



Nicholson Street Community House Student Enrolment Form 2010

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Phone 9386 8377

32 Nicholson Street, Coburg East 3058

Course(s) _____

_____ Advertised Starting Date(s) _____

First Name _____ Surname _____

Preferred Name _____ Gender _____

Address _____

_____ Postcode _____

Phone (H) _____ (W) _____ (Mob) _____

E-mail _____ Date of Birth _____

Country of Birth _____ Home Language _____

Do you wish to be put on our mailing list to receive the Term Programme? Yes No
 If **yes** how would you like to receive the Programme? Post E-mail

EMERGENCY AND MEDICAL DETAILS

Medical information is collected to assist in the management of a medical or other emergency. Information you provide may help ensure that medical emergencies are avoided, or best-handled. In the event of a major or apparent medical emergency an ambulance will be called.

Please note: information you provide in this section will be provided to your tutor. It will not be made available to other participants.

Who should we contact in the event of an emergency?

Name _____ Phone Number _____

Have you been diagnosed with any of the following chronic medical conditions?

Diabetes Angina/Heart Disease Epilepsy Severe Allergies Asthma
 Carpal Tunnel Syndrome (RSI) Back injury Other _____

NSCH is committed to the continued health and safety of all tutors and House users. **Tutors may need to move or set up furniture and equipment for your class, and are required to ask for assistance.** Is there a medical reason that would prevent you being able to assist? Yes No

Is there any other medical information that your tutor should know (such as required response to a particular medical emergency, inability to sit for long periods)? Yes No

If "Yes", please list on the back of this form or on a separate sheet (which must be stapled to this form).

DECLARATION

I have read and understood the House Enrolment and Fee Policy Statements, printed overleaf; and I agree that any medical details listed above may be provided to my tutor for reference in an emergency.

Signature _____ Date _____

Please Note: Classes may start later than the advertised date. Refunds will be arranged only when a class is cancelled due to insufficient enrolments, or where a Medical Certificate has been supplied.

Office Use Entered on database:	
Medical details provided to Tutor:	

Other Medical Details

Nicholson Street Community House staff [including tutors] are not trained medical professionals. You should provide any details that may help to identify or manage a medical emergency arising from an existing condition. Unless staff are certain it is not necessary, an ambulance will be called.

Enrolment Policy

- ◆ Enrolment in a course will only be recognised once a completed enrolment form and course deposit have been received.
- ◆ Enrolments will be processed in the order in which they are received at the House. Should a course be over-booked, extra participants will be contacted and given the option of being placed on a waiting list.
- ◆ Participants who will have their fees paid by an employer or support agency are required to supply written confirmation, or the contact details of the payee upon enrolment.
- ◆ Student enrolment information remains the property of Nicholson Street Community House and will not be shared with any other agency, aside from statistical requirements of funding bodies. Tutors will only be given the names and contact phone numbers of students on their class lists.
- ◆ Students who opt to withdraw from funded programmes will be required to complete a withdrawal form.
- ◆ It is the responsibility of the student to ensure they are of sufficient health and physical fitness to participate in a programme. Students who have health problems or physical disabilities should consult a medical professional prior to enrolment.

Nicholson Street Community House reserves the right to terminate the enrolment of any student whose behaviour is violent, aggressive or offensive to another student or staff member.

Fee Policy

- ◆ All enrolments require a \$20 deposit. In the event of a cancellation, your deposit will only be refunded once another enrolment has been taken.
- ◆ All course deposits are held securely until the course commences. In the event of a course being cancelled, deposits will be refunded in the same form in which they were paid.
- ◆ Students claiming a concession fee, where applicable, will be required to show a valid healthcare or pension card.
- ◆ Fees for all courses are payable at the commencement of the course. Students who wish for an extension of time, or an instalment arrangement, should speak to House Co-ordinator upon enrolment.
- ◆ Receipts for all fees will be issued through the office.
- ◆ Refunds will only be given to students withdrawing on medical grounds. A medical certificate will be required in these circumstances.
- ◆ Students who have queries regarding fee payments should contact the Co-ordinator, not their tutor.
- ◆ Failure to pay outstanding course fees may result in the student being denied enrolment to future courses and activities.

Privacy Statement

Nicholson Street Community House (NSCH) provides a range of services to those accessing the House. In accordance with the *Information Privacy Act 2000*, NSCH is committed to providing a quality service, which includes protecting the privacy of every participant enrolled in our programmes.

Personal information held by Nicholson Street Community House may include your name, address, contact telephone numbers, country of birth, your preferred language and medical/emergency details.

NSCH collects personal information from you when you enrol in a course or activity. Some of the information collected is used to provide statistical information to funding bodies about the people who are using our service. This information is collated in **raw data only**, which does not identify individuals but are statistical collections for the above purpose.

Personal details such as name, address and contact details will **not** be disclosed to any third party without prior consent from the individual or agency concerned.

House Membership

All students enrolling for a course at Nicholson Street Community House automatically become Members of the House. House membership entitles you to: attend House meetings, nominate for and elect the Committee of Management, receive programme mail-outs each term, receive invitations to special House events, and participate in planning forums.