

ENROLMENT FORM

IS THIS THE FIRST TIME YOU HAVE ENROLLED AT THIS ORGANISATION?

Yes

No

PERSONAL DETAILS

TITLE: MR MISS MRS MS OTHERS

UNIQUE STUDENT IDENTIFIER:

* PLEASE PROVIDE A COPY OF THE ID USED TO OBTAIN YOUR USI.

(get your USI at: www.usi.gov.au)

GENDER: MALE FEMALE OTHER

FAMILY NAMES:

GIVEN NAMES:

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

PASSPORT NO:

MOBILE:

EMAIL :



ADDRESS (AUSTRALIA / OVERSEAS)

NUMBER AND STREET:

SUBURBS:

STATE/ TERRITORY:

POSTCODE:



POSTAL ADDRESS

NUMBER AND STREET:

PO BOX OR ROADSIDE DELIVERY BOX:

SUBURBS:

STATE/TERRITORY:

POSTCODE:



EMERGENCY CONTACT

NAME:

RELATIONSHIP:

ADDRESS:

SUBURBS:

STATE/TERRITORY:

POSTCODE:

PHONE:

ENROLMENT FORM

INTAKE DATES

2023

10th July 2023
09th October 2023

2024

08th January 2024
08th April 2024
08th July 2024
07th October 2024

Other / Mid Intake:

| SELECT THE COURSES | COURSE CODE & TITLE | CRICOS COURSE CODE | COURSE DURATION |
|--------------------|--|--------------------|-----------------|
| | BSB40120 – Certificate IV in Business | 110413H | 49 weeks |
| | BSB50120 – Diploma of Business | 110414G | 49 weeks |
| | BSB40520 – Certificate IV in Leadership and Management | 104017D | 45 weeks |
| | BSB50420 – Diploma of Leadership and Management | 104420D | 45 weeks |
| | BSB80120 – Graduate Diploma of Management (Learning) | 112113D | 49 weeks |

STUDENT VISA APPLICANTS:

Overseas students must provide evidence of English language qualifications.

Proficiency in English: Very Well Well Not Well Not at All

Have you undertaken an English Language Proficiency Test in last 2 years? Yes No

Name of English Language Proficiency Test:

Test Date: Score:

Have you previously held a Visa for study in Australia? Yes No

Are you applying for your visa from Australia? Yes No

If not, which country will you apply for your visa from?

ENROLMENT FORM

| | | |
|--|-----|----|
| Do you have an Education consultant or immigration Lawyer? | Yes | No |
| Name of Agent: | | |
| Contact Person: | | |
| Telephone: | | |
| Email address: | | |



STUDENT DECLARATION

I have read and accepted the terms and conditions of the fees and refund policy as described in the Pre-enrolment Information.

I give permission for Focus Academic of Learning to review and report my training progress with representatives from the Department of Education and Training, Department of Industry and my employer (if applicable).

I understand that I can authorise others to receive this information only by completing a Participant Records Access Form.

The information provided by you may be used by or on behalf of the State or Commonwealth Governments for statistical purposes, conducting surveys, enrolment, educational or strategic planning purposes.

I acknowledge that I have read the above and understand the information provided. I confirm that this information is true and correct.

SIGNATURE: _____

DATE: ____/____/____



DOCUMENT CHECKLIST

- Completed Enrolment Application Form
- Certified copy of education transcripts
- Certified copy of your passport
- Certified copy of your IELTS score or other English Proficiency Test
- Certified copy of your Visa stamp page (if applicable)
- Relevant employment details (if applicable)
- Overseas Student Health Cover if available
- Onshore Student Address proof is required (e.g., driver licence, bank statement)

Checked student details for accuracy

Received By: _____ **Signature:** _____ **Date:** _____