

Version 3 Date of Issue: May 2002 Revised and Approved: October 2008 by: Val March, Director	BOOROONGEN DJUGUN COLLEGE QUALITY ASSURANCE	Page 1 of 2 bdc p&p manual blue Form: QER.1
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BOOROONGEN DJUGUN COLLEGE – CLIENT ENROLMENT FORM

COURSE TITLE: _____ **COURSE ID:** _____

CLIENT ID: _____ **COURSE START:** ___/___/___
VETtrak ID: _____ **COURSE FINISH:** ___/___/___

Family Name: _____ Given Name: _____	Date of Birth: ___/___/___ Place of Birth:	Male <input type="checkbox"/> Female <input type="checkbox"/>
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Address: _____ _____ Town: _____ Postcode: _____ State: _____ Phone Home: _____ Phone Work: _____ Emergency Contact Details: Name: _____ Address: _____ Phone: _____	Do you consider yourself to have a Disability? Any Disabilities YES / NO 1. _____ Visual Impairment 2. _____ Hearing Impairment 3. _____ Physical Disability 4. _____ Intellectual Disability 5. _____ Chronic Illness 6. _____ Other Disability 7. _____ Unspecified Recognition of Prior Learning (RPL) or Current Competencies (RCC) Do you wish to apply for RPL or RCC? YES / NO If YES, please fill out an RPL and/or RCC application.
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Are you Aboriginal YES / NO Are you Torres Strait Islander? YES / NO
Are you Aboriginal and Torres Strait Islander YES / NO

Were you born in Australia? YES / NO. If no, specify country of birth: _____

Do you speak a language other than English at home? YES / NO

If yes, specify language spoken at home: _____

Will you need help with English? YES / NO

What was your highest completed school level?

Year 12	Year 11	Year 10	Year 9	Year 8	Year 7 or lower
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In which year did you complete that level of schooling? Year 19 __ __ or 200__

FEE PAYMENT (This section to be completed by Fee-for-Service Clients only):
Enrolment Fee: _____ Date Paid: ___/___/___ Record No: _____

PREFERRED OPTION PAYMENT
Course in full: \$ _____
Per Package payment: \$ _____
Weekly payment: \$ _____

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EMPLOYMENT DETAILS

Do you currently have paid employment?

1. _____ Yes, full time employee (more than 30 hours per week)
2. _____ Yes, part time employee (less than 30 hours per week)
3. _____ Yes, I am self-employed
4. _____ Yes, I am an employer
5. _____ No, but I am looking for full time work
6. _____ No, but I am looking for part-time work
7. _____ No, I am an unpaid family worker
8. _____ No, I am unemployed and not seeking work

Prior Education

Since leaving school have you attempted or completed any qualification? YES / NO
If yes, circle the ones that applies to you...

1. _____ Diploma or Degree Level..... Completed / Not Completed
2. _____ Bachelor Degree level or Higher Degree level..... Completed / Not Completed
3. _____ Certificate I Completed / Not Completed
4. _____ Certificate II Completed / Not Completed
5. _____ Certificate III..... Completed / Not Completed
6. _____ Certificate IV Completed / Not Completed
7. _____ Diploma level miscellaneous education Completed / Not Completed

Client Declaration: I am:

An Australian citizen or a New Zealand citizen

An Australian permanent or a temporary resident

None of the above Please specify _____

ENROLMENT CONDITIONS

1. I must comply with the policies and rules of Booroongen Djugun College.
2. I must attend class and meet the requirements of the program.
3. All fees are payable in advance.
4. I understand that course fees do not include resources and stationary.

REFUNDS

The refund of course fees will only occur if Booroongen Djugun College is compelled to cancel a program and an acceptable alternative cannot be offered. If a client withdraws from a course within 5 working days before its start, the College will refund the client's fee less 10% administration charge. Requests for refunds must be submitted in writing.

I, _____ DELARE:

- a) I have read, understood and agree to the conditions of the enrolment.
- b) The information I have provided is true and correct to the best of my knowledge.

Client's signature: _____ Date: _____

Enrolling Officer signature: _____ Date: _____