

Please complete this application form if you wish to apply for or register interest in a course or study area within North Coast TAFE at the following campuses:

- Ballina
- Casino
- Coffs Harbour
- Coffs Harbour Education Campus
- Grafton
- Great Lakes
- Kempsey
- Kingscliff
- Lismore
- Macksville
- Maclean
- Murwillumbah
- Port Macquarie
- Taree
- Trenayr
- Wauchope
- Wollongbar



OFFICE USE ONLY

Date received.....
 Date entered.....
 Initials.....
 Met entry require: Y/N
 Offer / Standby /
 Unsuccessful
 Comments:

You will need to use a **separate application form** for each course or area of interest. **This form does not guarantee you a place in the course.** You will be advised if you have been successful and what you need to do to finalise your enrolment.

You may need to attach **additional information** to this form and attend an information session or interview. Check the course information brochure, ring 131601, contact the campus or visit northcoast.tafensw.edu.au.

COURSE/STUDY INTEREST DETAILS

Course name/Study interest area:	Study preferences			
	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Day	<input type="checkbox"/> Evening
	<input type="checkbox"/> Face-to-face i.e most class time is with a teacher		<input type="checkbox"/> Flexible to suit you i.e a combination of on- and off-campus study – some may be online	
Course number (if known):	<input type="checkbox"/> Fully Distance i.e all or most work off-campus.		<input type="checkbox"/> Fully online i.e all or most work off-campus.	
Campus through which you would prefer to study:	NOTE: All study preferences may not be currently available for particular courses at particular campuses but we would still like to know what your study preferences would be if they were available.			

Family name:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
First given name:	Date of birth: / /
Other given names:	Under 17 years of age*: <input type="checkbox"/> Yes <input type="checkbox"/> No (If you are under 17 years of age you should check our website for more information on eligibility before applying.)
Preferred name:	TAFE Student number (if you have one):

Residential Address:	Postal Address: <input type="checkbox"/> same as residential address
Address 1:	Address 1:
Address 2:	Address 2:
Suburb/Town/City:	Suburb/Town/City:
State: Postcode:	State: Postcode:
Mobile ph:	Home ph:
Mobile 2:	Email (please print clearly):

CAREER/STUDY GOALS

Tell us what your career goals are and why you want to study with North Coast TAFE.

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PREVIOUS AND CURRENT WORK EXPERIENCE

Tell us about your past and current **work** experiences that might be relevant to this course/study area (please attach resume if appropriate).

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PREVIOUS AND CURRENT LIFE EXPERIENCE

Tell us about your past and current **life** experiences that might be relevant to this course (this can include volunteer work, membership of sporting clubs/community associations/public associations). Include below any other factors that have affected your study (for instance, isolation, health or personal circumstances).

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Student Declaration:

I acknowledge that it is a condition of my enrolment that I abide by all TAFE NSW policies and procedures. I have read the section titled Management of Risk of Harm to Students and Staff. I also acknowledge that it is a condition of my enrolment to advise the Campus Manager, a TAFE Counsellor or my Head Teacher if I have a history of violence. I confirm the accuracy of the information I have provided on this application form and acknowledge that providing any false information and/or failing to disclose any relevant information, including any history of violence, may lead to the immediate termination of my enrolment at TAFE NSW. I acknowledge that the information provided on this application form and that which will be collected by TAFE NSW throughout my enrolment will be used by TAFE NSW in accordance with the Student Privacy notice attached.

I understand that the information provided by me on this form will be used by North Coast TAFE for the purposes of student administration, planning and communication. Information provided will be held securely and confidentially. By submitting this form I agree that North Coast TAFE may contact me for marketing purposes. I understand that I may access, correct or amend my personal details by contacting the campus to which I sent this form.

I have included copies of all required documents (as listed in the application form). **Please note that if you do not supply the required documents your application may not be considered.**

Student Signature	Date:
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Student Statistics: these are compulsory questions and must be completed as part of your application/enrolment

To help us to provide a better service please complete the personal details below by placing a **CROSS (X)** in one of the boxes or by providing information where requested. All information will be treated confidentially. **Please see the 'Student Privacy' statement on the Enrolment Information sheet.**

Student Name:

- 1.** What is your highest completed school level:
- Yr 12 or equivalent Yr 9 or equivalent
 Yr 11 or equivalent Yr 8 or lower
 Yr 10 or equivalent Never attended school

2a. In what YEAR did you complete the above school level? 19 or 20

2b. Are you still attending secondary school:
 No Yes

3a. Have you successfully COMPLETED any of the following qualifications:

Yes No

3b. If YES then place a CROSS (X) in any applicable boxes:

- Bachelor Degree or Higher Degree
 Advanced Diploma or Associate Diploma
 Diploma (or Associate Diploma)
 Certificate IV or Advanced Certificate
 Certificate III or Trade Certificate
 Certificate II
 Certificate I
 Certificates other than the above

3c. Please place a CROSS (X) in any applicable boxes below to indicate from where you obtained the above qualifications.

