

Student Enrolment Form

Mr Mrs Ms Other First Name: Last Name:
 Address: Town / Suburb:
 Postcode: Date of Birth: Gender: Male Female Other
 Phone (home): Phone (work): Phone (Mobile):
 Email: Unique Student Identifier (USI):
 I consent to receiving information from Riverina Community College via email, SMS or phone Yes No

COURSE CODE	COURSE NAME	START DATE	FEE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

In which country where you born? Australia Other _____
Citizenship status Australian Citizen New Zealand Citizen **Are you** Aboriginal
 Australian Permanent Resident Holiday Visa Torres Strait Islander
 Temporary Resident Visa Permanent Humanitarian Visa Aboriginal and Torres Strait Islander
 Other _____ Neither

What language do you speak at home? English Other _____

Which best describes your current employment status (tick one box)?
 Full-time employee Employed (unpaid in family business)
 Part-time employee Unemployed - seeking full-time work
 Self-employed (not employing others) Unemployed - seeking part-time work
 Employer Not employed - not seeking employment

What is your highest completed school level (tick one box)? Year 9 or lower Year 10 Year 11 Year 12 Still at school
What year did you complete this school level? _____

Previous qualifications achieved (tick all boxes applicable)
 Bachelor Degree or higher degree Certificate III or Trade Certificate **Area(s) of Study of Previous Qualification(s)**
 Advanced Diploma or Associate Degree Certificate II _____
 Diploma or Associate Diploma Certificate I _____
 Certificate IV or Advanced Cert/Tech Any other Certificates _____

Which best describes your reason for undertaking this course?
 To get a job I wanted extra skills for my job
 To develop my existing business To get into another course of study
 To try for a different career For personal interest or self-development
 To get a better job or promotion Other _____
 It was a requirement of my job

Do you consider yourself to have a disability, impairment or long-term condition?
 No Acquired brain impairment
 Hearing / deaf Vision
 Physical Medical condition
 Intellectual Mental illness
 Learning Other _____

Do you require assistance to participate in this course?
 Yes No

Emergency Contact Details
 Contact Name _____ Contact Number _____
 Relationship to you _____ Allegies we should be aware of? _____
 Dietary requirements? _____

How did you hear about Riverina Community College or this course?
 Facebook Website Job Service Provider
 Radio Word of mouth Other _____
 TV Email _____

Have you seen Riverina Community College advertisements on tv?
 Yes No

Riverina Community College may take photos during events or classes - do you give permission for Riverina Community College to use your image for marketing purposes? Yes No

Unique Student Identifier (USI)
 The Unique Student Identifier is a national student number giving you access your student records online. Each time you enrol to study with a training organisation, you will need to provide your USI number which will be used to store your training records and results. To create a new USI, go to www.usi.gov.au or:
 I give permission to Riverina Community College to apply for a USI on my behalf

Enrolment Conditions

Student Information

The Riverina Community College Student Handbook is available at www.riverinacc.edu.au and contains information you need to know about studying at the College. Together with the Student Handbook, it is important that you also read and understand the following policies also available on our website:

- [Fees, Refunds and Transfer Policy](#)

- [Consumer Protection Policy](#)

- [Complaints and Appeals Policy](#)

- [Privacy Policy](#)

- [Access and Equity Policy](#)

- [Student Handbook](#)

Copies of the above policies are also available from Reception at any time.

Enrolment

Enrolment is open to all people aged 15 years or over, unless otherwise advised by Riverina Community College. Entry requirements apply to some courses.

Riverina Community College reserves the right to cancel an advertised course or change the advertised course details should the need arise.

Fees

You must enrol and pay the course fee (if applicable) before the course commences, unless you have negotiated a payment plan (not available for all courses).

Evidence will be required for access to government funding and/or fee concessions.

Riverina Community College does not accept pre-payment in excess of \$1,500 for accredited courses. For courses over \$1,500, a payment plan will be arranged between you and the College for the remaining course fee.

Course fees must be paid in full before a qualification or statement of attainment will be issued.

