

APPLICATION FOR ENROLMENT - All details must be completed

As an ASQA requirement, applications for enrolment must include a completed Language, Literacy and Numeracy task (LLN) and Declaration to ensure that the student is able to meet the demands of the course they are enrolling into. If required, the Student Support Officer will be in contact for further assistance.

The Student Handbook, available at www.wrcc.nsw.edu.au, contains everything you need to know about learning at the college, including your rights and obligations.

Mr / Mrs / Ms / Miss First Middle Surname

Unique Student Identifier (USI) Number (To obtain USI log on to usi.gov.au)

Date of Birth: Are you under 18? Yes No | Male Female Other

Residential Address: Postcode:

Postal Address: As above or Postcode:

Phone: Mobile Home Email

Emergency Contact Name: Phone: Emergency Contact Relationship:

Course Name: Date:

Please Note: Enrolments are subject to course availability

PLEASE COMPLETE THE FOLLOWING QUESTIONNAIRE

Country of Birth: Town/City of Birth:

Are you: Aboriginal Torres Strait Islander Neither

What language do you speak at home?

How well do you speak English? Very well Well Not well Not at all

Are you an Australian Citizen? Yes No If no, what is your current status

Are you visiting Australia? Yes No *If yes, please indicate*

Visa Type: Student Other

What is your highest completed school level?

Yr 9 or lower Yr 10 Yr 11 Yr 12 (or equivalent)

In which year did you complete that school level?

Are you still attending secondary school? Yes No

Have you successfully completed any of the following qualifications?

Bach Degree or higher Adv Deg/Ass Deg Current RSA/RCG Competency Card

Dip / Ass Dip Cert IV / Adv Cert III / Trade Cert

Cert II Cert I White Card Other

Which of the following BEST describes your current employment status?

Full time Part time / Casual Employer Self employed

Unemployed - Seeking full time Unemployed - Seeking part time

Not employed - Not seeking employment / Retired

Do you consider yourself to have a disability or impairment? Yes No *If yes, please indicate*

Hearing Physical Intellectual Learning

Mental Illness Acquired Brain Injury Visual Other

Which of the following BEST describes your main reason for taking this course?

Personal interest or self-development To start my own business To get a job

It was a requirement of my job To train for a different career Other reasons

I give permission for my photo to be taken and name used in promotional material for WRCC. Yes No

I have read and understood refund policy and student privacy statement. Yes No

The information provided is true and correct.

Student Signature Date

ENROLMENT IS EASY

Please choose your course, read the enrolment conditions, complete the Enrolment Form and LLN, return them to the College with your course fee.

Payments for courses may be made:

IN PERSON at either College office
9am-4.30pm (Griffith) or
4pm (Leeton) Monday-Friday
Cash, cheque, or credit cards accepted.

BY PHONE give us a call on number listed below.

ONLINE at wrcc.nsw.edu.au

BY EMAIL enrolments@wrcc.nsw.edu.au

Your receipt will be emailed to you.

Refund Policy: If WRCC cancels a course, fees will be fully refunded within fourteen (14) days of course cancellation. **Course fees will be refunded if advice of withdrawal is received within seven (7) days before commencement of course.** A \$25.00 registration charge will apply. WRCC cannot accept responsibility for changes in participant's personal circumstances. There will be no refund for withdrawal less than seven (7) days before commencement of course, as funds are committed. WRCC is not responsible for any outlays made by participants for books or materials for courses.

Student privacy: Information concerning students, including information submitted on this enrolment form will be used by WRCC or other authorised organisations for the purposes of general student administration and commitment with state and national reporting, monitoring and evaluation. The information may be disclosed to the National Centre for Vocational Education & Research (NCVER) and/or an agency authorised to undertake surveys. The provision of this information is necessary for both enrolment and re-enrolment. Information provided by you will be held and disposed of securely when no longer needed in line with the Privacy Act 1988. You may have access to your personal information by contacting WRCC.

OFFICE USE ONLY:

- Invoiced Individual
- Invoiced Business. Name
- Funding paperwork completed
- Funding paperwork scanned
- SFA Workbook issued
- LLN marked
- LLN Referral
- USI Verified

Western Riverina Community College Inc (WRCC) (RT01252)

Griffith Campus - 23 Hickey Crescent Griffith NSW 2680 | T 02 6964 5334 | F 02 6962 4404

Leeton Campus - 3 Wade Avenue Leeton NSW 2705 | T 02 6953 3777

E enrolments@wrcc.nsw.edu.au | wrcc.nsw.edu.au



**WESTERN RIVERINA
COMMUNITY COLLEGE**