****

Your enrolment in this course is not confirmed until payment is made in full.

**87 Tennyson Street, Elwood VIC 3184**

 **PO Box 57, Elwood, VIC 3184**

**Ph: 03 9531 1954 Fax: 03 9531 1754**

**esnlc@esnlc.com.au**

 **www.esnlc.com.au**

**ABN 22 616 363 473 Reg No A0005228Y** **ESNLC Student Enrolment Form 2022**

|  |  |
| --- | --- |
| Mr 🞏 Mrs 🞏 Ms 🞏 First Name (In Full) | Last Name |
| Phone: | Mobile/Other Phone: |
| Gender: 🞏 He 🞏 She 🞏 They | Date of Birth: (dd/mm/yyyy) / / |
| Address:  | Post Code: |
| Email Address:  | Can we communicate with you via email?□ Yes □ No  |
| **Eligibility for ACFE funded courses** (this includes some of our Computer and EAL courses)To be eligible for a Government funded place, you must meet one of the following residency criteria:🞏 Australian Citizen 🞏 Permanent Visa holder 🞏 Temporary Protection Visa 🞏 Visa Sub Class 444🞏 East Timorese Asylum Seeker 🞏 None of the Above - Full fee applies  |
| **Concession Card:** 🞏Health Care Card 🞏 Pensioner Concession Card 🞏 Veterans Gold Card 🞏 Copy of card provided Expiry Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Card No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Emergency Contact Information**: Name:………………………………………………………………  Relationship: Phone:  |
| **$1 Membership – Would you like to become a member? 🞏 Yes 🞏 No**Benefits include:* 20% Internet Café discount (not including printing)
* Free tea and coffee in community dining and lounge area
* Access to Members only events and learn about volunteer opportunities
* Receive invitations to Elwood St Kilda Neighbourhood Learning Centre events and exciting centre program updates

Signature ……………………………………….. Date …………………….. |
| **Payment Methods*** **Cash:** In person at the Elwood St Kilda Neighbourhood Learning Centre - Monday to Thursday 9.30am – 4.30pm.
* **EFTPos over the phone or in person:** Our phone number is (03) 9531 1954 As per above location and hours.
* **Direct deposit (banking):** Our account details:

Bank: **Bendigo** BSB: **633000** Account number: 147810758 Account name: **Elwood Neighbourhood Learning Centre Inc.**  Include your **surname** in the **transaction** **reference**. **Please retain a receipt of your direct deposit to provide proof of payment.** |
| **Office Use Only**  |
| Course Name 1: Term: Cost/Paid:Initials................................ Comments: |
| Course Name 2: Term: Cost/Paid:Initials.................. Comments:  |
| **PLEASE TURN OVER**  |

|  |
| --- |
| Are you Indigenous or Torres Strait Islander? Yes No  |
| Do you have a **permanent disability** that may affect your participation in class? Yes 🞏 No 🞏  |
| **Disability Type:** 🞏 Hearing 🞏 Physical 🞏 Intellectual 🞏 Learning 🞏 Acquired Brain Impairment 🞏 Mental Illness 🞏 Medical Condition 🞏 Other: (*specify*)If **YES** what support do you require in class? |
| **Education Completed in Australia:**🞏 Certificate I🞏 Certificate II | 🞏 Certificate III 🞏 Certificate IV 🞏 Diploma Level  | 🞏 Advanced Diploma or Associate degree🞏 Bachelor Degree or Higher degree level🞏 Miscellaneous Education (other than above) |
| **High School Level Completed**: | **Current Employment Status**:  |
| 🞏 Did not go to school🞏 Yr 8 or lower 🞏 Yr 11 🞏 Yr 9 🞏 Yr 12 🞏 Yr 10 Year completed school 19 \_\_ \_\_ |  🞏 Full time employee 🞏 Part time employee 🞏 Self-employed –  (*Not employing others*) 🞏 Employer |  🞏 Employed – Unpaid family worker 🞏 Unemployed – Seeking full time work 🞏 Unemployed – Seeking part time work 🞏 Not employed – (*Not seeking employment*) |
| **If CURRENTLY EMPLOYED OR RECENTLY UNEMPLOYED please complete below:**

|  |
| --- |
| **Which of the following classifications BEST describes the Industry of your current/previous Employer? (Tick ONE box only)**  |
| 🞏 Agriculture, Forestry and Fishing🞏 Mining 🞏 Manufacturing 🞏 Electricity, Gas, Water and Waste Services 🞏 Construction 🞏 Wholesale Trade 🞏 Retail Trade  | 🞏 Accommodation and Feed Services 🞏 Transport, Postal and Warehousing 🞏 Information Media and telecommunications 🞏 Financial and Insurance Services 🞏 Rental, Hiring and real Estate 🞏 Professional, Scientific and Technical Services | 🞏 Administrative and Support Services 🞏 Public Administration and Safety 🞏 Education and Training 🞏 Health Care and Social Assistance 🞏 Arts and recreation Services 🞏 Other Services  |

**Which of the following classifications BEST describes your current or recent occupation? (Tick ONE box only)**

|  |  |  |
| --- | --- | --- |
| 🞏 Managers 🞏 Professionals 🞏 Technicians and Trade Workers | 🞏 Community and Personal Service Workers 🞏 Clerical and Administrative Workers 🞏 Sales Workers  | 🞏 Machinery Operators and Drivers 🞏 Labourers 🞏 Other  |

 |
| **For each course in which you enrol, circle the category that best describes your main reason for doing the course.** |
| 🞏 To get job🞏 To develop my existing business🞏 To start my own business🞏 To try for a different career | 🞏 To get a better job or promotion🞏 It was a requirement of my job🞏 I wanted extra skills for my job🞏 To get into another course of study | 🞏 Other reasons🞏 For personal interest or self-development |
| **Country of Birth:** | **Language Spoken at home:** |
| **How well do you speak English?** 🞏 Very well 🞏 Well 🞏 Not well 🞏 Not at all  |
| **How did you hear about the Centre?** (Please tick box) 🞏 Friend 🞏 Passing By 🞏 Library 🞏 School/Club 🞏 Internet 🞏 Other (specify) .................................................................... |
| **Privacy Statement:***I understand that:*ESNLC is required to provide the Victorian Government, through Skills Victoria, with student and training activity data which may include information I provide in this enrolment form. Information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines. Skills Victoria may use the information for planning, administration, policy development, program evaluation, communication, resource allocation, reporting and/or research activities. For these and other lawful purposes, Skills Victoria may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations. **Cancellation and Refund Policy**: You must advise the Centre in writing if you want to formally withdraw from your class and be eligible for a refund. For a full copy of the Refund Policy visit our website. * A full refund is made if a course is cancelled by Elwood St Kilda Neighbourhood Learning Centre.
* Refunds for Government funded places will be in line with government requirements.
* For other courses you are able to apply for a Credit Note/Transfer provided five working days’ notice is given. A $10 Administration fee will apply.

I acknowledge and agree to the terms described in this privacy statement and Cancellation and Refund Policy:Student Signature: …………………………............……………………………………………….……Date..............................................………. |