

Student Application Form

If submitting a handwritten application, please write clearly and in **BLOCK LETTERS**.

1. Please Select					
☐ International Student (Fee for Service)					
☐ Domestic Student (Fee for Service)					
2. Choose Your Campus Location:					
☐ Victoria					
☐ New South Wales					
3. Personal Details					
First Name (Legal Given Name):		Middle Name (Legal Middle Name):		Family Name (Legal Last name):	
☐ Single Name (if Applicable):					
Date of Birth (dd/mm/yyyy):					
Gender:	Male ☐		Female ☐		Indeterminate ☐
Nationality:		Identity Document Number/ Passport Number (International Student)			
4. International Student Visa Details					
Visa Type (Please tick):	Student ☐	Tourist ☐	Working holiday ☐	Other ☐ Specify: _____	Year of Arrival 20____
Do you have an Overseas Student Health Cover (OSHC)?			Yes ☐		No ☐
If yes, who is your provider?					
Membership Number:			Expiry: / / (Please attach a copy of your membership details)		
If not, would you like Lennox to apply on your behalf?			Yes ☐		No ☐
Student location at the time of Application: ☐ In Australia ☐ Outside Australia					
5. Contact Details:					
Home Phone:		Work Phone:		Mobile Phone:	
Email Address:					
6. Address:					
Address in home country (If International Student):					
Address in Australia:					
Postal address (if different from above):					

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7. Emergency Contact Details: (LOCAL or INTERNATIONAL)

Name:	Relationship:
Contact Number:	Address:

8. Language and Cultural Diversity:

In which country were you born? _____				
Do you speak a language other than English at home?	Yes ☐	No ☐ Please Specify:		
English Language proficiency Result (if available) _____	IELTS ☐	PTE ☐	CAE ☐	TOEFL ☐

9. Disability:

Do you consider yourself to have a disability, impairment or long-term condition?		Yes ☐	No ☐
If yes please select the area/s:			
☐ Hearing/deaf	☐ Physical ☐	☐ Intellectual	☐ Learning
☐ Mental Health Condition	☐ Acquired brain impairment	☐ Vision	☐ Medical condition
☐ Other _____			

10. Schooling:

What is your highest COMPLETED school level? (Tick ONE box only)		
☐ Year 12 or equivalent	☐ Year 11 or equivalent	☐ Year 10 or equivalent
☐ Year 9 or below	☐ Year 9 or below	☐ Never attended school

11. Previous Qualifications Achieved:

Which of the qualifications listed below have you SUCCESSFULLY completed? (Please tick below)		
☐ Certificate I	☐ Certificate III (or trade certificate)	☐ Diploma (or associate diploma)
☐ Certificate II	☐ Certificate IV (or advanced certificate/technician)	☐ Advanced diploma or associate degree
☐ Bachelor degree or higher degree	☐ Other education (including certificates or overseas qualifications not listed above) _____	

12. Recognition of Prior Learning & Credit Transfer:

I wish to apply for RPL	☐ Yes	☐ No
I have attached my RPL Application Form	☐ Yes	☐ No
I wish to apply for Credit Transfer	☐ Yes	☐ No
I have attached my Credit Transfer Application Form	☐ Yes	☐ No

