

# Enrolment Form

(may be photocopied)

# WEA Illawarra

<p><b>By Mail</b> Complete the form below, enclose in an envelope with cheque, money order or visa or mastercard details and post to: <b>WEA Illawarra</b> <b>PO Box 1472</b> <b>Wollongong NSW 2500</b></p>	<p><b>By Phone</b> Have your enrolment details ready with your Visa or Mastercard. Phone between 9am-4.30pm Mon-Fri <b>Phone: 02 4226 1622</b></p>	<p><b>By Fax</b> Complete the form below and include your Visa or Mastercard details and Fax <b>Fax to: 4226 1156</b></p>	<p><b>In Person</b> Visit the WEA <b>50-52 Auburn Street, Wollongong</b> Cash, Cheque, Visa or Mastercard accepted <b>EFTPOS now available</b></p>	<p><b>By Internet</b> Visit our website at: <b>www.weaillawarra.com.au</b></p>
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## Course Details

Course Code <small>(eg: CNT1711X)</small>	Course Name	Location	Start Time	Start Date	Fee

Concession card number: \_\_\_\_\_ **less Concession/Member Discount\*:** \_\_\_\_\_

Certificate - (optional) \$10.00 per course (Note: Certificate cost is included in the accredited course fee)

Are you a current WEA member? Yes / No please circle  **TOTAL: \$** \_\_\_\_\_

\* WEA members receive \$7 off all lifestyle and non accredited courses or 15% off selected courses indicated by Membership Discount

## Student Information

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

Address \_\_\_\_\_ Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Email Address \_\_\_\_\_ (your email maybe used by WEA to communicate with you)

Male  Female Date of Birth Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

<p>In which country were you born? _____</p> <p>What language do you normally speak at home? _____</p> <p>Are you Aboriginal/Torres Strait Islander origin? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What is your highest COMPLETED school level? <input type="checkbox"/> Year 9 or lower <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 12</p> <p>In which year did you complete that level? _____</p> <p>Do you consider yourself to have a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental Illness <input type="checkbox"/> Brain Impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical Condition <input type="checkbox"/> Other please specify: _____</p> <p>Are you able to walk upstairs <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>What educational level have you reached?</p> <p><input type="checkbox"/> Bachelor Degree or Higher <input type="checkbox"/> Associate Degree Level <input type="checkbox"/> Advanced Diploma <input type="checkbox"/> Diploma Level <input type="checkbox"/> Certificate IV <input type="checkbox"/> Certificate III <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate 1 <input type="checkbox"/> Miscellaneous Education</p> <p>Which best describes your main reason for undertaking this course?</p> <p><input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self development <input type="checkbox"/> Other reason _____</p>	<p>Which of the following best describes your current employment?</p> <p><input type="checkbox"/> Full time employee <input type="checkbox"/> Part time employee <input type="checkbox"/> Self employed – not employing others <input type="checkbox"/> Employer <input type="checkbox"/> Unemployed – seeking full time work <input type="checkbox"/> Unemployed – seeking part time work <input type="checkbox"/> Employed – unpaid worker in a family environment <input type="checkbox"/> Not employed – not seeking employment, student</p> <p>How did you hear about the WEA courses?</p> <p><input type="checkbox"/> Course booklet in mail <input type="checkbox"/> Web search <input type="checkbox"/> Personal recommendation <input type="checkbox"/> Returning student <input type="checkbox"/> Advertisement please specify _____ <input type="checkbox"/> Booklet picked up elsewhere please specify _____ <input type="checkbox"/> Other please specify _____</p> <p><small>The Federal Government requires all Colleges to collect the following statistics to help with their educational planning. Your personal details will remain confidential and will not be identified in any National collection. Thank you for taking the time to answer these brief questions.</small></p>
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## Payment Details

I understand and accept the WEA 'Enrolment Conditions' printed on page 19 Signed \_\_\_\_\_ Dated \_\_\_\_\_

Pay by Cash / Cheque / Mastercard / Visa

Card Number:

Cardholders Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Expiry date: \_\_\_\_\_ \ \_\_\_\_\_

# Enrolment Conditions

## Confirmation of Enrolment

A receipt and information sheet will be mailed to you detailing your course information and requirements. It is the student's responsibility to note the date, time and venue of their course as WEA will only contact a student should there be a change to the initial information provided.

## Payment at Time of Enrolment

All courses are offered as a "first in best dressed" situation and a student's place in any class is not guaranteed until payment has been made. Student's must pay for their course at the time of enrolment and be aware that some courses carry additional fees for materials used in the class. Please refer to individual class requirement sheets.

**Email it:** The WEA may use your email to communicate with you. Please indicate on the enrolment form if you do not wish to receive email communication from WEA.

**Other charges:** Some courses have charges for materials used in those courses. Details under course description or on the requirement sheet.

**Changes:** Course descriptions are provided as a guide only and WEA Illawarra reserves the right to change them or class schedules or a tutor when circumstances deem necessary. Accredited courses follow the accredited curriculum/training packages and cannot be changed.

