

International Student Application Form



Application Instructions

Thank you for choosing to apply at EQUALS International (Aust) Pty Ltd (EQUALS).

Please fill out all the requested information below. Incomplete application will not be processed. Once the application form has been completed and you have attached the following items (listed on the checklist), kindly return the completed form and documentation to:

International Student Admissions

GPO Box 2443, Adelaide SA 5001 Australia **OR** Email your application to admissions@equals.edu.au

Please make sure before signing this document that you agree with all policies, regulations, and terms & conditions of EQUALS and you have read the Pre-admission Student Handbook which contains important information. You can access our Pre-admission Student Handbook on our [website](#). Alternatively, you may request to have the handbook printed or emailed to you. No payment is required with your application.

Checklist

Onshore Applicants	Tick	Offshore Applicants	Tick
Genuine Temporary Entrant Assessment Form		Genuine Temporary Entrant Assessment Form	
Certified true copy of your Passport		Completed Applicant Checklist & Declaration (SSVF) only	
A copy of your current Visa & CoE		Certified true copy of your Passport	
A copy of your TOEFL/IELTS Certificates (even when expired), or equivalent.		A copy of your TOEFL/IELTS Certificate (applies if English is not your first language), or equivalent	
Certified true copies of academic transcripts and qualifications (if applicable)		Covering letter and current resume	
Details of your overseas student health cover (OSHC)		Certified true copies of academic transcripts and qualifications (if applicable)	
Your USI number		Certified true copies of financial requirements	

1. What is your USI number?

2. Program of Study

What professional program/s of instruction are you applying to enrol in? **Please tick one or more programs.**

ELICOS Programs

English for Academic Purposes Block A		English for Academic Purposes Block B	
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Vocational Programs

Diploma of Leadership & Management BSB51915		Diploma of Nursing HLT54115	
Advanced Diploma of Business BSB60215		Advanced Diploma of Nursing HLT64115	
Graduate Diploma of Strategic Leadership BSB80215		Diploma of Remedial Massage HLT52015	
Diploma of Hospitality Management SIT50416		Advanced Diploma of Ayurveda HLT62615	
Advanced Diploma of Hospitality Management SIT60316		Certificate IV in Community Services CHC42015	
Certificate III in Individual Support CHC33015		Diploma of Community Services CHC52015	
Certificate IV in Mental Health CHC43315		Diploma of Early Childhood Education & Care CHC50113	
Certificate III in Health Services Assistance HLT33115		Diploma of Counselling CHC51015	
Certificate III in Pathology Collection HLT37215		Diploma of Mental Health CHC53315	
Certificate III in Dental Assisting HLT35015		Advanced Diploma of Community Sector Management CHC62015	
Certificate IV in Ageing Support CHC43015			

What month and year would you prefer to start studying?

International Student Application Form



3. Application Details													
Family Name:						Given Names:							
Date of Birth:						Gender:							
Address:						Suburb:							
State/Country:						Postcode:							
Telephone:						Mobile:							
Email:						Nationality							
Are you of Aboriginal or Torres Strait Islander Origin?						Yes, Aboriginal				No			
						Yes, Torres Strait Islander							
Are you applying in Australia or offshore? Please tick:						Offshore			Onshore				
Overseas Address:						Overseas Contact Number							
Email contact details:						Please nominate the Embassy to send your electronic Confirmation of Enrolment if you are successful:							
Nationality on Passport:				Passport Number:				Passport Expiry Date:					
Are you married?		Yes		No		If Yes, what was the date of your marriage?							
Do you have any dependants?		Yes		No		If 'yes', will they be joining you in Australia?				Yes No			
Do you currently hold an Australian Visa?				Yes		No		** Please ensure you attach a copy of your visa label.					
If "yes", what type of visa?						Yes		No		** Please ensure you attach a copy of your CoE.			
Do you hold a current CoE?						Yes		No		** This field is required if you hold an Australian visa			
If you hold a Visa, what is the expiry date?						Yes		No		** If Yes, please ensure that you attach a copy of your current membership card.			
Do you currently have Overseas Student Health Cover?						Yes		No		If No, do you require family or single membership?			
OSHC Expiry Date:						Family			Single				
4. English Language Proficiency													
Language		Do you usually speak a language other than English at home?				Yes			No				
If Yes, please specify what other languages are spoken?						Very Well		Well		Not Well		Not at all	
How well do you speak English?						Very Well		Well		Not Well		Not at all	
5. Special Needs													
Do you consider yourself to have a disability or special needs?		Yes			No			Unsure					
If Yes, please provide details:													
If Yes, then please indicate the areas of disability, impairment or long term condition.				Hearing/Deaf				Mental Illness					
				Intellectual				Acquired Brain Injury					
				Physical				Vision					
				Learning				Medical Condition					
Please note that students requesting assistance for a disability or special need must provide a medical certificate outlining the nature and treatment of the disability and confirming any action required by EQUALS (e.g. special consideration for examinations)													
6. Emergency Details													
Emergency Contact Name (in Australia):						Relationship:							
Email contact details:						Phone:							
Address (in Australia):													

