

## Student Application Form

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

<b>1. Please Select</b>					
<input type="checkbox"/> International Student (Fee for Service)					
<input type="checkbox"/> Domestic Student (Fee for Service)					
<b>2. Choose Your Campus Location:</b>					
<input type="checkbox"/> Victoria					
<input type="checkbox"/> New South Wales					
<b>3. Personal Details</b>					
First Name (Legal Given Name):		Middle Name (Legal Middle Name):		Family Name (Legal Last name):	
<input type="checkbox"/> Single Name (if Applicable):					
Date of Birth (dd/mm/yyyy):					
Gender:		Male <input type="checkbox"/>		Female <input type="checkbox"/>	
Indeterminate <input type="checkbox"/>					
Nationality:		Identity Document Number/ Passport Number (International Student)			
<b>4. International Student Visa Details</b>					
Visa Type (Please tick):	Student <input type="checkbox"/>	Tourist <input type="checkbox"/>	Working holiday <input type="checkbox"/>	Other <input type="checkbox"/>	Year of Arrival 20_____
			Specify: _____		
Do you have an Overseas Student Health Cover (OSHC)?			Yes <input type="checkbox"/>		No <input type="checkbox"/>
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 <input type="checkbox"/>		No <input type="checkbox"/>
Student location at the time of Application: <input type="checkbox"/> In Australia <input type="checkbox"/> Outside Australia					
<b>5. Contact Details:</b>					
Home Phone:		Work Phone:		Mobile Phone:	
Email Address:					
<b>6. Address:</b>					
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 <input type="checkbox"/>	No <input type="checkbox"/> Please Specify:	
English Language proficiency Result (if available) _____		IELTS <input type="checkbox"/>	PTE <input type="checkbox"/>	CAE <input type="checkbox"/> TOEFL <input type="checkbox"/>
9. Disability:				
Do you consider yourself to have a disability, impairment or long-term condition?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes please select the area/s:				
<input type="checkbox"/> Hearing/deaf	<input type="checkbox"/> Physical <input type="checkbox"/>	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Learning	
<input type="checkbox"/> Mental Health Condition	<input type="checkbox"/> Acquired brain impairment	<input type="checkbox"/> Vision	<input type="checkbox"/> Medical condition	
<input type="checkbox"/> Other _____				
10. Schooling:				
What is your highest COMPLETED school level? (Tick ONE box only)				
<input type="checkbox"/> Year 12 or equivalent		<input type="checkbox"/> Year 11 or equivalent		<input type="checkbox"/> Year 10 or equivalent
<input type="checkbox"/> Year 9 or below		<input type="checkbox"/> Year 9 or below		<input type="checkbox"/> Never attended school
11. Previous Qualifications Achieved:				
Which of the qualifications listed below have you SUCCESSFULLY completed? (Please tick below)				
<input type="checkbox"/> Certificate I	<input type="checkbox"/> Certificate III (or trade certificate)		<input type="checkbox"/> Diploma (or associate diploma)	
<input type="checkbox"/> Certificate II	<input type="checkbox"/> Certificate IV (or advanced certificate/technician)		<input type="checkbox"/> Advanced diploma or associate degree	
<input type="checkbox"/> Bachelor degree or higher degree	<input type="checkbox"/> Other education (including certificates or overseas qualifications not listed above) _____			
12. Recognition of Prior Learning & Credit Transfer:				
I wish to apply for RPL	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
I have attached my RPL Application Form	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
I wish to apply for Credit Transfer	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
I have attached my Credit Transfer Application Form	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

## Student Application Form

### Choose Your Course

Please note that application fees and material fees for all courses are non-refundable.

