

- Wesley Head Office
- Main 339 Campus
- Orange Avenue Campus
- Robinvale Office
- Red Cliffs Office
- Merbein Office
- Wentworth Office
- Swan Hill Office
- Ouyen Office
- Berri Office
- Kerang Office
- Other \_\_\_\_\_

## Enrolment Form 2009

(Use BLOCK letters, & TICK boxes)

PROGRAM TITLE:..... PROGRAM DATE: .....

SURNAME (Family Name) : .....FIRST NAME: .....

COMPANY:.....

COMPANY DETAILS (for invoicing if applicable) Address: .....

..... TOWN/SUBURB: ..... STATE: ..... POSTCODE: .....

TITLE: MR  MRS  MS  MISS  GENDER: M  F  DATE OF BIRTH: / /

TELEPHONE: HOME: .....WORK:.....FAX:.....

MOBILE:..... EMAIL ADDRESS:.....

RESIDENTIAL ADDRESS:.....

TOWN / SUBURB ..... STATE:.....POSTCODE: .....

POSTAL ADDRESS: .....

TOWN / SUBURB ..... STATE:.....POSTCODE: .....

EMERGENCY CONTACT:..... PHONE NO:.....

**Is Course Fee to be paid by a Government Department or Job Services Australia Provider?** Yes  No  If Yes,

please provide JSA details ..... Employment Consultant (if applicable): \_\_\_\_\_

**If a MADEC Client please provide your Jobseeker ID** \_\_\_\_\_

**Are you of Aboriginal and/or Torres Strait Islander origin?** No  Yes, Aboriginal  Yes, TSI

**Which country were you born in?** Australia  Other  please specify.....

**Are you still attending secondary school?** Yes  No

**What is your highest COMPLETED school level?**

Year 12  Year 11  Year 10  Year 9 or equivalent  Year 8 or below  Did not go to school

In which YEAR did you complete that school level? ..... Where.....

**Of the following categories, which BEST describes your current employment status?**

- |                                      |                             |                                       |                             |
|--------------------------------------|-----------------------------|---------------------------------------|-----------------------------|
| Full time employee                   | <input type="checkbox"/> 01 | Part time employee                    | <input type="checkbox"/> 02 |
| Self employed – not employing others | <input type="checkbox"/> 03 | Employer                              | <input type="checkbox"/> 04 |
| Employed – unpaid family worker      | <input type="checkbox"/> 05 | Unemployed – seeking full time work   | <input type="checkbox"/> 06 |
| Unemployed – seeking part time work  | <input type="checkbox"/> 07 | Not employed – not seeking employment | <input type="checkbox"/> 08 |

**Do you speak a language other than English at home?** No English only  Yes  please specify .....

How well do you speak English? Very well  Well  Not well  Not at all

**Do you consider yourself to have a disability, impairment or long-term condition?** Yes  No

If YES, tick applicable boxes (you may indicate more than one area):

- Vision  Intellectual  Hearing/Deaf  Medical condition   
Physical  Learning  Mental illness  Acquired Brain Impairment  Other  .....

Are you currently receiving a government benefit or pension? Yes  No

If YES, state ID number and tick applicable box: ID Number:

- Family Allowance Supplement, Single Parenting Payment  F
- Mature Age, Newstart or Youth Allowance  N
- Age, Carers or Disability Support, Partner, Widow or Wife Pension  P
- Sickness Allowance  Q
- Low Income or Special Benefit  S
- Other  O
- None  Z

Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship?

(Tick one box only)

- To get a job
- To start my own business
- To get a better job or promotion
- It was a requirement of my job
- To get into another course of study
- For self development
- To get a qualification
- To develop my existing business
- To try for a different career
- To get a better job promotion
- I wanted extra skills for my job
- For personal interest
- Other reasons

Do you want to be formally assessed Yes  No

Are you a member of a voluntary group? If yes, please specify: .....

What/who encouraged you to enrol in this course?

- Staff Member  Brochure
- Newspaper  Local Community Group
- Radio

I have read and agree to abide by the **conditions of enrolment** below.

**CONDITIONS OF ENROLMENT**

1. **Enrolments can be paid by cheque or cash. Bankcard, Visa or Mastercard is accepted, either in person or by phone.**  
Waiting lists will be kept and students notified as vacancies occur, or an extra class arranged. Programs have limited places, so enrol early to ensure a place.
2. The MADEC office is open from **8.30am to 5.06pm Monday to Friday and 9am to 1pm Saturday**. Training programs are conducted during the day, evenings and weekends as outlined on information sheets with exception of gazetted public holidays.
3. Concessions (Government Funded Programs): Concessions are available for government-funded programs to eligible persons receiving a benefit or pension on the tuition fee only. There is no concession available on the materials fee. Proof of eligibility is required.  
Concessions (Fee-for-Service (FFS)): A 10% discount is offered for some FFS programs to eligible persons receiving a benefit or pension. Proof of eligibility is required. A 10% discount is offered for some courses to students, pensioners, and the unemployed. Proof of eligibility is required.
4. Program Cancellations (Government Funded Programs): If MADEC cancels a training program, a full refund will be issued within 14 days. If a student withdraws from a training program, by written notice, please refer to our fees and charges policy applicable to the State in which you are undertaking your Training. This can be found on our website [www.madec.edu.au](http://www.madec.edu.au)  
Program Cancellations (Fee-For-Service (FFS)): If MADEC cancels a FFS training program a full refund will be issued within 14 days. If a student withdraws seven (7) days before commencement a full refund will be issued within 14 days. If a student withdraws after a FFS training programs commences no refund will be issued except for fees paid beyond ten weeks from date of withdrawal.
5. Class Materials: Students may be required to purchase materials for some courses. Ask for a materials list to be supplied.

