



Application for Enrolment

All details **MUST** be completed

Qualification / Course Name

Course Date

Organisation or Employment Agency

Student Details

Mr First Name Middle Name
 Mrs
 Miss Surname Gender Female Male Other
 Ms

Unique Student Identifier (USI)

(to obtain USI, log onto usi.gov.au)

Date of Birth

Mobile

Home Phone

Emergency Contact

Relationship to you

Phone

Email Address

Residential Address

Postcode

Postal Address

Same as above – or –

Country of Birth

City of Birth

Are you an Australian Citizen?

 Yes

 No

If No, what Visa type are you on?

Are you Aboriginal or Torres Strait Islander?

 No

 Yes, Aboriginal

 Yes, Torres Strait Islander

 Yes, Aboriginal and Torres Strait Islander

What best describes your employment status?

- Fulltime employee
 Part time employee
 Self employed
 Unemployed, seeking part-time work
 Unemployed, seeking fulltime work
 Not employed, not seeking employment

What language do you speak at home? (please specify)

How well do you speak English?

- Very well Not well
 Well Not at all

Prior Education

What is your highest level of school completed?

- Still at school
 Year 12 Year 11 Year 10
 Year 9 or below
 Never attended

What year did you finish school?

Do you consider yourself to have a disability or impairment?

 No

 Yes

- Physical Intellectual Learning Hearing Vision Mental Illness
 Medical Condition Acquired Brain Injury Other (please specify below)

What is your highest level of education completed?

- Bachelor Degree or higher
 Advanced Diploma or Associate Degree
 Diploma level Certificate IV
 Certificate III Certificate II Certificate I

What describes your reason for undertaking training? (please tick **ONLY** one)

- To get a job To start my own business
 To get a better job / different job / promotion
 I want extra skills for my job For personal interest or self development
 It was a requirement of my job To get into another course of study

Have you previously completed any accredited training?

- No
 Yes (please provide course details below)



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. Submission of an Application for enrolment and LLN accompanied by payment does not necessarily guarantee your enrolment will be finalised. It will be subject to VET Manager and Student Support Officer approval. If required, the Student Support Officer will be in contact for further assistance.

I have completed the LLN

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.

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.

(Please tick below)

- I have read and understand refund policy, enrolment process and the student privacy statement.
- The information provided by me in the Application for Enrolment is true and correct.
- I give permission for my employer/job agency to be emailed a copy of my certificate or evidence of my course completion on my behalf.
- Exclude me from marketing / newsletter emails.

Student Signature Date

If Under 18:

Name of Parent/Guardian

Signature Date

Office Use

- Details entered into Axcelerate
- Enrolled
- Invoiced or Funded
- Visa checked – Green Medicare for PR
– Visa for all others
- LLN completed
- LLN emailed
- USI Verified