Refunds

Please choose your course carefully as refunds will only be considered in line with the College's Fees, Refund and Transfer Policy. A refund will apply if:

- the College cancels a course for any reason prior to the course commencing

- you cancel in writing 5 or more working days before the date the course commences

- you cancel in writing less than 5 working days before the date a course commences due to extenuating circumstances (such as illness or injury - evidence such as medical certificates may be requested)

In all other circumstances, a partial refund may be considered at the discretion of the College (less a non-refundable Course Administration Fee of \$250).

Complaints and Appeals

If you believe the College has not provided the quality of services you expected, including training, assessment, staff or facilities, please contact your Trainer in the first instance. If your issue is not resolved, refer to the College's Complaints and Appeals Policy for the process to follow.

Privacy

Riverina Community College only collects data that relates to your training outcomes or as required for statistical analysis by government authorities (see Consent to Use and Disclosure of Personal Information below). See the College's Privacy Policy for more information.

Student Rights and Responsibilities

Students have the right to access a qualified trainer and appropriate support, in a learning environment that is free from harassment or discrimination. Riverina Community College reserves the right to refuse entry, or remove any person from a class, if their behaviour is deemed unacceptable, offensive or potentially harmful or dangerous to themselves, staff or other students. Further details of your rights and responsibilities, the College's rights and responsibilities and these Enrolment Conditions are found in the College's Student Handbook.

Consent to Use and Disclosure of Personal Information

Under the *Data Provision Requirements 2012*, Riverina Community College Ltd is required to collect personal information (information or an opinion about you), collected from you, your parent or guardian, such as your name, Unique Student Identifier, date of birth, contact details, training outcomes and performance, sensitive personal information (including your ethnicity or health information) and other enrolment and training activity-related information (together **Personal Information**) and disclose that Personal Information to the National Centre for Vocational Education Research Ltd (**NCVER**).

Your Personal Information (including the personal information contained on your enrolment form and your training activity data) may be used or disclosed by Riverina Community College Ltd for statistical, regulatory and research purposes.

Riverina Community College Ltd may disclose your Personal Information for these purposes to third parties, including:

- School - if you are a secondary student undertaking VET, including school-based apprenticeship or traineeship

- Employer - if you are enrolled in training paid by your employer

- Commonwealth and State Territory government departments and authorised agencies, including the NSW Department of Industry (**Department**)

- NCVER

- Organisations conducting student surveys, and

- Researchers

Personal Information disclosed to NCVER may be used or disclosed for the following:

- issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcript

- facilitating statistics and research relating to education, including surveys

- understanding how the VET market operates, for policy, workforce planning and consumer information, and

- administering VET, including program administration, regulation, monitoring and evaluation

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your Personal Information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

The Department may disclose your Personal Information to other Australian government agencies, including those located in States and Territories outside New South Wales.

The above government agencies may use your Personal Information for any purpose relating to the exercise of their government functions, including but not limited to the evaluation and assessment of your training, the determination of your eligibility to receive subsidised training or for any Fee Exemptions or Concessions. Your Personal Information may also be disclosed to other third parties as required by law.

Student Declaration and Consent

- I agree to the Enrolment Conditions outlined above and acknowledge these Conditions are detailed within Riverina Community College's Fees, Refunds and Transfer Policy, Consumer Protection Policy, Complaints and Appeals Policy, Privacy Policy, Access and Equity Policy and Student Handbook. I have been advised how to access these Policies.

- I understand and consent to the collection, use and disclosure of my Personal Information in accordance with the Consent to Use and Disclosure of Personal Information notice above.

- I acknowledge and agree that the NSW Department of Industry may contact me by telephone, email or post during or after I have ceased subsidised training with Riverina Community College for the purposes of evaluating and assessment my subsidised training.

- I declare that the information I have provided to the best of knowledge is true and correct.

Student Full Name:

Student Signature:

Date:

Guardian Full Name:

Guardian Signature:

Date:

Parental/guardian consent is required for all students under the age of 18.

Office Use Only

Enrolment No:

Date: