# STUDENT ENROLMENT AGREEMENT - LOCAL (ADELAIDE CAMPUS)

Prospective student is to complete this form and return to Southern Cross Education Institute (SCEI) with payment of the tuition fees indicated. No Enrolment will be processed unless this form and payment are received by Southern Cross Education Institute. The prospective student must sign the declaration at the end of the document to indicate their understanding and agreement of the enrolment conditions.

## A. PROVIDER DETAILS

<table>
<thead>
<tr>
<th>NAME</th>
<th>Southern Cross Education Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
<td>Level 2, 14 Grote Street, Adelaide SA 5000 Australia</td>
</tr>
<tr>
<td>PHONE</td>
<td>+61 8 8212 8745</td>
</tr>
<tr>
<td>E-MAIL</td>
<td><a href="mailto:enroll@scei.edu.au">enroll@scei.edu.au</a></td>
</tr>
<tr>
<td>WEB ADDRESS</td>
<td><a href="http://www.scei.edu.au">http://www.scei.edu.au</a></td>
</tr>
<tr>
<td>SCEI Contact Person</td>
<td></td>
</tr>
</tbody>
</table>

## B. STUDENT DETAILS

### GIVEN NAMES (LEGAL GIVEN NAMES)

### SURNAME (LEGAL FAMILY NAME)

### ADDRESS IN WHICH YOU USUALLY LIVE

<table>
<thead>
<tr>
<th>ADDRESS</th>
<th>STREET NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUILDING/PROPERTY NAME</td>
<td></td>
</tr>
<tr>
<td>FLAT/UNIT NUMBER</td>
<td></td>
</tr>
<tr>
<td>STREET NAME</td>
<td></td>
</tr>
<tr>
<td>SUBURB, LOCALITY OR TOWN</td>
<td></td>
</tr>
<tr>
<td>STATE/TERRITORY</td>
<td>POSTCODE</td>
</tr>
</tbody>
</table>

### POSTAL ADDRESS (if different from above)

<table>
<thead>
<tr>
<th>ADDRESS</th>
<th>STREET NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUILDING OR PROPERTY NAME</td>
<td></td>
</tr>
<tr>
<td>FLAT/UNIT NUMBER</td>
<td></td>
</tr>
<tr>
<td>STREET NAME</td>
<td></td>
</tr>
<tr>
<td>PO BOX OR ROADSIDE DELIVERY BOX</td>
<td></td>
</tr>
<tr>
<td>SUBURB, LOCALITY OR TOWN</td>
<td></td>
</tr>
<tr>
<td>STATE/TERRITORY</td>
<td>POSTCODE</td>
</tr>
</tbody>
</table>

### PHONE

### MOBILE

### E-MAIL ADDRESS

### DATE OF BIRTH (DD/MM/YYYY)

<table>
<thead>
<tr>
<th>GENDER/SEX</th>
<th>MALE</th>
<th>FEMALE</th>
</tr>
</thead>
<tbody>
<tr>
<td>(TICK ONE BOX ONLY)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### EMERGENCY CONTACT NAME

### RELATIONSHIP TO STUDENT

### EMERGENCY CONTACT NUMBER

<table>
<thead>
<tr>
<th>STUDENT INITIAL</th>
<th>SCEI STAFF NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
C. LANGUAGE AND CULTURAL DIVERSITY

<table>
<thead>
<tr>
<th>IN WHICH COUNTRY WERE YOU BORN?</th>
<th>☑ AUSTRALIA</th>
<th>☑ OTHER – PLEASE SPECIFY</th>
</tr>
</thead>
<tbody>
<tr>
<td>DO YOU SPEAK A LANGUAGE OTHER THAN ENGLISH AT HOME?</td>
<td>☑ NO, ENGLISH ONLY</td>
<td>☑ YES, OTHER – PLEASE SPECIFY</td>
</tr>
<tr>
<td>(IF MORE THAN ONE LANGUAGE, INDICATE THE ONE THAT IS SPOKEN MOST OFTEN)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOW WELL DO YOU SPEAK ENGLISH?</td>
<td>☑ VERY WELL</td>
<td>☑ WELL</td>
</tr>
<tr>
<td></td>
<td>☑ NOT WELL</td>
<td>☑ NOT AT ALL</td>
</tr>
<tr>
<td>ARE YOU OF ABORIGINAL OR TORRES STRAIT ISLANDER ORIGIN?</td>
<td>☑ NO</td>
<td>☑ YES, ABORIGINAL</td>
</tr>
<tr>
<td>(FOR PERSONS OF BOTH ABORIGINAL AND TORRES STRAIT ISLANDER ORIGIN, MARK BOTH ‘YES’ BOXES)</td>
<td>☑ YES, TORRES STRAIT ISLANDER</td>
<td></td>
</tr>
</tbody>
</table>

