

# Enrolment Form

Student Number (Office Use Only)

## Enrolment Checklist

1 Carefully read 'General information for Students' before completing this Form

2 Enrol any of the following 5 ways:  
Online – Visit [www.sgsc.edu.au](http://www.sgsc.edu.au)  
By Mail – To **PO BOX 404, Jannali NSW 2226**

By Phone – Call **9528 3344**  
By Fax – Fax to **9589 0517**  
In Person – Enrol for any course at the centres and times listed on **Page 3**

3 If you have any questions, call us between 9.00am and 5.00pm, Monday to Friday on **9528 3344** OR email your query to **enquiries@sgsc.edu.au**



PLEASE PROVIDE ALL THE INFORMATION REQUIRED ON THIS FORM AND BE SURE THAT YOU SIGN IT WHERE INDICATED BELOW

## Course Details

Course Name	Course Code	Fee
.....	.....	.....
.....	.....	.....

Do you wish to become an SGSCC Member? If so, add \$5.00 to the Enrolment Fee

SGSCC Membership \$5.00

**Total Fee Payable** .....

## Student Information

First Name ..... Surname .....

Address ..... Suburb ..... Postcode .....

Phone (Home) ..... (Work) ..... (Mobile) .....

Email ..... Male  Female  Date of Birth D ..... M ..... Y .....

Concession Information / Please tick the appropriate box and attach Documentation

Full Pension  Full Veterans Affairs Service Pension  Seniors Card  Centrelink Recipient  Documents Attached  Documents Sighted

Do you have a learning need? Y / N Do you have a disability and need support?

Your information may be disclosed to the National Centre for Vocational Education Research (NCVER) and/or an agency authorised to undertake surveys for research, statistical analysis, program evaluation, post-completion surveys and internal management purposes. Information provided will be held securely and disposed of securely when no longer needed. You may access your personal information by contacting SGSCC on 9528 3344. To view SGSCC's Privacy Policy visit the website: [sgsc.edu.au](http://sgsc.edu.au). Thank you for taking the time to answer these brief questions.

## Questionnaire (OPTIONAL)

In which country were you born? .....	Which of the following would best describe your current employment status? Full Time Employee Part Time Employee Self Employed Employer Employed – Unpaid worker in a family business Seeking full time employment Seeking part time employment Not employed – not seeking employment Long term unemployed	Have you SUCCESSFULLY completed any of the following qualifications? <input type="checkbox"/> Bachelor or Higher Degree <input type="checkbox"/> Advanced Diploma or Associated Degree <input type="checkbox"/> Diploma (or Associate Diploma) <input type="checkbox"/> Certificate IV (or Adv. Certificate/Technician) <input type="checkbox"/> Certificate III (or Trade Certificate) <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Miscellaneous Education <input type="checkbox"/> Do you consider yourself to have a disability, impairment or long-term condition? Yes <input type="checkbox"/> No <input type="checkbox"/> Please Specify
What language do you normally speak at home? .....	Where did you see our ad/brochure or hear about us? .....	
What is your residency status? (Funded courses only) .....		
Are you of Aboriginal or Torres Strait Islander origin? Yes <input type="checkbox"/> No <input type="checkbox"/>		
What is your highest COMPLETED school level? Yr 12 <input type="checkbox"/> Yr 11 <input type="checkbox"/> Yr 10 <input type="checkbox"/> Yr 9/lower <input type="checkbox"/>		
In which year did you complete that level? .....		
Your main reason for undertaking this course is to: (get a job, learn a new skill etc) .....		
Who are you employed by? .....		
Is this course related to your work? Yes <input type="checkbox"/> No <input type="checkbox"/>		

I have been provided / or have had the information explained / or advised to access and read the following: Information on the SGSCC web page for Accredited Courses; Student Handbook (Fees and Refunds); terms in the Agreement to Pay form (if applicable) and General Information for Students section of the brochure. I am aware I can access the units of competency at [sgsc.edu.au](http://sgsc.edu.au) related to any accredited course. I agree with the terms and conditions.

Signature ..... Date .....

## Payment Details / Please make Cheques and Money Orders Payable to SGSCC

I attach Cheque/Money Order for \$ ..... OR, please debit my Credit Card Mastercard  Visa

Card Number  CW

Cardholder's Name ..... Signature ..... Expiry Date .....

Please Print Clearly

# General information for students, tutors & general public

## Centrelink and Veterans Affairs Discounts

A \$25 discount is given on most courses, unless otherwise specified, to people who present their FULL CENTRELINK or FULL VETERANS AFFAIRS SERVICE PENSION counter letter from Centrelink at time of enrolment. Only one concession permitted per term. Not to be used in conjunction with other discounts.

