

ACFE FUNDED ENROLMENT FORM 2023

Our funding bodies require all providers to collect statistics and information.
You will not be identified with the statistics. Please answer **all** the questions.

Student No. _____

Course(s)	Start Date	Office Use (Code)
1.		
2.		
3.		

Surname			Given Names			Date Of Birth	
Address	Number:		Street Name:				
	Suburb:		Postcode:		State:		
Telephone	Home:			Mobile:			
Email Address					Gender		
Emergency Contact Person	Name:						
Relationship				Phone			

Eligibility Criteria for Government Funded Places. To be eligible for a Government funded place you must be able to provide proof of your Australian Citizenship/Residential Status/NZ Citizenship:									
Medicare Card no. (required for place in funded course)									
Please Circle – Are you an:									
Australian Citizen?	YES	NO	New Zealand Citizen?	YES	NO	Permanent Australian Resident?	YES	NO	
Do you have a concession card? Please circle.				YES	NO				
If YES, what type									
Benefit Card number						Exp Date			

Disability				
Do you have a disability, impairment or long-term condition? Please circle			YES	NO
If Yes, please indicate the areas of disability, impairment or long-term conditions. (You may indicate more than one area.). Please circle				
Acquired Brain Impairment	Hearing impairment	Intellectual disability	Specific learning needs	
Mental health illness	Physical disability	Vision impairment		
Other, please specify				

What is your reason for choosing this course – Please <i>circle</i>		
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 for my job
7-I wanted extra skills for my job	8-To get into another course or study	11-Other Reasons
12-For personal interest or self-development	13-To get skills for community/voluntary work	

Where did you find out about this course? _____

Medical information

Do you have any medical conditions that could impact your participation in your class? If so, please describe:

STUDENT ENROLMENT PRIVACY NOTICE

I understand that:

- Alamein Neighbourhood and Learning is required to provide the Victorian Government, through the Department of Education and Training, with student and training activity data which may include information I provide in this enrolment form. Information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines (which are available at <http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>). The Department may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, reporting and/or research activities, or these and other lawful purposes, the Department may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations.
- In accordance with The Privacy Act (2001), Alamein Neighbourhood and Learning will not release any personal information about me to a third party without written permission, unless legally required to do so. Student information is used to comply with the requirements of government departments and agencies, funding and service agreements, for planning and course development purposes, and to provide for the needs of all students and participants.
- I may be contacted and requested to participate in a National Centre for Vocational Education Research survey, a Department endorsed project, audit or reviews, or an Alamein NL review.

Please read and acknowledge by signing at the bottom of the next page

Payment details: You can pay by credit/debit card (including over phone)/ EFTPOS/ cash / postal order/EFT.

Our banking details are: **BSB No:** 033-106 **Account No:** 11-0866 **Ref:** your surname and course name

Enrolment: Enrol by completing this form and sending it with payment.

Late enrolments: Will only be accepted if there are vacancies in the course, enrolment form has been completed **and** payment in full is made within 24 hours.

Concessions: You are eligible for a concession if you receive a valid Pension or Benefit or have a Health Care Card.

Difficulty in paying: See Coordinators if you are likely to have difficulty in paying.

Missed classes: There is no refund for missed classes.

Refund and cancellation policy:

Cancellation by you: 7 working days or less no refund will be given

Cancellation by you: 8 – 14 working days prior to the starting date. A 20% admin fee will be deducted.

Should the Centre cancel a course due to low numbers or unforeseen circumstances, you will receive a full refund.

Please tick if you DO NOT want to receive information about ANL promotions & specials

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STUDENT CODE OF CONDUCT

It is the aim of Alamein Neighbourhood & Learning (ANL) that all participants in courses and activities at the Centre have a good experience. Alamein NL recognises the rights of all participants to fully participate in courses in an undisturbed environment. To support this objective the following conduct and procedures are in place:

Behaviour:

- When on centre grounds, participants should act in a respectful manner toward fellow participants, centre staff and teachers. In accordance with our organisational policies, any acts of aggression, harassment verbal abuse, or physical violence will result in the student being banned from the premises until the incident is processed and dealt with through our policies and procedures.

Punctuality:

- Participants should arrive for their class on time in order not to disrupt their class.

Class Attendance:

- If a participant is unable to attend a class, they should tell the teacher or call the centre before the class.

Mobile Phones:

- Participants should turn off their mobile or switch it to silent mode. If a participant is waiting on an urgent call, they should talk with the teacher to make arrangements to take the call.

Food during class:

- Food should not be eaten during class time unless for medical reasons, or as a class activity.

Children in class:

- Children are not allowed in class. Childcare arrangements should be made while parents attend the centre.

Smoking

- Smoking is not permitted inside the Centre or under any covered areas outside the centre.

Covid Safe requirements

- Stay home if you are unwell.
- Follow the current Covid rules and restrictions that are in place. If unsure, check with centre staff or teacher.

If a participant believes that a member of their class is in breach of this code and is disrupting the learning opportunities of fellow participants, they should initially speak to their tutor and follow the ANL Grievance procedure (copy available from coordinators or manager of the Alamein Neighbourhood & Learning)

¹Student Code of Conduct Version 7, August 2021

I have read the above information and acknowledge and agree:

- To the terms described in this privacy statement.
- I hereby declare that the information provided in this application for enrolment is complete and accurate.
- I authorise the teacher or staff member of ANL to seek medical attention if necessary. I consent to first-aid administered by the teacher or staff member if necessary.
- I have read the Alamein Neighbourhood and Learning Code of Conduct (above) and I agree to abide by the policies.

Full Name:

Signed:

Dated: