



International Student Enrolment Application Form

STUDENT DETAILS

Title	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other	Student ID Number	
Family Name		Given Name/s	
Preferred Name			
Date of birth		Are you 18 years of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No
First Language		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female

CONTACT DETAILS

<input type="checkbox"/> ONSHORE (YOU ARE IN AUSTRALIA) <input type="checkbox"/> OFFSHORE (YOU ARE NOT IN AUSTRALIA)							
Permanent address in home country				Address in Australia			
Address				Address			
Suburb		Postcode		Suburb		Postcode	
Telephone		Mobile		Telephone		Mobile	
Email							
Emergency contact details		Name		Relationship			
		Contact phone		Email			

NATIONALITY/ CITIZENSHIP

Passport number		Passport expiry date	
What is your Nationality on your passport?			
Do you hold an Australian Visa?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Country of Issue	
Visa type		Expiry Date	
Education Agent Name		Education Agent Stamp	
*Forward a copy of your passport and visa with this application (if you have a visa already)			

HIGHEST LEVEL OF EDUCATION ACHIEVED

Name of Highest Qualification (e.g. schooling Year 12, Qualifications: eg Cert III, IV /, Diploma or Bachelor)				
Name of Institution (Australia Year 11 or 12 equivalent)				
Completed Year		Country/State		Language of instruction
Name of Institution (Tertiary studies)				
Completed Year		Country/State		Language of instruction

Are you transferring from another Australian education provider? Yes No (if yes supply letter of release from your provider if you have not completed 6 months of your principal course of study)

ENGLISH LANGUAGE PROFICIENCY

English is my first language.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
English was the language of instruction during my secondary school and I passed English subject in my final year. <input type="checkbox"/> Yes <input type="checkbox"/> No		
I have satisfactorily completed an ELICOS course at (Name of the Institution)		
I have applied for ESL/ELICOS course at (Name of Institution)		
I have undertaken IELTS / TOEFL / Other English Test		
IELTS Score		TOEFL Score
Name of Other English Test		Test Score

COURSE SELECTION

<input type="checkbox"/> BSB30120 Certificate III in Business (105678C) 52 weeks	<input type="checkbox"/> SIT30821 Certificate III in Commercial Cookery (109870D) 52 weeks
<input type="checkbox"/> BSB40120 Certificate IV in Business (105679B) 52 weeks	<input type="checkbox"/> SIT40521 Certificate IV in Kitchen Management (109544G) 78 weeks
<input type="checkbox"/> BSB50120 Diploma of Business (105680J) 52 weeks	<input type="checkbox"/> SIT50422 Diploma of Hospitality Management (111396G) 78 weeks
<input type="checkbox"/> BSB60120 Advanced Diploma of Business (105683F) 78 weeks	<input type="checkbox"/> SIT60322 Advanced Diploma of Hospitality Management (111397F) 104 weeks
<input type="checkbox"/> ELICOS – IELTS Foundation (097795B) 14 weeks	<input type="checkbox"/> ELICOS - General English Pre-intermediate, Intermediate, Upper intermediate (097794C) 12-40 weeks

Commencing: _____ Month

OTHER INFORMATION

USI

Do you have a Unique Student Identifier Yes - Provide number: _____
 No, do you authorise the College to secure a USI on your behalf if required? Yes No

Overseas Health Cover

Do you have Overseas Health Cover (OSHC) Yes, OSHC provider: _____ No

If No, indicate the level of cover you require:
 Single Cover
 Family Cover (must complete Family OSHC Application Form and provide passport copy of family members)

Do you consider yourself to have a disability/ medical condition/ learning difficulty that may impact your study? Yes No

Course Credits

- Do you wish to apply for Credit Transfers? Yes No (if yes forward copies of transcripts)
- Do you wish to apply for Recognition of prior learning? Yes No

Airport Pickup and Accommodation Services

Do you want JLC to arrange airport pick up and/or accommodation for you? Airport pick up Accommodation

CHECKLIST

- | | |
|--|--|
| <input type="checkbox"/> Enrolment fee
<input type="checkbox"/> Certified copies of Academic Transcripts
<input type="checkbox"/> Certified copies of Graduation Certificates
<input type="checkbox"/> Evidence of English Language Proficiency
<input type="checkbox"/> Certified translated documents if not in English
<input type="checkbox"/> Letter of release from current Australian education provider | <input type="checkbox"/> Relevant documents for RPL/Credit Transfer
<input type="checkbox"/> Completed all relevant sections of the enrolment form
<input type="checkbox"/> Read and understood the terms and conditions of enrolment
<input type="checkbox"/> Certified copy of the personal details page of your Passport
<input type="checkbox"/> Certified copy of Australian Visa (if held) |
|--|--|

A non-refundable enrolment fee only must be paid on lodgement of this application for enrolment.

PRIVACY

Joan Lawman College (JLC) respects client's privacy rights and operates in compliance with the Privacy Act 1988 and National Privacy Principles 2001. JLC treats all client personal information confidentially and will not disclose any details to a third party without the client's prior written consent.

**Except where required through its commitment to comply with the National Vocational Education and Training Regulator Act 2011 and ESOS Act 2000 and supply student data to the National VET Regulator (ASQA), National Centre for Vocational Education Research (NCVER), Department of Education, Department of Home Affairs (DHA), Tuition Protection Service and other regulatory bodies or to a court of Law. Personal information may also be disclosed to relevant bodies for the verification of your previous qualifications.

STUDENT DECLARATION

- I acknowledge that my Education agent has provided me with full information on JLC, the courses applied for, student visa information and information on living and studying in Melbourne. (If enrolled through an Education agent)
- I acknowledge that I have read and understood the information in JLC's Student handbook, website, marketing material before making the decision to submit this enrolment application.
- I understand that by signing this enrolment form, I may be sent a Formal Letter/s of Offer/Written Agreement Contract from Joan Lawman College (JLC), if all of the admission requirements are met.
- I authorise JLC to contact me SMS, Email or Phone number.
- I authorise JLC to verify any information provided in this form.
- I give JLC permission to obtain official records/ confirm detail from a previous educational institution attended by me listed on this form.
- I am aware off and agree to abide by visa conditions throughout my enrolment period in Australia.
- I understand my enrolment fee payable with the lodgement of this form is not refundable in all circumstance.
- I grant JLC permission to source a Unique Student Identifier from NCVER, on my behalf (students who do not currently possess a USI only.)
- I acknowledge that I have been provided the opportunity to clarify any item relating to my enrolment at JLC prior to submitting this enrolment form.
- I declare that the information provided by me in this application true, correct and complete at this time.

Students signature _____ **Date** _____

How did you first learn about JLC? You may tick more than one box.

- Agent recommendation Newspaper/magazine Recommended by a friend/relative Internet Other

OFFICIAL USE ONLY

Application assessed by:		Date
Outcome of application	<input type="checkbox"/> Place offered <input type="checkbox"/> Application declined <input type="checkbox"/> Further information requested	
Reason for declining application or details of further information requested		