

APPLICATION TO STUDY-WORKING HOLIDAY\TEMPORARY VISA HOLDERS

The following form is to be completed by individuals on a Working Holiday Visa (students who are not on a student visa) aspiring to study with Southern Cross Education Institute (SCEI). All prospective students must complete the following form to initiate their enrolment process. Please complete the following table of information accurately, attach all relevant documents with the form (Certificates, Passport Copies etc) and return to Southern Cross Education Institute.

A. PROSPECTIVE STUDENT'S DETAILS	
FIRST NAME	LAST NAME
ADDRESS	
PHONE	
MOBILE	
E-MAIL	
DATE OF BIRTH	
PASSPORT NUMBER	
VISA TYPE	
VISA NUMBER	
DO YOU HAVE A DISABILITY OR MEDICAL CONSIDERATION WHICH REQUIRES SPECIAL ASSISTANCE FROM SCEI? <small>(EG. HEARING/VISUAL IMPAIRMENT, MOBILITY REQUIREMENTS)</small>	<input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE PROVIDE DETAILS. IF YOU NEED ASSISTANCE, PLEASE CONTACT WELFARE OFFICER AT 03 9602 4110.

B. COURSE DETAILS							
Please select a campus. For availability of each course in each campus, please contact SCEI.							
<input type="checkbox"/> Melbourne Campus (155-161 Boundary Road, North Melbourne VIC 3051) <input type="checkbox"/> Adelaide Campus (Level 2 & 4, 14-16 Grote St, Adelaide, SA 5000)							
Which qualification do you wish to complete? (Please tick and provide initial)							
COURSE/QUALIFICATION TITLE AND CODE							
COURSE TITLE	DURATION	REGISTRATION FEE	MATERIAL FEES	TUITION FEES	PLEASE TICK	INTAKE DATE	STUDENT INITIAL
087717K GENERAL ENGLISH – BEGINNER	6 WEEKS	AUD \$250	AUD \$120	AUD\$2,145.00	<input type="checkbox"/>		
086131M GENERAL ENGLISH - ELEMENTARY	12 WEEKS	AUD \$250	AUD \$120	AUD\$3,120.00	<input type="checkbox"/>		
086132K GENERAL ENGLISH - PRE- INTERMEDIATE	12 WEEKS	AUD \$250	AUD \$120	AUD\$3,120.00	<input type="checkbox"/>		
086133J GENERAL ENGLISH - INTERMEDIATE	12 WEEKS	AUD \$250	AUD \$120	AUD\$3,120.00	<input type="checkbox"/>		
086134G GENERAL ENGLISH - UPPER- INTERMEDIATE	12 WEEKS	AUD \$250	AUD \$120	AUD\$3,120.00	<input type="checkbox"/>		
087716M IELTS PREPARATION - UPPER INTERMEDIATE	6 WEEKS	AUD \$250	AUD \$120	AUD\$2,145.00	<input type="checkbox"/>		
087715A IELTS PREPARATION – ADVANCED	6 WEEKS	AUD \$250	AUD \$120	AUD\$2,400.00	<input type="checkbox"/>		

C. NEEDS ANALYSIS

1. Of the following categories, which BEST describes your main reason for undertaking this course?

- 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 for my job
- I wanted extra skills for my job
- To get into another course of study
- For personal interest or self-development
- Other reasons

2. Please write a paragraph on what you hope to accomplish by undertaking this course.

3. Do you have any experience relevant to the qualification you have chosen to undertake? Yes No

If yes, do you expect to receive an RPL* or a credit transfer for the unit/s? Yes No
 (If yes, please contact the training manager to discuss the options available for you)

*RPL- Recognition of Prior Learning

D. STUDENT'S AGREEMENT & DECLARATION

I understand that by completing and sending the required payment with this form I am applying for enrolment into the course indicated above and will receive more information from the Southern Cross Education Institute in relation to completing my enrolment.

I also understand that this is an application to study and fees associated with this application only relate to the application to study and not the enrolment fees. Arrangement for the payment of tuition fees will be included in the FOR56 Student Enrolment Agreement – Working Holiday Visa form which will be issued once my application has been assessed. I understand SCEI has the right to reject my application prior to issuing a FOR56 Student Enrolment Agreement – Working Holiday Visa form

STUDENT'S NAME (PRINTED) : _____

STUDENT'S SIGNATURE: _____

DATE: _____

E. APPLICATION CHECKLIST

I have:

- Completed all sections of this form truthfully and honestly
- Attached certified copies of all necessary supporting information and documents?
 - Passport
 - Education certificates and transcript of results
 - Visa

See Appendix A: Certifying Documents

FOR OFFICE USE ONLY

This FOR57 Application to Study – Working Holiday Visa form received on _____ (DATE)

Correct and relevant supporting documents attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No	STAFF NAME:	
Application Accepted?	<input type="checkbox"/> Yes <input type="checkbox"/> No	STAFF SIGNATURE:	
If Yes, is student notified through LET46 Letter of Offer for Working Holiday Visa/Local Students?	<input type="checkbox"/> Yes <input type="checkbox"/> No	DATE:	
If No, is student notified through LET23 Offer rejection letter?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

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:

- a justice of the peace or a bail justice
- a public notary
- an Australian lawyer (within the meaning of the Legal Profession Act 2004)
- a clerk to an Australian lawyer
- the prothonotary or a deputy prothonotary of the Supreme Court, the registrar or
- the deputy registrar of the County Court, the principal registrar of the Magistrates' Court or the
- registrar or the deputy registrar of the Magistrates' Court
- the registrar of probates and the assistant registrar of probates
- the associate to a judge of the Supreme Court or of the County Court
- the secretary of a master of the Supreme Court or of the County Court
- a person registered as a patent attorney under Chapter 20 of the Patents Act 1990 of the
- Commonwealth
- a member of the police force
- the sheriff or deputy sheriff
- a member or a former member of either House of the Parliament of Victoria
- a member or a former member of either House of the Parliament of the Commonwealth
- a councillor of a municipality
- a senior officer of a council as defined in the Local Government Act 1989
- a registered medical practitioner within the meaning of the Medical Practice Act 1994
- a registered dentist within the meaning of the Dental Practice Act 1999
- a veterinary practitioner
- a pharmacist
- a principal in the (State) teaching service
- the manager of a bank
- a member of the Institute of Chartered Accountants in Australia or CPA or the
- National Institute of Accountants
- the secretary of a building society
- a minister of religion authorised to celebrate marriages (not a civil celebrant)
- a person employed under Part 3 of the Public Administration Act 2004 with a classification
- that is prescribed as a classification for statutory declarations, or who holds office in a
- statutory authority with such a classification
- a fellow of the Institute of Legal Executives (Victoria)
- Source: Victorian Department of Justice