

Personal Details					
First Name			Last Name		
Date of Birth			Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Address	Street Number & Name:				
	Suburb		State		Postcode
Telephone - home			Mobile		
Email					
Course Name					
I wish to apply for	Recognition of Prior Learning (RPL) <input type="checkbox"/>		Credit Transfer <input type="checkbox"/>		
Government Survey					
The government requires this information for purposes of audit, verification, research, statistical analysis, program evaluation, surveys and internal management purposes. Your confidentiality is assured as this information will not be released to any individual without your written consent.					
Do you give us permission to release your information for these purposes?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
Have you completed any courses since leaving school?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
If 'yes', what is the highest level of education you have achieved? (Example: Diploma, Certificate III)					
What is the highest level you achieved at school? (Example: Year 10)					
What year did you leave school?					
What is your employment status?	Self-employed <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time/casual <input type="checkbox"/> Unemployed <input type="checkbox"/>				
If you are working, what is your employer's name?					
If you are unemployed, are you looking for	Full-time work? <input type="checkbox"/> Part-time/casual work? <input type="checkbox"/>				
Are you	An Australian Citizen? <input type="checkbox"/> A Permanent Resident? <input type="checkbox"/>				
Do you speak a language other than English at home?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
If 'yes', what is your first language?					
What is your country of birth?					
How well do you speak English?	Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/>				
Do you require assistance with English?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
Are you of Aboriginal or Torres Strait Island descent, or both?	Yes <input type="checkbox"/> No <input type="checkbox"/> Details:				
Do you have a disability? If so, please state the nature of your disability	Yes <input type="checkbox"/> No <input type="checkbox"/>				
Do you require assistance?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
The College will ask for your feedback during or at the end of your course, do you approve of us seeking this feedback?	Yes <input type="checkbox"/> No <input type="checkbox"/>				

Payment Details	
Full Name or Company Name ("you")	Date of Birth
Course Name	

Complete this section if you are making a payment in <u>full</u>	
I wish to pay by	Credit Card <input type="checkbox"/> Direct Debit <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/>
Card Type	Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/>
Credit Card No.	
Expiry Date	Security code <small>The security code is at the back of your card - 4 digits for AMEX cards</small>
Cardholder's Name	
Cardholder's Signature	
Payment Amount	\$

Complete this section if you wish to make payments in <u>instalments</u>	
<small>Please note: instalment payments are subject to a \$100 deposit and can only be paid by direct debit.</small>	
Deposit Amount	\$
Instalments are to be made – <i>tick one</i> <small>Instalment plans are based on a 12-month cycle. Your first payment will be debited 28 days after your enrolment has been processed and every month or fortnight thereafter.</small>	Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Per unit <input type="checkbox"/>
Amount of each instalment is <small>If you wish to pay per unit, do not fill this section in as the College will advise you of the instalment amount.</small>	\$
Financial Institution Name	
Direct debit from a savings, debit or cheque account	
Name of Account	
BSB	Account Number
Direct debit from a card credit account	
I wish to pay by	Credit Card <input type="checkbox"/> Direct Debit <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/>
Card Type	Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/>
Credit Card No.	
Expiry Date	Security code <small>The security code is at the back of your card - 4 digits for AMEX cards</small>
Cardholder's Name	
Cardholder's Signature	
Payment Amount	\$

*Please note: if you are paying by credit card, the merchant name that will appear on your statement is "KINCARE COMMUNITY SERVICES"

Office use only Payment made <input type="checkbox"/>	Amount paid \$	Date:
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Please read the **Conditions of Enrolment** on the next page and ensure you sign this form.



Conditions of Enrolment

By signing this form you are entering an agreement with National College Australia Pty. Ltd. ("the College"). Our conditions of enrolment are set out below. The date you sign this Enrolment Form is the agreement date of your acceptance of these Conditions. If you do not understand any of the terms in these Conditions, please contact us before you sign below.

Course Fees

On successful completion of all assessments and the full payment of the course fee, the College will issue you with the appropriate certification for your course.

Refund Policy

1. The College has a **no-refund policy**. Course fees are non-refundable after 5 working days from the date of your invoice. If you choose to withdraw from a course within the 5 working-day period, an administration fee of \$100 will apply.
2. Enrolment fees subject to government funded course are non-refundable (as per the TAFE NSW Refund Policy).

Enrolment Fees

Enrolment fees for government funded courses are for 1 semester only, which is a 6-month period. If your course exceeds 6 months, you will be required to pay a **second enrolment fee**.

Course Materials

The College is not responsible for the outlay of any resources of materials purchased for a course, unless there has been prior agreement with the College.

The course material provided shall become your property. However, the content of the course materials, including copyright and all other such intellectual property rights contained therein, remain the property of the College or a nominated third party. You may not reproduce any part of the course materials without the prior written consent of the College.

