

# 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](http://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](http://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

In which country were you born? .....

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](http://wrcc.nsw.edu.au)

**BY EMAIL** [enrolments@wrcc.nsw.edu.au](mailto: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](mailto:enrolments@wrcc.nsw.edu.au) | [wrcc.nsw.edu.au](http://wrcc.nsw.edu.au)



**WESTERN RIVERINA  
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