### Business and Management

CHOOSE YOUR QUALIFICATION	CRICOS CODE	DURATION	TOTAL FEES
<input type="checkbox"/> <b>BSB50120 Diploma of Business</b>	108222M	52 weeks	<b>\$13,000.00</b>
Fees include Material and Application Fees (\$250 Application fee + \$750 Materials Fee <b>non-refundable</b> ) <input type="checkbox"/> Payment as per study periods* {\$3000 x 4 } + (\$250 Application fee + \$750 Materials Fee <b>non-refundable</b> )			
<b>Course Entry Requirements</b> NIL	<b>Lennox College Student Entry Requirements</b> <ul style="list-style-type: none"> <li>▪ Successful completion of year 12 or equivalent.</li> <li>▪ Successful completion of Determining Suitability Assessment</li> <li>▪ 18 years of age or above.</li> <li>▪ Any enrolment specific requirements or conditions are detailed on the 1<sup>st</sup> page of Letter of Offer.</li> <li>▪ Minimum English level of IELTS 5.5 or equivalent (International Student) or a Lennox College Placement Test</li> </ul> <p style="text-align: right;"><i>*These entry requirements are in addition to Course Entry Requirements</i></p>		
<input type="checkbox"/> <b>BSB50420 Diploma of Leadership and Management</b>	104312H	52 weeks	<b>\$12,000.00</b>
Fees include Material and Application Fees (\$250 Application fee + \$750 Materials Fee <b>non-refundable</b> ) <input type="checkbox"/> Payment as per study periods* {\$2750 x 4 } + (\$250 Application fee + \$750 Materials Fee <b>non-refundable</b> )			
<b>Course Entry Requirements</b> NIL	<b>Lennox College Student Entry Requirements</b> <ul style="list-style-type: none"> <li>▪ Successful completion of year 12 or equivalent.</li> <li>▪ Successful completion of Determining Suitability Assessment</li> <li>▪ 18 years of age or above.</li> <li>▪ Any enrolment specific requirements or conditions are detailed on the 1<sup>st</sup> page of Letter of Offer.</li> <li>▪ Minimum English level of IELTS 5.5 or equivalent (International Student) or a Lennox College Placement Test</li> </ul> <p style="text-align: right;"><i>*These entry requirements are in addition to Course Entry Requirements</i></p>		
<input type="checkbox"/> <b>BSB60420 Advanced Diploma of Leadership and Management</b>	108223K	70 weeks	<b>\$20,000.00</b>
Fees include Material and Application Fees (\$250 Application fee + \$1750 Materials Fee <b>non-refundable</b> ) <input type="checkbox"/> Payment as per study periods* {\$3600 x 5 } + (\$250 Application fee + \$1750 Materials Fee <b>non-refundable</b> )			
<b>Course Entry Requirements</b> Entry to this qualification is limited to those who: <ul style="list-style-type: none"> <li>▪ Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).</li> <li style="text-align: center;">or</li> <li>▪ Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.</li> </ul>	<b>Lennox College Student Entry Requirements</b> <ul style="list-style-type: none"> <li>▪ Successful completion of a Diploma or higher qualification.</li> <li>▪ Successful completion of Determining Suitability Assessment</li> <li>▪ 18 years of age or above.</li> <li>▪ Any enrolment specific requirements or conditions are detailed on the 1<sup>st</sup> page of Letter of Offer.</li> <li>▪ Minimum English level of IELTS 5.5 or equivalent (International Student) or a Lennox College Placement Test</li> </ul> <p style="text-align: right;"><i>*These entry requirements are in addition to Course Entry Requirements</i></p>		

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<input type="checkbox"/> <b>BSB80320 Graduate Diploma of Strategic Leadership</b>	104495G	52 weeks	<b>\$15,000.00</b>
Fees include Material and Application Fees (\$250 Application fee + \$750 Materials Fee non-refundable) <input type="checkbox"/> Payment as per study periods* (\$3,500 x 4 ) + (\$250 Application fee + \$750 Materials Fee non-refundable)			
<b>Course Entry Requirements</b> Entry to this qualification is limited to those who: <ul style="list-style-type: none"> <li>▪ 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.</li> <li>or</li> <li>▪ 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.</li> <li>or</li> <li>▪ Have five years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.</li> </ul>		<b>Lennox College Student Entry Requirements</b> <ul style="list-style-type: none"> <li>▪ Successful completion of a Diploma or higher qualification.</li> <li>▪ Successful completion of Determining Suitability Assessment</li> <li>▪ 18 years of age or above.</li> <li>▪ Any enrolment specific requirements or conditions are detailed on the 1<sup>st</sup> page of Letter of Offer.</li> <li>▪ Minimum English level of IELTS 5.5 or equivalent (International Student) or a Lennox College Placement Test</li> </ul> <p><i>*These entry requirements are in addition to Course Entry Requirements</i></p>	
<b>Teacher Education</b>			
<b>CHOOSE YOUR QUALIFICATION</b>	<b>CRICOS CODE</b>	<b>DURATION</b>	<b>TOTAL FEES</b>
<input type="checkbox"/> <b>BSB80120 Graduate Diploma of Management (Learning)</b>	108224J	70 weeks	<b>\$22,000.00</b>
Fees include Material and Application Fees (\$250 Application fee + \$1750 Materials Fee <b>non-refundable</b> ) <input type="checkbox"/> Payment as per study periods* (\$4,000 x 5) + (\$250 Application fee + \$1750 Materials Fee <b>non-refundable</b> )			
<b>Course Entry Requirements</b> <b>NIL</b>		<b>Lennox College Entry Requirements</b> <ul style="list-style-type: none"> <li>▪ Successful completion of a Diploma or higher qualification.</li> <li>▪ Successful completion of Determining Suitability Assessment</li> <li>▪ 18 years of age or above.</li> <li>▪ Any enrolment specific requirements or conditions are detailed on the 1<sup>st</sup> page of Letter of Offer.</li> <li>▪ Minimum English level of IELTS 5.5 or equivalent (International Student) or a Lennox College Placement Test</li> </ul> <p><i>*These entry requirements are in addition to Course Entry Requirements</i></p>	

