

# ENROLMENT FORM

## PERSONAL DETAILS (Legal name as per photo ID, which will need to be sighted to verify legal name)

1) FAMILY NAME \_\_\_\_\_  
GIVEN NAME \_\_\_\_\_

2) DATE OF BIRTH \_\_\_/\_\_\_/\_\_\_\_ 3) SEX (Tick ONE box only)  FEMALE  MALE

4) RESIDENTIAL ADDRESS \_\_\_\_\_  
SUBURB \_\_\_\_\_ POSTCODE \_\_\_\_\_  
PHONE Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_  
Email \_\_\_\_\_ Fax \_\_\_\_\_

5) CITIZENSHIP/RESIDENCY STATUS \_\_\_\_\_ Visa Subclass: \_\_\_\_\_ Arrival Date: \_\_\_/\_\_\_/\_\_\_\_ Registration Date: \_\_\_/\_\_\_/\_\_\_\_

Please ensure that you have one of the following forms of ID attached:  Drivers Licence  Australian Passport  Medicare Card  Visa (with Non-Australian Passport) for international students  Birth Certificate (Australian) \*please note a Birth Certificate extract is not sufficient  Citizenship Certificate  ImmiCard

## COURSE OF INTEREST

COURSE TITLE & CODE \_\_\_\_\_ DATE - From \_\_\_/\_\_\_/\_\_\_\_  
COURSE VENUE \_\_\_\_\_ DATE - To \_\_\_/\_\_\_/\_\_\_\_

Where did you hear about this course?  Newspaper  Website  Internet  Word of Mouth  Radio  Other - please specify \_\_\_\_\_

Do you consent to photography/videos being taken for promotional and advertising purposes?  Yes  No

## EMERGENCY CONTACT DETAILS

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Contact number \_\_\_\_\_ Mobile \_\_\_\_\_

In the event of an emergency do you give the RTO permission to organise emergency transport and treatment and agree to pay all costs related to the emergency? **YES / NO**

## UNIQUE STUDENT IDENTIFIER (USI) - (Accredited courses only)

Do you have an USI? YES (Please print - 10 Characters) \_\_\_\_\_ NO - I hereby give permission for MCC to apply for a USI on my behalf and will provide all necessary ID as per following List.

Please ensure that you have one of the following forms of ID attached:  Drivers Licence  Australian Passport  Medicare Card  Visa (with Non-Australian Passport) for international students  Birth Certificate (Australian) \*please note a Birth Certificate extract is not sufficient  Citizenship Certificate  ImmiCard

**Please indicate your town of birth:** \_\_\_\_\_

## AVETMISS DATA COLLECTION

### LANGUAGE & CULTURAL DIVERSITY

6) In which country were you born?  
Australia  1101  
Other - please specify: \_\_\_\_\_

7) Do you speak a language other than English at home?  
No, English only  1201 English only - Go to Question 9  
Yes, other - please specify \_\_\_\_\_

8) How well do you speak English?  
Very well  Well  Not well  Not at all

9) Are you of Aboriginal or Torres Strait Islander origin?  
No  Yes, Aboriginal  Yes, Torres Strait Islander

### DISABILITY

10) Do you consider yourself to have a disability, impairment or long-term condition?  
Yes  No  - Go to Question 12

11) If yes, then please indicate the areas of disability, impairment or long-term condition: (you may tick more than one)

- Hearing/Deaf  11  
Physical  12  
Intellectual  13  
Learning  14  
Mental Illness  15  
Acquired brain impairment  16  
Vision  17  
Medical condition  18  
Other  19

### SCHOOLING

12) What is your highest COMPLETED school level? (Please tick ONE box only)

Year 12 or equivalent  12  
Year 11 or equivalent  11  
Year 10 or equivalent  10  
Year 9 or equivalent  09  
Year 8 or below  08  
Never attended school  02

13) In which YEAR did you complete that School level?  
\_\_\_\_\_

14) Are you still attending secondary school?  
Yes  No

### PREVIOUS QUALIFICATIONS ACHIEVED

15) Have you SUCCESSFULLY completed any of the following qualifications?  
Yes  No  No - Go to Question 17

16) If YES, please tick ANY applicable boxes

Bachelor Degree or Higher Degree  008  
Advanced Diploma/Associate Degree  410  
Diploma or Associate Diploma  420  
Certificate IV/Advanced Certificate  511  
Certificate III/Trade Certificate)  514  
Certificate II  521  
Certificate I  524  
Other certificates  990

### EMPLOYMENT

17) Current employment status?

