



**ADVANCED CAREERS COLLEGE  
STUDENT ENROLMENT FORM**

**PERSONAL DETAILS**

Mr / Mrs / Ms / Miss Surname: \_\_\_\_\_ Given Name/s: \_\_\_\_\_  
 Gender: Male  Female  Date of Birth: \_\_\_\_\_  
 Residential Address - Street: \_\_\_\_\_  
 City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing Address (if different to residential): \_\_\_\_\_  
 City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 State type of Identification shown: \_\_\_\_\_

Do you give permission for the ACC to call urgent medical treatment for you in an emergency and agree to pay all costs? YES <input type="checkbox"/> NO <input type="checkbox"/>	Emergency Contact: _____ Relationship: _____ Telephone: _____ Mobile: _____
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**PROGRAM**

Administration Fee: \$350 (non refundable)

Code	Qualification Title	Start Date	Course Fees	Date Paid	Receipt Number

Do you intend to apply for Recognition of Prior Learning (RPL)? YES  NO  (Note: If Yes Request for RPL form)

**EDUCATION**

Are you still at school? YES  NO  If not, what is your highest completed school level? \_\_\_\_\_  
 Have you completed or attempted further study after leaving school? YES  NO  If yes, what year? \_\_\_\_\_  
 If yes tick applicable boxes:

	Attempted	Achieved		Attempted	Achieved
Trade Certificate	<input type="checkbox"/>	<input type="checkbox"/>	Advanced/Tech. Cert	<input type="checkbox"/>	<input type="checkbox"/>
Associate Diploma	<input type="checkbox"/>	<input type="checkbox"/>	Undergraduate Diploma	<input type="checkbox"/>	<input type="checkbox"/>
Degree/Post Grad Cert.	<input type="checkbox"/>	<input type="checkbox"/>	Other Cert (Specify): _____	<input type="checkbox"/>	<input type="checkbox"/>

**LANGUAGE/CITIZENSHIP/ETHNICITY**

In which country were you born? (If other please specify) Australia  Other  \_\_\_\_\_  
 Do you speak a language other than English? YES  NO  If Yes, please specify \_\_\_\_\_  
 How well do you speak English? Fluent  Well  Not Well  Not at All

**SPECIAL NEEDS**

Do you consider yourself to have a disability, impairment or long term condition? YES  NO  If Yes, please specify: \_\_\_\_\_  
 Do you require assistance for your training because of this disability, impairment or long term condition? YES  NO   
 If Yes, please specify: \_\_\_\_\_ Do you require assistance with language and literacy? YES  NO

**EMPLOYMENT**

Of the following, which best describes your current employment status? Full Time Employee  Part Time Employee   
 Self Employed  Employer  Unemployed – seeking full time work  Unemployed – seeking part time work   
 If employed, Business Name of Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Business Address: \_\_\_\_\_ Fax: \_\_\_\_\_

**MEDIA RELEASE**

I hereby give my permission for Advanced Careers College to use my image in printed and digital marketing and advertising material

Signed by student/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**DECLARATION**

I agree to notify ACC of any changes to the information that I have provided. I accept full responsibility for the truthfulness and accuracy of the information that I have provided in this document.  
 I have read and understood the terms and conditions listed on the back of this form. I agree to abide by these terms and conditions in conjunction with my training contract and training plan.  
 I consent that this information can be provided to the government to be used for research, statistical analysis, program evolution, post completion surveys and internal management purposes.  
 I agree to pay all fees as they become due.

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **TERMS AND CONDITIONS:**

### **ENROLMENT & SELECTION**

1. We need to be advised if you have a medical condition or disability and need assistance in attending a class.
2. The enrolment fee must be made in full to book your place in a course. As placements are limited it is regretted class placements cannot be saved without full payment of enrolment fee. Your payment secures your enrolment and course placement.
3. It is your responsibility to note the date, time and location of the course as advertised.
4. Courses with insufficient enrolments may be cancelled at which time Advanced Careers College will provide a full refund. Every effort will be made to contact students so please ensure we have your home and/or work telephone numbers.
5. Requests from you to transfer or credit your course placement before course commencement due to changed personal circumstances will be considered and every effort will be made to ensure a placement in an alternate course.
6. During your course should changed personal circumstances arise and you are unable to complete the course, every effort will be made to ensure a placement can be made in an alternate pre-scheduled course.
7. Students can only join after the course start date if they meet all prerequisites. Late enrolments must meet the full course fee.
8. Advanced Careers College reserves the right to decline admission to a course, terminate a student's enrolment in a class at any time or change a course or tutor at any time without notice to course participants.
9. Students participating in courses involving physical activity, field trips, practical demonstrations etc. do so at their own risk. Advanced Careers College holds adequate public liability insurance for classroom activities.

