

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

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

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

Middle Name: \_\_\_\_\_ Male  Female  Other  Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

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

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

Alternative Email (optional): \_\_\_\_\_

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

Code (Office Use Only)	Course Name	Location/Date	Fee

**Please fill out the following and tick appropriate boxes.**

**In what country where you born?**  Australia  Other \_\_\_\_\_

**Are you:** Aboriginal  Torres Strait Islander  Neither

**Which of the following best describes your current employment?**

- Full-time employee       Part-time employee       Retired  
 Self-employed – not employing others       Employer  
 Self-employed – employing others  
 Employed-Unpaid family worker       Unemployed-seeking full time work  
 Unemployed-seeking part time work       Unemployed / Not seeking work

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

**Are you still attending school?**  Yes  No

**What was your highest completed school level?**

- Year 8 or less       Year 9       Year 10       Year 11  
 Year 12       Never attended school

**Do you consider you have any disabilities, impairment or long-term condition?**

- Yes, if yes please tick below       No  
 Hearing       Acquired Brain Impairment       Physical  
 Visual       Intellectual       Medical Condition  
 Learning       Mental Illness       Other

Do you require assistance?  Yes  No

Emergency Contact: \_\_\_\_\_

Relationship and Contact Number: \_\_\_\_\_

**Previous Qualifications Achieved?**

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

**Was the Qualification obtained?**  Whilst still in High School

After leaving school

**How did you find out about this course?**

- Brochure       Facebook       KCC Website       School  
 Email       Newspaper Ad      Friend       Walk-in  
 Re-enrolment       Job Service Provider       Flyer       Workplace

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

- Self development or 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  
 To try for a different career

(Version 17)

From 1st of January 2015, Kiama Community 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 Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at [www.usi.gov.au](http://www.usi.gov.au). If you would like us to apply for a USI on your behalf please fill in the separate USI application form.

**Easy ways to Enrol**

Please choose your course, read the enrolment conditions (next page), 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](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

**Cardholder's Name:**

\_\_\_\_\_

**Card No:**

\_\_\_\_\_

**Expiry Date:** \_\_\_\_\_

**CCV No:** \_\_\_\_\_

**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](#)
- [Assessment 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](#).

## Privacy Statement & Student Declaration

### Privacy Notice

Under the *Data Provision Requirements 2012*, Kiama Community College Inc. is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Kiama Community College Inc. for statistical, regulatory and research purposes. Kiama Community College Inc. may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

### Student Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

STUDENT SIGNATURE \_\_\_\_\_ [DATE] \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \* \_\_\_\_\_ [DATE] \_\_\_\_\_

\*Parental/guardian consent is required for all students under the age of 18.