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Choose Your Course			
<i>Please note that application fees and material fees for all courses are non-refundable.</i>			
Business and Management			
CHOOSE YOUR QUALIFICATION	CRICOS CODE	DURATION	TOTAL FEES
☐ BSB50120 Diploma of Business	108222M	52 weeks	\$13,000.00
Fees include Material and Application Fees (\$250 Application fee + \$750 Materials Fee non-refundable) ☐ Payment as per study periods* {\$3000 x 4 } + (\$250 Application fee + \$750 Materials Fee non-refundable)			
Course Entry Requirements NIL		Lennox College Student Entry Requirements ▪ Successful completion of year 12 or equivalent. ▪ Successful completion of Determining Suitability Assessment ▪ 18 years of age or above. ▪ Any enrolment specific requirements or conditions are detailed on the 1st page of Letter of Offer. ▪ Minimum English level of IELTS 6.0 or equivalent (International Student) or a Lennox College Placement Test <i>*These entry requirements are in addition to Course Entry Requirements. Department of Home Affairs has different English language requirements for granting a student visa. Please keep in mind course entry requirements has no bearing to Visa requirements.</i>	
☐ BSB50420 Diploma of Leadership and Management	104312H	52 weeks	\$12,000.00
Fees include Material and Application Fees (\$250 Application fee + \$750 Materials Fee non-refundable) ☐ Payment as per study periods* {\$2750 x 4 } + (\$250 Application fee + \$750 Materials Fee non-refundable)			
Course Entry Requirements NIL		Lennox College Student Entry Requirements ▪ Successful completion of year 12 or equivalent. ▪ Successful completion of Determining Suitability Assessment ▪ 18 years of age or above. ▪ Any enrolment specific requirements or conditions are detailed on the 1st page of Letter of Offer. ▪ Minimum English level of IELTS 6.0 or equivalent (International Student) or a Lennox College Placement Test <i>*These entry requirements are in addition to Course Entry Requirements. Department of Home Affairs has different English language requirements for granting a student visa. Please keep in mind course entry requirements has no bearing to Visa requirements.</i>	

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☐ BSB60420 Advanced Diploma of Leadership and Management	108223K	70 weeks	\$20,000.00
Fees include Material and Application Fees (\$250 Application fee + \$1750 Materials Fee non-refundable) ☐ Payment as per study periods* { \$3600 x 5 } + (\$250 Application fee + \$1750 Materials Fee non-refundable)			
Course Entry Requirements Entry to this qualification is limited to those who: - Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions). - or - Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.		Lennox College Student Entry Requirements - Successful completion of a Diploma or higher qualification. - Successful completion of Determining Suitability Assessment 18 years of age or above. - Any enrolment specific requirements or conditions are detailed on the 1st page of Letter of Offer. - Minimum English level of IELTS 6.0 or equivalent (International Student) or a Lennox College Placement Test <i>*These entry requirements are in addition to Course Entry Requirements. Department of Home Affairs has different English language requirements for granting a student visa. Please keep in mind course entry requirements has no bearing to Visa requirements.</i>	
☐ BSB80320 Graduate Diploma of Strategic Leadership	104495G	52 weeks	\$15,000.00
Fees include Material and Application Fees (\$250 Application fee + \$750 Materials Fee non-refundable) ☐ Payment as per study periods* (\$3,500 x 4 } + (\$250 Application fee + \$750 Materials Fee non-refundable)			
Course Entry Requirements Entry to this qualification is limited to those who: - Have completed a Diploma or Advanced Diploma qualification in related fields of study and 3 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise. - or - Have completed a Bachelor degree in related fields of study and 2 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise. - or - Have five years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.		Lennox College Student Entry Requirements - Successful completion of a Diploma or higher qualification. - Successful completion of Determining Suitability Assessment 18 years of age or above. - Any enrolment specific requirements or conditions are detailed on the 1st page of Letter of Offer. - Minimum English level of IELTS 6.0 or equivalent (International Student) or a Lennox College Placement Test <i>*These entry requirements are in addition to Course Entry Requirements. Department of Home Affairs has different English language requirements for granting a student visa. Please keep in mind course entry requirements has no bearing to Visa requirements.</i>	

