

APPLICATION AND ENROLMENT FORM AUSTRALIAN STUDENTS

 JANSEN NEWMAN INSTITUTE



1. PERSONAL DETAILS

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Family name:	Given names:
Date of birth (DD/MM/YYYY):	Country of citizenship:
Country of birth:	Year of arrival in Australia (if country of birth not Australia):
Are you an Australian Permanent Resident: <input type="checkbox"/> Yes <input type="checkbox"/> No	Main language spoken at home:

2. CONTACT DETAILS

Current residential address:		
City:	State:	Postcode:
Address during time of study (if different to current address):		
City:	State:	Postcode:
Telephone:	Mobile:	Fax:
Email (please print clearly):		
Who can we contact in case of an emergency?	Name:	Relationship:
Emergency contact details:		

3. EDUCATION /EMPLOYMENT

Did you complete year 12 secondary school in Australia: <input type="checkbox"/> Yes <input type="checkbox"/> No	ATAR/UAI/OP score:
Name of institution/high school:	Year of completion:
What is your highest educational attainment (complete or incomplete):	
Year:	Name of institution:
Do you wish to apply for Course Credit (based on previous academic study or informal learning)? <input type="checkbox"/> No <input type="checkbox"/> Yes	
<small>Please include your <i>Course Credit Application</i> form along with supporting documents. Forms are available at www.think.edu.au/policiesandforms.</small>	
Your last three occupations (if applicable):	
Previous experience (if any) working in a helping capacity (eg counselling or voluntary activities):	
How would you best describe your current employment status? <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Self-employed <input type="checkbox"/> Volunteer <input type="checkbox"/> Unemployed	

4. COURSE SELECTION

I would like to study: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Which mode would you like to study? <input type="checkbox"/> On campus <input type="checkbox"/> Online Learning
What is the name of the course you would like to study?
When would you like to commence?
<small>Course fees, dates, delivery options and course codes can be found on the Schedule of Fees and Dates form.</small>

5. SPECIAL CONDITIONS

Do you have any pre-existing learning difficulties, disabilities or other conditions, which may inhibit your learning or ability to undertake study in your chosen course?

No Yes

Details:

Do you require disability advice? No Yes

6. PAYMENT OPTIONS

How do you anticipate paying for your course fees?

Payment upfront by trimester/semester.

I will be applying for FEE-HELP.

7. DECLARATION

In signing the Jansen Newman Institute application form, I declare that:

- The information provided by me in this application form is correct.
- I have the financial capacity to meet all my course fees and agree to pay all fees as they become due.
- I can view the full, current *Policies and Procedures* online at www.jni.edu.au/about-us/policies including the *Refund Policy and Procedure*, *Student Privacy Policy and Procedure*. I can contact my Course & Career Advisor or Agent if I would like a paper copy sent to me.
- I will inform the College if my contact details change (including mail, email and/or phone).
- If I instruct an agent to complete this application form on my behalf, I do so on the basis that the agent is acting for me and it remains my responsibility to read the terms and conditions of enrolment.
- I authorise the College to verify the authenticity of my academic/professional qualifications and my work experience and I understand the College may inform other organisations or regulatory agencies if any of the information in my application is not accurate.

Applicant signature (signature of parent/guardian required for applicants under 18 years):

Name:

Signature:

Date (DD/MM/YYYY):

8. ACCEPTANCE AND ENROLMENT

Once we receive your application form and supporting documents, you may be asked to undertake an interview. Successful applicants will be issued a *Letter of Offer*, *Written Agreement* and *Tax Invoice*. Your signed *Written Agreement* is required and payment of a deposit or submission of your FEE-HELP application to secure a place in the course. Further information about FEE-HELP is available at www.jni.edu.au/fee-help.

Some applicants may be issued a *Conditional Letter of Offer* if some entry requirements have not yet been met. Applicants with a *Conditional Letter of Offer* must meet the conditions of the offer before they can finalise their enrolment and enrol in specific units of study. Admissions and enrolment policies and procedures are available at www.jni.edu.au/about-us/policies.

9. FEE SCHEDULE

Tuition and other fees are available on the current Schedule of Fees and Dates. Please contact a Course and Careers Advisor for more information.

10. WHERE TO FROM HERE

Please complete sections 1 to 7, sign and send it to us along with the following documents in English. Documents in a language other than English should be submitted along with translation from a certified translator.

Authenticated* transcripts of relevant academic records (higher school certificate or higher level qualifications)

Any additional documentation to support your application (e.g. your resume**, references and *Course Credit Application* form).

*Authenticated documents must be:

- 1) Original documents (i.e. testamur and transcript of results) provided by the candidate to an authorised Jansen Newman Institute representative
- 2) Copies of the original documents (i.e. testamur and transcript of results) provided by the candidate which have been either:
 - Notarised by a Justice of the Peace or equivalent authority in the country of origin;
 - Verified as a true and correct copy of the original documents by an approved Jansen Newman Institute representative.

**All claimed work experience must be relevant to the qualification being applied for and be within 3 years from date of application. Mature age candidates must provide Statements of Service on official company letterhead providing contact details of the employer. Past employers will be contacted to verify work experience on a case by case basis.

APPLY NOW

Send your application to:

Admissions Office

Jansen Newman Institute

PO Box 728

North Sydney, NSW Australia 2059

Fax: +61 2 9957 1811

Email: admissions@jni.edu.au

For further information please contact:

St Leonards Campus

Level 1, 575 Pacific Highway

St Leonards, NSW Australia 2065

Phone: 1300 017 263

Fax: +61 2 9436 3655

Email: enquiries@jni.edu.au

Web: www.jni.edu.au