



COLLEGE OF EDUCATION ENROLMENT FORM

ABN 26 103 222 199 RTO # 90919

Enrolment in a course indicates acceptance of the conditions overleaf

Mail In

Complete the form below and post to:

SAN College of Education
185 Fox Valley Road
Wahroonga NSW 2076

Fax In

Complete the form below and fax to: (02) 9487 9213

Payment methods will be accepted using Visa or MasterCard

Walk In

Visit the College at:
L2 Beattie Complex
Sydney Adventist Hospital
185 Fox Valley Road
WAHROONGA NSW 2076

9.00am-4.00pm Monday to Thursday

PERSONAL DETAILS

Title: Mr / Mrs / Miss / Ms

First name / Surname: Gender: Male / Female

Address:

Suburb: Postcode:

Best Phone No.: SAH Paycode (if applicable):

Email: Date of Birth:

Are you seeking Recognition of Prior Learning towards this course? Yes No

Are you seeking a concession: Yes No

Social Security No Seniors Card No

| Code | Course Name | Date | Fee |
|-------------------------|-------------|------|-----|
| | | | |
| | | | |
| Total Course Fee | | | |
| Subtotal | | | |
| Less Concession | | | |
| Total | | | |

PAYMENT METHOD (This document forms the Tax Invoice)

1) SAH Funded Program:

SAH Internal Transfer General Ledger Code:

Manager's Authorisation/Signature

Date

2) Other:

Please tick your method of payment

Cash Cheque/Money Order MasterCard Visa

Card No.

Expiry Date ___ / ___ / ___ CVV Number: ___ ___ ___

Cardholder's Name Signature

I have read and agree to the Conditions of Enrolment and agree to let San College of Education disclose any personal information to Government agencies for reporting and education purposes as required.

Signature Date

San College of Education Pty Ltd ~ ABN 26 103 222 199 ~ ACN: 103 222 199

ID Sighted: Details:

The Federal Government requires all Colleges to collect the following statistics to help their educational planning. You will not be identified with the statistics.

1. Are you an Aboriginal or Torres Strait Islander?
- Aboriginal Torres Strait Islander
- Aboriginal and Torres Strait Is.
- Neither

2. In which country were you born?
-

3. What language do you normally speak at home?
-

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

5. Do you have any disabilities?
- No
- Yes, please specify
- Hearing/Deaf Physical
- Intellectual Learning
- Mental Illness Vision
- Medical Condition
- Acquired Brain Impairment
- Unspecified
- Other

6. Your employment status?
- Full time employee or student
- Part time employee or student
- Self employed sole trader
- Employer
- Unpaid Family Care/Family Business
- Seeking full time work
- Seeking part time work
- Not seeking employment (retired / volunteer)

7. Education since High School?
- Bachelor Degree or Higher
- Adv. Diploma or Assoc. Degree
- Diploma
- Certificate IV
- Certificate III
- Certificate II
- Certificate I
- Miscellaneous Education

8. What is your highest completed school level? (tick one only)
- Year 9 or lower
- Year 10
- Year 11
- Year 12

9. Last year at school OR are you still at school? Yes No

10. How did you hear about SANCE?
- Brochure/Flyer
- Pacemaker
- Friend
- Intranet/Internet
- Other

Enrolment in a course indicates acceptance of the conditions below.

Staff

San College of Education staff hold appropriate qualifications in their area of expertise and in training and assessment, have strong industry experience, and maintain up-to-date industry knowledge.

Enrolment

- ✓ Recruitment of participants will be conducted at all times ethically and responsibly, ensuring equity and accessibility.
- ✓ Some programs may have a limited number of vacancies and these will be filled in a chronological order upon completion of enrolment.
- ✓ Fees are payable at the time of enrolment.
- ✓ All successful enrolments will receive a mailed confirmation letter. Please call us if you have not received your confirmation letter at least seven days prior to the commencement of the course.
- ✓ Late applications will only be considered at the discretion of the course co-ordinator.
- ✓ Appropriate support and learning resources will be available to all participants as required.
- ✓ San College of education reserves the right to alter any arrangement for courses either before or during a course, to cancel or terminate a course or to refuse any enrolment as permitted by law.

Fees and Charges

- ✓ Cheques should be crossed and made payable to San College of Education.
- ✓ A refund will be granted only when ten working days or more notice is given prior to course commencement less a \$25 administration fee.
- ✓ If San College of Education cancels a course you will receive a full refund of your fees. Refunds will be provided by cheque.

**Full fees
must
accompany
enrolment**

Recognition of qualifications issued by other RTO's

San College of Education recognises Australian Qualifications Framework (AQF) qualifications and statements of attainments issued by any other RTO. San College of Education is only obliged to recognise and AQF qualification or statement of attainment that, at the date it was issued, complied with the requirements of the AQF Protocols and the AQTF

Certificates and Statement of Attainments

When you successfully complete a course accredited by the NSW Vocational Education and Accreditation Board (VETAB) you receive a nationally recognised qualification. Certificates will be issued for accredited courses when a student has successfully completed a course. Appeals on an assessment decision must be lodged within 14 days of publication of assessment results.

Assessment

All assessment undertaken by San College of education remains consistent with the National Assessment Principles.

Grievance & Complaint Procedures

Participants are eligible to appeal or lodge a grievance if they are dissatisfied with their progress through a course.

Privacy

San College of Education collects personal information for the purposes of managing courses and providing data to State and Federal authorities. Student details are used by the College for administration purposes and may be revealed to Government agencies or nominated representatives when requested. San College of education does not sell or rent its student details to other organisations.



If you have any physical or access needs please contact us on 9487 9211 before enrolling.