

VET IN SSCE ENROLMENT FORM

VET in the Senior Secondary Certificates of Education (SSCE)

It is important you complete all aspects of this form as this will help us with managing your enrolment. If you have any issues with completion, contact us directly on (08) 8354 0839 or email us: info@ccp.sa.edu.au

Student Details

Student Name

In full

Gender

Date of Birth

Phone

Email

Address

Suburb

State

Postcode

SSCE Registration Number

USI

How did you find out about the CCP?

Previous Student

Yes

No

Parent/Guardian Details

Parent/Guardian

Name in full

Phone

Email

School Details

Name of School

Name of VET Coordinator

Phone

Email

Enrolment Details

Title of Course

Term

Day

Time

Year

Cost

Total including GST

Office use only

Conditions of Enrolment and Fees

- You acknowledge that this agreement takes effect at the time of your signing this enrolment form.
- Your place in a class is only guaranteed with a completed enrolment form signed by your Parent/Guardian and your VET Coordinator.
- VET students have the option of parents paying for the course, or the C.C.P. invoicing the student's school
- The balance of any fees paid will not be refunded after the term census date and you are liable for the full payment of the course. Please refer to the current schedule and note the term census dates.
- It is a policy of the CCP that in the case of a student withdrawing from a course after the 'term census date', refunds will not be made and the student is liable for any outstanding tuition fees for any classes enrolled.
- If for any reason a class in which you have enrolled cannot be conducted as scheduled, you will be notified. If there are no other suitable classes offered, then any fees and deposits that have been paid for that class will be refunded.
- In the event of any VET student withdrawing from any subject after the Term Census Date and within the first two weeks of the course commencement, the subject may be transferable to another VET student for a later term after full payment has been received by the C.C.P.
- If fee by installment has been negotiated with the C.C.P., this will incur an extra \$40.00 administration charge.
- Fee by installment is only available for one class per term.
- The C.C.P. reserves the right not to allow fee by installment.
- Refunds will not be given for any absenteeism in a class. You are most welcome to complete a missed session at a later time within the year however; this session should be attended within one calendar year of commencement and only if that class runs during that time.
- In the event of a suitable class not being offered at a later time, you are also welcome to transfer the pro-rated "refund" to facility use.
- Upon your successful completion of the course/s, you will be given a statement of attainment; statements of attainment will not be given to anyone with outstanding fees/debts.
- You agree to the C.C.P.'s extended Darkroom and Studio use policy.
- You acknowledge the C.C.P.'s Mission Statement.
- While attending the C.C.P., you agree at all times to use the equipment knowledgeably, safely and responsibly, and to clean up your space before you leave.
- You will report any breakages or mishaps (yours or others) immediately to the person in charge of the session at the time.
- Any breakages due to your negligence will be your responsibility to repair or replace, wear and tear notwithstanding. On no account will you attempt to effect repairs of any equipment.
- The Centre has Public Liability Insurance for personal misadventure that may arise whilst on the premises, however it will not be liable due to mishaps caused by your negligence or abuse whilst on the premises.
- The Centre is not responsible for theft of your items while attending any session - personal security is ultimately your responsibility.

PRIVACY STATEMENT: The information on this form is primarily used for administering your enrolment and communicating with you, creating a student file and de-identified statistical analysis. If you do not complete all sections your application could be delayed or not accepted. You have a right to access information that The CCP holds about you, subject to any legislative exceptions. If you wish to access or enquire about your personal information please contact The CCP. All VET students agree to have their grades disclosed to their schools/ listed parent/ guardian/ relevant government bodies (ie; SSCE board) for assessment/reporting purposes.

Payment of fees

How would you like to pay? Please invoice the school Parent/Guardian to pay direct to the CCP
 Invoice required Yes No

I am paying Payment in full
 Or \$100 Deposit for each course,
 Or part payment of \$

Method of payment Cheque Cash Credit Card EFT

Cheque / Credit Card Number **Expiry**

Name on Cheque / Credit Card **CVC**

Cardholder signature **Mastercard
 Visa**

Card details will be used to process tuition fee charges according to the fee policies outlined in the Payment of Fees above.

Agreement

The signatory agrees to abide by the conditions outlined above

Student Signature **Date**

Parent/Guardian Signature **Date**

Vet Coordinator Signature **Date**