D. DISABILITY

| DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY, IMPAIRMENT OR LONG-TERM CONDITION? | ☑ YES | ☑ NO |
| IF YES, PLEASE INDICATE THE AREAS OF DISABILITY, IMPAIRMENT OR LONG TERM CONDITION (YOU MAY INDICATE MORE THAN ONE AREA) | ☑ HEARING/DEAF | ☑ PHYSICAL |
| | ☑ INTELLECTUAL | ☑ LEARNING |
| | ☑ MENTAL ILLNESS | ☑ ACQUIRED BRAIN IMPAIRMENT |
| | ☑ VISION | ☑ MEDICAL CONDITION |
| | ☑ OTHER | |

E. UNIQUE STUDENT IDENTIFIER (USI)

From January 1, 2015 all students studying nationally recognized training in Australia are required to have a Unique Student identifier (USI)

ENTER YOUR USI

Students can apply for their own USI at [www.usi.gov.au](http://www.usi.gov.au)

If you do not have a USI and you want SCEI to apply to the Student Identifiers Registrar on your behalf for a USI, please complete and attach the Unique Student Identifier Application form.
### F. SCHOOLING

**WHAT IS YOUR HIGHEST COMPLETED SCHOOL LEVEL?**

*Tick one box only*

- [ ] COMPLETED YEAR 12
- [ ] COMPLETED YEAR 11
- [ ] COMPLETED YEAR 10
- [ ] COMPLETED YEAR 9 OR EQUIVALENT
- [ ] COMPLETED YEAR 8 OR LOWER
- [ ] NEVER ATTENDED SCHOOL

**IN WHICH YEAR DID YOU COMPLETE THAT SCHOOL LEVEL?**

____________________

**ARE YOU STILL ATTENDING SECONDARY SCHOOL?**

- [ ] YES  
- [ ] NO

### G. PREVIOUS QUALIFICATION ACHIEVED

**HAVE YOU SUCCESSFULLY COMPLETED ANY OF THE FOLLOWING QUALIFICATIONS?**

- [ ] YES
- [ ] NO

**IF YES, PLEASE ENTER ONE OF THESE PRIOR EDUCATION ACHIEVEMENT RECOGNITION IDENTIFIERS ANY APPLICABLE QUALIFICATION LEVEL.**

A – AUSTRALIAN  
E – AUSTRALIAN EQUIVALENT  
I – INTERNATIONAL

**NOTE: IF YOU HAVE MULTIPLE PRIOR EDUCATION ACHIEVEMENT RECOGNITION IDENTIFIERS FOR ANY ONE QUALIFICATION, USE THE FOLLOWING PRIORITY ORDER TO DETERMINE WHICH IDENTIFIER TO USE:**

1. A – AUSTRALIAN  
2. E – AUSTRALIAN EQUIVALENT  
3. I – INTERNATIONAL

### H. STUDY REASON

**OF THE FOLLOWING CATEGORIES, WHICH BEST DESCRIBES YOUR MAIN REASON FOR UNDERTAKING THIS COURSE/TRAINEESHIP/APPRENTICESHIP?**

*Tick one box only*

- [ ] TO GET A JOB
- [ ] TO DEVELOP MY EXISTING BUSINESS
- [ ] TO START MY OWN BUSINESS
- [ ] TO TRY FOR A DIFFERENT CAREER
- [ ] TO GET A BETTER JOB OR PROMOTION
- [ ] IT WAS A REQUIREMENT OF MY JOB
- [ ] I WANTED EXTRA SKILLS FOR MY JOB