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Teacher Education			
CHOOSE YOUR QUALIFICATION	CRICOS CODE	DURATION	TOTAL FEES
☐ BSB80120 Graduate Diploma of Management (Learning)	108224J	70 weeks	\$22,000.00
Fees include Material and Application Fees (\$250 Application fee + \$1750 Materials Fee non-refundable) ☐ Payment as per study periods* (\$4,000 x 5) + (\$250 Application fee + \$1750 Materials Fee non-refundable)			
Course Entry Requirements NIL Lennox College Entry Requirements ▪ Successful completion of a Diploma or higher qualification. ▪ Successful completion of Determining Suitability Assessment ▪ 18 years of age or above. ▪ Any enrolment specific requirements or conditions are detailed on the 1st page of Letter of Offer. ▪ Minimum English level of IELTS 6.0 or equivalent (International Student) or a Lennox College Placement Test <i>*These entry requirements are in addition to Course Entry Requirements. Department of Home Affairs has different English language requirements for granting a student visa. Please keep in mind course entry requirements has no bearing to Visa requirements.</i>			
Automotive Engineering and Technology			
CHOOSE YOUR QUALIFICATION	CRICOS CODE	DURATION	TOTAL FEES
☐ AUR30620 Certificate III in Light Vehicle Mechanical Technology	103649B	72 weeks	\$22,000.00
Fees include Material and Application Fees (\$250 Application fee + \$1250 Materials Fee non-refundable) ☐ Payment as per study periods* (\$5,125 x 4) + (\$250 Application fee + \$1250 Materials Fee non-refundable)			
Course Entry Requirements NIL Lennox College Entry Requirements ▪ Successful completion of year 11 or equivalent or the equivalent level of study (AQF Level III & IV) ▪ Successful completion of Determining Suitability Assessment ▪ 18 years of age or above. ▪ Any enrolment specific requirements or conditions are detailed on the 1st page of Letter of Offer. ▪ Minimum English level of IELTS 6.0 or equivalent (International Student) or a Lennox College Placement Test <i>*These entry requirements are in addition to Course Entry Requirements. Department of Home Affairs has different English language requirements for granting a student visa. Please keep in mind course entry requirements has no bearing to Visa requirements.</i>			

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☐ AUR40216 Certificate IV in Automotive Mechanical Diagnosis	0101641	26 weeks	\$10,000.00
Fees include Material and Application Fees (\$250 Application fee + \$1000 Materials Fee non-refundable) ☐ Payment as per study periods* (\$2,250 x 4) + (\$250 Application fee + \$1000 Materials Fee non-refundable)			
Course Entry Requirements Those undertaking the Certificate IV in Automotive Mechanical Diagnosis must have completed an automotive mechanical Certificate III qualification, or be able to demonstrate equivalent competency.		Lennox College Entry Requirements - Successful completion of year 11 or equivalent or the equivalent level of study (AQF Level III & IV) - Successful completion of Determining Suitability Assessment 18 years of age or above. - Any enrolment specific requirements or conditions are detailed on the 1st page of Letter of Offer. - Minimum English level of IELTS 6.0 or equivalent (International Student) or a Lennox College Placement Test <i>*These entry requirements are in addition to Course Entry Requirements. Department of Home Affairs has different English language requirements for granting a student visa. Please keep in mind course entry requirements has no bearing to Visa requirements.</i>	
☐ AUR50216 Diploma of Automotive Technology	0101642	34 weeks	\$10,000.00
Fees include Material and Application Fees (\$250 Application fee + \$800 Materials Fee non-refundable) ☐ Payment as per study periods* (\$2,250 x 4) + (\$250 Application fee + \$1000 Materials Fee non-refundable)			
Course Entry Requirements Those undertaking the Diploma of Automotive Technology must have completed an automotive Certificate IV qualification in one of the following disciplines, or be able to demonstrate equivalent competency.		Lennox College Entry Requirements - Successful completion of year 12 or equivalent. - Successful completion of Determining Suitability Assessment 18 years of age or above. - Any enrolment specific requirements or conditions are detailed on the 1st page of Letter of Offer. - Minimum English level of IELTS 6.0 or equivalent (International Student) or a Lennox College Placement Test <i>*These entry requirements are in addition to Course Entry Requirements. Department of Home Affairs has different English language requirements for granting a student visa. Please keep in mind course entry requirements has no bearing to Visa requirements.</i>	

