these apply) detailed in the course description.
- If I have a disability and need support to participate in a class, I should discuss my individual needs with the Program Manager before completing my enrolment.

The College reserves the right to change the advertised course details should the need arise, and to refuse any enrolment as permitted by law

## Fee Assurance

The College is required to protect fees paid in advance for Nationally Recognised Training. To meet this regulation, the College may accept payment of no more than \$1,500 from individuals prior to the commencement of their course.

Following course commencement, the College may require payment of additional fees in advance from the student but only such that at any given time, the total amount required to be paid which is attributable to tuition or other services yet to be delivered to the student does not exceed \$1,500.

## Refunds

I understand and agree that Course fees may not be refunded if I cancel my enrolment after the course start date. Refunds of part of my course fees, less any applicable non-refundable administration fee, will be made if:

- I have overpaid the course fee;
- the College cancels my course for any reason;
- I have medical, hardship or another extenuating circumstance which prevents my attendance (evidence must be provided and discussed with the CEO).

I must discuss my situation with the College's Executive Director who will assess my applications for these circumstances before making a decision. Because of changes in personal circumstances. The College will not refund course fees where I request a refund

## Withdrawals and Deferrals

Where a student wishes to withdraw after the course start date, the College will consider applications to issue a credit for deferred enrolment or a transfer into another course.

## Your right to appeal decisions

I understand and agree that if I am not satisfied with the conditions under which I am assessed, I may appeal the decision through the College's Grievance Procedure.

## College Membership

The College is a not-for-profit community organisation. We encourage you to consider membership of the College. Course guides are mailed out to members for each term, and you may claim a concession (where applicable) when you enrol in a course at the College. You will receive a membership card with a unique number to quote when enrolling.

## Protecting your Privacy

Information submitted on this form may be used or disclosed by Central Coast Community College for statistical, regulatory and research purposes. Primarily, the information will be disclosed to the National Centre for Vocational Education Research (NCVER) and/or an agency authorised to undertake surveys including Government agencies. In signing this form, you consent to the collection, use and disclosure of your personal information in accordance with the Privacy Notice in the Terms and Conditions. Information provided will be held and disposed of securely.

## Certificates

If you successfully complete the requirements of an accredited course, you will receive a Statement of Attainment or Certificate (depending on the course).

## Unique Student Identifier (USI)

From 1 January 2015, the College can be prevented from issuing you with a Nationally Recognised VET qualification or statement of attainment when you complete your course if you do not have a USI. If you have not yet obtained a USI you can apply for it directly at through the [USI Website](#).

## Purchase Orders

Businesses who wish to pay for course fees on behalf of a student may forward a purchase order, accompanied by a completed enrolment form and we will invoice upon instruction.

## Credit an Recognition of Prior Learning (RPL)

Central Coast Community College offers assessment processes that enable recognition of competencies currently held, regardless of how, when or where the learning occurred, to be applied to your enrolled course. If you wish to apply for credit or RPL, you will be required to provide evidence to your assessor.

## Parking at Ourimbah

The Ourimbah Campus is shared, hosting the University of Newcastle, TAFE, Central Coast Community College and other entities. Car park spaces are not designated specifically for each entity. Parking spaces adjacent to the College at our Ourimbah Campus are limited and therefore fill very quickly, so it may be necessary to park in the South West car park. Some parking spots on the Campus are restricted as indicated by signage. Please be aware that RTA penalties apply for breaching parking restrictions as on any public road.

## Waiver of Liability

This agreement releases Central Coast Community College from all liability relating to injuries or infection that may occur during, or as a result of, participating in my training course. By signing this form, I agree to hold Central Coast Community College entirely free from any liability, including financial responsibility for infections or injuries incurred, regardless of whether injuries are caused by negligence.

I also acknowledge the risks involved in my training course. I swear that I am participating voluntarily, and that all risks have been made clear to me. Additionally, I do not have any conditions that will increase my likelihood of experiencing infections or injuries while engaging in this activity.

By signing over leaf, I forfeit all right to hold Central Coast Community College liable for any reason. In return, I will make every effort to obey safety precautions and ongoing self-care as listed in writing and as explained to me verbally. I will ask for clarification when needed.