



ENROLMENT FORM

Please read the enrolment information and conditions carefully

OFFICE USE ONLY: CSR CSD Smart and Skilled Receipt No: _____

Unique Student Identifier Number (USI): _____

Mr/Mrs/Ms/Other (please circle) Surname: _____ First Name: _____

Middle Name: _____ Male Female Date of Birth: ____/____/____

Address: _____ Suburb: _____

Postcode: _____ Email: _____

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

Have you enrolled with the College before? Yes No

I consent to receiving information about events and new courses via email, mail or phone. 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 the College or other authorised organisations for the purposes of general student administration, state and national reporting, monitoring & evaluation. The information may be disclosed to the National Centre for Vocational Education Research (NCVER) and/or an agency authorised to undertake surveys. Information provided by you will be held securely and disposed of securely when no longer needed. You may access your personal information by contacting the College.

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

IN PERSON:

Credit card, cheque, cash or money order - Visit our friendly team at
7 Railway Pde Kiama NSW 2533; or
1 Mattes Way Bomaderry NSW 2541

EMAIL: info@kcc.nsw.edu.au

FAX:

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

WEBSITE www.kcc.nsw.edu.au

Payment Details

Cash Cheque Visa M/Card

Cardholder's Name: _____

Card No: _____

Expiry Date: _____

Signature of Cardholder: _____

X _____

Enrolment Conditions

Important Student Information

The [Student Handbook](http://www.kcc.nsw.edu.au), available at <http://www.kcc.nsw.edu.au>, contains everything you need to know about learning at the College, including your rights and obligations. Please read the Student Handbook prior to signing your enrolment form.

When you visit our website, the other policies that are important to read prior to your enrolment are:

- [Fees and Refund Policy](#)
- [Consumer Protection Policy](#)
- [Privacy Policy](#)
- [Grievance \(Complaints and Appeals\) Policy](#)
- [Recognition of Prior Learning Policy](#)

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 15yrs & 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 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.

Access & Equity

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

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.

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](#).