



The Parramatta College

Client Referral Information for Vocational and General Courses

The Parramatta College welcomes your confidence in our courses and appreciate your referrals.

Referring agencies such as employment services agencies or rehabilitation providers who fund a course fee are not able to claim any concessions or discounts.

To enrol your client in a Language, Literacy and Numeracy (LLN) course please make an appointment for an interview. At this interview the client will be assessed for the appropriate placement in a course that best suits the client.

A tax invoice will be send to your organisation upon enrolment.

To enrol a client for any other courses with The Parramatta College please complete an enrolment form and provide the following information below.

Client Details:

Clients Name:	
Course Name:	
Course Code:	
Special needs required:	

Organisational Details:

Organisation's name:	
Address:	
Contact's Email Address:	
Client's ID/Claim or Policy Number	
Referral officer name:	
Position in organisation:	
Contact phone number:	
Contact email:	
Signature of referral officer:	

Tax Invoice Information:

Organisation Name (if not as above):	
Address:	
Attention to whom?	
Purchase Order Number	

Please note:

- We will not process an unsigned referral. When you sign the referral you are agreeing to pay the enrolment fee.
- The Parramatta College will not release information about the participation or achievement of students to referring agencies without the student's written permission.