

COFFS COAST COMMUNITY COLLEGE

HOW TO ENROL

ONLINE

Go to: www.ccae.nsw.edu.au

Complete your enrolment form via our secure site and include your Mastercard or Visa details, or pay by direct deposit

IN PERSON

Coffs Coast Community College
66-90, Level 1 City Square, Harbour Drive, Coffs Harbour
(entrance between Specsavers Optometrist and Little Einstein)
Office hours are: Monday to Friday 9:00 am to 4:00 pm

BY POST

Fill out the enrolment form and post with cheque or money order made out to CCCC, then post to:

Coffs Coast Community College
PO Box 1930, Coffs Harbour 2450

BY PHONE

02 6652 5378 between 9:00 am and 4:00 pm

BY FAX

02 6651 7183

CONDITIONS OF ENROLMENT

- ◆ **Your enrolment is not finalised until payment has been made.** If you cannot pay in full at time of enrolment you will need to negotiate a formal payment plan with the Manager.
- ◆ Upon payment, please assume your enrolment is finalised. You will be notified of any changes or cancellation if necessary.
- ◆ **If you cancel your enrolment**, five working days notice is required to receive a full refund, otherwise an admin fee of 10% (max \$20) will be deducted. If **we** cancel the course, we will refund, in full, any fees already paid for this booking.
- ◆ Notification of cancellation will only be given to students who have paid.
- ◆ There will be an extra cost in some classes for materials. Please check with the office staff.
- ◆ CCCC reserves the right to cancel, shorten or vary courses.
- ◆ You must comply with the Student Code of Conduct as published in the Student Information Handbook. If you have misplaced or have not received your Student Information Handbook, it is your responsibility to request a copy from the Administration Staff. Failure to comply with the Student Code of Conduct could lead to expulsion from class without refund.

Version	Original	7	8	9	10	11	12	13	14	15
Date	13.05.05	02.04.08	17.06.08	12.09.08	27.01.09					