

Course Enrolment Form

Last Name (Surname) _____

First Name (Christian Name) _____

Title (Mr/Mrs/Miss/Ms/Dr/Rev/Hon) _____

Male / Female _____

Date Of Birth _____

Phone (Home) _____

Phone (Work) _____

Fax No _____

Mobile _____

Address _____

Suburb _____

Postcode _____

Email Address _____

Postal Address (If Different) _____

Indigenous Status (Please Circle)

(1) Aboriginal

(2) T.S.I.

(3) Aboriginal And T.S.I.

(4) Neither

Country Of Birth _____

Still At School? Yes / No _____

Highest School Level (Please Circle)

02) Did not go to school

08) Year 8 or Below

09) Completed year 9 or equivalent

10) Completed year 10

11) Completed year 11

12) Completed year 12

Year Completed School? 19 _____

EMPLOYMENT CATEGORY (please choose one)

1) Full Time Employee

2) Part Time Employee

3) Self Employed - not employing others

4) Employer

5) Employed – unpaid worker in a family business

6) Unemployed – Seeking Full Time Work

7) Unemployed – Seeking Part Time Work

8) Not Employed – Not Seeking Employment

Language Spoken At Home _____

Disability?

Yes / No

Have you successfully completed any of the following qualifications

YES / NO

(If “ Yes” Please Circle)

Bachelor or Higher Degree Level

Advanced Diploma or Associate Degree Level

Diploma Level

Certificate I

Certificate II

Certificate III

Certificate IV

Misc

STUDY REASON (Please Circle One Only)

1. To get a Job

2. To develop my existing business

3. To start my own business

4. To try for a different career

5. To get a better job or promotion

6. It was a requirement of my job

7. I wanted extra skills for my job

8. To get into another course or study

9. For personal interest or Self Development

10. Other reasons

Please Turn over.....

How did you find out about this Centre or Class? (Please Circle)

Local Paper Brochure in Letterbox Library Internet
 Local Shop Previous Attendance Telephone Enquiry A Friend
 Local School Infant Welfare Centre Maroondah City Council Agency Work

Referred By Other.....

Course Details (Enter all classes you wish to enrol in)

Course Name	Day / Time	Start Date	Office Use Only			
			Module Code	Receipt Number	Course Hours Completed	Balance

Concessions are available for some courses for holders of the following cards only:

- Pensioner Concession Card Commonwealth Health Care Card Veterans Gold Card

Please Circle the letter next to your pension type.

- F** Family Allowance Supplement / Parenting Payment Single
- N** Mature Age Allowance / Newstart Allowance / Newstart Mature Age / Youth Allowance
- P** Age Pension / Carers Pension / Disability Support Pension / Partner Allowance / Widow Allowance / Wife Pension
- Q** Sickness Allowance / Special Benefit
- S** Low Income / Special Benefit
- V** Veterans Gold Card
- O** Other

Please Sign Here.....

Privacy Information:

Central Ringwood Community Centre Inc provides a range of learning and community services. When you enrol with us we ask for details about you and also what services you would like and any support you may need. This information is collected so that we can help you decide on a suitable course and so that we can contact you.

Your personal information is used in order to:

- register you as a learner and allocate staff and resources to provide for your learning and support needs;
- administer and manage the services we provide;
- contact a person on your behalf in case of an emergency.

If you seek a fee reduction we are required to ask for proof of your entitlement. This is collected so that we receive funding needed to provide services for you.

We ask about your country of birth, your indigenous status and language spoken at home. This information is only used for funding purposes and will not disadvantage you in any way. However, if you have any concerns please do let us know. All staff at Central Ringwood Community Centre Inc are here to help you.

1. We may also receive information about you from other services. All information we receive and collect about you is held securely. Some information about you may be sent to agencies that have referred you to us. This information is used to evaluate our services and to plan future services. In some cases we will provide some information about you to relevant State or Commonwealth departments which fund our programs.
 2. When any information about you is sent to another agency for statistical purposes, this information is normally sent in a form which does not identify you.
 3. So that we can understand your needs and provide appropriate services we ask that you let us know of any personal or health issues that may affect your participation in our courses.
 4. All staff at Central Ringwood Community Centre Inc are required by law to protect your personal information. We do not release this information to anyone else unless we have your consent or are required to by law.
- If you would like more information about any of our information policies please call 9870 2602.