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Manufacturing Engineering and Technology			
CHOOSE YOUR QUALIFICATION	CRICOS CODE	DURATION	TOTAL FEES
☐ MSF30322 Certificate III in Cabinet Making and Timber Technology	113466D	94 weeks	\$27,200.00
Fees include Material and Application Fees (\$250 Application fee + \$1950 Materials Fee non-refundable) ☐ Payment as per study periods* (\$5,000 x 5) + (\$250 Application fee + \$1950 Materials Fee non-refundable)			
Course Entry Requirements NIL		Lennox College Entry Requirements ▪ Successful completion of year 11 or equivalent or the equivalent level of study (AQF Level III & IV) ▪ Successful completion of Determining Suitability Assessment ▪ 18 years of age or above. ▪ Any enrolment specific requirements or conditions are detailed on the 1st page of Letter of Offer. ▪ Minimum English level of IELTS 6.0 or equivalent (International Student) or a Lennox College Placement Test <i>*These entry requirements are in addition to Course Entry Requirements. Department of Home Affairs has different English language requirements for granting a student visa. Please keep in mind course entry requirements has no bearing to Visa requirements.</i>	
Building - Carpentry and Joinery			
CHOOSE YOUR QUALIFICATION	CRICOS CODE	DURATION	TOTAL FEES
☐ CPC30220 Certificate III in Carpentry	118476F	59 weeks	\$23,000.00
Fees include Material and Application Fees (\$250 Application fee + \$2750 Materials Fee non-refundable) ☐ Payment as per study periods* (\$5,000 x 4) + (\$250 Application fee + \$2750 Materials Fee non-refundable)			
Course Entry Requirements NIL		Lennox College Entry Requirements ▪ Successful completion of year 11 or equivalent or the equivalent level of study (AQF Level III & IV) ▪ Successful completion of Determining Suitability Assessment ▪ 18 years of age or above. ▪ Any enrolment specific requirements or conditions are detailed on the 1st page of Letter of Offer. Minimum English level of IELTS 6.0 or equivalent (International Student) or a Lennox College Placement Test <i>*These entry requirements are in addition to Course Entry Requirements. Department of Home Affairs has different English language requirements for granting a student visa. Please keep in mind course entry requirements has no bearing to Visa requirements.</i> * Completion of the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (ASCC 2007) is required before entering a construction work site. Achievement of unit CPCCWHS1001 covers this requirement. This unit is often referred to as a white card and is required to be completed externally from Lennox College. The undertaking of a white card is an additional cost to the student and is not included in the Delivery of the Qualification and the student must undertake and present the evidence of the unit competency.	

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Building and Construction			
CHOOSE YOUR QUALIFICATION	CRICOS CODE	DURATION	TOTAL FEES
☐ CPC50220 Diploma of Building and Construction (Building)	119873G	56 weeks	\$22,000.00
Fees include Material and Application Fees (\$250 Application fee + \$1750 Materials Fee non-refundable) ☐ Payment as per study periods* (\$5,000 x 4) + (\$250 Application fee + \$1750 Materials Fee non-refundable)			
Course Entry Requirements NIL Lennox College Entry Requirements ▪ Successful completion of year 11 or equivalent or the equivalent level of study (AQF Level III & IV) ▪ Successful completion of Determining Suitability Assessment ▪ 18 years of age or above. ▪ Any enrolment specific requirements or conditions are detailed on the 1st page of Letter of Offer. Minimum English level of IELTS 6.0 or equivalent (International Student) or a Lennox College Placement Test <i>*These entry requirements are in addition to Course Entry Requirements. Department of Home Affairs has different English language requirements for granting a student visa. Please keep in mind course entry requirements has no bearing to Visa requirements.</i> <i>* Completion of the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (ASCC 2007) is required before entering a construction work site. Achievement of unit CPCCWHS1001 covers this requirement. This unit is often referred to as a white card and is required to be completed externally from Lennox College. The undertaking of a white card is an additional cost to the student and is not included in the Delivery of the Qualification and the student must undertake and present the evidence of the unit competency.</i>			
13. Payment Details			
Payment Options prior to commencement: In full ☐ Study period* ☐ Half ☐ Payment plan ☐ qualification/s details: _____			
*Please note: Study period refers to the number of terms within the delivery of a course. If you have chosen this option, payment is due at the commencement of the study period.			
Preferable intake: ☐ Jan ☐ Feb ☐ Mar ☐ Apr ☐ May ☐ Jun ☐ Jul ☐ Aug ☐ Sep ☐ Oct ☐ Nov ☐ 2026 ☐ 2027 ☐ 2028 ☐ 2029			
14. Reason of Study:			
Of the following categories, select the one which BEST describes the main reason you are 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 is a requirement of my current job ☐ I wanted extra skills for my job ☐ To get into another course of study ☐ For personal interest or self-development ☐ Other reasons	

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15. Employment:

Of the following categories, which BEST describes your current employment status?