International Student Application Form



7. Education & Career Background

Reason for Study: (please tick one)	Which best describes your main reason for study?		I wanted extra skills for my job	
	To get a job		To get into another course of study	
	To try for a different career		Personal Interest	
	To get a better job or promotion		Self Development	
	It was a requirement of my job		Other	
What was your highest completed school level?	Year 12	Year 11	Year 10	Year 9 or lower
In which year did you complete?				
Are you still attending high (secondary) school?	Yes		No	
Have you completed any other type of qualification? If yes, please detail	Bachelor or Higher Degree		Certificate III (or Trade Certificate)	
	Advanced Diploma or Associate Degree		Certificate II	
	Diploma		Certificate I	
	Certificate IV (or Advanced Certificate)		Certificates other than the above	
Of the following categories, which best describes your current employment status?	Full time Employee		Employed – unpaid family work	
	Part time Employee		Unemployed – seeking full time work	
	Self Employed – not employing others		Unemployed – seeking part time work	
	Employer		Not employed – not seeking employment	

8. Agent Representative (if relevant)

Where did you find out about EQUALS?			
Word of Mouth		Agent Name:	
Internet		Agency Stamp:	
Exhibition			

Agent Declaration: By ticking the box, I confirm I am the agent listed above and that I have counselled and briefed the applicant about EQUALS, its policies and procedures, and the terms and conditions related to this application in accordance with our Agent Agreement with EQUALS.	Please tick
	<input type="checkbox"/>

9. Electronic Communication Authority

I hereby authorise EQUALS to correspond with me electronically via the email address provided on this application	Yes
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10. Information

Personal information supplied to registered training providers such as EQUALS may be shared between the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager for the purposes of: <ul style="list-style-type: none"> • promoting compliance with the ESOS Act and the National Code; • assisting with the regulation of providers; • promoting compliance with the conditions of a particular Student visa or visas, or of Student visas generally; or • facilitating the monitoring and control of immigration. 	I have read and understood this information:	
	Yes	No

11. Next Steps

- Please read the conditions of enrolment on the following pages and complete the declaration.
- Forward your completed application form and attachments to:

Admissions Adviser
EQUALS
 Phone: +61 (8) 8110 1200
 Email: admissions@equals.edu.au

or submit though online <https://app.smartsheet.com/b/form/bc5b867ce31a4ed6a1dfac0cb567bc47>

Step-by-Step Application Process



Step 1. Application for enrolment

Complete this Application form, scan and email all the required documents in the checklist to admissions@equals.edu.au, or post/courier to EQUALS, GPO Box 2443, Adelaide SA 5001, Australia.

Please ensure that you have submitted ALL the required documents (e.g. academic transcripts) for assessment. Certified academic transcripts/supporting documents must be provided in English. These may be certified by an education representative or agent, EQUALS representative, notary public or any other independent source approved by EQUALS.

Step 2. Application Assessment

EQUALS aims to process completed applications within 48 hours and will advise you of the outcome of your application within 72 hours if all the required documents are provided. If your application is successful, EQUALS will send a Letter of Offer to contacts provided in your application - yourself or your agent, confirming the course you have been offered, conditions of enrolment, fees payable and course commencement date.

