



LOCAL STUDENT ENROLMENT FORM

Course Code:

Course Name:

Enrolment Date: **Commencement Date:**

First Name: **Last Name:**

Home Address:

Suburb: **Postcode:**

Ph (Home): **Ph (Work):** **Mobile:**

Date of Birth: ____/____/19____ **Email:**
Day Month Year Yes, I would like to receive ALACC's email alerts.

Gender: Male [] Female [] **ALACC STUDENT ID** nos.....

**If you are aged 24 or below at the time of enrolment, Please provide your
Victorian Student Number** □□□□□□□□

Are you new to the Victorian Education System or do not have your Victorian Student Number?

Yes, I am new to Victorian Education System. I have never attended a Victorian School, Tafe or other training provider.

Emergency Contact Person:

Mobile: **Telephone:**

Address:

Are you of Aboriginal or Torres Strait Islander Origin? Yes [] No []

If YES, which one? Aboriginal [] Torres Strait Islander []

Were you born in Australia? Yes [] No []

If NO, in which country were you born?

Do you speak a language OTHER THAN English at home? Yes [] No []

If YES, which language do you usually speak?

How well do you speak English? Very Well []
Well []
Not Well []
Not at All []



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Do you consider yourself to have a disability, impairment or long-term condition?

Yes [] No []

If YES, please indicate which area or areas of disability, impairment or long-term condition (You may indicate more than one area)

- | | |
|---|--|
| <input type="checkbox"/> Hearing/Deaf | <input type="checkbox"/> Acquired Brain Impairment |
| <input type="checkbox"/> Vision | <input type="checkbox"/> Medical Condition |
| <input type="checkbox"/> Physical | <input type="checkbox"/> Intellectual |
| <input type="checkbox"/> Mental Illness | <input type="checkbox"/> Other..... |

What is your highest COMPLETED School level? (Tick one box only)

- Year 12 or Equivalent [] Year 11 or Equivalent [] Year 10 [] or Equivalent
 Year 9 or Equivalent [] Year 8 or Lower [] Did not go to school []

In which YEAR did you complete that school level? _____

Are you still attending secondary school? Yes [] No []

Since leaving School, have you COMPLETED any further education?

(Tick any applicable boxes) Yes [] No []

If YES, tick any applicable box

Name of Qualification

- Bachelor Degree or Higher Degree in.....
 Advanced Diploma or Associate Degree in
 Diploma (or Associate Diploma) in
 Certificate IV (or Advanced Certificate/Technician) in
 Certificate III (or Trade Certificate) in
 Certificate II in
 Certificate I in
 Certificates other than the above [].....

Please provide copies qualifications/certificates attained.

Of the following categories, which BEST describes your current employment status?

- (Tick one box only)
- Full-time employee []
 Part-time employee []
 Self employed - not employing others []
 Employer []
 Unemployed - seeking employment []
 Not employed - not seeking employment []



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Of the following categories, which one *BEST* describes your main reason for enrolling into this Course?

(Tick one box only)

- | | |
|--|--|
| <input type="checkbox"/> To get a | <input type="checkbox"/> Other reasons |
| <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> For personal interest or self-development |
| <input type="checkbox"/> To try a different career | <input type="checkbox"/> To get into another course of study |
| <input type="checkbox"/> To get a better Job or Promotion | <input type="checkbox"/> To start my own business |
| <input type="checkbox"/> It is a requirement of my current job | |

Are you currently working in Aged Care? [] Yes [] No

Do you wish to apply for RPL for work placement or Credit Transfer?

[] Yes [] No [] Not applicable

If yes, please provide the following documentation:

1. Evidence of work undertaken
2. Copy of job description at place of work
3. Previous certificates

Agreement for the Provision of Nationally Recognised Training

---- BETWEEN ----

Australasian Lawrence Aged Care College Pty Ltd

Level 1/169 Plenty Road, Preston, Vic 3072

(Here in referred to as "ALACC")

--- AND ---

Student Name: _____ **D.O.B.** _____

Address: _____

(Herein referred to as the "Student")

This Agreement is binding on both parties and relates to Students enrolled into nationally recognised training through ALACC.

