

# Enrolment Form

<b>IMPORTANT Please Print All Details Clearly</b>										<b>CISC</b>									
Have you previously enrolled at Holmesglen Institute of TAFE? <b>Yes / No</b> (please circle)										<b>Office use only</b>									
If Yes, please state ID No.																			
Do you have a disability that requires special needs? If so, please detail:																			

**PLEASE FORWARD FEE, ENROLMENT FORM AND A STAMPED SELF-ADDRESSED OFFICE SIZE ENVELOPE TO  
COMMUNITY & INDUSTRY SHORT COURSES, PO BOX 42, HOLMESGLEN, VIC 3148**

Family Name (Mr / Mrs / Miss / Ms / Other):										Given Names:									
Address (Street and Number):																			
Suburb:					Postcode:					Date of Birth:									
Telephone: (Private)					Telephone: (Business)					Mobile:									
Todays Date:					Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>					Email Address:									

Do you have a Concession Card? Yes  No  If yes, please attach a copy to this enrolment form

**FILL IN COURSE CODE AND COURSE NAME: (Eg: FR083EE11, French 1) Please check to ensure you have selected the correct session, time, location and date.**

Course Code:										Course Name:										Starting Date:				
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**Enclosed Fee: \$** All Prices are GST FREE except where the # symbol appears

<b>IMPORTANT</b> I have read and accepted the enrolment terms and conditions										Signature:									
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I wish to pay by: Cheque  Money Order  Mastercard  Visa  Cash

Name of Card Holder:										Signature:									
Credit Card No:										Expiry Date:									

## Enrolment Terms and Conditions

<b>ENROL BY MAIL</b> Send the completed enrolment form and a copy of concession card (if applicable) with payment to: <b>Community &amp; Industry Short Courses PO Box 42 Holmesglen VIC 3148</b>	<b>ENROL IN PERSON</b> Bring the completed enrolment form and your payment to: <b>Chadstone Campus Building 2, Level 2, Batesford Rd Chadstone (opposite. James Pde) Mon-Fri 9.00 am-5.00 pm</b>	Or enrol in person at: <b>Moorabbin Campus Building 3S, Room GC14 488 South Rd, Moorabbin Mon-Fri 9.00 am-5.00 pm</b>  <b>ENROL BY FACSIMILE</b> Enrol using credit card and fax to 9564 1502	<b>ENROL ONLINE</b> Enrol online with your credit card securely <a href="http://www.shortcourses.holmesglen.vic.edu.au">www.shortcourses.holmesglen.vic.edu.au</a>  <b>ENROL BY TELEPHONE</b> Enrol by Credit Card Mon -Fri 9.00 am-5.00 pm Telephone: 9564 1890 Concession details will need to be forwarded immediately (if applicable)
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### WHO CAN ENROL?

Everyone aged 15 and over can enrol. There are no prerequisites unless stated in the course descriptor.

### WHEN TO ENROL

Early enrolment is advisable to avoid disappointment. Enrolments close when classes are filled. Courses with low enrolments may be **deferred** or **cancelled**.

### CONFIRMATION

All enrolments are successful upon receipt of enrolment form and payment. Students will be notified (including course location, time and date) by mail or telephone when classes are confirmed.

### CONCESSIONS

Concession cards must be produced at time of enrolment to receive discount. Please contact the short course office regarding concession eligibility (No concession given where a course fee is \$140 or less).

### CONCESSION - \$25 OFF COURSE FEE

### PUBLIC HOLIDAYS

There are no classes on public holidays.

### REFUNDS AND TRANSFERS

- A full refund will be given if we cancel your course.
- Written applications for refunds or transfers will be accepted up to 5 clear working days prior to day of course commencement. A standard handling fee of \$40.00 will apply.
- No refunds or transfers will apply once a course has commenced.
- **NO APPLICATIONS FOR REFUNDS OR TRANSFERS WILL BE ACCEPTED LESS THAN 5 CLEAR WORKING DAYS PRIOR TO DAY OF COURSE COMMENCEMENT.**
- Credit card payments will be refunded back to payee credit card. All other refunds will be by cheque mailed directly to the payee.
- Processing of refunds can take up to 2 weeks.

### CAR PARKING

Car parking facilities are available for students at Institute locations. Parking spaces are limited; it is advisable to allow for plenty of time in order to arrive on time for classes.

### CERTIFICATES

Upon satisfactory completion of course requirements and a minimum of 80% attendance, students will be issued with a Certificate of Completion.

### STUDENT INFORMATION

Student record information will only be released to Government departments where complete confidentiality is assured. Confirmation letter must be carried at all times on Institute Campus.

### CANCELLATION AND DEFERRAL

Courses with low enrolments will be cancelled. Students will be advised of this by telephone no later than 2 days prior to the scheduled commencement date.

**Please note:** A fee will be charged for duplicate receipts or certificates. Receipts \$5.50 and Certificates \$11.00.

**PRIVACY:** For information regarding our privacy policy, please visit our website or contact the Short Course office.