Step 3. Acceptance

To accept the offer you (or your nominated Education Representative or Agent) must sign and return the International Student Enrolment Form & Learning Agreement and pay the required fees. This must be done within the specified timeframe detailed in the Letter of Offer from EQUALS. The EQUALS Education Representative or Agent is to discuss the Letter of Offer requirements with Student, including:

- Minimum required payment (Tuition Fees, OSHC etc).
- Any conditions attached to the offer,
- Requirement to sign the Acceptance of Offer and what the requirements mean,
- Evidence of financial capacity as detailed (if required),
- Other requirements as set out in the Letter of Offer.

Payment of 1st semester fees

Your Letter of Offer (Step 2) will advise you of the anticipated tuition costs and due date for payment. Once the payment /deposit is received by EQUALS the invoice for the full payment of the first academic term of studies will be issued in due course. Please note that international funds transfers can take up to 10 working days to be received.

Step 4. Electronic Confirmation of Enrolment

Upon the receipt of the payment and signed Enrolment Form & Learning Agreement, EQUALS will formally notify you that you have been accepted. The Electronic Confirmation of Enrolment (ECoE) will be sent directly to you or your representative if they

are assisting you with your application (You will need the Confirmation of Enrolment to apply for your student visa).

Step 5. Student visa application

International students intending to study at EQUALS must apply for an Australian student visa.

Your local EQUALS education agent or representative will be able to assist you in applying for your student visa. The main requirements for the student visa application are:

For additional information on the SVP Process, please visit: www.border.gov.au

Step 6. Welcome to EQUALS

The International student will be emailed a welcome information pack that includes transport/pick-up. The student will also receive a Pre-Departure Checklist and Orientation Checklist.

Note: Paying Fees

Student fees may be paid by credit card, bank cheque (in \$AUD), bank draft or telegraphic transfer as per invoice payment details.

Note: EQUALS receives bank transfers from many students in many different countries. It is **critically** important that when student fees are paid by bank transfer, students also email/fax a copy of the bank deposit receipt to the Admission Advisor at admissions@equals.edu.au.

Bank Cheque: Please make sure your bank cheque is in **Australian Dollars** and payable to: EQUALS (Aust) Pty. Ltd No.2. GPO Box 2443, Adelaide SA 5001, Australia

Credit Card: Please note, American Express and Diners Club cards are not accepted.

Further information on EQUALS policies and procedures can be found on our website: www.equals.edu.au.

Important Note:

EQUALS is responsible for compliance with the Vocational Education and Training (VET) Quality Framework and the Standards for Registered Training Organisations (RTOs) 2015, including the quality of the training and assessment services it provides for the range of VET Courses under its current scope of operation and for the issuance of the AQF certificate documentation.

International Student Application Form



Important: Please read the Student Handbook, Prospectus and the following information carefully before making your application:

Code of Practice

This sets out the guidelines for the ethical conduct of registered providers of courses to International Students. EQUALS is a registered provider of courses for International Students and is committed to meeting educational standards outlined in the National Code of Practice issued by the Australian Government.

Changes Affecting Visa Status

EQUALS is required by law to notify the Department of Home Affairs (DOHA) whenever a Student:

- fails to commence the nominated course as expected
- has their enrolment cancelled for failure to meet course requirements, or any other reason
- ceases to occupy the place for which the course enrolment was confirmed, either through completion of, or withdrawal from the course
- changes course and/or provider during their period of stay in Australia
- If you have changed your course and/or provider, you may need to contact your overseas student health cover (OSHC) provider about maintaining OSHC for the full duration of the course. You should contact DOHA, prior to making a decision, with any queries that you have regarding a change of visa status. Please also note that you are required to notify EQUALS if you are applying to DOHA to change your visa status.

Tuition Fees and Refund of Monies Paid

- EQUALS reserves the right to cancel a course, or refuse any enrolment as permitted by law.
- EQUALS reserves the right to adjust fees on an annual basis, vary course requirements or class schedules at any time as deemed necessary.

All EQUALS refunds will be made in accordance with the refund table and conditions contained in this form and in compliance with the Education Services for Overseas Students Act ("ESOS Act") and the ESOS Regulations.

