

PRE-ENROLMENT BOOKING FORM & ELIGIBLTY CHECK (INDIVIDUAL)

COURSE NAME		COURSE CODE:	
BOOKING DATE:		COURSE DATE/S:	
		COURSE TIMES:	AM - PM
COURSE LOCATION:			
FIRST NAME:			
SURNAME:			
ADDRESS:			P/CODE:
PHONE NUMBER:		MOBILE NUMBER:	
EMAIL ADDRESS:			

HEAVY VEHICLE COURSES ONLY

DRIVERS LICENCE NUMBER:	ISSUING STATE:	LICENCE EXPIRY DATE:
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Special needs, please complete the following questions so that we can ascertain if you will require any assistance during this course. Providing this information will not disadvantage your application, This information is collected to ensure that we provide appropriate information on the support services available to students.

WHAT IS YOUR HIGHEST COMPLETED SCHOOL LEVEL YEAR 12 YEAR 11 YEAR 10 YEAR 9 YEAR 8

DO YOU SPEAK A LANGUAGE OTHER THAN ENGLISH AT HOME? YES, (PLEASE SPECIFY) _____ NO, ENGLISH ONLY

IF ENGLISH IS NOT YOUR FIRST LANGUAGE, HOW WELL DO YOU SPEAK ENGLISH Very Well Well Not Well Not At All

DO YOU CONSIDER OR HAVE YOU BEEN DIAGNOSED WITH A DISABILITY, IMPAIRMENT OR LONG TERM MEDICAL CONDITION, if so please specify:

COURSE FEES & PAYMENT TERMS:

All courses require a **position holding deposit of 50%** you will be advised of the amount at the time of booking. The balance will be required prior to final assessment. **Facilities include EFTPOS, Credit Card, Cash or Cheque.**

CANCELLATIONS / NON ATTENDANCE / REFUNDS:

In the event of **cancellation** or **withdrawal** from this course a minimum of **72 hours- notice is mandatory**, Dependent upon circumstances, students may be offered an alternative date for training. If you do don't wish to reschedule 10% of the deposit will be retained by 1 Stop Driving School for administration fees, the remainder of the deposit will be returned to the original payee. There is no charge for a student to transfer to an alternative date.

If 1 Stop Driving School cancels the training course, then a full refund will be returned to the payer.

In the event **notification of cancellation is not received** by 1 Stop Driving School and/or the student **does not attend** training, the full course fee may be applicable. The student/client is liable for full course fees upon non-attendance and will be invoiced accordingly.

REFUNDS - A time frame of up to ten (10) days is required to process refunds, any course materials or resources supplied to students are to be returned to 1 Stop Driving School upon cancellation, alternatively the cost of the materials will be invoiced to the client.

By signing here I hereby agree to the above terms and conditions and request the fore mentioned position is held.

SIGNATURE:



NAME:

DATE

APPLICANT IS TO RETAIN A COPY OF THIS FORM FOR THEIR RECORDS

Please return this booking form to: **1 Stop Driving School:**
PO Box 784 Yarrowonga, Vic 3730
 or Email: bookings@1stopdrivingschool.com.au
 Phone: 03 5744 2316

If paying by credit card please provide details below:

Type of card: Visa MasterCard

Name On Card:

Card Number:

Expiry Date:

/

3 Digit Security Code:

Signature of card Holder:



BANK ACCOUNT DETAILS: CBA – BSB:063 537 ACCOUNT NO: 10154147 ONE STOP DRIVING SCHOOL

Are you eligible for Government Funded Training? - see page 3

Office Use Only

PAYMENT OF \$

RECEIVED BY

DATE:

Visa MasterCard Eftpos Cheque Cash

Invoice / Receipt Provided YES No

Invoice Number:

The Victorian Training Guarantee is making vocational education and training more accessible to people who do not hold a post-school qualification, or who want to gain a higher level qualification than they already hold. Now is the ideal time to make a start on obtaining new skills or upgrading existing skills.

Government-subsidised training places are available to people who meet the specific eligibility criteria.

AM I ELIGIBLE FOR A GOVERNMENT SUBSIDISED TRAINING PLACE?

Complete the following checklist to determine your eligibility, alternatively you can check your eligibility at the [Victorian Skills Gateway Eligibility Indicator](#),

ELIGIBILITY ASSESSMENT

Please complete the following questions to determine your eligibility for subsidised training.

Training services are provided to Eligible Individuals with funds made available by the Victorian and Commonwealth Governments. To be eligible for Victorian and Commonwealth Government subsidised training, you must be a **resident of Victoria**

STEP 1	Are you an Australian Citizen or a New Zealand Citizen or Holder of a Permanent Visa <input type="checkbox"/> Yes – go to step 2 <input type="checkbox"/> No – not eligible
STEP 2	Are you enrolled in a school, detained in a youth justice facility, held in prison or detained in Thomas Embling Hospital? <input type="checkbox"/> Yes – not eligible <input type="checkbox"/> No – go to step 3
STEP 3	What age are you on the 1st January 2015? <input type="checkbox"/> Under 20 years of age – go to step 6 <input type="checkbox"/> Over 20 years of age – go to step 4
STEP 4	Have you previously completed any formal qualifications? <input type="checkbox"/> Yes – go to step 5 <input type="checkbox"/> No – go to step 6
STEP 5	Are you enrolling in a course that is a higher qualification level than the previously completed qualification (i.e. learner holds a Cert II and is enrolling in Cert III qualification) <input type="checkbox"/> Yes – go to step 6 <input type="checkbox"/> No – not eligible
STEP 6	Not including the course/s you are seeking to enroll in now, how many other government subsidised courses have you “enrolled to undertake” this year? Include training you have enrolled in to undertake at this and other training providers but not started yet. Note: A learner can only undertake a maximum of two (2) government funded courses in 2015 <input type="checkbox"/> Two(2) or more – not eligible <input type="checkbox"/> One(1) – go to step 7 <input type="checkbox"/> None(0) – go to step 7
STEP 7	Not including the course/s you are seeking to enroll in now, how many other government subsidised courses are you undertaking training in at the moment <input type="checkbox"/> Two(2) or more – not eligible <input type="checkbox"/> One(1) – go to step 8 <input type="checkbox"/> None(0) – go to step 8
STEP 8	In your lifetime, how many government subsidised courses have you started (commenced) that are at the same level as the one you are applying for now? Note: A learner can only undertake a maximum of two (2) government funded courses at the same AQF level in their lifetime.(i.e. Certificate III) <input type="checkbox"/> Two(2) or more – not eligible <input type="checkbox"/> One(1) – eligible go to step 9 <input type="checkbox"/> None(0) – eligible go to step 9
STEP 9	Contact our office for further information (03) 5744 2316