



Merinda Park Learning & Community Centre Inc

A0028764B

ABN 69 093 616 835

Melways Ref. 129 F8

Registered ACE Provider 3952

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ENROLMENT FORM

Check the course details on Merinda Park Learning & Community Centre website at www.merindapark.com.au. Complete all questions, sign and date the application form. Please use BLOCK LETTERS and tick the appropriate boxes. Submit the completed form with all required supporting documentation.

Office Use Only Student ID: _____

SECTION A: COURSE DETAILS – TO BE COMPLETED BY INTERVIEWING STAFF MEMBER ONLY

Name of Interviewer: _____

Course type (Cert I, Cert II, Cert III, Dip)	Course Code	Course Name	Delivery Mode	Length of Course	Start Date	Type of Course (F, SC, SB, SD)

Have you previously been enrolled at Merinda Park Learning & Community Centre? Yes No

Have you previously studied part of your selected course (s) at another institution? Yes No

Do you have skills and knowledge obtained through work or life experiences outside the formal educational and training system? If so, you may wish to apply for Recognition of Prior Learning (RPL) status. Please see the Curriculum Co-ordinator for further details.

SECTION B: PERSONAL DETAILS

Date of Birth: _____ / _____ / _____ Gender Female Male

Title (Mr, Mrs, Miss, Ms) _____

Family Name: _____

Given Names: _____

Driver's Licence _____ Sighted: _____

Emergency Contact Name & Number: _____ Relationship: _____

Contact Information

Home Phone No: _____ Work No: _____

Mobile No: _____ Fax No: _____

Email Address: _____

Postal Address

Number and Street _____

Town/Suburb _____ Postcode: _____

Home Address

Same as above Yes No (if No, please complete details below)

Number and Street: _____

Town/Suburb _____ Postcode: _____

Citizenship

Please tick one of the following:

- Australia Australian citizen (includes citizens with dual certificates)
New Zealand New Zealand citizen New Zealand citizen with Australian permanent residency
Other countries Citizen of country other than Australia or New Zealand **with** Australian Permanent residency

Country of citizenship: _____

Visa sub-class number (from your passport): _____

Type of visa (if known): _____

- Citizen of country other than Australia or New Zealand **without** Australian permanent residency

Country of Birth

Were you born in Australia? Yes No (see below)

If no, what is your country of birth? _____

Year of arrival in Australia _____

Are you of Australian Aboriginal or Torres Strait Islander Descent?

- No Yes Aboriginal descent
Yes Torres Strait Islander descent Yes Aboriginal and Torres Strait Islander descent

Is English your first language?

Yes No If no, what language is spoken at home? _____

How well do you speak English? (please tick)

Very well Well Not well Not at all

Do you have a disability, impairment or long term medical condition?

Providing information about a disability will not disadvantage your application. This information is collected to ensure that the Centre provides appropriate information on the support services available to students. This information is also collected for statistical and planning purposes.

No (proceed to next section)

Yes (please tick one or more of the following):

- Hearing/Deaf Intellectual Mobility Learning Visual
 Acquired Brain Impairment Physical Mental Illness Medical Condition
 Other (please specify): _____

Previous Study

What is your highest COMPLETED school Level? (Tick one box only)

- Completed Year 12 Completed Year 11 Completed Year 10 Completed Year 9 or equivalent VCAL
 Year 8 or lower Did not go to school In which year did you complete that school level? _____

Are you still attending Secondary School? Yes No Details of final or current year of attendance

Year: _____ Name of School: _____

State: _____ Country: _____

Was this final year completed? Yes No

Post-Secondary Education

List any studies you have completed or attempted at university, TAFE or any other post-secondary institution. Please attach a separate sheet if insufficient space

Year started	Year completed or ceased	Institution	Title of Course	Completed Yes/No

Study Reason

- 01 To get a job 02 To develop my existing business 03 To start my own business
04 To try for a different career 05 To get a better job or promotion 06 It was a requirement of my job
07 I wanted extra skills for my job 08 To get into another course or study 11 Other reasons
12 For personal interest or self development

Statistical information for ACFE and government requirements

Employment Category: *Please tick*

- 01 Full time employee 06 Unemployed – seeking full time work
02 Part time employee 07 Unemployed – seeking part time work
03 Self employed – not employing others 08 Not Employed – not seeking employment
04 Employer 09 Not stated
05 Employed – unpaid family worker

All participants are eligible to become a financial member of Merinda Park Learning & Community Centre. The membership fee is \$5.00 per person per year. (Optional) Membership forms are available from reception.