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Version 12.1  
Effective Date: 15/11/2016

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**SCEI STAFF NAME**
I. EMPLOYMENT

OF THE FOLLOWING CATEGORIES, WHICH BEST DESCRIBES YOUR CURRENT EMPLOYMENT STATUS?
(TICK ONE BOX ONLY)

- FULL-TIME EMPLOYEE
- PART-TIME EMPLOYEE
- SELF EMPLOYED – NOT EMPLOYING OTHERS
- EMPLOYER
- EMPLOYED – UNPAID WORKER IN A FAMILY BUSINESS
- UNEMPLOYED – SEEKING FULL-TIME WORK
- UNEMPLOYED – SEEKING PART-TIME WORK
- NOT EMPLOYED – NOT SEEKING EMPLOYMENT

WHICH OF THE FOLLOWING CLASSIFICATIONS BEST DESCRIBES YOUR CURRENT OR RECENT OCCUPATION?
(TICK ONE BOX ONLY) IF NEVER EMPLOYED GO TO NEXT SECTION.

- 1 - MANAGERS
- 2 - PROFESSIONALS
- 3 - TECHNICIANS AND TRADE WORKERS
- 4 - COMMUNITY AND PERSONAL SERVICE WORKERS
- 5 - CLERICAL AND ADMINISTRATIVE WORKERS
- 6 - SALES WORKERS
- 7 - MACHINERY OPERATORS AND DRIVERS
- 8 - LABOURERS
- 9 - OTHER

WHICH OF THE FOLLOWING CLASSIFICATIONS BEST DESCRIBES THE INDUSTRY OF YOUR CURRENT OR PREVIOUS EMPLOYER?
(TICK ONE BOX ONLY) IF NEVER EMPLOYED GO TO NEXT SECTION.

- A - AGRICULTURE, FORESTRY AND FISHING
- B - MINING
- C - MANUFACTURING
- D - ELECTRICITY, GAS, WATER AND WASTE SERVICES
- E - CONSTRUCTION
- F - WHOLESALE TRADE
- G - RETAIL TRADE
- H - ACCOMMODATION AND FEED SERVICES
- I - TRANSPORT, POSTAL AND WAREHOUSING
- J - INFORMATION MEDIA AND TELECOMMUNICATIONS
- K - FINANCIAL AND INSURANCE SERVICES
- L - RENTAL, HIRING AND REAL ESTATE SERVICES
- M - PROFESSIONAL, SCIENTIFIC AND TECHNICAL SERVICES
- N - ADMINISTRATIVE AND SUPPORT SERVICES
- O - PUBLIC ADMINISTRATION AND SAFETY
- P - EDUCATION AND TRAINING
- Q - HEALTH CARE AND SOCIAL ASSISTANCE
- R - ARTS AND RECREATION SERVICES
- S - OTHER SERVICES
ENTRY REQUIREMENTS:
- For Certificate III & IV level courses, successful completion of Year 10
- For Diploma and Advanced Diploma level courses, successful completion of Year 12
- Successful completion of SCEI LLN indicator
- Applicant must be 18 years of age or above

COURSE INFORMATION TABLE

<table>
<thead>
<tr>
<th>COURSE/UNIT TITLE</th>
<th>DURATION</th>
<th>PLEASE TICK</th>
<th>REGISTRATION FEE</th>
<th>MATERIALS FEE</th>
<th>FEE FOR SERVICE PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>22250VIC CERTIFICATE I IN EAL (ACCESS)</td>
<td>28 WEEKS</td>
<td></td>
<td>AUD$250.00</td>
<td>N/A</td>
<td>AUD$3,740.00</td>
</tr>
<tr>
<td>22251VIC CERTIFICATE II IN EAL (ACCESS)</td>
<td>28 WEEKS</td>
<td></td>
<td>AUD$250.00</td>
<td>N/A</td>
<td>AUD$3,910.00</td>
</tr>
<tr>
<td>22255VIC CERTIFICATE III IN EAL (FURTHER STUDY)</td>
<td>26 WEEKS</td>
<td></td>
<td>AUD$250.00</td>
<td>N/A</td>
<td>AUD$3,910.00</td>
</tr>
<tr>
<td>ICT50015 DIPLOMA OF INFORMATION TECHNOLOGY</td>
<td>26 WEEKS</td>
<td></td>
<td>AUD$250.00</td>
<td>N/A</td>
<td>AUD$3,910.00</td>
</tr>
<tr>
<td>ICT60015 ADVANCED DIPLOMA OF INFORMATION TECHNOLOGY</td>
<td>49 WEEKS</td>
<td></td>
<td>AUD$250.00</td>
<td>N/A</td>
<td>AUD$8,000.00</td>
</tr>
<tr>
<td>CUA51015 DIPLOMA OF SCREEN AND MEDIA</td>
<td>47 WEEKS</td>
<td></td>
<td>AUD$250.00</td>
<td>N/A</td>
<td>AUD$8,000.00</td>
</tr>
</tbody>
</table>

