



STUDENT ENROLMENT FORM

FILL IN YOUR DETAILS BELOW:

FIRST NAME

LAST NAME

DATE

USI NUMBER: _____

TITLE: Mr Mrs Ms Miss

Date of Birth: ____/____/____

Home Phone: _____ Work Phone: _____

MOBILE: _____ FAX: _____

Email (write it in block letters): _____

ADDRESS:

Are you an Australian Citizen or Permanent Resident? YES NO

Are you of Aboriginal and/or Torres Strait Islander origin? YES NO

If yes, please specify if Aboriginal, Torres Strait Islander or both _____

In which country were you born?

Do you speak a language other than English at home? YES NO

If yes, please specify the language spoken: _____

How well do you speak English? Very Well Well Not Well Not at all

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For Office Use:

1. Student Database: _____
2. Online System: _____
3. Account System: _____



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Have you previously completed any Units of Competency from a VET course?

YES NO

If you answered yes please complete below and provide a copy of your certificate or Statement of Attainment to the school.

Qualification

Code	Title	Date completed	VET Provider

Units of Competency

Code	Title	Date completed	VET Provider

Do you consider yourself to have a disability or long term impairment? YES NO

If yes, please indicate type of disability:

Acquired Brain Injury Hearing Intellectual Learning

Medical Condition Physical Mental Illness Vision

Other (please specify):

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STUDENT ENROLMENT DECLARATION AND AGREEMENT

I, the undersigned, declare and agree as follows:

1. That the information entered on this form is, to the best of my knowledge, true, correct and complete.
2. While a VET student at Thornlie SHS, I agree to be bound by the code of conduct, policies and procedures of Thornlie SHS while I remain an enrolled student.
3. I agree to comply with any and all reasonable instructions given to me by staff members of Thornlie SHS.
4. I authorize and approve of the release of details of my course and grades at Thornlie SHS to education institutions, government bodies and academically relevant professional bodies.
5. If Thornlie SHS is required to by law, it may disclose student details to State and Commonwealth authorities.
6. I declare that I do / do not have any existing condition or injury which may prevent me from either participating in learning and assessment at Thornlie SHS or performing functions associated with vocational placement. I agree to provide full details of any such limitations to Thornlie SHS staff.

I, the undersigned, do hereby accept the offer of a position in the course

(Course name)

And agree to abide by the above conditions of acceptance

I further acknowledge receipt of a copy of the privacy statement by Thornlie SHS

Name of Parent/Guardian and the signature:

.....
Date:

Thornlie SHS
Staff Name and signature

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.....
Date:

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STUDENT ENROLMENT CHECKLIST

Thornlie SHS member of staff enrolling a student is to ensure the following checklist has all been done:

	<u>Yes</u>	<u>No - n/a</u>
• Student to receive an application form, a student handbook and an enrolment form.		
• Student to complete all parts of the application form		
• Parent/Guardian to sign the application form		
• Thornlie SHS staff member to sign the application form		
• Student to read the student handbook		
• Student to complete all sections of the enrolment form		
• Parent Guardian to sign the enrolment form		

Checked by :.....
(Thornlie SHS staff member, name, sign and date)

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POST-ENROLMENT EVALUATION

Thank you for enrolling as our student. Below please find a post enrolment evaluation which will help us serve you better in future.

Scale	Not at all	Not very well	Fairly well	Very well	Extremely well	Y	N
	1	2	3	4	5		
	Poor	Fair	Good	Very good	Excellent	Yes	No

If any question is not relevant to you please select not applicable (N / A).

Please put a mark in the box you agree with.

Please tell us about your enrolment process	1	2	3	4	5	N / A
Well planned and organised?						
Took the amount of time you expected						
Clear and easy to follow instructions throughout the process?						
Staff were friendly						
Staff were helpful whenever you got stuck						

Please tell us about our terms and conditions in the enrolment form	Y Yes	N No
Did you have a full understanding of our terms and conditions when you signed your enrolment form?		
Did staff clarify wherever you had questions or doubts?		
Did you fully understand our terms and conditions during the application process		

Any additional comments

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Thank you once again for taking the time to complete this post enrolment evaluation form and have an outstanding day.

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