- Overseas Adult & Community Education (ACE)
 HSC VET Framework Course TAFE NSW
 Other Training provider

4. Of the following categories, which best describes your current employment status:

- Full Time employee
 Employed – unpaid worker in a family business
 Part Time employee
 Unemployed – seeking full time work
 Self Employed – not employing others
 Unemployed – seeking part time work
 Employer
 Not employed – not seeking employment

5. Of the following categories, which BEST describes your main reason for undertaking this course:

- To get a job
 To develop my existing business
 To start my own business
 To try for a different career
 To get a better job or promotion
 It is a requirement of my job
 I want extra skills for my job
 To get into another course of study
 For personal interest or self-development
 Other reasons

6. In which country were you born?

- Australia India Philippines
 China Lebanon United Kingdom
 Hong Kong New Zealand Vietnam

Other – please print name of country

7. If you were not born in Australia, what year did you first arrive in Australia?

8. Do you speak a language other than English at home?

- No – English only. (If No, go to question 11).
 Yes, I speak (place a CROSS (X) in one box only)
 Arabic Hindi Spanish
 Cantonese Italian Tagalog
 Greek Mandarin Vietnamese
 Other – please print name of language

9. How well do you speak English?

- Very Well Well Not Well Not at all

10. Do you require help with English? Yes No

If Yes, please contact the college enrolment centre for further information

11. Child Care Survey

Do you need child care to attend this course in which you are enrolling?

Note: Limited child care places are available at some TAFE NSW campuses for a fee. Applications for child care places can be made separately. No Yes

I understand that this application form does not guarantee me a place in a course and that I need to complete the enrolment process to confirm my place in any course. I understand I will be advised of the result of my application and if successful, given enrolment details.

Student Signature

Date:

Please return the completed form to a campus of North Coast TAFE, fax to 02 6586 2360 or email to nci.courseinfo@tafensw.edu.au

TAFE NSW Enrolment Information

Please keep these pages for your information

Changes to courses

TAFE NSW reserves the right to:

- run or withdraw any course
- hold a course at a Campus other than that advertised
- alter the times or dates for the whole or any part of the course.

If any of these course changes become necessary, you will be advised of the changes and the alternative arrangements which may be available for you to complete your course.

Payment of the TAFE NSW Fee

Your enrolment is not complete and you are not entitled to attend class until you have paid either the TAFE NSW fee, a Concession fee or have been exempted from the TAFE NSW fee.

TAFE NSW has a policy of cashless enrolment at all times and will NOT accept cash as a means of paying fees or any other enrolment-related charges. You may pay by EFTPOS, Visa card, MasterCard, cheque or money order payable to TAFE NSW.

If your course runs for more than one semester you may have the option to pay your TAFE NSW fee in two equal instalments. The first payment is due when you enrol. You will be notified when your second payment is due. For first semester enrolments, the second instalment is required by 31 May.

Students who receive a Commonwealth benefit or allowance may be eligible to pay a concession fee of \$52 per course enrolment per annum, rather than the full TAFE NSW fee. Australian Aboriginal or Torres Strait Islander students are exempt from paying the TAFE NSW fee. Students in receipt of the Disability Support Pension and students with a disability (clients of a Teacher/Consultant) are entitled to one full-fee exemption for one TAFE NSW course per year. The concession fee applies for subsequent enrolments in that year. The concession fee is not payable by instalments. Apprentices and Trainees must provide proof of their status as an apprentice or trainee at the time of payment. VET FEE-HELP may be available for some courses at TAFE NSW. For information on the TAFE NSW fee which applies to you, fee exemption, concession fee or VET FEE-HELP fee visit www.tafensw.edu.au/courses/about/vet_fee_help.htm or ring 131601.

Temporary Visa Holders

Temporary visa holders' enrolment in TAFE NSW is subject to specific conditions. For further information contact the Temporary Visa Holders Officer at your local TAFE NSW campus or visit www.tafensw.edu.au/students/tempvisa.htm.

Refund of the Course Fee

A refund of all or part of the TAFE NSW fee may be given in the following circumstances:

- You have overpaid the TAFE NSW fee.
- You enrolled in a course that has been cancelled by the campus or Institute
- You have paid the full TAFE NSW fee but now receive Youth Allowance or Austudy commencing within two weeks of the date of enrolment or the date of first attendance at class (you will be eligible for the Concession fee)
- You are offered and accept a place in a course at university or at the same/another TAFE NSW campus within the first three teaching weeks.
- You enrol in a course only to repeat a failed unit/module but are then granted a pass in that unit/module by an Assessment Review Committee.
- You formally advise the campus, before classes commence and with no attendance, that you are withdrawing from the course.

