

Registration Form

Please complete this form and send to the Sydney Coffee Academy, Ryde College, 250 Blaxland Road, RYDE, NSW, 2112.
Ph. 02 9448 6140 or Fax 02 9809 3346

Program details

COURSE NUMBER AND NAME _____
COLLEGE _____ DATE _____ COST \$ _____

Personal details

Mr/Ms/Mrs/other _____ Family Name _____
First Name _____ Middle Name _____ DOB _____
Address _____
Suburb _____ Postcode _____
Home phone _____ Work phone _____ Fax _____
Mobile _____ Email _____

Are you of Aboriginal or Torres Strait Islander origin? No Yes, Aboriginal Yes, Torres Strait Islander

Do you consider yourself to have a disability, impairment or long term condition? No Yes

If **YES** place a cross in an applicable box listed below

Vision Hearing/Deaf Physical Intellectual
 Medical Condition Mental Illness Acquired Brain Impairment
 Learning Other

Do you require assistance because of this disability, impairment or long term condition from a TAFE NSW Teacher Consultant?

No Yes

Citizenship and Residency

I am an Australian citizen a New Zealand citizen an Australian permanent resident
 An Australian temporary visa holder and my visa sub-class is _____
 Not residing in Australia a Permanent humanitarian visa holder

Payment details

Only to be completed if payment has not been made

Cheque/money order made out to TAFE NSW – Northern Sydney Institute Amount \$ _____

MasterCard Visa

Card Number

Expiry Date

/

Name on card _____ Signature _____

Student Declaration – I acknowledge that it is a condition of my enrolment that I abide by all TAFE NSW policies and procedures. I have read the section titled *Management of Risk of Harm to Students and Staff*. I also acknowledge that it is a condition of my enrolment to advise the Campus Manager, a TAFE Counsellor or my Head Teacher if I have a history of violence. I confirm the accuracy of the information I have provided on this registration form and acknowledge providing any false information and/or failing to disclose any relevant information, including any history of violence, may lead to the immediate termination of my enrolment at TAFE NSW. I acknowledge that the information provided on this registration form and that which will be collected by TAFE NSW throughout my enrolment will be used by TAFE NSW in accordance with the information handling practices documented in the Student Privacy. By lodging this registration form I accept the conditions outlined in the Registration Information and Conditions.






Signature of Student _____

Date ____/____/____

Day Month Year

Privacy statement: The information supplied on this form is needed by TAFE NSW – Northern Sydney Institute to manage your registration and program participation. TAFE NSW will use the information to notify you of future programs and events. If you do not wish to receive such information, please advise the course coordinator. No personal information will be disclosed outside TAFE NSW without your express consent, except where required by law.

Five easy ways to register

- 1 Online**
Visit our website www.sydneycoffeeacademy.com.au
To register, search for your course of interest and follow instructions.
- 2 By fax**
Complete this registration form and fax to the Sydney Coffee Academy on 02 9809 3346.
Registration by fax can only be accepted using payment by MasterCard or Visa.
Sign the registration form authorising TAFE NSW to process your payment.
If prerequisites are needed for your chosen program, include the relevant documentation.
- 3 By mail**
Complete this registration form and send to appropriate college at address below.
Sign the registration form authorising TAFE NSW to process your payment.
If prerequisites are needed for your chosen program, include the relevant documentation.
Make sure you include your cheque, money order or credit card details.
- 4 By phone**
You may register by phone between 9am and 5pm Monday to Friday.
Have your program details ready when you phone. Contact your College on 131 674.
You can only register by phone if you are paying by MasterCard or Visa.
- 5 In person**
Visit the Customer Service Centre at the college where your program is being held.
College addresses are listed below.
Our offices are open from 9am to 5pm Monday to Friday.
If prerequisites are needed for your chosen program, please bring the relevant documentation.
We accept cheque, money order, credit cards (MasterCard and Visa only) and EFTPOS.
Cash cannot be accepted.

Registration Information and Conditions

How to register

- Choose your program. Check all dates, times and program details before you register.
- Registration and payment are required to confirm your place.
- Payment and registration must be received before the program begins.
- Complete the registration form and register using one of the five easy ways to register (see above).
- Make cheques and money orders payable to:-
TAFE NSW – Northern Sydney Institute.

Refunds and cancellations

- Cancellations notified in writing more than 7 days before the program begins are eligible for a full refund.
- Cancellations notified within 7 days of the program will not receive a refund; however, a substitute may attend in your place.
- If a program is cancelled you are entitled to a full refund.
- If you register and pay within 7 days of the course commencement date you will not be eligible to a refund.

Program commencement and confirmation

- NSI reserves the right to cancel a program if there are insufficient enrolments.
- Where there is only one date for a program, additional programs may be offered if there is enough demand. You can register your interest in attending a program.

General Information

- Program prices, dates and times are subject to change without notice. Please check with the college offering the program.
- All fees must be paid before the program begins. If fees are not paid within 7 days of the program starting, a 10% surcharge may be levied.

Public Holiday – No classes are conducted on public holidays.

Management of Risk of Harm to Student and Staff

TAFE NSW is required by law to ensure the health and safety of students, staff and visitors on our premises. In order to meet these legal obligations it is necessary for us to access and manage any known risk of violent behaviour. If you have a history of violence that may suggest that you could pose a current risk of any type to TAFE students, staff and/or visitors it is a condition of your enrolment to advise the Campus Manager, a TAFE Counsellor or your head teacher prior to attending your first class.

For these purposes 'violence' is not restricted to physical acts. It includes any behaviour in the last ten years that seriously interferes with the physical or psychological safety and well being of other such as:

* Actual violence to any person

* possession of or use of a weapon or any item with the intention to cause harm or injury to others

* Threats of violence or intimidation of others

* suspension or expulsion from any school or educational institute for violent or aggressive behaviour

TAFE NSW is committed to offering vocational education and training to the entire community. Following your advice of a potential risk, we will carry out an assessment of the current risk and, if necessary, provide support and a management plan. Only in exceptional circumstances will a risk assessment lead to exclusion from enrolment. It is our aim to provide an appropriate, safe environment to suit every student's needs and maximise your success in your studies.

BRADFELD
192 Pacific Highway
Crows Nest NSW 2065
Fax: 02 9448 4208

CROWS NEST
149 West Street
Crows Nest NSW 2065
Fax: 02 9448 4451

HORNSBY
205 Pacific Highway
Hornsby NSW 2077
Fax: 02 9472 1575

MEADOWBANK
See Street
Meadowbank NSW 2114
Fax: 02 9942 3555

NORTHERN BEACHES
154 Old Pittwater Road
Brookvale NSW 2100
Fax: 02 9941 5220

NORTH SYDNEY
213 Pacific Highway
St Leonards NSW 2065
Fax: 02 9942 0444

RYDE
250 Blaxland Road
Ryde NSW 2112
Fax: 02 9809 3346