**Ages:** WEA Illawarra is committed to providing a diverse range of lifelong learning opportunities with a particular focus on adult education. Persons aged under 14 yrs and 9 mths may be permitted to enrol in a course if accompanied by an adult. Please contact the WEA office for further information.

**Public Holidays:** Courses do not run on public holidays unless otherwise stated.

**Unauthorised Statements:** No responsibility is accepted by WEA Illawarra for statements made by tutors or unauthorised agents of WEA Illawarra.

**Risk:** Participation in WEA Illawarra courses and clubs is entirely at participant's own risk. The WEA is not responsible for any vehicle or its contents parked at any WEA venue. Enrolment in a course is taken by the WEA Illawarra to indicate acceptance of these conditions.

**Refreshments:** At the Auburn Street Centre vending machines provide hot and cold drinks and snacks. The WEA does not receive any money from these machines. BYO lunch for all day workshops and when you feel you will need more than a snack. Boiling water is available at all WEA centres.

## Discounts:

15% discount - WEA Members special discount indicated by 

10% discount - Seniors card/Concessions card/ Partner organisations

\$7 off all lifestyle and non-accredited courses for WEA Members

Supporting evidence is required at the time of enrolment. Sorry no discounts on Accredited, Online and Distance courses, or those marked with an X. Only one discount can be used per course.

**Physical Access:** If you have any physical impediment affecting your mobility please advise when enrolling, including whether you can walk upstairs. Part of the Auburn Street Centre and the Balarang Centre have wheelchair access and disability facilities.

**Disability Access:** WEA recognises that access to learning for people with a disability requires the removal of obstacles. Where feasible and where resources permit WEA will assist participants with a disability or a special need.

**Receipts:** Please present your course receipt at the first course session.

**Refunds:** Once an enrolment has been processed, refunds are not made except when WEA cancels a course. A credit note may be issued if a replacement student can be found prior to the course commencing, or in the case of a serious illness if a written request is accompanied by a medical certificate. However requests for a credit note or refund on medical grounds must be lodged within the term in which you are enrolled. An administrative charge of 10% of course fees applies with a minimum fee of \$10. WEA cannot accept responsibility for changes in personal circumstances or work commitments or for books or materials purchased for a course. In some instances transfer between courses may be granted upon application by a student to the CEO. Final decisions on any refund, transfer or credit note issues remain with the CEO. For Online courses there are no refunds after you have enrolled and received access to the course.

# General Information

**Refunds continued:** \*Enrolment for Distance Learning students becomes effective once students receive details of the competencies of a course and an outline of distance learning study procedures. After this point no refund is payable. However, in cases of hardship credit transfers may be made to a later WEA course.

**Certificates:** For accredited courses, students who are deemed competent automatically receive a certificate. For all other courses, students who have attended at least 75% of sessions may obtain a Certificate of Attendance by a non-refundable payment of \$10 at the time of enrolment. Accredited Certificates are available for collection from the WEA office two weeks after outcomes are received from tutor. Non-accredited certificates will be posted at the end of term. Requests for certificates after the end of the term will incur an administrative fee of \$5.

**No Smoking:** WEA Illawarra has a No Smoking Policy in all venues at which WEA courses are held including car parks and grounds of a venue.

**Unauthorised Visitors:** Due to our Public Liability Insurance Policy unauthorised visitors are prohibited from attending WEA classes.

**Privacy:** The WEA is committed to maintaining the confidentiality, integrity and security of all personal information entrusted to it in the normal course of its work as required under the Privacy Act. The WEA website is a secure site.

## WEA Centres

### Wollongong

50-52 Auburn St, Wollongong

### Oak Flats

In the grounds of Balarang Public School, Government Rd, Oak Flats

## Additional Information

### English Language Support

Participants who have difficulty in achieving the required level of competency in accredited courses (i.e. non-English language) may be counselled and offered opportunities for remedial study (e.g. English language and/or referral to other agencies, additional course work or coaching). An appropriate fee may be applicable in these circumstances and will be established on a case-by-case basis in consultation between the participant and the tutor/English Language Program Manager. English Language assessment services are provided.

### Mutual Recognition of Qualifications Issued by other RTOs

As a Registered Training Organisation (RTO) WEA Illawarra recognises the AQF qualification and Statements of Attainment issued by other Registered Training Organisations through the process of credit transfer.

### Recognition of Prior Learning

Participants who believe that they already have the skills and knowledge required to meet the competency standards in an accredited course may apply for Recognition of Prior Learning.

### Participant Handbook

The WEA has developed a Participant Handbook that is accessible in WEA Centres and on request. This details assessment procedures (for accredited courses), grievances, access and equity and code of practice



The name Community Colleges and the logo are trade-marked brands used by over 65 NSW Government funded adult learning agencies. The WEA is proud to be part of the NSW Community Colleges network. In 2007 Community Colleges Australia was formed and WEA Illawarra is a member of this peak national body.



The WEA Illawarra is pleased to acknowledge the financial support received from the NSW Government through the NSW Department of Education and Training (DET).