

CONDITIONS OF ENROLMENT

I understand that:

- I must enrol and pay the course fee before the course commences or I may not be able to participate.
- Enrolments for most courses are open to all community members aged 15 and over. If I am under the age of 15, I may only enrol in a course that indicates it is for younger students, unless the College has given me permission to enrol.
- I may not bring any person who is not enrolled in the course with me, unless that person is my carer and this has been prearranged with the College.
- I must meet the pre-requisites (where these apply) detailed in the course description.
- If I have a disability and need support to participate in a class, I should discuss my individual needs with the Program Manager before completing my enrolment.
- The College reserves the right to change the advertised course details should the need arise, and to refuse any enrolment as permitted by law

Fee Assurance

The College is required to protect fees paid in advance for nationally recognised training. To meet this regulation, the College may accept payment of no more than \$1,500 from individuals prior to the commencement of their course.

Following course commencement, the College may require payment of additional fees in advance from the student but only such that at any given time, the total amount required to be paid which is attributable to tuition or other services yet to be delivered to the student does not exceed \$1,500.

Refunds

I understand and agree that Course fees will not be refunded if I cancel my enrollment after the course start date.

Refunds of part of my course fees, less any applicable non-refundable administration fee, will be made if:

- I have overpaid the course fee;
- the College cancels my course for any reason;
- I have medical, hardship or another extenuating circumstance which prevents my attendance.

I must discuss my situation with the College's Executive Director who will assess my applications for these circumstances before making a decision.

The College will not refund course fees where I request a refund because of changes in personal circumstances.

Withdrawals and Deferrals

Where a student wishes to withdraw after the course start date, the College will consider applications to issue a credit for deferred enrolment or a transfer into another course.

Your right to appeal decisions

I understand and agree that if I am not satisfied with the conditions under which I am assessed, I may appeal the decision through the College's Grievance Procedure.

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Unique Student Identifier (USI)

From 1 January 2015, the College can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a USI. If you have not yet obtained a USI you can apply for it directly at through the USI Website.

If you would like the College to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information found on the USI Website.

Certificates

If you successfully complete the requirements of an accredited course, you will receive a Statement of Attainment or Certificate (depending on the course).

Purchase Orders

Businesses who wish to pay for course fees on behalf of a student may forward a purchase order, accompanied by a completed enrolment form and we will invoice upon instruction.

Credit an Recognition of Prior Learning (RPL)

Central Coast Community College offers assessment processes that enable recognition of competencies currently held, regardless of how, when or where the learning occurred, to be applied to your enrolled course. If you wish to apply for credit or RPL, you will be required to provide evidence to your assessor.

Parking at Ourimbah

The Ourimbah Campus is shared, hosting The University of Newcastle, TAFE, Central Coast Community College and other entities. Car park spaces are not designated specifically for each entity. Parking spaces adjacent to the College at Ourimbah Campus are limited and therefore fill very quickly, so it may be necessary to park in the South West car park. Some parking spots on the Campus are restricted as indicated by signage. Please be aware that RTA penalties apply for breaching parking restrictions as on any public road.

College Membership

The College is a not-for-profit community organisation. We encourage you to consider membership of the College. Course Guides are mailed out to members for each term, and you may claim a concession (where applicable) when you enrol in a course at the College. You will receive a membership card with number to quote when enrolling.

Protecting your Privacy

Information submitted on this form may be used by Central Coast Community College or other authorised organisations for the purposes of general student administration, communication, state and national reporting, program monitoring and evaluation. The information may be disclosed to the National Centre for Vocational Education Research (NCVER) and/or an agency authorised to undertake surveys including Government agencies. Information provided will be held securely and disposed of securely when no longer needed.

Contact Information

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