## MELTON SOUTH COMMUNITY CENTRE INC.

41 Exford Road, Melton South 3338 (P.O. Box 2010)

Phone: (03) 9747 8576

Email: msccentr@bigpond.net.au Website: www.meltonsouth.org.au

## ACFE Enrolment Form



WEDSILE. WWW	V.111C	itorisoutii.	oig.au								
MSCC No:											
NAME OF COURSE				Start Date			End Date		Time		
TANIE OF COOKSE				Start Bate							
STUDENT DET	AILS										
Title Mr/Mrs/Ms/Miss Full Name											
Gender		Male ☐ Female ☐ Other			Date of Birth						
Address											
Phone Number					Email Address						
EMERGENCY C	ONT	ACT DETA	ILS								
Name											
Phone Number						Relationship to Student					
REQUIRED PA	RTICI	PANT INFO	ORMATI	ON							
What country were you born in?								Do you speak a language			Yes
							other than English at			No	
								home?			
Are you of Aboriginal or Torres							If yes, what language is				
Strait Islander origin?			Yes, Torres Strait Islander				spoken?				
□ Neither							•				
What is your citiz	enshi	p status?		Australian citizen				How well do you speak		ㅁ	Extremely well
				New Zealand citizen Australian permanent resident				English?			Well Not well
Do you consider yourself to have ☐ Yes				permanent resident			Do you have a condition		片	Yes	
a disability, impairment or long-							that will affect			No	
term health condition?							your participation in				
								classes?			
If you answered yes to either or both of the above, please											
outline the condition/s you live with and the support you											
would need while visiting the centre (optional)											
Copy of Medicare card attached											
CONCESSION I	DETA	ILS									
Are you claiming any form of concession?											
Concession Card Number Concession Expiry Date											
PLEASE NOTE: Concession rates only apply to self-funded enrolments.  Agencies or employers providing funding are not eligible to receive concession funding on a student's behalf.											
					ible to re	ceive co	ncessi	on funding on a stu	dent's be	half.	
Copy of concession card attached											

PAYMENT INFORMATION (OFFICE USE ONLY)					
Full Fee		Deposit Paid		RECEIPT	
Concession Fee		Deposit Paid		RECEIPT	
TOTAL FEE		Balance Paid		RECEIPT	

EDUCATION & EMPLOYMENT INFORMATION						
What is your highest COMPLETED school level?	In what year did you complete that school level?					
Have you SUCCESSFULLY completed any of the listed qualifications?  If yes, please tick the appropriate qualification	□ Bachelor Degree or higher □ Advanced Diploma or Associate Degree □ Diploma □ Certificate I □ Certificate II □ Certificate III □ Certificate IV □ Other (please specify)					
and A (Australian) <u>OR</u> E (Australian Equivalent) OR I (International)						
Why are you choosing to enrol in this course?	To get a job ☐ To get a better job or promotion☐ To get extra skills for my job ☐ Job requirement☐ To try for a different career☐ To start my own business☐ To develop my existing business☐ To get into another course of study					
Of the following, which CLOSEST describes your current employment status?	☐ Full-time employee ☐ Part-time employee ☐ Self-employed employing others ☐ Self-employed not employing others ☐ Unemployed (seeking full-time work) ☐ Unemployed (seeking part-time work) ☐ Seeking voluntary work					
If you are currently employed, what is your current occupation and which industry is your	Occupation:					
current occupation in?	Industry:					
CANCELLATION & REFUND POLICY						
If your course or class is cancelled by the centre due to lack of enrolments or tutor unavailability, a full refund will be given. If the course or class is likely to be offered again in the future, you will be given the option to transfer your enrolment and funds.						
If you wish to withdraw from a course, one week's notice must be given in order to be eligible for a full refund. If adequate notice is not given, class fees will be forfeited.						
PRIVACY POLICY						
I understand that Melton South Community Centre Inc. is required to provide the Victorian Government, through the Department of Jobs Skills Industry & Regions, with student and training activity data. This includes information provided in this enrolment form. Information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines (see <a href="https://www.education.vic.gov.au">www.education.vic.gov.au</a> ).						
Melton South Community Centre Inc. (MSCC) adheres to information privacy laws and respects and upholds your right to privacy in the way we collect, store and use the information you provide to us.						
For more information in relation to how student information may be used or disclosed, please contact the Centre Manager on (03) 9747 8576 during business hours.						
☐ I declare that the information provided in this enrolment form is true and correct.						
☐ I acknowledge and agree to the terms described in this form.						
Student signature: Date:						
Do you wish to receive our program via email each term? ☐ Yes ☐ No						
How did you hear about this course/class?						
☐ Email ☐ Flyer ☐ Website ☐ Newspaper ☐ Friend/family ☐ Learning Directory						
□ Other (please specify)						