### **COURSE FEES, PAYMENTS AND REFUNDS**

1. One quarter of course fees are payable prior to commencement of training.
1. Certificates and Statements of Attainment are issued to students who are assessed as competent. The cost for all certificates is included in the course fee.
2. The enrolment fee is non-refundable.
3. Cancellation before or after the commencement date of the course the following refund policy will apply:
  - ◆ If cancellation is submitted more than 1 month prior to start date of the relevant stage of the course, 90% of the paid tuition fees is refunded
  - ◆ If cancellation is submitted less than 1 month prior to the start date of the enrolled course, 70% of the tuition fee is refunded.
  - ◆ If cancellation occurs after the commencement date a penalty of 1 full term fees will be incurred.
  - ◆ Advanced Careers College will not authorise transfers of tuition fees to any other institution or to other students.
  - ◆ Refunds will be paid to the student within 28 days after the written request and evidence of any relevant documentation is received.
4. The refund will be made to the student as per the nominated method of re-imburement supplied by the student.
5. The refund will be accompanied by a detail statement of total refund amount.

### **COURSE REQUIREMENTS**

1. Course resources are supplied. You will be notified of any additional resources required.
2. Please bring a pen to each session.

### **PRIVACY**

1. Advanced Careers College collects and stores your personal details. During training we record your progress. We use this information to measure yours and our performance and also to let you know of future products and services. Where State or

Commonwealth funding supports training we are obliged to submit your personal and progress details for research, statistical analysis and program evaluation. Post completion surveys are also used for internal management purposes to ensure training and assessment strategies are regularly validated.

2. WE DO NOT share, rent, or sell personal information that you provide us. The confidentiality of the information we collect from you is protected under the NSW Privacy Act.

### **COMPLAINTS AND GRIEVANCES**

Advanced Careers College recognises that differences and grievances can arise from time to time. The quick settlement of these matters is in the best interest of all parties concerned and the following steps are required to ensure this happens:

1. Advise us if you are dissatisfied or have any concerns about our products, services, processes or policies.
2. Advise us if you think you have been treated unfairly or unjustly.
3. We will discuss the matter with you and try to resolve the problem.
4. If you are not satisfied with the resolution we will refer the matter to an independent mediator.
5. If a satisfactory solution cannot be reached by all parties you have the right to seek representation and appeal under the relevant State or Federal Law.

### **OCCUPATIONAL HEALTH & SAFETY**

Advanced Careers College is committed to providing and maintaining a safe and healthy environment for the benefit of all clients, visitors and employees.

Advanced Careers College monitors and maintains the appropriate Occupational Health and Safety levels and obligations under Federal and State rules and regulations of the NSW Occupational Health and Safety Act including the State and relevant local government health and hygiene regulations/legislation.

In consideration of all clients and students, it is important that adherence to all legislative acts and regulations are observed while undertaking training. If students have any concerns, or notice a condition or practice that seems unsafe, it is important it is brought to the attention of the Director of Advanced Careers College.

### **ACCESS AND EQUITY**

Advanced Careers College is committed to access and equity principles and processes in the delivery of its services and working environment in accordance with Sex Discrimination act 1984, Human Rights and Equal Opportunity Act 1986, Racial Discrimination Act 5 1975, NSW Anti-Discrimination Act and Disability Discrimination Act 1992.

In the event of a situation that is considered by clients to be in violation of the Advanced Careers College Access & Equity policy, students and clients are required to report the situation to the Director of Advanced Careers College.

### **HARASSMENT, VICTIMISATION AND BULLYING**

Advanced Careers College does not tolerate any harassment, victimisation, bullying or any such conduct that has the purpose or effect of interfering with an individual's work performance, nor does our company stand for creating an intimidating, hostile, or offensive learning environment. This includes harassment, victimisation, bullying because of sex, race, national origin, religion, disability, sexuality or age.

Harassment is unlawful under Commonwealth and State legislation and all harassment, bullying and victimisation are contrary to the duty of care to provide a safe environment for work and learning.

In the event of a situation that is considered by clients to be in violation of Advanced Careers College harassment, victimisation and bullying policy report the situation to the Director of Advanced Careers College.

### **LITERACY AND NUMERACY**

To successfully complete your training you must be able to count, check and accurately record, read, interpret, estimate, measure and calculate in English. Advanced Careers College may refer you to language, literacy and numeracy training in areas identified as necessary to ensure you meet the standards of your training.