

Enrolment Form

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

Unique Student Identifier (USI) _____

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

Middle Name: _____ Male Female Other Date of Birth: D D M M Y Y

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

Address: _____ Suburb: _____

Postcode: _____ Email: _____

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

COURSE CODE	COURSE NAME	LOCATION/DATE	FEE
OFFICE USE ONLY			
OFFICE USE ONLY			
OFFICE USE ONLY			

Please fill out the following and tick appropriate boxes.

In which country were you born? Australia Other: _____

Are you: Aboriginal Torres Strait Islander Neither

What language do you speak at home? English Other: _____

Which of the following best describes your current employment?

- Full-time employee Employed-unpaid family worker
 Part-time employee Unemployed-seeking full time work
 Retired Unemployed-seeking part time work
 Self-employed-employing others Unemployed-not seeking work
 Self-employed-not employing others

Are you still enrolled in secondary or senior secondary education? Yes No

What is your highest completed school level?

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

Do you consider yourself to have a disability, impairment or long-term condition?

- Yes, if yes please tick below No
- Hearing/Deaf Acquired Brain Impairment Physical
 Vision Intellectual Medical Condition
 Learning Mental Illness Other
 Do you require assistance? Yes No

Emergency Contact: _____

Relationship: _____ Contact Number: _____

Previous Qualifications Achieved:

- Certificate I Certificate II Certificate III
 Certificate IV Diploma Associate Diploma Bachelor Degree or Higher
 Other education (including certificates or overseas qualifications not listed above)

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 Walk-in Workplace
 Re-enrolment Job Service Provider Flyer Friend

Select the one which best describes the main reason you are undertaking this course. (Tick one box only)

- To get a job It was a requirement of my job
 To develop my existing business I wanted extra skills for my job
 To start my own business To get into another course of study
 To try for a different career For personal interest or self-development
 To get a better job or promotion To get skills for community/voluntary work
 Other reasons: _____

Unique Student Identifier (USI)

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. 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

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: ____ / ____

CCV No: ____

Signature of Cardholder: _____

Enrolment Conditions

Important Student Information

The [Student Handbook](#), available at 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 and Consent to use & disclosure of personal information to the Department of Industry and other Government agencies

Privacy Notice

Under the *Data Provision Requirements 2012*, Kiama Community College Inc. is required to collect Personal Information (information or an opinion about you), collected from you, your parent or guardian, such as your name, Unique Student Identifier, date of birth, contact details, training outcomes and performance, sensitive Personal Information (including your ethnicity or health information) and other enrolment and training activity-related information (together **Personal Information**) and to disclose that Personal Information to the National Centre for Vocational Education Research Ltd (NCVER). This information may also be disclosed to the Department of Industry (Department).

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, including the NSW Department of Industry;
- 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).

By signing this form, I agree:

The Department may disclose my Personal Information to other Australian Government agencies, including those located in State and Territories outside New South Wales.

The above government agencies may use my Personal Information for any purpose relating to the exercise of their government functions, including but not limited to the evaluation and assessment of my training, the determination of my eligibility to receive subsidised training or for any Fee Exemptions or Concessions. My Personal Information may also be disclosed to other third parties if required by law.

I also acknowledge and agree that the Department may contact me by telephone, email or post during or after I have ceased subsidised training with Kiama Community College Inc. for the purpose of evaluating and assessing my subsidised training.

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:	<input type="text"/>	Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Parent/Guardian Name:	<input type="text"/>	Parent/ Guardian Signature*	<input type="text"/>	Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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