**DECLARATION OF PRIVACY**

MADEC ACKNOWLEDGES AND RESPECTS PRIVACY OF INDIVIDUALS. The information that is being collected on this document is for the processing of your enrolment and keeping you informed of upcoming courses/programs. You have the right of access to, and alteration of, personal information concerning yourself in accordance with the ACT and MADEC's Code of Practice. Should you have any queries regarding privacy matters you should arrange an appointment with MADEC's privacy officer.

Please tick box below if you do not wish to be sent any further promotional material.

.....  
**Signature Date**

**OFFICE USE ONLY**

Client ID Number: ..... Client Course Enrolment: .....

<b>FEE</b>	\$
TUITION	
MATERIALS	
OTHER	

- Not commencing an enrolment (Continuing enrolment in course)  0
- Commencing enrolment in a course (VET programs)  1
- Second attempt at a course within same collection period  2
- Enrolment not course based (Non-VET programs)  9

Client enrolment completed by: .....

**Records Officer**

**Date**



# MADEC Community College Student Eligibility Declaration

(For Students seeking a Government Funded Place in a Victorian 'Skills for Growth' or 'Skills Deepening' Course from July 1, 2009, or for any Victorian Government Funded Training Place from January 1, 2011 )

### Course Details

Course Name: \_\_\_\_\_ Commencement Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Student Details

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ Town/City: \_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone: \_\_\_\_\_ D.O.B.: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Residency Status (Please tick appropriate box)

- Australian Citizen
- Holder of a Special Category Visa (Sub Class 444)
- Holder of a Temporary Protection Visa
- Holder of a Permanent Visa
- East Timorese Asylum Seeker

### Current Educational Attainment

Please tick the box which illustrates the highest Qualification/School Year you have successfully completed.

#### School Attainment

- Year 12
- Year 11
- Year 10
- Year 9 or equivalent
- Year 8 or below
- Did not go to school

Since leaving school, have you **SUCCESSFULLY** completed any qualifications? Yes  No

If YES tick applicable boxes:

- Bachelor Degree or higher Degree
- Associate Diploma
- Certificate IV
- Certificate II
- Certificate other than above (please describe) \_\_\_\_\_
- Advanced Diploma or Associate Degree
- Diploma
- Certificate III
- Certificate I

I the undersigned declare that the information provided by me (above) detailing my identity, age, residency status, educational and vocational attainment is true and correct. I understand that MADEC may require that I produce evidence to substantiate my claim for a Government Subsidised Place, and failure to do so will result in my ineligibility for Government assistance and a liability for full fees for any training undertaken. I understand that any false information rendering me ineligible for a Government Subsidised Place, in the Qualification in which I have enrolled, will result in me being liable for payment in full of MADEC's fee for service tuition fees, which may be recovered in a court of law.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

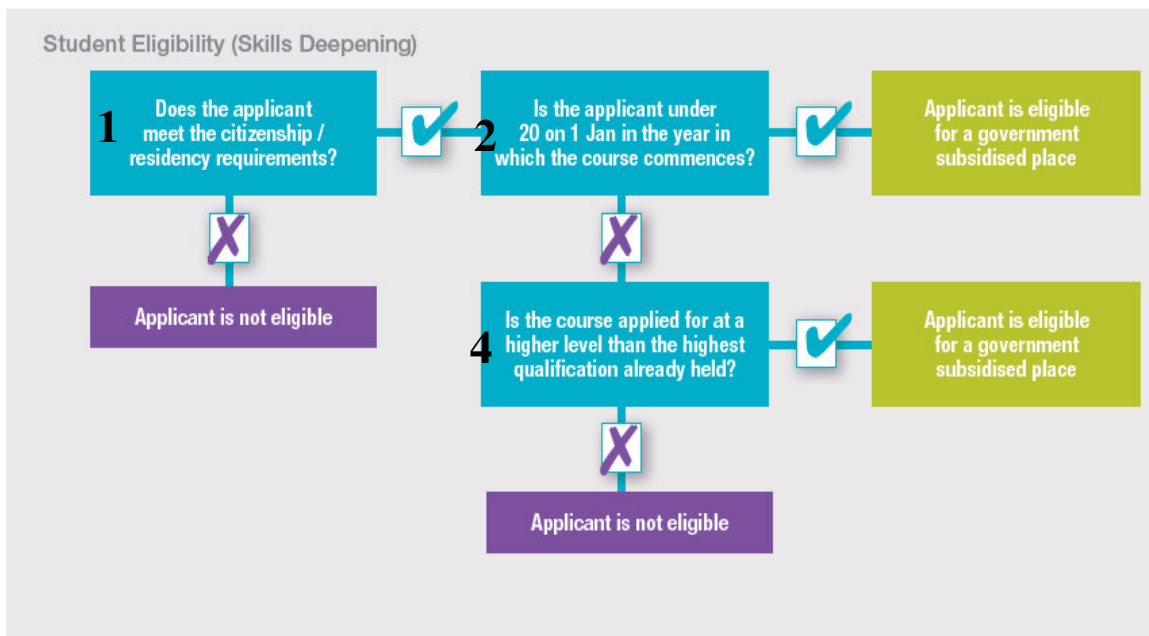
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Witnessed by: \_\_\_\_\_

Witness name: \_\_\_\_\_



## Diploma and above from 1 July 2009



## Skills for Growth (all courses) from 1 July 2009