Full-Time employee  01  
Part-Time employee  02  
Self-employed - not employing others  03  
Employer  04  
Employed - Unpaid worker in a family business  05  
Unemployed - Seeking full-time work  06  
Unemployed - Seeking part-time work  07  
Not employed - Not seeking employment  08

### STUDY REASON

18) Reason for study? (Tick ONE box only)

To get a job  01  
To develop my existing business  03  
To start my own business  03  
To try for a different career  04  
To get a better job or promotion  05  
It was a requirement of my job  06  
I wanted extra skills for my job  07  
To get into another course or study  08  
For personal interest or self-development  12  
Other reasons  11

## OFFICE USE ONLY

LLN Assessment attached

Yes

No

## TERMS & CONDITIONS OF ENROLMENT

### Enrolment, Course Fees, Payments and Refunds (SRTO 5.3, 7.3)

1. Courses are open to persons 15 years and over unless otherwise stated or advised by the business unit manager.
2. It is the student's responsibility to note the date, time and location of the course as advertised. Access to student portal is available on MCC website - [www.macquarie.nsw.edu.au](http://www.macquarie.nsw.edu.au).
3. Courses with low enrolments may be cancelled. Every effort will be made to contact students. Please ensure your contact details are correct.
4. Requests from students to transfer or credit their course placement due to changed personal circumstances will be considered and every effort will be made to ensure a placement into an alternative course.
5. If you are unable to complete your course due to changed personal circumstances, MCC will make every effort to ensure you are placed into an alternative pre-scheduled course.
6. MCC reserves the right to decline admission to a course, terminate a student's enrolment in a class or change a course or tutor at any time without notice.
7. Students may be required to participate in courses involving physical activity; field trips, practical demonstrations etc. and do so at their own risk.
8. Please refer to the MCC website - [www.macquarie.nsw.edu.au](http://www.macquarie.nsw.edu.au) for information on course fees including any required deposit, administration fees, materials fees and any other charges (if applicable).
9. A non-refundable deposit is required to be paid prior to course commencement to confirm a place in a course unless other arrangements have been made with MCC.
10. Please note that MCC will not accept payments of over \$1500 at any one time.
11. Students are responsible for the safe storage of their Certificates and Statements of Attainment. If a student requires a reissue of their Certificate or Statement of Attainment, a certificate re-issue fee of \$50 will be charged.
12. Refunds may be made in the following circumstances:
  - Participant has overpaid the administration charge
  - Participant enrolled in training that has been cancelled by MCC
  - Participant advises MCC prior to course commencement that they are withdrawing from the course
  - Participant withdraws application during a statutory cooling off period (as defined by NSW Fair Trading)
  - If the participant withdraws from a course or program due to illness or extreme hardship as determined by MCC

### Language, Literacy and Numeracy (LLN) (SRTO 1.7)

All students undertaking a Certificate III qualification or below are required to undertake an LLN Assessment. Trainers and staff within MCC can provide students with support to assist the student throughout the learning process.

### Credit Transfer and Recognition of Prior Learning (SRTO 1.8)

Credit Transfer and Recognition of Prior Learning are available to all participants in accredited training. Please refer to the Student Handbook or contact the office for the procedure on how to apply.

### IMPORTANT INFORMATION

I have read and understand the terms and conditions of my enrolment, as stated above. I acknowledge and agree with the terms and conditions of enrolment with specific reference to MCC's enrolment and selection, course fees, payments and refunds, course requirements, Language Literacy and Numeracy requirements, credit transfers, recognition of prior learning, training guarantee, complaints and appeals and support services that will be provided for me. Detailed legislative and regulatory policies and procedures are also provided to me in the Student Handbook available online at

[https://www.macquarie.nsw.edu.au/s/pdfs/Student\\_Handbook\\_VETP-0003\\_Ver\\_3.pdf](https://www.macquarie.nsw.edu.au/s/pdfs/Student_Handbook_VETP-0003_Ver_3.pdf)

### Training Guarantee (SRTO 5.3)

MCC will guarantee to complete all training and/or assessment once the student has commenced study in their chosen qualification or course of study, unless the student withdraws from the course. This guarantee is valid for six months from initial course commencement date unless otherwise agreed.

### Complaints and Appeals (SRTO 6.1, 6.2)

If a student, trainer or staff member is experiencing any difficulties, they are encouraged to discuss their concerns with Senior Management. MCC staff will make themselves available at a mutually convenient time if a student wishes to seek assistance.

If a Staff member or Student wishes to make a formal complaint they are required to complete a Complaints and Appeals Form, which is included in the Student Handbook and is available on the MCC website. Once the form has been completed it should be submitted to MCC for actioning.

Please refer to the Student Handbook for more details on the complaints and appeals process.

### Support Services (SRTO 1.7)

The student should notify MCC if they have a medical condition or disability or require assistance in their training.

MCC caters to diverse client learning needs and aims to identify and respond to the learning needs of all students. Students are encouraged to express their views about their learning needs at all stages of their learning experience from the initial enrolment and induction stage. MCC will analyse who the target candidates are, whether an individual, a specific group or a broad target group, and will determine the key characteristics and needs of candidates.

MCC is committed to providing clients requiring additional support, advice or assistance while training. To achieve this and to ensure the quality delivery of training and education, MCC provides client vocational support to improve and extend training outcomes. Students are advised to make an appointment with their trainer in the first instance, if required the student can then schedule an appointment with MCC for further support or referral.

### Retention of Records (SRTO 3.4)

All student records, such as personal details and records of participation and progress, are kept within a secure area (both electronic and hard files). An electronic record of each Student's enrolment and participation is kept on the Student Management System for a period of 30 years, this record is password protected and is only accessible by employees of MCC.

SIGNATURE/GUARDIAN: \_\_\_\_\_ DATE: \_\_/\_\_/\_\_\_\_  
Note: If under 18 years of age at the time of giving consent, then the consent of their guardian is required

RTO REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_/\_\_/\_\_\_\_