

Enrolment Application Form – Short Courses



Personal Details			
Surname:		Title: Mr/Mrs/Miss/Ms/Dr	Date of birth:
First name:		Middle name/s:	
Home phone:	()	Work:	()
Email:		Mobile:	
Please note that all applicants are required to be 18 years or above			
Address			
Building/ property name:			
Flat/unit details:		Street or Lot Number (e.g. 205 or Lot 118):	
Street name:			
Suburb, locality or town:			
State/Territory (if applicable):		Postcode:	
Enrolment Details			
Course Name	Preferred day and times	Course code (office use only)	Fee
			Total
Enrolment options:			
<u>Credit card:</u> Phone: (02) 9793 8155 <u>Invoice:</u> Email: info@bankstowncc.edu.au		<u>Credit card, cheque, EFTPOS or money order:</u> Mail: PO Box 3004, Bankstown Square NSW 2200 In person: Level 1, 457 Chapel Road, Bankstown NSW 2200	

Office use only – Enrolment ID:		Date:	Receipt No:
Payment details – Make cheques and money orders payable to Bankstown Community College			
Method:	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> EFTPOS <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Invoice		
Card Number:	_____		
Cardholder's Name:	_____		
Expiry Date:	____/____	Last 3 digits at the back (CCV)	____
Signature:	_____		

Agreement

In signing this Enrolment Application Form you agree:

- That the information you have provided on this form is true, correct and complete.
 - That you have been provided with appropriate and sufficient information to make an informed decision about your enrolment in this course.
 - That you have read and understood BCC Institute's Privacy Policy. Information concerning students, including information submitted on the Enrolment Application Form will be used by BCCI or other authorised organisations for the purpose of general student administration, communication, state and national reporting, program monitoring evaluation. The information may be disclosed to the National Centre for Vocational Education Research (NCVER) and/or other authorised agencies and departments. The provision of this information is necessary for both enrolment and re-enrolment. Information provided will be held securely and disposed of securely when no longer needed. You may access your personal information by contacting BCCI.
 - That you have read and understood BCC Institute's Refund policy:
 - A. **Refund prior to course commencement**
 - 100% refund of course fees where BCCI cancels the course prior to commencement
 - 90% refund of course fees where the student withdraws 29 days or more prior to the course commencing
 - 80% refund of course fees where the student withdraws 8 - 28 days or more prior to the course commencing
 - 0% refund of course fees where student withdraws 0 - 7 days prior to course commencement.
 - B. **Refund after course commencement**
 - 0% refund where the student withdraws after commencement.
 - C. **Other circumstances where no refund (0%) will be provided**
 - If the enrolment is terminated because of a failure to comply with BCCI's policies
 - If a student has supplied incorrect, false or misleading information.
- BCCI may consider written requests for refunds due to exceptional circumstances and may increase the refund amount.**
- To provide BCC Institute with up to date and accurate contact details and notify them if anything changes.
 - To be bound by BCC Institute's Student Code of Conduct, and other student policies and procedures as well as National and State legislation and regulations including any variations that are made from time to time.