



# 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

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?

Emergency Contact  Relationship to you  Phone

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?

**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

**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 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)

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](http://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