An international Student or an intending international Student must make any request for a refund in writing by downloading the Withdrawal or Transfer/Refund Application form via the EQUALS website: <http://equals.edu.au/downloads/>. This form should be returned to:

International Student Advisor
EQUALS International
GPO BOX 2443
ADELAIDE SA 5001 or to admissions@equals.edu.au

Cessation of Delivery

In the event that EQUALS, or a third party delivering training and assessment on EQUALS' behalf, closes or ceases to deliver any part of the training product that a student is enrolled in, a number of options will be available to the participant including:

- Supported transfer of the participant enrolment to an alternate RTO for completion of services delivery (where applicable); or
- Refund of course fees paid

Making a Claim for a Refund

The claim must identify the reason for the refund and must include supporting documentation according to the circumstances, including official documents such as Confirmation of Enrolment (eCoE), receipts, visa refusal letters. The date of notification of the request for a refund is the date the request is received at EQUALS.

Payment of refund where the Student withdraws from the course will be calculated from the date the written claim is received with all necessary documentation at EQUALS.

Refunds, if approved, will be normally made within twenty (20) working days after a written claim has been received from the applicant/Student.

Where a Student changes visa status (e.g. changes education sector) and requires a new visa to be issued, the Student is required to bear any and all costs associated with the visa inclusive of medical tests.

Refunds will be made in Australian dollars and will be made to the Student unless the Student requests in writing that the refund is to be made to a person nominated by the Student. Money will not be transferred to other educational institutions under any circumstances.

Reason For Refund of Fees Paid	Refund Payable By EQUALS
If the visa application is unsuccessful and the course had not started on the Agreed Start Date	All Fees less a \$250.00 administration fee
If the visa application is unsuccessful and the course had already started on the Agreed Start Date and the Student started the course on that day	All Fees less monies to cover administration expenses and less spent Tuition Fees for any portion of tuition you have received as provided for in the ESOS Act and ESOS Regulations
If the offer of a place is withdrawn	All Fees
EQUALS Default – Before the Agreed Start Date	Where EQUALS does not commence a course on the Agreed Start Date, the Student can choose to accept either: <ul style="list-style-type: none"> a) a refund of 100% of the Tuition Fees paid for the course which EQUALS has not delivered (which will be issued to the Student within 14 days), or b) to be placed in an alternative course within EQUALS or another provider. If the Student chooses placement in an alternative course within EQUALS, the Student must sign a document to indicate their agreement to the placement.
EQUALS Default – After the Agreed Start Date	Where EQUALS is unable to deliver the course in full, the Student will be refunded their Unspent Tuition Fees.
EQUALS withdraws an offer as a result of incorrect or incomplete information supplied by the applicant, and/or the failure to give notification to EQUALS within the required time frame whether the requirements and eligibility criteria in the letter of offer have or have not been met.	80% of Tuition Fees less a \$250 Administration Fee
Deferral of the offer of admission not less than fourteen (14) calendar days prior to commencement of the unit or course	All Tuition Fees
If the Student does not start the course on the Agreed Start Date (and has not previously withdrawn) and the reason for not starting on that date is not because the visa application is unsuccessful (in this case the Student will be in default (as provided for under the ESOS Act))	No refund
If the Student withdraws more than thirty (30) calendar days before the Agreed Start Date	80% of the Tuition Fees less \$250.00 administration fee
- If the Student withdraws less than thirty (30) calendar days before the Agreed Start Date	50% of the Tuition Fees less \$250.00 administration fee
If the Student withdraws after the Agreed Start Date	No refund
If a Student <ul style="list-style-type: none"> - breaches Student visa conditions - breaches the rules of EQUALS resulting in suspension or expulsion from the course or has his/her visa cancelled and is asked to leave the country 	No refund
If a Student receives permanent residency status during a study period	No refund. The Student will be required to pay domestic fees for the subsequent study period/s.

International Student Application Form



Important: Please read the Student Handbook, Prospectus and the following information carefully before making your application:

Refunds of Tuition Fees will be calculated under the relevant ESOS provision – Refer to the [Education Services for Overseas Students \(Calculation of Refund\) Specification 2014](#):

- provider default
- student default where the student did not enter a written agreement
- failure of the student to be granted a student visa (documentary evidence required)
- other student defaults.

In all other circumstances, students are liable for the full amount even if they subsequently withdraw before or during the study period. Refunds will not be made for Tuition Fees or other fees and charges paid by students who withdraw after the study period census date. A student excluded or suspended for misconduct will also remain liable for their Tuition Fees for the enrolment period in question.

If a student enrolled in an English language course at EQUALS meets the entry requirements for their next course early, remaining Tuition Fees will be credited towards the student's next course.

