



Enrolment Terms and Conditions

Important Student Information

The Student Handbook contains everything you need to know about learning at the College, including your rights and obligations.

Please read the Student Handbook before signing your enrolment form.

The student handbook and all other policies that are important to read before your enrolment are located [here](#).

Copies of the above can also be obtained from our friendly reception staff.

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 15 years & over may enrol. Persons under 15yrs may be eligible. Occasionally course entry requirements may apply.

Fees, Receipts and Concessions

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

Cancellations & Refunds

A full refund will be provided if a student withdraws more than 7 days before course commencement or if the College cancels a course for any reason. For any other circumstances, for 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.

Access & Equity

If you have a disability or illness or need help with reading, writing, English or other support, please tell us when you enrol, or tell your trainer.

Appeals & Complaints

[https://kiamacommunitycollege.sharepoint.com/sites/kcc/shared documents/admin/compliance & risk/policies and procedures/enrolment terms and conditions.docx](https://kiamacommunitycollege.sharepoint.com/sites/kcc/shared%20documents/admin/compliance%20&%20risk/policies%20and%20procedures/enrolment%20terms%20and%20conditions.docx)



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.

Student 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. Further information regarding enrolment, induction, learning and assessment, student support and your rights and responsibilities are found in the Student Handbook.

[For full information, a copy of the Student Handbook and copies of our Policies, please click here.](#)