COMPUTER TRAINING ENROLMENT FORM

Please complete clearly. Fields can be typed into digitally or printed and completed by hand.

1. STUDENT PERSONAL INFORMATION

FULL NAME

DATE OF BIRTH

GENDER

MARITAL STATUS (OPTIONAL)

PHONE NUMBER

EMAIL ADDRESS

RESIDENTIAL ADDRESS

CITY / STATE

EDUCATIONAL LEVEL

2. EMERGENCY CONTACT INFORMATION

CONTACT PERSON FULL NAME

RELATIONSHIP

EMERGENCY CONTACT PHONE

ALTERNATIVE PHONE (OPTIONAL)

STUDENT DECLARATION & AUTHORISATION

Select your preferred training programme(s), then read the student declaration carefully.

3. TRAINING PROGRAMME SELECTION

Tick all courses you wish to study:

- ☐ Computer fundamentals & basic computer education
- ☐ Microsoft Word & document processing
- ☐ Microsoft Excel
- ☐ Microsoft PowerPoint
- ☐ Internet, email & online safety
- ☐ Graphics design & branding
- ☐ Web design & coding
- ☐ Video editing
- ☐ Other (specify below)

OTHER COURSE

PREFERRED TRAINING DAYS / TIME

PROPOSED START DATE

PREVIOUS COMPUTER EXPERIENCE / SKILLS

HOW DID YOU HEAR ABOUT US?

4. STUDENT DECLARATION

1. I confirm that all personal details and information supplied on this form are true, complete and correct to the best of my knowledge.
2. I understand that enrolment is subject to confirmation by Jah JJ Digital Hub. Course content, training duration, timetable, fees and any additional costs will be explained and agreed with me before my place is confirmed.
3. I agree to attend classes regularly and punctually, take part in lessons and practical exercises, complete assigned tasks and inform the centre when I cannot attend. I will follow reasonable instructions and treat instructors, staff and other learners with respect.
4. I will handle computers, accessories, furniture, software and other centre property carefully. I understand that I may be held responsible, in accordance with applicable law and the centre's stated procedures, for damage caused deliberately or through careless use.
5. I will use computers, internet access and software responsibly and lawfully. I will not access, install, copy or distribute unauthorised, harmful or illegal material, interfere with another person's files or account, or misuse the centre's facilities.
6. I will keep passwords and personal account details private, respect the privacy of other learners and obtain permission before taking or sharing photographs, recordings or another person's work.
7. I understand that progress depends on attendance, practice and effort, and that any certificate is subject to the centre's stated attendance, participation and assessment requirements. I will promptly update the centre if my contact details change and allow the centre to contact me about my enrolment and training.

I have read, understood and agree to the declaration above: ☐ YES

SIGNATURES & ENROLMENT AUTHORISATION

Complete the signature sections after reviewing the declaration on page 2.

5. STUDENT AND PARENT / GUARDIAN CONFIRMATION

STUDENT FULL NAME

DATE

STUDENT SIGNATURE

PARENT / GUARDIAN NAME (IF STUDENT IS UNDER 18)

PARENT / GUARDIAN SIGNATURE (IF STUDENT IS UNDER 18)

DATE

6. OFFICE USE ONLY

ENROLMENT / STUDENT ID

COURSE / CLASS CONFIRMED

FEE / PAYMENT STATUS (IF APPLICABLE)

START DATE

FINAL ENROLMENT APPROVAL

Authorised signature of the Founder / CEO of Jah JJ Digital Hub

FOUNDER / CEO SIGNATURE — JAH JJ

DATE