College Policies

You agree to comply with the College's Policies and Procedures as published on the College website and in the **Student Handbook** provided to you at the start of your course. Visit www.nationalcollege.edu.au for more information.

The College may make changes to our policies and procedures as reasonably required. You will be advised in writing of any changes that may affect your enrolment in a course.

Course Fees do not include:

- postage of any assessments or other materials posted by you to the College;
- any materials listed as "Additional Requirements" in the course information you receive during or prior to the course.

Course Deferment

If you suffer from a medical condition that directly impacts on your ability to complete your studies, you may be able to defer your enrolment. You will need to provide a doctor's certificate with a written request. If approved, your enrolment, including any fees owing to the College, may be suspended for a period of up to 3 months. No refund will apply and you will still be liable for all payments due under this Agreement. After the 3-month period your enrolment will be resumed along with any direct debit plans. If the first payment after this period is not made on or before the due date, the total outstanding balance of the course fee will become due immediately.

Police Checks

Some programs may require a mandatory police check, which may be charged to the participant.

Payment Plans (if you are paying in instalments)

Definitions

- "account" means the account held at your financial institution from which we are authorised to arrange for funds to be debited.
- "agreement" means this form deemed as a service agreement between you and us.
- "banking day" means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.
- "debit day" means the day that payment by you to us is due.
- "debit payment" means a particular transaction where a debit is made.
- "us", "we" or "the College" means National College Australia Pty Ltd.
- "you" means the person whose name has been given in the payment section of this form.
- "your financial institution" means the financial institution nominated by you on the agreement at which the account is maintained.

By signing this Agreement, you:

- 1) request and authorise National College Australia to arrange, through its own financial institution, a debit to your nominated account of any amount deemed payable to you;
 - 2) are declaring that you are not legally bankrupt;
 - 3) are giving your consent to National College Australia Pty Ltd to undertake a credit check on you;
 - 4) **agree that your participation in a course is subject to the timely payments of your instalments. If payments are not made on time, the College reserves the right to suspend or terminate your enrolment with the total outstanding balance of the course fee becoming due immediately;**
 - 5) have authorised us to arrange for funds to be debited from your account. We will only arrange for funds to be debited from your account if we have mailed a tax invoice with the amount payable by you to us and the due date to the address nominated on this form;
- 5.1. If the debit day falls on a day that is not a banking day, we may direct your financial institution to debit your account on the following banking day. If you are unsure about which day your account has or will be debited you should ask your financial institution.

Conditions of Enrolment

- 6) agree that either party may vary any details of this Agreement at any time by giving at least fourteen (14) days written notice;
- 7) declare your responsibility to ensure that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with this Agreement.
- 8) agree that if there are insufficient clear funds in your account to meet a debit payment:
 - 8.1. you may be charged a fee and/or interest by your financial institution;
 - 8.2. you may also incur fees or charges imposed or incurred by us; and
 - 8.3. you must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment.
- 9) agree that National College Australia will charge you GST where it is payable in accordance with law;
- 10) agree that if you fail to pay any part of the Course Fee by the due date, National College Australia reserves the right to:
 - 10.1. withhold provision of course materials;
 - 10.2. restrict access to the online student portal;
 - 10.3. withhold marking of assessments; and
 - 10.4. notify relevant credit agencies of your default.
- 11) accept that if you believe that there has been an error in debiting your account, you will notify us directly on 1300 83 53 73 and confirm that notice in writing as soon as possible so that we can resolve your query more quickly. Alternatively you can take it up with your financial institution directly.
 - 11.1. If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query by arranging for your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.
 - 11.2. If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding in writing.
- 12) expect that we will keep any information (including your account details) in this Agreement confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information;
 - 12.1. We will only disclose information that we have about you to the extent specifically required by law; or for the purposes of this Agreement (including disclosing information in connection with any query or claim).
- 13) agree that any notice will be deemed to have been received on the third banking day after posting.
- 14) agree this debit or charge will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial institution you have nominated and will be subject to the terms and conditions set out above.

You should check:

- (i) with your financial institution whether direct debiting is available from your account as direct debiting is not available on all accounts offered by financial institutions.
- (ii) your account details which you have provided to us are correct by checking them against a recent account statement; and
- (iii) with your financial institution before completing this Agreement if you have any queries about how to complete the Agreement.


If you are under 18 years of age, your parent or guardian must sign the Enrolment Form on your behalf. Under this Agreement, the parent or guardian is responsible for payment of any outstanding fees.

These conditions will be governed by the laws of New South Wales.

Acknowledgement	
I have read, understood and accept the Conditions of Enrolment.	
Your Name	
Signature	
Date	

Please return this form by

e admin@nationalcollege.edu.au

 02 8831 6678

 NATIONAL COLLEGE AUSTRALIA PO Box 7607 Baulkham Hills BC NSW 2153