Payment

NAME AND ADDRESS OF PERSON RESPONSIBLE FOR PAYMENT OF FEES

Name: _____ Phone: _____
Address: _____ Postcode: _____
Driver's Licence # _____ Exp: _____

Please tick

Concession Please show your concession card at reception

Conc. No. _____ Type _____ Sighted:(office staff only) _____

- Invoice Company (attach purchase order) Cheque Cash Money Order
 VISA MasterCard

Card Number _____ Expiry Date ____/____/____

Card Holders/s Name _____ Signature _____

Course Name _____ Course Fee \$ _____
Amenities Fee \$ _____ Manuals \$ _____ Receipt No: _____ Card Holders _____

Payment for Accredited Courses

A deposit is required on booking for a course/program. Concessions are available for some courses for eligible students. Programs run subject to enrolment numbers. Accredited courses require a **non-refundable** deposit of \$120.00.

Students will be invoiced at the beginning of each term. Students can elect to sign up to a payment plan arrangement.

NOTE: Where students are enrolled in courses by agencies assisting or advocating on behalf of those students and the agency is funded (usually by the Commonwealth) to assist those students and will be paying the fee, the full fee applies.

NO CONCESSION APPLIES IN THIS CASE

Payment for Other Courses

Fees must be paid in full for non accredited courses before the course/program commences. Concessions are available for some courses for eligible students. Programs run subject to enrolment numbers.

General Payment Information

Fees can be paid by Cash, Cheque or EFTPOS VISA/MasterCard. Fees can be paid over the phone with a Credit card or directly deposited into MPLCC bank account. Annual Membership \$5.00 per person per year, non refundable (optional). Course/program costs are subject to change without notification

Refunds

If Merinda Park Learning & Community Centre Inc, cancels a class, a full refund will be given to enrolled students. If a student cancels before a course/program is committed to start an Administration fee of \$15.00 for non accredited courses will be deducted from the refund. If a student withdraws from the course within 4 weeks of commencement, a student will receive a refund of fees paid minus an administration fee, course materials used and a cost which is applied for classes attended prior to withdrawal. This varies depending on the level of the course. However if a student is able to demonstrate hardship, they may apply for a partial refund.

Applicant's Declaration

I declare to the best of my knowledge the information entered on this form is correct and complete.

I acknowledge that the provision of incorrect or the withholding of relevant information relating to my academic or employment records or citizenship status may result in the withdrawal by the Centre of a place which may be offered, and that this withdrawal may take place at any stage during the course I undertake.

I understand that:

- My information may be disclosed to relevant government agencies and bodies (eg: DEEWR, Office of Skills Victoria) and in some cases other non-government bodies, agencies or third parties to enable Merinda Park Learning & Community Centre to confirm my identity, eligibility for government support, to verify my entitlement to become an enrolled student and to otherwise progress my application.
- Confirmation of study and results from previous or current study for the purpose of determining eligibility may be undertaken.

I, hereby authorise Merinda Park Learning & Community Centre Inc to share with or obtain information with emergencies services, local doctors, case managers and Government Organisations. I understand that I can withdraw my consent for the release of this information by written notification to Merinda Park Learning & Community Centre Inc.

I accept Merinda Park Learning & Community Centre Inc., Terms and Conditions as listed. Please sign

Signed: _____ Date: _____

Privacy Statement

MPLCC is in receipt of Government funding for some of the programs and services it offers. We are required to provide statistical data to the government for these funds but all data provided is managed in line with the Information Privacy Act 2000 and its principles. You may be contacted in the future by a Government agency or its representative, regarding your satisfaction with the services that you received from MPLCC. Only your contact details will be provided, then they are destroyed. Further details regarding the Act and the Information Privacy Principles can be found at

<http://www.privacy.vic.gov.au>

Please return to Merinda Park Learning & Community Centre Inc., 141 – 147 Endeavour Drive (P.O. Box 7144) Cranbourne Nth 3977 with your deposit or full payment.