THE AGREEMENT

ALACC agrees to train and assess all enrolled Students (as per the terms and conditions printed below) in exchange for a payment as outlined below.

The Student agrees to abide by the terms and conditions below and to pay all fees applicable

TERMS & CONDITIONS

1 RESPONSIBILITIES – AUSTRALASIAN LAWRENCE AGED CARE COLLEGE Pty Ltd

1.1 Subject to the Student fulfilling their responsibilities, ALACC will train and assess all units in the chosen qualification.

1.2 ALACC agrees to provide appropriately qualified staff to deliver the training and conduct the assessments when required.



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1.3 ALACC will provide the Student, where required, with learning materials for each competency.

1.4 ALACC will assist with organising to Practical placements as required.

1.5 ALACC will provide certificates and statements of attainment to Students completing each certificate level

2 RESPONSIBILITIES –STUDENT

2.1 The Student agrees to attend all set training sessions.

2.2 The Student agrees to submit set work for assessment by the due dates

2.3 The Student agrees to assist in finding and attend set work placement if required in the chosen course.

2.4 The Student agrees to behave professionally and within the Practical Placement Providers policies and procedures

2.5 The Student agrees to comply with ALACCS Policies & Procedures and any amendments made to such.

2.6 While ALACC understands that students may not be able to pay up front fees, the college offers flexibility for student fees to be paid. Therefore, the student agrees to pay the complete course fee within 3 weeks from the date of enrolment.

2.7 In case of non payment of outstanding fee as set out in 2.6; the student understands that the matter will be forwarded to debt collection agency without any prior notification or correspondence.

2.8 Please be advised that while the courses go for 4 weeks, if for any reason you cannot complete the course you will be allowed to extend to 6 months. A formal letter of application must be provided and approved by the CEO/Director of studies. Your place will no longer be held after 6 months and you will still be required to pay any outstanding fees.

3 REFUND - STUDENT CANCELLATION POLICY

3.1 Where cancellation of a course occurs at least 21 days prior to commencement of the course, a full refund, minus the administration fee (\$100) will be given. Where notification of cancellation occurs between 14 and 21 days prior to commencement of the course, a 50% refund will be granted, minus the administration fee. Where notification of cancellation occurs less than 14 days prior to commencement of the course, no refund will be granted and full fees are chargeable. (Special Circumstances will be determined on a case by case situation). All cancellations must be received in writing. For further details please contact Australasian Lawrence Aged Care College direct.



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4 DEFAULT OF PAYMENTS – COURSE FEE

4.1 In the event of non-payment of fees within 3 weeks of enrolment, the student will agree that any costs or charges associated with the collection of outstanding monies are payable by the student and will be added to the principal debt amount. For example, debt collection fees, commission, legal costs, and interest.

All overdue accounts will incur a \$20 per month bookkeeping fee. ALACC reserves the right to report a student's delinquent account to a credit reporting agency should payment remain outstanding for more than 30 days. In addition ALACC may refer the outstanding account for debt collection or issue legal proceedings to recover any outstanding invoices. Should an account be referred for debt collection, the collection costs payable by ALACC will be added to the principal debt amount. The total amount payable by students that have outstanding accounts that are referred to debt collection will be defined as the 'Aggregate Sum'. The Aggregate Sum is calculated as such: $\text{Aggregate Sum} = \text{Outstanding Balance} / (1 - \text{Commission Rate})$. The Aggregate Sum will be applicable and owing on the day that ALACC refers a student's outstanding account to a debt collection agency.

CHARGES

- 80% of Course Fees to be paid before Practical Placement commencement (Please note that the complete fee has to be paid within 3 weeks from the date of enrolment).
- A 3% bank surcharge applies to all credit card transactions
- For those students who may have difficulty meeting full fee payment arrangements can be made with the approval of the CEO/DOS for instalment payments
- Certificates will not be issued until relevant fees are paid & all documentation required is submitted.

