



CAMDEN HAVEN COMMUNITY COLLEGE INC
Cnr Bonser Lane & Laurie Street, PO Box 301, LAURIETON, NSW, 2443
Phone: 02 6559 6699 Fax: 02 6559 6727 Email: chace@tsn.cc Web:
www.chace.org.au

ENROLMENT AND REFUND INFORMATION SHEET

PLEASE READ CAREFULLY

- All students will be asked to fill out an Enrolment form each time they commence a course.
 - If a course is already full your enrolment will be returned / re-credited immediately, unless you redirect it to another course. We will call you.
 - If **WE** cancel a course we will refund by cheque or re-credit your credit card.
 - If **YOU** withdraw your enrolment at least 2 weeks prior to the course your fee will be refunded..
 - **NO REFUNDS** can be given or transfers accepted within 5 working days of the course start date, as course funds are then committed, your place is reserved and we cannot refill it.
 - **NO REFUNDS** for Distance Education Courses, On-line Courses or any course, training or event that is externally arranged where the college has committed fees or funds prior to the start.
 - Where extreme circumstances prevent attendance, a session / lesson transfer may be arranged, at the discretion of the Manager.
 - **Once you send payment you are enrolled unless we tell you otherwise. WE DO NOT CONFIRM ENROLMENTS. Please note the date, time and location of the course as advertised.**
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CERTIFICATES (for Accredited Courses)

- Students will need to provide some form of photographic identification (driver's licence, passport, etc.) with their full legal name on it. This is a requirement for issuing of Certificates and Statements of Attainment.
- Other documentation may need to be provided if the training offered is supported by public funding.
- Students who successfully complete the requirements of our accredited courses will receive a Certificate or a Statement of Attainment.
- Recognition of Prior Learning (RPL) is available. If you wish to have prior experience recognised please contact us for further information.
- As part of the requirements for running accredited courses the College has Assessment Grievance Policies. If you wish to obtain a copy please contact us or view them at www.chace.org.au.

COURSES AT OTHER VENUES

Some of our courses are arranged with other organisations. We do not have control over the venue, the dates, or changes in these, but we will do our very best to ensure your needs are accommodated.

PUBLIC HOLIDAYS

If a session of your course falls on a public holiday it will not be conducted on that day and your course will be extended by one session or by arrangement with the tutor.

CHILDREN

Children cannot accompany participants into adult classes, both for the child's sake and for the comfort of other participants.

DISABLED ACCESS

The College has disability access and conveniences. Please inform us in advance if you have special needs.

OFFICE HOURS

Monday to Friday. 8.30am-3.30pm. Reduced hours during school holidays.

YOUR COURSE DETAILS

COURSE NAME: _____

DATE: _____ **TIME:** _____

VENUE: _____

WHAT DO I NEED TO BRING? _____