COURSE START DATE:  
COURSE END DATE:  
COURSE LOCATION:

STUDENT INITIAL  
SCEI STAFF NAME
K. STUDENT ENROLMENT PRIVACY NOTICE

STUDENT ENROLMENT PRIVACY NOTICE

- SCEI is required to provide the Commonwealth and South Australian Governments with student and training activity data which may include information I provide in this enrolment form. The Department may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation and reporting and/or research activities. For these and other lawful purposes, the Department may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations. I have been advised by the training organisation that I may be contacted and requested to participate in a National Centre for Vocational Education Research survey or a Department-endorsed project or audit or review.

For students eligible for VET Fee Help, the following privacy statement also applies:
- SCEI is collecting the information in this form for the purpose of assessing my entitlement to Commonwealth assistance under the Higher Education Support Act 2003 and allocation of a Commonwealth Higher Education Student Support Number (CHESSN) to me. SCEI will disclose this information to the Commonwealth Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE) for those purposes. DIISRTE will store the information securely in the Higher Education Information Management System. DIISRTE may disclose the information to the Australian Taxation Office. SCEI and DIISRTE will not otherwise disclose the information without my consent unless required or authorised by law.

For more information in relation to how student information may be used or disclosed please contact SCEI’s Privacy Officer on phone 03 9602 4110.

STUDENT’S NAME (PRINTED) : ________________________________
STUDENT’S SIGNATURE: ________________________________ DATE: ________________________________

L. REFUND POLICY

How to apply for a refund?
At SCEI, we ensure all students are treated fairly and with integrity when applying for refunds. The student is required to lodge a FOR11 Application for Refund form to the Administrations department.

FOR11 Application for Refund form will be processed based on the information in the following table.

<table>
<thead>
<tr>
<th>Reason for Refund Application</th>
<th>Student entitlement for refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal before the commencement date</td>
<td>Full refund</td>
</tr>
<tr>
<td>Withdrawal on or after the commencement date</td>
<td>No refund</td>
</tr>
<tr>
<td>Course withdrawn by College</td>
<td>Full refund including enrolment fee</td>
</tr>
</tbody>
</table>

* Please note: Commencement date refers to the Course Commencement Date agreed and signed by the student on the training plan.

SCEI may arrange for another course, or part of a course, to be provided to students at no (extra) cost to the student as an alternative to refunding course money. Where the student agrees to this arrangement, SCEI will not be liable to refund the money owed for the original enrolment.

Appealing Refund decisions
- Refer to the student PP11 Complaints and Appeals policy and procedure from the Administrations department if you wish to appeal the PP05 Refund policy and procedure.
- This policy and the availability of PP11 Complaints and Appeals policy and procedure, does not remove your right to take action under Australia’s consumer protection laws.
- The Institute’s dispute resolution processes do not remove the student’s right to pursue other legal remedies where they feel necessary.

Further information
- SCEI will refund any monies due to the student, to the student’s education agent (where applicable).
- If student’s refund application is approved, the payment shall be made within four weeks of receiving the student’s FOR11 Application for Refund form.