- | | |
|---|--|
| ☐ Full-time employee | ☐ Employed – unpaid worker in a family business |
| ☐ Part-time employee | ☐ Unemployed – seeking full-time work |
| ☐ Self-employed – not employing others | ☐ Unemployed – seeking part-time work |
| ☐ Self-employed – employing others | ☐ Not employed – not seeking employment |

16. Unique Student Identifier (USI):

From 1 January 2015, we – **Lennox College**, can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance.

Enter your Unique Student Identifier (USI) (if you already have one)

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faws/i-have-forgotten-my-usi/>

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If you do not have a USI, you can apply at www.usi.gov.au Lennox College can apply to the Student Identifiers registrar on your behalf for a USI. You will be required to complete the Unique Student Identifier Application Form

Other Payable Fees

Document	Cost
Re-Issue of Testamurs / Statements of attainment	\$50 each copy
Reassessment Fee	\$250.00 (after third attempt)
RPL Fee	\$250.00 per unit
Re-Issue of Student Card	\$20.00
Late payment of semester fees	\$250.00 per instalment
Change to CoE	\$200.00 Not applicable where support has been provided to achieve learning outcomes.
Unit re-enrolment fee	\$500.00 (for students who exceed the maximum duration period)

Privacy Statement

Under the *Data Provision Requirements 2012*, **Lennox College Pty Ltd** is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by **Lennox College Pty Ltd** for statistical, administrative, regulatory and research purposes. **Lennox College Pty Ltd** may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

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You may receive a student survey which may be administered by a government department or NCVER employee, agent or third-party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

17. Student Agreement and Declaration

In signing this Application Form,

1. I confirm I have been provided the necessary information to make an informed choice into the qualification/s for which I am applying including, entry requirements, course duration, modes of study and assessment requirements
2. I have a genuine interest in studying the course, and I have the financial capacity to meet tuition fees, living expenses, travel expenses, Overseas Student Health Cover for the duration of my studies.
3. I understand that I can pay full fees if I wish to, but I am not required to pay more than 50 percent up front. I also agree to pay tuition fees as they become due.
4. I understand that the application fee is payable at the time of lodging the application form and is non-refundable.
5. I understand that the material fee is payable upon commencement and is non-refundable.
6. I can view current policies and procedures online at www.lennoxcollege.edu.au
7. The college has permission to use any photographic image on which you may appear on marketing and advertising materials;
8. Lennox College Pty Ltd is required, under s19 of the ESOS Act, to tell the Department about changes to student's enrolment; and any breach by students of student visa conditions relating to attendance or satisfactory academic performance;
9. I understand that Lennox College Pty Ltd has access to my personal information for the purpose of verifying the USI number.
10. As an overseas student or intending overseas student, while in Australia and studying, I must notify Lennox College Pty Ltd within 7 days of any changes to my contact details including:
 - my current residential address, mobile number (if any) and email address (if any)
 - who to contact in emergency situations
 - any changes to those details, within 7 days of the change being made
11. I declare that the information I have provided to the best of my knowledge is true and correct.
12. I acknowledge that providing false information and /or failing to disclose any information relevant to my application for enrolment and /or failure to complete an application form may result in the withdrawal of any offer
13. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Student Name

Student Signature

Date

OFFICE USE ONLY

Documents attached:

Passport and Visa	YES ☐ No ☐	Staff Initial _____
IELTS or Equivalent (or Australian AQF	YES ☐ No ☐	Staff Initial _____
Qualification IV or above	YES ☐ No ☐	Staff Initial _____
High School Certificate	YES ☐ No ☐	Staff Initial _____