



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 | | | | 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 Australia 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"/> BSB30115 Certificate III in Business (095985A) | 52 weeks | <input type="checkbox"/> SIT30816 Certificate III in Commercial Cookery (097380C) | 52 weeks |
| <input type="checkbox"/> BSB40215 Certificate IV in Business (095986M) | 52 weeks | <input type="checkbox"/> SIT40516 Certificate IV in Commercial Cookery (097381B) | 78 weeks |
| <input type="checkbox"/> BSB50215 Diploma of Business (095987K) | 52 weeks | <input type="checkbox"/> ELICOS - General English Pre intermediate, Intermediate, Upper intermediate (097794C) | 12-40 weeks |
| <input type="checkbox"/> SIT50416 Diploma of Hospitality Management (095988J) | 76 weeks | <input type="checkbox"/> ELICOS - IELTS Foundation (097795B) | 14 Weeks |

Commencing: _____ Month

OTHER INFORMATION

| | |
|--|--|
| USI | |
| Do you have a Unique Student Identifier | <input type="checkbox"/> Yes - Provide number: _____ <input type="checkbox"/> No, do you authorise the College to secure a USI on your behalf if required? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Overseas Health Cover | |
| Do you have Overseas Health Cover (OSHC) | <input type="checkbox"/> Yes, OSHC provider: _____ <input type="checkbox"/> No |
| If No, indicate the level of cover you require: | <input type="checkbox"/> Single Cover <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Course Credits | |
| <input type="checkbox"/> Do you wish to apply for Credit Transfers? <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes forward copies of transcripts) <input type="checkbox"/> Do you wish to apply for Recognition of prior learning? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Airport Pickup and accommodation Services | |
| Do you want JLC to arrange airport pick up and /or accommodation for you? <input type="checkbox"/> Airport pick up <input type="checkbox"/> 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 of \$350 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 of and agree to abide by visa conditions throughout my enrolment period in Australia.
- I understand my enrolment fee (\$350) 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.
- I acknowledge that providing false. Misleading or inaccurate information may affect the acceptance of this application and/or the continued provision of training and assessment service.

Student 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 | | | |

Joan Lawman College is the Registered Business Name of Joan Lawman School of Beauty Pty Ltd
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