STUDENT’S NAME (PRINTED) : ________________________________
STUDENT’S SIGNATURE: ________________________________ DATE: ________________________________
M. STUDENT AGREEMENT & DECLARATION

AGREEMENT
In signing and submitting this ADEFOR69 Student Enrolment Agreement – Local form the applicant acknowledges:

- That the information provided by the Applicant in their application is complete and correct.
- Agrees to be bound by Southern Cross Education Institute’s (SCEI) rules and regulations and any amendments made to the rules and regulations.
- Agrees to undertake a testing requirement prior to any course entry, if deemed necessary by SCEI and adhere to any other pre-requisites identified above.
- Agrees to pay all fees required on or by the due date as notified in writing by SCEI or as per the invoice.
- Gives permission to SCEI to use his/her images and/or completed assessment tasks for marketing & promotional purposes.
- Changes or variations to this contract after commencement of study may attract an administrative fee.
- SCEI reserves the right to cancel any course prior to the commencement date of the course should it deem it necessary and in that event, shall refund all payments received from the Applicant.
- Where a student’s contact details change while studying with SCEI the student must advise SCEI of these changes within five (5) working days. These details include but are not limited to details such as address and contact phone details.
- That he/she may receive an invitation to participate in the department endorsed projects and/or being contacted by the commission

DECLARATION

- I declare to the best of my ability that the information entered on this form is correct and complete.
- I have read and understood the information sent to me as pre-enrolment information. This information contains vital details about the requirements expected of me and by SCEI with respect to my enrolment.
- I am bound by SCEI’s rules and regulations and any amendments made to the rules and regulations including but not limited to any potential changes in fees during the course. It is my responsibility to read Institute’s policies and procedures and have a thorough understanding of these. An electronic copy of student handbook and enrolment policies has been given to me and I am familiar with these policies. I acknowledge that the full list of policy can be found on the Institute’s website as well as in reception.
- I have attached payment for enrolment (Cheque, Bank cheque, money order, or credit card details – DO NOT send cash) into the course as outlined in this ADEFOR69 Student Enrolment Agreement – Local form.
- I understand that the administration fee is non-refundable on receipt of monies.
- I understand that the tuition fees are refundable in accordance with the PPOS Refund policy and procedure stated in this ADEFOR69 Student Enrolment Agreement - Local form. Application must be made in writing by way of the FOR11 Application for Refund form and submitted to the Administration Manager by registered mail, courier or personal delivery.
- I agree to pay all fees required on or by the due date as notified in writing by SCEI or as per the invoice. A penalty of $200 applies for late payment.
- I understand that all fees paid to SCEI are not transferable to any other person. All fees paid to the Institute, for units/courses covered by this application form, may not be transferred to other units/courses after commencement of the course.
- I understand that if I make any payments to a third party or agent, I am doing so at my own risk. The Institute is not responsible in collecting the fees from any third party or agent that I make payment to. I understand that I need to verify if the agent or third party is a current registered agent of SCEI.
- I agree that the Campus or Training Manager reserves the right to make changes to the trainer, course outline, course times, policies, costs, and any other provisions as, and when this becomes necessary. It is the responsibility of the student to read the student notice board and be aware of these changes.
- SCEI reserves the right to cancel or postpone any course should there be insufficient enrolments. All students enrolled will be notified and fees paid will be refunded in full or credited towards a subsequent or alternative course of student’s choice.
- I understand that I am required to maintain satisfactory progression throughout my course.
- I give permission for my results, attendance and fee information to be disclosed to my parents/guardian specified below.
- This agreement does not remove my right to take further action under Australia’s consumer protection laws and that the Institute’s PP11 Complaints and Appeal policy and procedures does not circumscribe my right to pursue other legal remedies. When acceptable documentary evidence is produced, refunds will be at the discretion of SCEI. While SCEI emphasises the value of pastoral care and seeks to make appropriate and useful services available to students, whether a student avails him or herself of these services is a matter of individual choice. Please note that the SCEI, its employees, agents or related entities expressly disclaim to the full extent permitted by the law any liability whatsoever arising out of or in respect of information, advice or opinion provided by SCEI, its employees or related entities in respect of matters other than the course program itself.
- I agree to attend group activities during the duration of my course. I am aware these classes/excursions may involve day/evening attendance. Further in the event of an accident/illness, I authorise staff to consent, where it is impracticable to communicate with me, to receive medical treatment as may be deemed necessary by a qualified medical practitioner.
- I acknowledge that SCEI will not be liable for any accident or injury which occurs in the course of the excursion, and I indemnify SCEI for any loss or damage through any act of negligence from myself.
- I understand that I am responsible to notify SCEI when I decide to withdraw, defer or suspend enrolment for any reason through FOR80 Notification to Defer, Suspend or Cancel Enrolment form.
- I have read the above, and have duly familiarised myself with the SCEI rules and procedures in the Student Handbook, SCEI Policies & Procedures, the current fee schedule, weekly timetable, and year’s calendar events.
- SCEI reserves the right to accept or reject any application for enrolment at its discretion.

