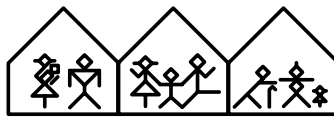


# Community centre enrolment form - under 18



## Felltimber Community Centre

## Baranduda Community Centre

## Belgrade Ave Community Centre

As a government-funded organisation, the community centres are required to ask students for information. Please complete details on this form.

Title	Dr	Mr	Mrs	Ms	Miss	Residential address
First name			Middle name/s			
Last name					Mailing address (if different to above)	Post code
Contact phone			Concession card *			
Email				Date of birth (dd/mm/yy)	Gender	Post code
					Male	Female

<b>Victorian Student Number</b>	<b>Course name</b>
Enter your VSN	
If you have not provided a VSN, is this because (please tick):	How did you hear about this course/program?
I am new to the Victorian Education System. I have never attended a school, TAFE or other VET training provider in Victoria.	Newspaper
	Radio
I have attended a Victorian school, TAFE or VET provider but do not have a VSN.	Word of mouth
	Course guide
	Social media
	Website
	Other

<b>Language and cultural diversity</b>	<b>Disability</b>
In which country were you born?	Do you consider yourself to have a disability, impairment or long-term condition?
What is the language spoken at home?	Yes No
How well do you speak English? (please tick)	If yes, please indicate the areas of disability, impairment or long-term condition (you may tick more than one).
01 Very well 02 Well 03 Not well 04 Not at all	11 Hearing/deaf 15 Mental illness
Are you of Aboriginal or Torres Strait Islander origin?	12 Physical 16 Acquired brain impairment
01 No 02 Yes, Aboriginal 03 Yes, Torres Strait Islander	13 Intellectual 17 Vision
	14 Learning 18 Medical condition
	19 Other

### For student/child under 18 years

**Student details**

Are there any disabilities or medical conditions that we should be aware of? (include allergies/diet etc):

Is there anything else we need to be made aware of e.g. special needs, custody arrangements, etc.?

**Parent/guardian details**

Title	Dr	Mr	Mrs	Ms	Miss	Residential address (if different from that of student)
						Post code

## For student/child under 18 years continued...

First name Middle name/s Last name

Contact phone (home) Contact phone (mobile) Email

- On signing this form, I agree to collect or make arrangements for the collection of the young person under 18 years of age if he/she becomes unwell at the centre; and
- On signing this form, I also consent to the staff of the community centre seeking, or where appropriate administering such emergency medical treatment as is reasonably necessary and that I will reimburse any necessary expenses incurred by the centre.

Signature Date

### Conditions of enrolment

- To confirm your place in the course, you must return the completed enrolment form to the centre before the enrolment date;
- Fees must be received one week prior to the course commencing. Payment by instalment can be arranged in special circumstances. Please ask the centre co-ordinator;
- To receive a concession fee, please present your card when enrolling;
- A receipt will be issued to confirm your payment and you will be contacted in the event that a course has been cancelled or postponed;
- Please note that refunds after a course has commenced, are only given in exceptional circumstances;
- If you wish to withdraw before the enrolment date closes, a \$20 cancellation fee will be deducted from your refund. A full refund will be made only if the course is already full or cancelled. Sorry, no cash refunds, a cheque will be mailed in due course; and
- Please arrive five to 10 minutes before your course is due to commence to ensure adherence to start/finish times.

### \* Concession

A fee concession may be available if you enrol in a Learn Local supported course, please contact the community centre for details.

### Privacy statement

Personal and or health information collected by Wodonga Council is used for municipal purposes as specified in the *Local Government Act 1989*. The personal and or health information will be used solely by the council for these purposes and or directly related purposes. The council may disclose this information to other organisations if required by legislation. The applicant understands that the personal and or health information provided is for the above purpose and that he or she may apply to the council for access to and/or amendment of the information. Request for access and or correction should be made to the council's privacy officer.

Wodonga City Council (the training provider) is required to provide the Victorian Government, through Skills Victoria or the ACFE board, with student and training activity data which may include information provided on this enrolment form. Information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines (which are available at [skills.vic.gov.au/corporate/statistics/submit\\_data](http://skills.vic.gov.au/corporate/statistics/submit_data)).

Skills Victoria and the ACFE board may use this information provided to it for planning, administration, policy development, program evaluation, communication, resource allocation, reporting and/or research activities. For these and other lawful purposes, Skills Victoria and the ACFE Board may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations.

I agree for my email address to be used to advise upcoming courses and events.

I acknowledge and agree to the conditions of enrolment and the terms described in the privacy statement.

Signature Date

### Payment details

Amount payable

Please indicate your method of payment

Cash Cheque Bankcard Mastercard Visa

Name on card Card number Expiry date

### Felltimber Community Centre

Cnr Melrose Drive and Felltimber Creek Rd,  
Wodonga, VIC 3690  
**Phone:** (02) 6043 4550  
**Fax:** (02) 6043 4551  
**Email:** [cfelltimber@wodonga.vic.gov.au](mailto:cfelltimber@wodonga.vic.gov.au)  
**Website:** [wodonga.vic.gov.au](http://wodonga.vic.gov.au)  
**Office hours:** Monday to Friday - 9am to 1pm

### Baranduda Community Centre

3 Sage Crt, Baranduda, VIC 3691  
**Phone:** (02) 6020 8643  
**Fax:** (02) 6020 8026  
**Email:** [cbaranduda@wodonga.vic.gov.au](mailto:cbaranduda@wodonga.vic.gov.au)  
**Website:** [wodonga.vic.gov.au](http://wodonga.vic.gov.au)  
**Office hours:** Monday, Tuesday, Thursday  
and Friday - 9am to 1pm

### Belgrade Ave Community Centre

12 Belgrade Ave,  
Wodonga, VIC 3690  
All enquiries and correspondence to  
Felltimber Community Centre.

**Office use only**

Student identification number			Term (please tick)	One	Two	Three	Four
Module code			Receipt number				
Sighted concession card (please tick)	Yes	No	Date				
Concession card number							