

**OFFICE USE ONLY**
 CSR    CSD    Smart and Skilled   Receipt No: \_\_\_\_\_

Unique Student Identifier Number (USI): \_\_\_\_\_

Mr /Mrs /Ms Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

 Male  Female  Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Have you enrolled before? Yes  No 

Address: \_\_\_\_\_ Suburb: \_\_\_\_\_

Postcode: \_\_\_\_\_ Email: \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Mobile) \_\_\_\_\_

 I consent to receiving group information or social media such as new course information. Please tick if you **do not** give permission 

(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 organisations for the purposes of general student administration, and communication with state and national reporting, monitoring & valuation. 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    Facebook    KCC Website    Telephone  
 Email    Newspaper ad    Friend    Walk-in  
 Re-enrolment    Job Service Provider    Flyer    Workplace

 Are you: Aboriginal  Torres Strait Islander  Neither 

 What is your country of Birth?  Australia  Other \_\_\_\_\_

If born in Australia, what is your Town of Birth? \_\_\_\_\_

 What language do you speak at home?  English  Other \_\_\_\_\_

If you do not speak English at home, how well do you speak English?

- Very Well    Well    Not Well    Not at All

**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    Retired/not seeking work

 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 is 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 I    Certificate II    Certificate III  
 Certificate IV    Diploma    Associate Diploma    Bachelor Degree or Higher

**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  
 To get into another course of study    Start my own business

I have read, understand and agree to the Enrolment Conditions

Signed X \_\_\_\_\_ Date: \_\_\_\_\_

**Easy ways to Enrol**

Please choose your course, read the enrolment conditions, complete the enrolment form and if you choose to pay by credit card, please have it handy.

**TELEPHONE:**

Kiama (02) 4232 1050  
 Shoalhaven (02) 4423 0351

**MAIL:**

Credit card, cheque, money order  
 Cheques made payable to **Kiama Community College**. Please forward with fee to:

Kiama Community College  
 PO BOX 52 Kiama NSW 2533 or

**IN PERSON:**

**Credit card, cheque, cash or money order**

Visit our friendly team at 7 Railway Pde  
 Kiama NSW 2533 or Shoalhaven  
 College 1 Mattes Way Bomaderry NSW  
 2541

**EMAIL:** [info@kcc.nsw.edu.au](mailto:info@kcc.nsw.edu.au)
**FAX:**

Kiama (02) 4232 1051  
 Shoalhaven (02) 4422 1545

**WEBSITE** [www.kcc.nsw.edu.au](http://www.kcc.nsw.edu.au)
**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?**

Anyone aged 15yrs & over may enrol. Persons under 15yrs may be eligible. Occasionally selection criteria may apply.

**Fees**

Fees are kept as low as possible to cover course costs. We offer a range of payment options incl periodic payments, cash, cheque, Visa, Mastercard, direct debit. Concessions may be granted to those with a Health Care Card. Proof of entitlement (card number) must be provided.

**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](http://www.kcc.nsw.edu.au) or in the office.

**Refunds & cancellations**

A full refund will be provided if students cancel more than 7 days prior to course commencement or if the College cancels a course for any reason. For any other circumstances, **Courses up to \$1000** there will be No Refund. For **Courses over \$1000** - If the proportion of course fees paid exceeds the proportion of course sessions delivered (at the point of notification of withdrawal) a refund will be paid for this excess amount. However, a \$492 administration fee will apply.

Where possible, and where it is the student's preference, enrolment in an alternative course of equal value to the refund amount can be provided instead of a refund.

**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). Replacement Certificates or Statements of Attainment can be produced on request for \$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 your trainer. If the issue is still not resolved, refer to the Student Handbook for the correct procedure.

**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 & must adhere to WHS requirements such as wearing appropriate clothing & awareness of emergency procedures. For a list of complete rights and responsibilities, refer to the Student Handbook. We recognise Qualifications & Statements of Attainment issued by other Registered Training Organisations as per legislative requirements. Recognition of Prior Learning & Credit Transfer are offered to all students enrolling in accredited courses.