STUDENT'S NAME (PRINTED): ___________________________

STUDENT’S SIGNATURE: ___________________________

DATE: ___________________________

SCEI STAFF NAME: ___________________________

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SCEI STAFF NAME: ___________________________
N: ENROLMENT AGREEMENT CHECKLIST

I have:

☑ Completed all sections of this form truthfully and honestly
☑ Initialed each page of this form
☑ Signed and dated Section K: Student enrolment privacy notice
☑ Signed and dated Section L: Refund Policy
☑ Signed and dated Section M: Student agreement and declaration
☑ Provided certified copies of the following prior education documents
  ☐ Certificates and Statements of Results

Students Name: __________________________________________

Students Signature: ___________________________ Date: ________________

FOR OFFICE USE ONLY

This ADEFOR69 Student Enrolment Agreement-Local form received on ____________________________(DATE)

☑ Yes ☐ No  STAFF NAME: ___________________________

☑ Yes ☐ No  STAFF SIGNATURE: ___________________________

STUDENT INITIAL ________________________ SICEI STAFF NAME ________________________
APPENDIX A: Certifying Documents

To have a document certified, an individual must take the original and a photocopy to an authorised person. The authorised person must write on every page of the copy document “I have sighted the original document and certify this to be a true copy of the original”, sign each statement and provide their designation, for example “Pharmacist”.

Authorised persons include:

- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Optometrist
- Patent Attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trade marks attorney
- Veterinary surgeon
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- Bailiff
- Bank officer with two or more continuous years of service
- Building society officer with two or more continuous years of service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with two or more continuous years of service
- Employee of the Australian Trade Commission who is:
  - in a country or place outside Australia; and
  - authorised under paragraph 3 (d) of the Consular Fees Act 1955; and
  - exercising his or her function in that place
- Employee of the Commonwealth who is:
  - in a country or place outside Australia; and
  - authorised under paragraph 3 (d) of the Consular Fees Act 1955; and
  - exercising his or her function in that place
- Fellow of the National Tax Accountants’ Association
- Finance company officer with two or more continuous years of service
- Holder of a statutory officer not specified in another item in this list
- Judge of a court
- Justice of the Peace
- Magistrate
- Marriage celebrant registered under subdivision C of Division 1 of Part IV of the Marriage Act 1961
- Master of a court
- Member of Charted Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
- Member of the Association of Taxation and Management Accountants
- Member of the Australian Defence Force who is:
  - an officer; or
  - a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with two or more continuous years of service; or
o a warrant officer within the meaning of that Act

- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of:
  - the Parliament of the Commonwealth; or
  - the Parliament of a State; or
  - a Territory legislature; or
  - a local government authority of a State or Territory
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
- Notary public
- Permanent employee of the Australian Postal Corporation with two or more continuous years of service who is employed in an office supplying postal services to the public
- Permanent employee of:
  - the Commonwealth or a Commonwealth authority; or
  - a State or Territory or a State of Territory authority; or
  - a local government authority; with two or more continuous years of service who is not specified in another item in this list
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive service employee of:
  - the Commonwealth or a Commonwealth authority; or
  - a State or Territory or a State of Territory authority
- Sheriff
- Sheriff’s officer
- Teacher employed on a full-time basis at a school or tertiary education institution
- Member of the Australasian Institute of Mining and Metallurgy.
- a person who is enrolled on the roll of the supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described)
- an officer with, or authorised representative of, a holder of an Australian financial services licence, having two or more continuous years of service with one or more licensees.