



PAYMENT DETAILS

CASH  CHEQUE  MONEY ORDER  BANK  MASTERCARD  VISA

CARD NAME

EXPIRY DATE  /

CARD NUMBER

SIGNATURE .....

**Marketing:** To assist in our marketing please tell us how you first found out about these courses:

- mbahcc.net website
- Paper Advertisement
- MCC Brochure
- Press release
- Friend
- Poster/Sign
- Job Network Provider
- Mail
- Other (please specify) .....

**STUDENT SIGNATURE**..... **DATE** .....

(PLEASE READ SECTION BELOW BEFORE SIGNING)

**Enrolment Terms and Conditions:**

- Courses are open for enrolment for all members of the community over the age of 15 years who accept the enrolment terms and conditions.
- It is your responsibility to ensure that the course as described will meet your needs before enrolling.
- Some Certificate courses may have prerequisites. Please enquire to ensure that you meet the entry requirements.

**Enrolments**

- Enrolments are confirmed when the enrolment form is accurately completed before starting the course and payment or initial payment is made.
- If places are available enrolments will be accepted up to the end of the day prior to the course starting.
- Enrolments for non-accredited courses are for the full course unless express permission is granted for partial completion.
- Enrolments for accredited courses are for the full qualification, for short accredited courses or for particular units of a qualification subject to places available

**Courses**

- The College reserves the right to change the advertised course details.
- The College reserves the right to cancel courses due to low enrolments or to alter the length of a course as agreed between trainer/tutor and students.
- Courses will start at the time, date and place advertised unless we contact you.
- Students must comply with all reasonable requests or directions by College staff and are bound by the conditions set out by the College Student Handbook

**Fees**

- Fees for Accredited courses are due at time of enrolment and by agreement may be paid by an initial deposit followed by regular instalments calculated over the duration of the course. This is recorded in a payment agreement between you and the College.
- Fee protection measures for students apply and initial deposits will not exceed \$1500.
- Fees for non-accredited courses are due at time of enrolment. (Materials may need to be purchased for some non-accredited courses at additional costs to the course fees and this will be noted in the course advertising material).
- Concessions are available on non-accredited courses where stated and on presentation of health care card, senior or student card.
- Accredited VET courses are GST free, all other non-accredited course prices include 10% GST.
- A \$25 fee is required to provide a copy of a Certificate or Statement of Attainment should you lose your original copy.

**Refunds**

- Where a course does not proceed due to lack of numbers, you will receive a full refund of fees paid.
- If we cancel, we phone you and offer you a full refund. If you cancel prior to the start of the course a full refund will be given
- No refunds will be given once the course has commenced except under special circumstances which can be discussed with the Manager.
- Requests for refunds due to a perceived failure of the College to meet the Standards for RTO's 2015 requirements or advertised outcomes will be treated fairly by reference to the Manager and appeal to the Management Committee. Please refer to the Complaints and Appeals policy available from the front office and the Student Information section of our website.
- If a refund is to proceed the student will need to attend the college for identification purposes to receive the refund.

**PRIVACY STATEMENT**

Information concerning students, including information submitted on this form will be used by Murwillumbah Community College or other authorized organisations for the purposes of general student administration, communication, state and national reporting, program monitoring and evaluation. The information may be disclosed to the National Centre for Vocational Education Research (NCVER) and/or agency authorized to undertake surveys. 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 the College on (02) 66726005.

**Murwillumbah Adult Education Centre Inc T/A Murwillumbah Community College ABN: 56 803 584 952**

A non-profit community- based Registered Organisation governed by a local Board; funded by NSW Department of Primary Industry.  
Registered Training Organisation 90044

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