

Student Entry Procedure

1. Student reads all information on website, student handbook and VET student loan information then submits online enquiry form or phones/emails administration to receive further information.
2. Students receive information and are offered to meet with the Training Coordinator for an information session and to view facilities. This time is allocated to assist with further questions regarding training and enrolment.
3. Students complete enrolment forms and return these to the Training Coordinator. Student attends an interview session where the Training Coordinator ascertains the students ability to undertake required studies. If student doesn't have a Senior Secondary Certificate of Education that has been awarded by the state (Year 12 Certificate) or have an AQF qualification at level IV or higher, this will include a Language, Literacy and Numeracy test. Student is able to ask questions for clarification on all aspects of course.
 - *PLEASE NOTE: If a student is planning to study their chosen course via Distance Education they will not always be able to come in and meet the Training Coordinator or view our premises. Alternatively a Verification Call is completed with students in place of an interview.*
4. CEO and Operations Manager discuss with the Training Coordinator the enrolment application and interview information to ensure prospective students have all relevant information including:
 - Enrolment form and USI number.
 - Identification (copy of citizenship papers if not born in Australia).
 - Training terms and Conditions.
 - Acceptable use of Wifi Policy agreement
 - Acknowledgement of video and photography acceptance
 - Any declarations if applicable
5. Once students have returned all information and viewed facilities they are informed of their acceptance into the chosen course
6. Training Coordinator discusses special needs, uniform sizing, Learner Handbook, Induction and VET Student Loan information. Enrolment check list is signed by student support staff member.
7. Contour College will then send the Department of Education your information and the Department will send you information on how to apply for your VET Student Loan.

8. Student checks eligibility for loan then applies on line using password sent by Department of Education.
9. If under 18, student prints off application form, has parent sign and provides a copy to Contour College
10. Student receives Confirmation of Enrolment letter and email from Contour College.
11. Student confirms acceptance of place in class and commitment to course.
12. Student attends induction session and meets the training staff.
13. Student receives locker key, uniform, student ID number, training programs, student folder and learning materials.

If you are considering enrolment and would like more information please contact our staff on the below details:

Phone: 02 4353 0815

Email: admin@contourcollege.com.au