

Enrolment Terms and Conditions

Refunds

No refunds will be provided unless the student gives notification of withdrawal in writing. Notification must be given anytime up to four weeks after the class start date.

Childcare

Childcare is available to students during class times. Telephone 9531 1954 for more information.

Concessions

Concession rates are available to students who are eligible for government funded training and hold a Health Care Card, Pensioner Concession Card or Veterans Gold Card. Cards must be presented when making a payment.

Insufficient enrolments

If there are not enough enrolments, courses may be cancelled or postponed seven (7) days prior to the commencement date, with the option to transfer to another course or receive a full refund.

Postponement of classes

If a course has commenced and due to unforeseen circumstances a session is cancelled, class members will be notified and the session made up in consultation with the trainer.

Privacy Statement

The information given in this form is confidential and will only be used for funding and planning purposes. Through *Skills Victoria* E.S.N.L.C. provides the Victorian government with student information to relevant organisations.

You are also asked to give us information about people that we may have to contact in an emergency.

We ask that these people are aware that their contact details are provided to us and that you have their consent to provide this information.

If you have any concerns about giving the information requested talk to the Adult Education Coordinator or Manager at E.S.N.L.C

Signature _____ Date _____

Office Use Only

Course Name/s and Code/s:

Course Start Date:

Course End Date:

Enrolment Date:

Student No:

Assessment Results: Beginner Post Beginner Intermediate Advanced

Assessor:

Fee:

Personal Detail

Legal Last Name:

Please PRINT clearly

Legal First Name:

NO abbreviations

Date of Birth (dd/mm/yy): / /

Gender: M F

Title: Mr Mrs Miss Ms

Address:

Suburb:

Postcode:

Postal Address:

Same as above:

Home Phone:

Mobile:

Email:

Would you like our brochure to be sent out in the mail? Y N

Country of Birth:

Language you speak at home: English Other:

Centrelink CRN: (Customer Reference Number)

Card Type: (eg PPS, NS, DSP) _____

Card Expiry Date: /

Emergency Contact

Emergency/Next of Kin contact name:

Relationship to you:Phone Number:

Australian Citizen Check

Are you: *Please provide evidence (e.g.: Visa, Centrelink Pension Card, Passport)*

- An Australian Citizen East Timorese Asylum Seeker
 An Australian Permanent Resident Temporary Protective Visa Holder
 Special Category Visa None of the Above

Office Use Only – Eligibility Check for Government Funded Training Places

Type of Evidence:	Sighted by:	Staff Signature:	Date:

Staff members: Please indicate course fee in front page. If student is paying by EFT, indicate to write ESL in ref.

Language and Cultural Diversity

Are you of Aboriginal origin? No Yes

Are you a Torres Strait Islander? No Yes

Are you of Aboriginal and Torres Strait Islander origin? No Yes

How well do you speak English:

- Very Well Well Intermediate Not Well Not at all

Student Support

If you have any needs that would cause a barrier to your learning or assessment, please let us know. ESNLC will work with you to identify what reasonable adjustments or flexibility you may need in order to participate.

Do you consider yourself to have a disability? No Yes

If Yes, please tick which ones from the list below – you may tick more than one:

- Vision Learning Other: Hearing/ Deaf
 Mental Illness Intellectual Physical Acquired Brain Impairment
 Medical Condition Other:

Do you have a condition that may affect your participation in class? Yes No

If Yes, what support would you require:

Previous Education

Are you still attending Secondary School? No Yes

What Year did you leave Secondary School? _____

What is your highest COMPLETED school level? - Tick one box only:

- Did not go to school Year 9 or equivalent Year 11
 Year 8 or below Year 10 Year 12

Do you have a Victorian School Number?

No Yes, but I don't know the number

Yes Please provide the number)

Have you **successfully completed** any of the following qualifications?

- Bachelor Degree or Higher Degree Certificate III (or Trade Certificate)
 Advanced Diploma or Associate Certificate II
 Diploma or Associate Diploma Certificate I
 Certificate IV (or adv. certificate/technician)
 Any other reason:

Employment

Of the following categories, which one best describes your current employment status?

- Full Time Employee Employed (unpaid worker in a family business)
 Part Time Employee Unemployed – seeking full-time work
 Self Employed (not employing others) Employer
 Unemployed – seeking part-time work Not employed – not seeking employment

Any other reason:

Study Reason

Of the following categories, which one best describes you main reason for attending?

- 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 reasons
 To get a better job or promotion For self-development

Any other reason: