

<small>DATE</small>	<small>OFFICE USE ONLY: METHOD</small>	<small>CODE</small>	
ENROL HERE:			
Course Name:			
Location:	Day of the week:	<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening	
Name:	Company:		
Address:	Building:		
Town:	Street:		
Postcode:	Date of Birth:	Town:	
H Phone:	Phone:		
W Phone:	Email:		
Mobile:			
Email:			
USI (page 30):	For Postal Enrolments Send To Nepean Community College Shop 115B Westfield Penrith High St Penrith, NSW. 2750		
Payment Method:	Amount: \$	<small>RECEIPT NUMBER (Office Use Only):</small>	
Card Number:	Expiry Date:	CCV	Signature:
<small>↓ Statistical Data below is collected for compliance with the Australian Vocational Education Management Information System Standard.</small>			
Gender:	Which of the following best describes your employment?		
Where did you hear about this College course?	Do you have a disability?		
Indigenous Status:	If yes what type:		
Country of Birth:	Still at school ?		
Do you speak a language other than English at home?	Highest level of school completed ? Year	Completed when:	
If Yes, which language?	Highest Qualification since turning 17:		
How well do you speak English?	Was this qualification completed at school ?		
Which of the following best describes your reason for studying?			
Do you live in Social Housing ?	What is your Australian Residency Status ?		
Do you receive a Centrelink or other Benefit?	If Yes, what is its name ?		
Are you an Employment Service Provider client ?	If Yes, what is your Client ID ?		
If Yes, what is your Providers Organisation ID ?			
Are you Long Term Unemployed ?	If Yes do you have evidence ?		
Signed: _____		Date: _____	

Cancellation of Courses

The College reserves the right to cancel or postpone any class due to under-enrolment or unexpected unavailability of the tutor.

Fees

Are listed with each course and are a once only cost payable on enrolment. This cost provides for Tuition and Administration costs only. Enrolment into a class will only be accepted on payment. **Note:** The College will not accept pre-payments of over \$1500 in accordance with the NSSC policy on the Protection of Student Fees Paid in Advance. These guidelines are available for your reference at <https://docs.education.gov.au/system/files/doc/other/protectionofstudentfeespaidinadvance.pdf>

Confirmation

The College does not confirm bookings. Enrolments in a course or workshop should be considered effective, unless we contact you to state otherwise. Include your email address on your enrolment form and we will be able to confirm your booking by email if required.

Receipts

For telephone, fax or mail enrolments, receipts will be available on request.

Who can enrol?

Unless otherwise stated, all courses and workshops are for people 15 years and over. Younger participants may be accepted if accompanied by a fee paying adult.

Materials

Please ask for a materials list on enrol-

ment. Materials are not provided by the College unless stated. Students should allow for this cost when choosing a course.

Refunds

A refund will only be made where the College cancels a course. Please choose your course carefully as the College cannot accept responsibility for changes in personal circumstances which prevent attendance. Once a course is planned, funds are then committed to course costs and cannot be refunded. Once a course has commenced, we regret we cannot arrange a transfer to another course.

Concessions

New NSW Government Support provides Concessions and Fee Free programs. See page 24 for Eligibility. For other programs Pensioners and Seniors Cards where the fee is up to and including \$120 the reduction is \$15, for all other courses the reduction is \$20.

Child Minding

The College does not provide facilities for child minding. Children cannot accompany participants in adult classes, both for the child's sake and the comfort of other participants.

Companion Program for People With a Disability

Enrolment (excluding course materials) in any course for companions of people with disabilities is FREE where that Companion has enabled a person

with a disability to participate in a College course. Contact the College for details as to which courses are easily accessible.

Student Support

The College exists to provide opportunities to learn. It will make every effort to provide reasonable adjustments where it is financially able. Additionally if you believe language, literacy or numeracy is a barrier to participation please advise any staff member to be put in touch with our Literacy Coordinator. Where learning is evaluated in our courses it will be done so in a manner sensitive to your individual needs. Don't hesitate to raise any concerns you have with whichever staff you feel comfortable doing so.

Accredited Certificates

When you have demonstrated competence against the Assessment Criteria for an Accredited training program you will be issued with a Statement of Attainment or Certificate. For non-accredited courses you may request a Participation Certificate

Legislative Compliance

The College's activities are governed by compliance with a range of legislative frameworks. Key among these are:

- Children & Young Persons (Care and Protection Act) 1998.
- Disability Services Standards 2013.
- Standards for Registration of Training Organisations 2015.

For a comprehensive list of governing legislation please refer to our web site.

Recognition of Prior Learning (RPL)

Nepean Community College recognises that adults in the community have achieved skills, knowledge and competence through a variety of life experiences. Therefore, it is an important part of our provision of accredited vocational education and training to offer recognition of these competencies through recognition of prior learning.

Customer Service Guarantee

Nepean Community College has been awarded the ACE Endorsed Quality Award. We are responsible for the quality of the training and assessment and for issuing AQF certificates for accredited courses. We are committed to the provision of quality education and business training services. If at the

completion of your training program you consider that the course did not cover the advertised content, please inform the College Principal in writing. If you feel the College has been unjust and not acted in good faith in any issue including assessment, enrolment and course delivery, please address your concerns in the first instance to your Centre Coordinator or Program Manager. If you feel the matter remains unresolved you are encouraged to contact the Principal. In turn the Principal has the opportunity to take matters to the College Council as required.

Evaluation

At some stage during a course your tutor will ask you to complete an evaluation form. Your feedback is important to us. Evaluation forms may be handed to your tutor or sent in direct to the College office.

Access to Information

Personal details are kept in secure electronic and hard copy format. We use your contact details to contact you about your course and inform you about upcoming courses. We will provide, on written request, access to your own records. We will not disclose Personal Information we collect from you to a third party without your written permission, except where it is required by funding bodies, by law or to send course information to you.

Recognition of Qualifications

Nepean Community College recognises the AQF qualifications and Statements of Attainment issued by other Recognised Training Organisations throughout Australia in line with the AQTF Standards.

Membership

Anyone can become a member of Nepean Community College. Membership offers the entitlement to be mailed College programs, attendance at the Annual General Meetings and allows for voting on issues of importance. Membership is set at \$2 and is separate to enrolment fees for courses.

The Unique Student Identifier

If you're studying nationally recognised training in Australia from 1 January 2015, you will be required to have a Unique Student Identifier (USI). It is easy to create and the How To is available at www.usi.gov.au/Students/Pages/default.aspx

Where to find your Venue...

Digital Hub Westfield	Shop 115b Westfield, Penrith
Digital Enterprise Westfield Penrith	Shop 115b Westfield Penrith
Honey Gem Nursery	151 Macquarie Rd, Springwood
Katoomba Centre	TAFE Block B Parke Street, Katoomba
Nepean Rowing Club	Bruce Neale Drive, Penrith
Penrith High School	158 - 240 High Street, Penrith
Springwood High School	Grose Road, Faulconbridge
St Clair High School	6 Endeavour Road, St Clair
St Marys RSL	Cnr Mamre Road & Hall Road, St Marys
Westfield Penrith	Shop 115b Westfield, Penrith
Westfield Penrith Weekend	Shop 115b Westfield, Penrith