- You made a full-year payment and withdrew with no attendance in Semester Two. You may be eligible for a refund of the Semester Two TAFE NSW fee.
- The campus delegate is of the opinion that you would be unreasonably disadvantaged if you were not granted a refund, for example, if you meet with a serious misadventure and you were unable to continue your enrolment.
- Completion of the HSC or TPC (conditions apply).

Behind in paying your TAFE NSW fee, the Concession fee or other fees or charges?

If you have outstanding fees and charges in the current year, or previous years, you will not receive:

- Testamur
- Transcript of Academic Record
- Record of Successful Study
- Statement of Competencies Achieved
- Report to Employer

Disability Services

If you would like information about disability support and services please contact a Teacher/Consultant for students with a Disability. Contact details are available at your campus of enrolment or on the North Coast TAFE website northcoast.tafensw.edu.au.

TAFE NSW credit transfer

If you have successfully completed the **SAME** or an **EQUIVALENT** unit to one that is in your current course, the result from your previous study will be **TRANSFERRED** to your current course and included on your TAFE NSW Transcript of Academic Record. Your Head Teacher / Teacher can advise you of the units for which grades will transfer. There may be some cases where it is NOT possible to transfer a grade. In these cases, your TAFE NSW Transcript of Academic Record will indicate that the unit has been achieved **BY ADVANCED STANDING**.

TAFEcard

The TAFEcard is a compulsory form of identification at TAFE NSW. Your enrolment is not complete until you have your TAFEcard photograph taken. You will need to attend the campus office for your photograph to be taken. **Please keep your TAFEcard as it can be re-activated if you decide to re-enrol.**

Student Association

The annual Student Association membership fee funds facilities and services that improve the educational environment of a campus. For more information, contact the Campus Administration Office, a Student Association Officer or visit <http://www.studentassociations.info/>

Online Communication Services – Acceptable Usage

Students must abide by the Department of Education and Training's (DET) policies when using the Internet and email services. This policy is available at <https://www.det.nsw.edu.au/policiesinternet/category.do?level=TAFE>. If you are under 18 years of age you are required to take home an Under 18 Information Brochure for your parent or guardians to read. This is available online at <https://www.schools.nsw.edu.au/media/downloads/schoolsweb/adminsupport/schtechnologies/internet/sibe>

Preferred given name

TAFE NSW uses your preferred given name (or your First Given Name) + Family Name to create a unique Username for you to access the TAFE NSW Student e-Services. If you supply a preferred given name (eg Kim rather than Kimberley), your username will reflect the preferred given name (eg Kim Jones). If there is already a Kim Jones, a number will be added to the end of the username eg Kim.Jones3.

TAFE NSW Enrolment Information

Please keep these pages for your information

Management of risk of harm to students and staff

TAFE NSW is required by law to ensure the health and safety of students, staff and visitors on our premises. In order to meet these legal obligations it is necessary for us to assess and manage any known risk of violent behaviour. If you have a history of violence that may suggest that you could pose a current risk of any type to TAFE students, staff and/or visitors it is a condition of your enrolment to advise the Campus Manager, a TAFE Counsellor or your Head Teacher prior to attending your first class.

For these purposes 'violence' is not restricted to physical acts. It includes any behaviour in the last ten years that seriously interferes with the physical or psychological safety and well being of others such as:

- actual violence to any person
- possession of or use of a weapon or any item with the intention to cause harm or injury to others
- threats of violence or intimidation of others
- suspension or expulsion from any school or educational institution for violent or aggressive behaviour.

TAFE NSW is committed to offering vocational education and training to the entire community. Following your advice of a potential risk, we will carry out an assessment of the current risk and, if necessary, provide support and a management plan. Only in exceptional circumstances will a risk assessment lead to exclusion from enrolment. It is our aim to provide an appropriate, safe environment to suit every student's needs and maximise your success in your studies.

Student privacy

Information collected by the New South Wales TAFE Commission during a student's enrolment and attendance will be used for the purposes of general student administration, identification, communication, state and national reporting, program monitoring, evaluation and surveys.

Student information will be held securely and disposed of securely when no longer needed.

The information may be disclosed to Centrelink, the Department of Veterans' Affairs, the Department of Education, Employment and Workplace Relations, the Department of Immigration and Citizenship, the Universities Admissions Centre, Office of the Board of Studies and the National Centre for Vocational Education Research (NCVER). In order to meet the requirements of Registered Training Organisations under the Apprenticeships and Traineeships Act 2001, apprentice and trainee information is provided to employers, Australian Apprenticeship Centres and State Training Services (or the relevant State Training Authority).

While the provision of the information requested on this student application/enrolment form is not required by law, it is a requirement of TAFE NSW and your enrolment will not be accepted if it is not provided.

You may correct your personal details by contacting your TAFE NSW campus administration or by using [TAFE NSW Student e-Services](#).