## Enrolment

Enrolment prior to class commencement is essential. All courses include GST except where indicated 'GST-free'.

Only persons enrolled in our courses may attend classes. Non enrolled persons are not permitted to join classes at anytime. Unless specified as a Children's course, to be enrolled in our Adult classes you must be minimum enrolment aged of 14 years and 9 months.

## Payment

Cheque or credit card are the preferred methods of payment, if a cheque is dishonoured or cancelled a \$27.50 penalty will apply.

## Material Costs

Any additional costs will be detailed by your tutor, most practical classes will incur some material costs and these are kept as low as possible.

## Class Cancellations

Courses are non refundable or transferable, however under some circumstances, such as lower than expected student numbers, classes may need to be cancelled by SGSCC, you will be notified at least 3 days prior to the scheduled commencement and either refunded in full or transferred.

## Scholarships – Nominate Someone

Nominate someone in need for one of our five Scholarships. Tell us why by sending an email or letter to enquiries@sgscc.edu.au or PO Box 404 Jannali 2226.

No self nominations. Awarding of scholarships is discretionary.

## Seniors Discounts

A 5% discount is available on all courses offered except those itemised as 'No Discount'. Enrolments must be made over the phone, mail, fax or in person. A NSW State Government Seniors Card must be presented at time of enrolment. Not to be used in conjunction with other discounts.

## Tutors

Due to unforeseen circumstances, tutors may occasionally be replaced by others with appropriate qualifications and experience.

## Student Privacy:

Information concerning students, including information submitted on the enrolment form will be used by SGSCC 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. The provision of this information is necessary for both enrolment and re-enrolment. Information provided will be held securely and disposed of securely when no longer needed. You may access your personal information by contacting the SGSCC on 9528 3344 or visit [www.sgscc.edu.au](http://www.sgscc.edu.au)

## Venue & Parking Regulations:

All venues are non smoking. Parking in the grounds is done so at your own risk, please park only in defined spaces. Non-enrolled persons, such as children, are not permitted to attend classes.

## Diversity & Special Assistance:

SGSCC is committed to providing access for all people including those with learning difficulties, disabilities or those who need language assistance. Where possible SGSCC will endeavour to tailor courses and assessments to persons needs, please indicate requirements at enrolment. Access for people with disabilities is dependent on the facilities at the respective venues used by SGSCC. SGSCC will endeavour to make special arrangements to meet the needs of people with disabilities.

## Nationally Accredited Courses

St George & Sutherland Community College known as SGSCC is a Registered Training Organisation (RTO), registered in NSW by the Australian Skills Quality Authority (ASQA) and accredited to provide training and recognition services according to our Scope of Registration within the VET Quality Framework. ASQA is the national regulator for Australia's vocational education and training (VET) sector.

ASQA regulates course and training providers to ensure nationally approved quality standards are met.

Accredited courses can be identified by the Nationally Recognised Training logo.

Recognition of Prior Learning (RPL) and Credit Transfer are available; All accredited courses require students to be assessed in order to be deemed competent.

The College provides opportunities for re-assessment. Should a student disagree with the outcome of an assessment, the student can access the College's Appeals procedure. Students who successfully complete an accredited course will receive a certificate and/or a statement of attainment.

For further information please contact SGSCC on 9528 3344 or refer to the Rights and Responsibilities document on our website at [sgscc.edu.au](http://sgscc.edu.au)

## College Board

Nola Nutt, Mike Schrafft, Jennie Barry, Julie Leslie – Community Representatives  
James McDonald – Tutor Representatives  
Lorraine Hedges – Nominated Representative  
Linda Hurst, Janet Williams, David Ball – Membership Representatives  
Patricia Carroll – Ex Officio, Secretary and Public Officer

## ACCREDITATIONS



# INTERNATIONAL STUDENTS

## Vocational Courses

WorkSkills is the vocational education and training division of SGSCC offering accredited courses delivering skills and knowledge leading to nationally recognised qualifications in Aged Care, Business, Children's Services and Disability.

Now enrolling for Aged Care, Disability, Children's Services and Business

## Study Tours

SGSCC International combines intensive educational programs with activities and tours, where our students experience the Australian way of life through interaction with the Australian people and their unique environment.

## For more information:

Stephen Licciardello  
Manager – SGSCC International

E: [slicciardello@sgsccinternational.edu.au](mailto:slicciardello@sgsccinternational.edu.au)

P: +61 2 8543 7427