AMOUNT PAYABLE				
FEE	Full Amount	1st Instalment	2nd Instalment	3rd Instalment
Course	\$	\$	\$	\$
First Aid book	\$	\$	\$	\$
HLTFA301B \$125	\$	\$	\$	\$
HLTFA201A \$100				
CPR UPDATE \$70				
Food Handling book				
Manual Handling \$35	\$	\$	\$	\$
AMOUNT DUE	\$	\$	\$	\$



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PAYMENT MODE:

Please indicate method of payment by circling the chosen mode below.

Cash Bank Cheque Postal Note EFTPOS
Internet Banking / Direct Deposit Credit Card

Our Bank Details:

Bank: Commonwealth Bank
Account Name: Australasian Lawrence Aged Care College
BSB No: 063-139
Account No: 1017 8163
Branch: Northcote Central Shopping Centre, Victoria 3070

Note: All payments made using Credit Cards / Debit Cards have to be made in person by the card holder at reception.

PARTIES TO THE AGREEMENT

Students Declaration

I understand my rights and responsibilities as a student enrolled at Australasian Lawrence Aged Care College as outlined in the written agreement between Australasian Lawrence Aged Care College and myself.

By signing this declaration, I agree to the terms and conditions relating to the payment of my course fees.

Student Name _____
Date of Birth ____/____/____
Signature _____ Date ____/____/____

Australasian Lawrence Care College (CEO/ Director of Studies or delegate)
Signature: _____
Date: _____



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OFFICE USE ONLY:

Submitted Documents (Please tick ✓)

Passport ID **Passport size photo** **Police check** **Driver's Licence**

L L N test undertaken

All sections of the application form are fully completed by the student.

Verified by Full Name Staff Member: _____ **Date:** _____

Staff member sign _____



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INSTRUCTIONS FOR STAFF: PLEASE FILL & SIGN BELOW AND PROVIDE THIS PAGE TO STUDENTS FOR THEIR RECORDS AFTER KEEPING A PHOTOCOPY IN THEIR FILE.

STUDENT UNDERSTANDS THAT:

- 80% of Course Fees to be paid before Practical Placement commencement
- A 3% bank surcharge applies to all credit card transactions
- The student agrees to pay the complete course fee by
- Certificates will not be issued until relevant fees are paid & all documentation required is submitted.
- In case of non payment of outstanding fee by the agreed date; the student understands that the matter will be forwarded to debt collection agency without any prior notification or correspondence.
- The placement letter will be provided only after Police check & a recent passport size photograph are provided

STUDENT NEEDS TO BRING ALL RECEIPTS / EVIDENCE OF PAYMENT MADE AT THE TIME OF CERTIFICATE COLLECTION

Student Signature: _____

Staff Signature: _____



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Date:

MARKETING FEEDBACK FORM

From the following categories, Please tick your main reason for doing this course?

(Tick one box only)

- For self development
- I wanted extra skills for my job
- It is a requirement of my current job
- To change my course of study
- To get a better job or promotion
- To get a job
- To return to the workforce
- To start my own business
- To try a different career
- Others, Please Specify _____

From the following options, Please choose the way you came to know about
Australasian Lawrence Aged Care College Pty Ltd?

(Tick one box only)

- Australian Chinese News
- Bharat Times
- City Weekly
- Good Day India Monthly Magazine
- India – at - Melbourne
- India Voice
- Indian Link (magazine)
- Indian Student (Magazine)
- Indus Age
- Journal (Fairfax Group)
- Leader Classified
- Melbourne Times
- Parish Newsletter
- The Age
- The Page (Indian Magazine)
- The Star news group
- Word of Mouth (Through a Friend or Relative)
- Email alert from ALACC
- Others, Please Specify _____