



KIAMA AND SHOALHAVEN COMMUNITY COLLEGE ENROLMENT FORM

Student No: _____

Receipt No: _____

Inform Yourself - Transform Your Life

Please read the Enrolment Information and Conditions carefully PLEASE PRINT

Surname: _____ First Name: _____

Mr /Mrs /Ms Date of Birth: ____/____/____ Male Female

Address: _____ Postcode: _____

Phone (Home) _____ (Work) _____ (Mobile) _____

Email: _____ Have you enrolled before? Yes No

(If Applicable) Job Network Purchase Order No: _____

Code (Office Use Only)	Course Name	Location	Fee

Protecting your privacy – Information on this enrolment form may be used by Kiama or Shoalhaven College or other authorised organizations for the purposes of general student administration, and communication with state and national reporting, monitoring & evaluation. The information may be disclosed to the National Centre for Vocational Education Research (NCVER) and/or an agency authorized to undertake surveys. The provision of this information provided by you will be held securely and disposed of securely when no longer needed. You may access your personal information by contacting KCC (02) 4232 1050 or SCC (02)4423 0351.

Please tick appropriate boxes.

Survey how did you find out about this course?

- Brochure delivered Brochure from shop Web
- Direct mail Newspaper ad Friend
- Re enrolment Job Service Provider Flyer

Are you Aboriginal? Are you Torres Strait Islander? Neither

What is your country of Birth? Australia Other _____

What language do you speak at home? English Other _____

Which of the following best describes your current employment?

- Employed-Unpaid family worker Self-employed
- Full-time employee Employee
- Unemployed-seeking part time work Part time employee
- Unemployed-seeking full time work Not employed

Do you consider you have any disabilities? Yes, if yes please tick below No

If any, what assistance do you require? _____

- Hearing Acquired brain impairment Physical
- Visual Intellectual Medical Condition
- Learning Mental Illness Other

What your highest completed school year?

Year 9 or less Year 10 Year 11 Year 12

Are you still attending school Yes No

If No, what was the year you left school? _____

Previous Qualifications?

- Miscellaneous Certificate III Associate Diploma
- Certificate I Certificate IV Bachelor Degree or Higher
- Certificate II Diploma I

Which of the following best describes your reason for enrolling in this course?

- Self development Personal interest I want extra skills for my job
- Not stated To get a job It's a requirement for my job
- Other reasons To get a better job Develop my existing business
- New To get into another course of study Start my own business

I have read and agree to the Enrolment Conditions

Signed X _____ Date: _____

Easy ways to Enrol

Visit our website

www.kcc.nsw.edu.au

Enquiries please call

Kiama (02) 4232 1050

Bomaderry (02) 4423 0351

Choose your course, read the enrolment conditions and have your credit card handy

FAX (02) 4232 1051

Credit card only

Please read enrolment conditions, and fill in enrolment form. Make sure to include your credit card details below.

MAIL

Credit card, cheque, money order

Choose your course, read the enrolment conditions and fill in your enrolment form.

Cheques made payable to Kiama Community College. Please forward with fee to:

Kiama Community College
PO BOX 52 Kiama NSW 2533 or
Fax (02) 4232 1050

IN PERSON

Credit card, cheque, cash or money order

Choose your course, read the enrolment conditions and fill in your enrolment form
Visit our friendly team at 7 Railway Pde
Kiama NSW 2533 or Shoalhaven College 1
Mattes Way Bomaderry NSW 2541

Payment Details

Cash Cheque Visa M/Card

Cardholders Name: _____

Card No: _____

Expiry Date: _____

Signature of Cardholder: _____

X _____

Enrolment

Conditions

When to enrol?

As early as possible as courses may be cancelled if minimum numbers are not reached (excludes distance courses).

Who can enrol?

Generally, no prior experience or qualifications are necessary. Occasionally selection criteria (specified in the course description) apply. Anyone aged 15yrs & over may enrol. Persons under 15yrs may be eligible where specified. RPL & Credit Transfer are offered to all students enrolling in accredited courses.

Concessions

Fees are kept as low as possible to cover course costs. Concessions may be granted to those with a Health Care Card. Proof of entitlement (card number) must be recorded on enrolment form.

Confirmation & receipts

Enrolment is confirmed on payment of fees. Receipts are issued immediately for enrolments in person, at the first class for phone & mail enrolments, or, by post if a self addressed, stamped envelope is supplied.

Induction & orientation

Occurs on the first day of the course, or on receipt of materials for distance courses. For accredited courses our Student Handbook is available at www.kcc.nsw.edu.au or in the office.

Refunds & cancellations

We maintain the right to cancel any course at our discretion. If we cancel a course, a full refund applies. If you cancel your enrolment 7 days before course commencement, a refund (less cancellation fee: 10% of total course fee on courses over \$100 & \$10 on all other courses) applies. No refunds apply for cancellations within 7 days of course commencement. Credit to a later course may be available in certain circumstances. Please apply to the Centre Manger in writing.

Certificates

Certificates or Statements of Attainment are issued to students successfully completing the requirements for accredited courses. In non-Accredited courses a Statement of Attendance is provided on requests received prior to course completion (cost \$5.50).

Access & Equity

Access & equity in adult education involves the removal of obstacles to learning & the active encouragement of participation through careful planning, scheduling & costing of courses. We offer support & advocacy including LLN support & special requirements to meet the needs of people with disabilities where practicable. It is the participant's responsibility to notify the College of support needs.

Appeals & complaints

If you feel the College has been unjust & not acted in good faith on any issue including assessment, enrolment or course delivery please contact the Centre Manger.

Rights & responsibilities

Participants have the right to a qualified tutor & learning environment free from harassment or discrimination. We reserve the right to refuse entry or remove any person from class if their behaviour is deemed unacceptable, offensive or dangerous to themselves, staff or other students. Participants are responsible for their own possessions & should adhere to OHS requirements such as wearing appropriate clothing & awareness of emergency procedures.