great careers start here ...

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CONTACT YOUR NEAREST C.Y. O’CONNOR INSTITUTE CAMPUS

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  E: moora@cyoc.wa.edu.au
  Lot 242 Berkshire Valley Road Moora WA 6610

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  E: narrogin@cyoc.wa.edu.au
  59 Fortune Street Narrogin WA 6312

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  Lot 1 Hutt Street Northam WA 6401

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Future Skills WA
ENROLMENT INFORMATION
It is our aim to provide you with a great student experience while studying at C.Y. O’Connor Institute.

Once you have determined the course that you wish to study please contact any Institute Campus to start your enrolment process. Prior to enrolment you may be required to have an interview with the relevant lecturer to discuss course entrance requirements, where the lecturer will explain how the course is delivered and what assessments you will be required to complete. The lecturer will also discuss with you the units of competency that you will need to enrol in, to get you started.

When speaking to the lecturer you should take the opportunity to discuss if you are eligible for Recognition of Prior Learning (credits for work experience you may already have) or credits for any Qualifications or Statement of Attainment previously completed with other Registered Training Organisations. You should also discuss with the lecturer any specific support requirements that you may need such as disability support services or access and equity issues.

If you require any further information on Recognition of Prior Learning please contact your nearest Institute campus for a brochure.

A Customer Service Officer will complete your enrolment and arrange to take payment. Should any books be required the Customer Service Officer can arrange your purchase or you can contact our Bookshop Officer directly on 9622 6744.

CONCESSIONS
You may be entitled to the concession rate on course fees if you meet any of the following criteria:
- Pensioner Concession Card
- Repatriation Health Benefits Card issued by Department of Veterans’ Affairs
- Health Care Card

Person and dependants of persons in receipt of:
- AUSTUDY or ABSTUDY
- Youth Allowance

Secondary school aged persons, who were born on or after 1 July 1997 and are at least 15 years old, are also eligible.

If the concession is valid for the full enrolment period, then all eligible units commenced within that period attract the concession rate. If the concession is valid for part of the enrolment period, then only eligible units commenced prior to the expiry of the concession attract the concession rate.

PROOF OF RESIDENCY
To be eligible for publicly funded training, you will need to provide customer service staff with evidence at the time of enrolment. Proof of Residency can be:
- Medicare Card (Green)
- Australian Passport
- Australian Birth Certificate or Extract
- Australian Citizenship Certificate
- Overseas Passport with appropriate study visa entitlements
- Commonwealth Health Care Card
- Commonwealth Seniors Health Card

ENROLMENT POLICY, FEES & CHARGES
IN 2015, THE COMMONWEALTH GOVERNMENT LEGISLATION REQUIRES ALL STUDENTS ENROLLING OR COMPLETING A QUALIFICATION IN 2015 TO HAVE A USI. CUSTOMER SERVICE STAFF CAN ASSIST YOU IN OBTAINING YOUR USI OR YOU CAN ACCESS WEBSITE www.usi.gov.au AND PLEASE PASS YOUR USI ONTO YOUR NEAREST CAMPUSS ADMINISTRATION STAFF FOR VERIFICATION.

C.Y. O’Connor Institute is administered by a State Government Agency.

Enrolment is not complete until all fees and charges have been paid, deferred payment arrangements have been made or fees and charges have been waived.

PAYMENT OPTIONS
In order to be considered as an enrolled student your fees must be paid in full.
- Cash, EFTPOS, cheque or credit card (MasterCard/Visa only) payments can be made in person, or over the phone at any of the Institutes Campuses. Alternative payment options such as direct deposits and Centrelink payment deductions can be arranged. Should your employer be paying your fees our Customer Service staff can make the necessary arrangements. If you are experiencing financial hardship, payment plan options are available. VET FEE-HELP is also available for certain Qualifications. For more information on payment options please contact your local campus.
- Attendance at a learning activity may be refused if evidence of an enrolment and payment of fees cannot be produced. C.Y. O’Connor Institute reserves the right not to conduct assessments or provide results if you are not enrolled and/or have not paid fees.

COURSE FEE STRUCTURE FOR 2015

<table>
<thead>
<tr>
<th>CATEGORY OF ENROLMENT</th>
<th>FEE RATE PER NOMINAL HOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Non-concession student</td>
</tr>
<tr>
<td>Diploma or Advanced Diploma</td>
<td>$5.67</td>
</tr>
<tr>
<td>Apprenticeships, Traineeships, and Priority Industry Qualifications</td>
<td>$3.09</td>
</tr>
<tr>
<td>General Industry Training (Up to Certificate IV)</td>
<td>$4.65</td>
</tr>
<tr>
<td>Foundation Skills Courses</td>
<td>$0.21</td>
</tr>
<tr>
<td>Recognition of Prior Learning</td>
<td>$2.50</td>
</tr>
</tbody>
</table>

For secondary school aged persons (in 2015, these students will be born on or after 1 July 1997 and must be at least 15 years old), the maximum course fee chargeable in 2015 is $410. This maximum applies to the total course fees for one or more courses for both concessional and non-concessional students.

RESOURCE FEES
- are materials purchased by the Institute to be consumed or transformed by you in the course of instruction. The resource fee also covers items essential to the course of study.
- Any equipment that will be retained by you as your own personal property must be purchased separately.

COLLEGE DISCRETIONARY FEE
A $25.00 non-refundable fee will be charged per semester to cover costs for goods and services that are not essential to the course such as postage, assignment cover sheets, reply paid envelopes etc.

WITHDRAWALS
Any applications for withdrawals and refunds must be done before your census date*, which is stated clearly on your enrolment receipt. If you withdraw after your census date*, you are no longer entitled to any refund.

*Contact your nearest Institute campus.