

SKILLS COURSE APPLICATION FORM

Personal details

Full Name: _____ Student Number: _____

Address: _____

Suburb: _____ Postcode: _____

Phone (H) : _____ (M) : _____

Email: _____

Emergency Contact Name: _____ Phone: _____

Year of Study: 1st Year 2nd Year 3rd Year 4th Year +
 Post-Grad Foundation Year

Attendance pattern: Part-time Full-time
 Local student International student Country: _____

Gender: Male Female

Age: < 19 20-24 25+

Faculty: Arts & Social Sciences Built Environment
 Commerce & Economics Engineering
 COFA ADFA AGSM
 Law Medicine Science

Country of Birth (if other than Australia): _____

Languages Spoken (fluently, if other than English) _____

How did you hear about this Arc program?

Arc Website Blitz Magazine Diary Word of Mouth Posters/Flyers
 Email List Other

Would you like to receive fortnightly email updates on Student Development programs? Y / N

Privacy Statement

The Arc respects your privacy.

The information that you provide on this form is collected for the purpose of processing your application to join the Arc's course database and will be held with the strictest confidence. This information will only be used for the purpose for which you have provided it and will not be used for any other purpose, or forwarded to third parties, without your explicit consent, except as required by law.

You have a right to access, review or change the personal information you have consented to provide the Arc, and may contact us at privacy@arc.unsw.edu.au or on 02 9385 7703 to facilitate such a request.

Arc @ UNSW Limited

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UNSW Student Life

Employability Skills Courses

(Circle and complete the details of the course)

<input type="checkbox"/> Bar Skills	Date: / /
<input type="checkbox"/> Responsible Service of Alcohol	Date: / /
<input type="checkbox"/> First Aid	Date: / /
<input type="checkbox"/> Barista	Date: / /
<input type="checkbox"/> Barista & Coffee Art	Date: / /
<input type="checkbox"/> Responsible Conduct of Gambling	Date: / /

Cancellation

Arc @ UNSW reserves the right to cancel classes due to lack of numbers. Your course fee will be refunded in full (by cheque) or you may transfer to another course.

We leave our decision to cancel within 48 hours of commencement to maximize the chances that numbers will be reached. In the event of a cancellation, we will make every effort to contact you by telephone, so when enrolling please provide all of your details clearly and accurately. **Final confirmation is your responsibility and you should contact us no earlier than one working day before commencement to confirm that the course is going ahead.**

Refunds

Our courses are suitable for everyone. Please choose your course carefully. We CANNOT refund your course fee unless we cancel the course. If you cannot attend your course you must advise us in writing AT LEAST TWO WEEKS before the course start date. You will be issued with a Credit Note less a \$15 administration fee.

If you want to transfer to another course you must advise us in writing AT LEAST TWO WEEKS before the start of the course in which you are enrolled. Space permitting, transfer is possible. An administration fee may apply.

There will be no refunds.