If a student has overpaid an invoice, the student will be able to elect to credit the overpayment towards the following study period or receive a refund of the value of the overpayment.

EQUALS Default occurs when EQUALS fail to provide or continue to provide a course.

In the event that EQUALS cancels a student's enrolment due to EQUALS Default, students will be notified in writing and will be given the option to:

- receive a refund of all unused portion of prepaid Tuition Fees within two (2) weeks of the date of EQUALS Default. EQUALS will also give the student a statement that explains how the refund amount has been calculated; or
- enrol in an alternative course at EQUALS or at another provider at no extra cost.

The student has the right to choose whether they prefer a refund of the unused portion of prepaid Tuition Fees, or to accept a place in another course. If the student chooses placement in an alternative course with EQUALS, the student will be issued with a new Letter of Offer and Written Agreement. The student must accept the offer following the [Selections & Admissions Policy & Procedure](#).

If EQUALS is unable to provide a refund or place the student in an alternative course, the Tuition Protection Services (TPS) administered by the Director of TPS will place the student in a suitable alternative course at no extra cost to the student. Finally, if TPS cannot place the student in a suitable alternative course, the student will be eligible for a refund as calculated by the Fund Manager.

Student Default occurs when EQUALS refuses to provide or continue providing a course to a Student due to:

- a Student not commencing a course on the agreed start date;
- a Student cancelling their enrolment in a course (this includes an abandonment of the course before its completion);
- a Student failing to pay an amount he or she was liable to pay to the provider, directly or indirectly, in order to undertake a course;
- a Student breaching a condition of his or her Student visa; or
- misbehaviour by a Student.

If a Student is dissatisfied with EQUALS decision in relation to their refund request, a Student may lodge an appeal under the Grievance Handling Policy & Procedure. Nothing removes the right of the student to take further action under relevant Australian consumer protection law and to pursue such legal remedies the student may have under such laws.

This Policy and Procedure will be made available by publication on EQUALS website (www.equals.edu.au/policies).

Terms Defined

Agreed Start Date/Course Commencement: Agreed Start Date (Course Commencement) is the day on which the course was scheduled to start as set out in the student's Confirmation of Enrolment (CoE) or Letter of Offer/Student Agreement or a later date agreed between EQUALS and the student for the start of the course.

Census date: the last date in the Study Period for domestic students to withdraw without incurring financial liability for Tuition Fees.

Deferral: a delayed commencement by an applicant who has received an offer of a place in an EQUALS course.

International student: a student who is not a domestic student, and who may hold a student visa.

Study Period:

- for Vocational Education Training courses: 1 term,
- for Higher Education courses: a semester or trimester.

Tuition Fees: fees that are directly related to the provision of a course that the provider is providing, or offering to provide, to the student (ESOS 2000).

Tuition Protection Services (TPS): protection for students in the event that EQUALS ceases to provide the course in which they are enrolled, ensuring they are able to complete their studies in another program or with another education provider or receive a refund of their unspent Tuition Fees.

Unit: a component of a course of study with specified unit learning outcomes.

Unspent Tuition Fees: the portion of tuition which the student has paid but for which tuition has not yet been received.

Withdrawal: a formal procedure where a student decides to discontinue a course without the intention of returning or discontinues a unit with the intention of enrolling in it at a later date.

Withdrawal date: the date specified in the written notice as the date a student's withdrawal takes effect or when the student's enrolment was cancelled.

Grievances and Appeals

We strive to protect the best interests of our students and clients, and our team is committed to supporting you in any way we can. However, if something does go wrong, we want to know about it and have the opportunity to remedy the situation wherever possible.

A grievance process has been established to ensure that those student concerns are treated in a transparent, timely and just matter. EQUALS ensures that students have access to a fair and equitable process for dealing with grievances and provides an avenue for students to appeal against decisions that affect their progress. A grievance may be lodged within a fair timeframe.

In the first instance EQUALS recommends all students read the [Grievance Handling Policy & Procedure \(Academic and Non Academic\)](#).

Students wishing to lodge a grievance/appeal are requested to do so using the [Formal Grievance Form](#).

Should a student wish to appeal a decision or a proposed action, they will have twenty (20) working days to lodge their appeal.

