

Instructions

Please complete and return this form to the College. The information provided is used to **determine your eligibility for fee concession or fee exemption**. All sections should be completed (as applicable), including your consent for use and disclosure of personal information. Please note.

Applicant Details

Concession or Exemption Expression of Interest

Full Name (First, Last)	
Email	
Phone Number	
Address	
Course/Program Name:	Enrolment Form Completed <input type="checkbox"/> Yes <input type="checkbox"/> No

✓ Tick As Applicable

Evidence May Be Required

- I am an Australian citizen, Australian permanent resident, Australian permanent humanitarian visa holder or New Zealand citizen.
- I am 15 years or older.
- I am living and/or working in NSW.
- I am not at School.

- I hold a completed a nationally recognised Certificate I or higher full qualification? Yes No
- If yes, state level and name of qualification: _____

- I am an Aboriginal and/or Torres Strait Islander.
- I am a migrant or refugee who is currently unemployed or underemployed.
- I am a current Commonwealth benefit recipient (e.g. Centrelink) and I receive the following type of benefit: _____. Please attach a copy of your current statement.
- I am currently a dependent child, spouse or partner of a Commonwealth entitlement (please attach evidence).
- I have a disability.
- I live in government housing.
- I am a victim of abuse.
- I live in a correctional centre.
- I need assistance with reading, writing and/or numeracy or study support.
- I live in a regional or remote community.
- I have other circumstances (please state): _____
- _____
- _____

Consent to Use and Disclose Personal Information – All Applicants

I _____ Date of birth: _____

(First, middle and last name)

Of _____

(Current residential address)

understand and agree that, under the *Data Provision Requirements (2012)*, TLK Community College is required to collect personal information (including information/opinions) from me, or my parent/guardian if applicable, such as my name, Unique Student Identifier, date of birth, contact details, training outcomes and performance, sensitive personal information (including my ethnicity or health information) and other enrolment and training activity-related information (collectively referred to as 'Personal Information') and disclose that Personal Information to the National Centre for Vocational Education Research Ltd (NCVER).

My Personal Information (including Personal Information contained on my enrolment form and my training activity data) may be used or disclosed by TLK Community College for statistical, regulatory and search purposes. TLK Community College may disclose my personal information for these purposes to third parties, including:

- A School – if I am a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- An Employer – if I am enrolled in training paid by my employer;
- Commonwealth and State or Territory government departments and authorised agencies, including the NSW Department of Industry (Department);
- NCVER;
- Organisations conduct student surveys; and
- Researchers

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

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- Facilitating statistics and research relating to education, including surveys;
- Understanding how the VET mark operates, for policy, workforce planning and consumer information; and
- Administering VET, including program administration, regulation, monitoring and evaluation.

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

NCVER will collect, hold, use and disclose my 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 my Personal Information to other Australian government agencies, including those located in States and Territories outside of New South Wales.

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

I also acknowledge and agree that the Department may contact me by telephone, email or post during or after I have ceased subsidised training with TLK Community College for the purpose of evaluating and assessing my subsidised training.

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

I consent to the collection, use and disclosure of my Personal Information in the manner outlined above.

Signature: _____ Date: _____

Print Full Name: _____

Note: If under 18 years of age at the time of giving consent, then parent/guardian consent is also required.

Parent/Guardian Signature: _____ Date: _____

Print Full Parent/Guardian Name: _____ Date: _____

Office Use Only

Evidence sighted and verified. Fee concession/exemption (*circle*) approved: Yes No. CSO approved: Yes No.

Reason if not approved: _____

Delegate's Signature

Name/Position

Date