

## ENROLMENT FORM

Course Code	Course Name	Training Location	Total
			\$

All details must be entered as they appear on your proof of identification.

<b>Title:</b>		<b>Surname:</b>	
<b>First Name:</b>		<b>Preferred Name:</b>	
<b>Gender:</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Date of Birth:</b>	/ /
<b>Residential Address (required):</b>			
<b>Suburb:</b>		<b>Postcode:</b>	
<b>Postal Address (PO Box):</b>			
<b>Mobile Phone:</b>		<b>Home Phone:</b>	
<b>Email Address:</b>			
<b>Proof of Identification:</b>	<input type="checkbox"/> Driver's License <input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate	<b>Identification Number:</b>	
<b>Sighted by:</b>		<b>USI Number:</b>	
<b>How did you hear about us?</b>	<input type="checkbox"/> Radio <input type="checkbox"/> Newspaper <input type="checkbox"/> Television <input type="checkbox"/> Website <input type="checkbox"/> Facebook <input type="checkbox"/> Job Active <input type="checkbox"/> Brochure <input type="checkbox"/> Newsletter / Email <input type="checkbox"/> Workplace <input type="checkbox"/> Word of mouth		
<b>Student Signature:</b>		<b>Date:</b>	

\*Would you like to receive emails from Adult Ed Community College / South Coast Careers College brochure, about our new term brochures, course discounts, new funded courses and upcoming courses? You will NOT receive any junk emails  
 Yes  No

**Office Use Only:**  Fee for service  CSO  Smart & Skilled Region  Capital  Shoalhaven  
 \* Refer to Policy and Procedure regarding eligibility, payment and processing

**Enrolment Policy:** An enrolment must be accompanied by payment of fees and a completed enrolment form, VET declaration and Unique Student Identifier (USI). Minimum enrolments are pre-determined to cover course costs. Maximum enrolments are pre-determined to suit student learning needs, trainer/tutor and venue. Students with a disability or special need will be catered for, to the best of our ability.

**Refund Policy:** Refunds are issued to enrolled students if a course is cancelled by South Coast Careers College for any reason. Refunds are paid by cheque within 7 days of cancellation. Refunds are not issued once a course has commenced. Refunds for students withdrawing from a course will only be made if we are notified 7 days prior to a course commencing. An administration fee of \$20 will be deducted.

The following questions are a requirement of the NSW Department of Industry. This information may be used by the Department for research, statistical analysis, program evaluation, post completion surveys and internal management purposes.

<p><b>1. Your employment status? Please tick one.</b>  <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Self-Employed  <input type="checkbox"/> Employer <input type="checkbox"/> Unpaid worker in family business  <input type="checkbox"/> Seeking full time work <input type="checkbox"/> Seeking part time work  <input type="checkbox"/> Not seeking paid work / retired</p>	<p><b>6. Do you consider you have a special need?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No                  If Yes, please tick:  <input type="checkbox"/> Hearing <input type="checkbox"/> Learning <input type="checkbox"/> Physical <input type="checkbox"/> Vision <input type="checkbox"/> Other  <input type="checkbox"/> Intellectual <input type="checkbox"/> Mental Illness <input type="checkbox"/> Medical condition</p>
<p><b>2. Please write your country of birth:</b>                  Are you an Australian Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><b>7. Highest level gained? Please tick one:</b>  <input type="checkbox"/> Advanced Diploma or Associate Degree  <input type="checkbox"/> Bachelor Degree or Higher Degree                  Certificate <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV  <input type="checkbox"/> Diploma Level <input type="checkbox"/> Miscellaneous Education</p>
<p><b>3. Highest level of school education completed? Please tick one.</b>  <input type="checkbox"/> Year 9 or less <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 12                  Year completed? 19                      20</p>	<p><b>8. Why have you enrolled in this course?</b>  <input type="checkbox"/> To get a job <input type="checkbox"/> To start my own business  <input type="checkbox"/> Requirement of my job <input type="checkbox"/> To get another course of study  <input type="checkbox"/> Entry to another course <input type="checkbox"/> Develop my existing business  <input type="checkbox"/> Better job or promotion <input type="checkbox"/> Extra skills for my current job  <input type="checkbox"/> Self-development <input type="checkbox"/> Other (not specified)</p>
<p><b>4. Are you an Aboriginal or Torres Strait Islander?</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p><b>5. What language do you speak at home?</b>  <input type="checkbox"/> English <input type="checkbox"/> Other, which language?                  If other, how well do you speak at home?  <input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at all</p>	