International Student Application Form



Important: Please read the Student Handbook, Prospectus and the following information carefully before making your application:

This policy, and the availability of complaints and appeals processes, does not remove the right of the Student to take action under Australia's consumer protection laws.

Course Attendance

International Students are required to undertake a fulltime program and attend no less than 80 per cent of classes within a given term and a minimum of 90 per cent for bodywork subjects. If classes are not attended a medical certificate will be required.

Deferments

Requests for the deferment of studies are required in writing. Deferments may be granted by the organisation for up to 1 year providing advice is given in writing at least 2 weeks prior to the commencement of a given term.

EQUALS must notify Department of Home Affairs (DOHA) of your decision to defer your studies in Australia. DOHA will defer the student visa up to six months. Over six months your visa will be cancelled, therefore you will need to reapply for another student visa prior to recommencing your studies. Please note that the final decision about your eligibility for a second student visa will be made by DOHA and will be based on your reasons for deferring your studies. Therefore, we strongly advise you contact DOHA to ensure that you will be able to resume your student visa status, prior to making your final decision to defer.

There is no monetary action on deferments, however, please note that courses may be subject to change and you are required to check with Student Administration, at the beginning of the year in which you intend to re-enrol, to ensure that re-enrolment is possible.

A Student is only allowed to defer commencement or suspend studies of a course on medical grounds (with a medical certificate) or other exceptional compassionate circumstances. Please note that EQUALS is required to notify DOHA of any visa amendment and you may need to contact DOHA to ensure that you do not forfeit your current Student visa.

Dependants

If holders of a Student Visa have dependants who will be coming with them to Australia, they are required to make arrangements for the education of the dependent/s. Students should contact DOHA for more information about the status of dependants when intending to study in Australia. If you are accompanied by school aged dependants you will be required to pay the full fees for their schooling. Please note that International Students are not eligible for travel concessions on public transport in Australia.

Eligibility for Student Visa Status

Have you checked your countries Assessment Level? Full fee paying prospective Students of Assessment Level 3-5 are encouraged to undergo pre-visa assessment before lodging an application for a visa to study in Australia. Self-assessment information can be obtained from your nearest Australian Embassy.

Overseas Student Health Cover

DOHA require mandatory, visa length health insurance for all Student visa holders. Approved OSHC providers include:

NIB – www.nib.com.au
Medibank Private – www.medibank.com.au
BUPA OSHC – www.overseasStudenthealth.com
Australian Health Management – www.ahm.com.au
Lysaght Peoplecare Limited, subcontracting to OSHC Worldcare - www.oshcworldcare.com.au
OSHC Allianz Global Assistance - www.oshcallianzassistance.com.au

We will organise your OSHC as per your letter of offer for the duration of your time on the visa. To not have up to date Health insurance is a breach of your student visa.

Refund of OSHC Payments

A Student may apply directly to the OSHC provider for refund of monies paid if any of the following occur:

- if they do not arrive in Australia
- if their student visa is not extended
- if they have been granted resident status in Australia
- if they are required to return home for reasons beyond their control

Withdrawal from a Course

Students are required to provide written notice of withdrawal from any course or course component, and the date of notification is the date the notice is received at EQUALS. Please check with Student Administration before withdrawing to ensure that it complies with your student visa requirements. Please also refer to the International Student Refund Policy detailed on this form.

Please note that information about overseas Students may be made available to relevant Commonwealth & State Government agencies.

Application Agreement & Declaration

I, (Insert Student Name)

- | | |
|--------------------------|--|
| <input type="checkbox"/> | declare that I have read, understood and agree to abide by the terms, conditions and policies outlined in this Student Application Form, the Pre-admission Student Handbook, Prospectus, International Student Refund Policy, and the organisational website at www.equalsonline.edu.au/students ; |
| <input type="checkbox"/> | declare that I understand that EQUALS is responsible for compliance with the Vocational Education and Training (VET) Quality Framework and the Standards for Registered Training Organisations (RTOs) 2015, including the quality of the training and assessment services it provides for the range of VET Courses under its current scope of operation and for the issuance of the AQF certificate documentation. |
| <input type="checkbox"/> | declare that the above information is true and correct; |
| <input type="checkbox"/> | declare that the information supplied may be provided to the Australian government if requested; |
| <input type="checkbox"/> | declare that I have read and understood the Course Information material supplied to me. |

Applicant Signature:

Date: