

The Enrolment process requires the Applicant to complete a Course Enrolment Pack consisting of 4 Documents:

- Part 1 – Course Details (1 page)
- Part 2 – Pre-Enrolment Information (4 pages)
- Part 3 – Applicant Details (2 pages)
- Part 4 – Financial Details (1 Page)

As you the Applicant complete the Course Enrolment Pack, reference will be made to the above documents along with instructions where necessary.

**General**

1. Please write (print – not cursive) clearly and use Blue Pen when completing these forms. For Data-Entry Purposes, capitalise the first letter of any names (Applicant name, Address etc.). The exception is the Applicant Email Address (all lower case).
2. Write telephone numbers in the following formats:
  - Landlines: 4 digits then another 4 digits (if not Victoria, put Area Code in brackets at start)
  - Mobile: 4 digits, 3 digits and 3 digits
3. Dates are written eg. Mon 07 Nov 2011 (except for Date of Birth: only date, month, year – no day).
4. As you begin each document, look through it and read the Section Titles.
5. When you see  it means tick a box or boxes.
6. If not sure of something, leave it blank and reread these instructions. If still not certain, talk to the Enrolling Officer.

**Document Completion**

Complete each item in turn as described below:

Part/Section	Instruction
<b>Part 1 Course Details</b>	Start here.
1 Enrolment Pack Head	Write your full name at the top (this is duplicated in each Part). Leave the Student ID blank (this will be entered by Administration).
2 Enrolment Time Taken	At <b>a)</b> , write start time for this Enrolment process.
3 - 5 Course, Duration, Recognition	Complete all.
6 Enrolment Pack Sign-Off	<u>Do not complete</u> this section yet (you will return at the end).
<b>Part 2 Pre-Enrolment Information</b>	Continue here.
1 Enrolment Pack Head	Complete as described for Part 1.
2 - 9 Courses, Costs, Refunds, etc.	Read the information and tick boxes referring to Student Handbook.
10 Understanding Sign-Off	Read the agreement and Sign/Date.
<b>Part 3 Applicant Details</b>	Continue here.
1 Enrolment Pack Head	Complete as described for Part 1.
2 - 9 General, Background	Complete.
10 Verification Sign-Off	Read the agreement and Sign/Date.
<b>Part 4 Financial Details</b>	Continue here
1 Enrolment Pack Head	Complete as described for Part 1.
2 Course Fee	Tick which Course(s) being purchased. Consult with Enrolling Officer for Total Cost Amount.
3 Payment Details	Consult with Enrolling Officer for arranged Payment method.
4 Credit Card Details	Complete only if paying by Credit Card.
5 Payment Sign-Off	Read the agreement and Sign/Date.
<b>Part 1 Course Details</b>	End here.
2 Enrolment Time Taken	At <b>a)</b> , write time you completed Enrolment process. Calculate and write overall time to complete forms. Complete the remaining items.
6 Enrolment Pack Sign-Off	Tick all 4 boxes. Read the agreement and Sign/Date.

**Submission**

If you are to mail the completed Documents to the College (confer with Enrolling Officer on this question), the Postal Address is:

MCPT Administration  
PO Box 3171  
Wheelers Hill  
VIC 3150

Otherwise if Enrolling Officer present with you, simply give to the Officer who will check them. A Copy of the Documents will be provided to you (College keeps Originals).