



Enrolment Form

STONES & MUIRDEN BUSINESS COLLEGE & TRAINING CENTRE

Personal Details

Title Mr Miss Mrs Ms (tick one)

Surname _____

Given Names _____

Mailing Address _____

Postcode _____

Home Telephone _____

Mobile _____

Email Address _____

Date of Birth _____ Age _____

Job Seeker Id _____ ASVP _____

Are you an Australian resident? Yes No

Do you hold a Visa? Yes No

What type of Visa? _____

Emergency Contact

Name of Contact _____

Relationship _____

Telephone _____

Medical

For our records and in case of a medical emergency, is there a medical condition the College should be made aware of? This information will be kept in the strictest confidence.

Student Profile Information

1. In which country were you born?

Australia Other (specify) _____

2. Do you speak a language other than English at home?
(If you speak more than one language, indicate the one that is spoken most often.)

No, English only (**Go to Question 4**) Yes, (specify) _____

3. How well do you speak English?

- Very well Well Not well Not at all

4. Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal AND Torres Strait Islander origin, mark both Yes boxes)

- No Yes, Aboriginal Yes, Torres Strait Islander

5. Do you have a disability, impairment or long-term condition?

- No (**Go to Question 7**) Yes

Equal opportunity is concerned with the fair treatment of our students to SMBC&TC and that we apply special learning measures which will remove any disadvantage to a student's learning.

Is there anything that we can support you with in your learning?

- Yes, please state
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6. Please indicate the areas of disability, impairment or long-term condition

(You may indicate more than one area)

- Hearing/deaf Physical Intellectual Learning
 Mental Illness Vision Other (specify) _____

7. What is your highest completed school level?

- Completed Y12 Completed Y11 Completed Y10 Completed Y9

8. In which year did you complete that school level?

9. Are you still attending school?

- Yes No

10. Have you successfully completed any qualifications since secondary school?

- No (**Go to Question 12**) Yes

11. Please indicate what kind of qualification you have completed.

- Bachelor Degree Adv Diploma Diploma Certificate IV
 Certificate III Certificate II Certificate I Other Certificate

12. Of the following categories, which best describes you current employment status?

- Full-time employee Part-time employee
 Self-employed Employer

- Unpaid worker in family business Unemployed seeking full time work
- Unemployed seeking part-time work Not seeking employment

13. How did you hear about Stones & Muirden Business College?

- Newspaper Radio Website Career Expo
- School Friend Work Agency
- Other (specify) _____

14. What is your major reason for study?

- Get a job or self-employment Update skills or knowledge
- Improve reading and writing Prepare for further study
- Help family or community Interest or recreation
- Get off unemployment benefits Advancement of career
- Career pathway Other _____

• **Details of Course – Certificate**

If you are enrolling in a Certificate course, please complete the following details:

Course Title _____

Total Cost _____ **Starting Date** _____

Finishing Date _____

Enrolment is full-time part-time (tick one)

• **Details of Course – Short Course**

If you are enrolling in a short course, workshop, or selected units of competency from a Certificate course, please complete the following details:

Unit Title(s) 1. _____

2. _____

3. _____

4. _____

Total Cost _____ **Starting Date** _____

Enrolment is part-time day evenings distance education

Student Declaration

I have received and read the terms and conditions of enrolment including the refund policy and agree to abide by the terms and conditions therein.

I am aware that the minimum literacy and numeracy for a course is equivalent to the successful completion of Year 10 English and Mathematics and I meet these criteria.

I consent to information about my progress, attendance and results being released to my parent(s)/legal guardian(s) or the person responsible for fees listed over the page.

Prices quoted for courses are accurate at the time of printing. I understand that Stones & Muirden Business College & Training Centre reserves the right to change course fees if necessary.

Student Signature _____ **Date** _____

**Person Responsible for Fees
Contact Details**

Title Mr Miss Mrs Ms (tick one)

Surname _____

Given Names _____

Mailing Address _____

_____ **Postcode** _____

Home Telephone _____

• **Payment Options – Certificate Enrolments**

Deposit I have enclosed a non-refundable deposit of \$400.00 with this enrolment form.

I will be paying the remainder of the course fees by the option indicated below:

- paying in full on course commencement
(5% discount applies)
- paying by ten week installments
- paying by fortnightly installments
(administration fee as stated in payment options applies)
- I am having this course funded by an employer or agency. I have enclosed a letter of authorisation with their invoice details.

• **Payment Options – Short Courses, Workshops or Selected Units(s)**

- I have enclosed full payment for the total course fees
- I have enclosed payment for the first unit listed in my study plan, and I will be paying for the course on a unit by unit basis
- I am having this course funded by an employer or agency. I have enclosed a letter of authorisation with their invoice details.

Person Responsible for Fees Declaration

I have received and read the terms and conditions of enrolment including the refund policy and agree to abide by the terms and conditions therein.

Prices quoted for courses are accurate at the time of printing. I understand that Stones & Muirden Business College & Training Centre reserves the right to change course fees if necessary.

Signature _____ **Date** _____