## Student Application Form

<b>Automotive Engineering and Technology</b>			
CHOOSE YOUR QUALIFICATION	CRICOS CODE	DURATION	TOTAL FEES
<input type="checkbox"/> <b>AUR30620 Certificate III in Light Vehicle Mechanical Technology</b>	103649B	72 weeks	<b>\$22,000.00</b>
Fees include Material and Application Fees (\$250 Application fee + \$1250 Materials Fee <b>non-refundable</b> ) <input type="checkbox"/> Payment as per study periods* (\$5,125 x 4) + (\$250 Application fee + \$1250 Materials Fee <b>non-refundable</b> )			
<b>Course Entry Requirements</b> NIL		<b>Lennox College Entry Requirements</b> <ul style="list-style-type: none"> <li>▪ Successful completion of year 11 or equivalent or the equivalent level of study (AQF Level III &amp; IV)</li> <li>▪ Successful completion of Determining Suitability Assessment</li> <li>▪ 18 years of age or above.</li> <li>▪ Any enrolment specific requirements or conditions are detailed on the 1<sup>st</sup> page of Letter of Offer.</li> <li>▪ Minimum English level of IELTS 5.5 or equivalent (International Student) or a Lennox College Placement Test</li> </ul> <p style="text-align: right;"><i>*These entry requirements are in addition to Course Entry Requirements</i></p>	
<input type="checkbox"/> <b>AUR40216 Certificate IV in Automotive Mechanical Diagnosis</b>	0101641	26 weeks	<b>\$10,000.00</b>
Fees include Material and Application Fees (\$250 Application fee + \$1000 Materials Fee non-refundable) <input type="checkbox"/> Payment as per study periods* (\$2,250 x 4) + (\$250 Application fee + \$1000 Materials Fee non-refundable)			
<b>Course Entry Requirements</b> <ul style="list-style-type: none"> <li>▪ 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.</li> </ul>		<b>Lennox College Entry Requirements</b> <ul style="list-style-type: none"> <li>▪ Successful completion of year 11 or equivalent or the equivalent level of study (AQF Level III &amp; IV)</li> <li>▪ Successful completion of Determining Suitability Assessment</li> <li>▪ 18 years of age or above.</li> <li>▪ Any enrolment specific requirements or conditions are detailed on the 1<sup>st</sup> page of Letter of Offer.</li> <li>▪ Minimum English level of IELTS 5.5 or equivalent (International Student) or a Lennox College Placement Test</li> </ul> <p style="text-align: right;"><i>*These entry requirements are in addition to Course Entry Requirements</i></p>	
<input type="checkbox"/> <b>AUR50216 Diploma of Automotive Technology</b>	0101642	34 weeks	<b>\$10,000.00</b>
Fees include Material and Application Fees (\$250 Application fee + \$800 Materials Fee non-refundable) <input type="checkbox"/> Payment as per study periods* (\$2,250 x 4) + (\$250 Application fee + \$1000 Materials Fee non-refundable)			
<b>Course Entry Requirements</b> <ul style="list-style-type: none"> <li>▪ 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.</li> </ul>		<b>Lennox College Entry Requirements</b> <ul style="list-style-type: none"> <li>▪ Successful completion of year 12 or equivalent.</li> <li>▪ Successful completion of Determining Suitability Assessment</li> <li>▪ 18 years of age or above.</li> <li>▪ Any enrolment specific requirements or conditions are detailed on the 1<sup>st</sup> page of Letter of Offer.</li> <li>▪ Minimum English level of IELTS 5.5 or equivalent (International Student) or a Lennox College Placement Test</li> </ul> <p style="text-align: right;"><i>*These entry requirements are in addition to Course Entry Requirements</i></p>	

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Manufacturing Engineering and Technology			
CHOOSE YOUR QUALIFICATION	CRICOS CODE	DURATION	TOTAL FEES
<input type="checkbox"/> 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) <input type="checkbox"/> Payment as per study periods* (\$5,000 x 5) + (\$250 Application fee + \$1950 Materials Fee non-refundable)			
<b>Course Entry Requirements</b> NIL		<b>Lennox College Entry Requirements</b> <ul style="list-style-type: none"> <li>▪ Successful completion of year 11 or equivalent or the equivalent level of study (AQF Level III &amp; IV)</li> <li>▪ Successful completion of Determining Suitability Assessment</li> <li>▪ 18 years of age or above.</li> <li>▪ Any enrolment specific requirements or conditions are detailed on the 1<sup>st</sup> page of Letter of Offer.</li> <li>▪ Minimum English level of IELTS 5.5 or equivalent (International Student) or a Lennox College Placement Test</li> </ul> <p style="text-align: right;"><i>*These entry requirements are in addition to Course Entry Requirements</i></p>	
13. Payment Details			
Payment Options prior to commencement:			
<b>In full</b> <input type="checkbox"/>	<b>Study period*</b> <input type="checkbox"/>	<b>qualification/s details:</b> _____	
<b>Half</b> <input type="checkbox"/>	<b>Payment plan</b> <input type="checkbox"/>		
*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:			
<input type="checkbox"/> Jan   <input type="checkbox"/> Feb   <input type="checkbox"/> Mar   <input type="checkbox"/> Apr   <input type="checkbox"/> May   <input type="checkbox"/> Jun   <input type="checkbox"/> Jul   <input type="checkbox"/> Aug   <input type="checkbox"/> Sep   <input type="checkbox"/> Oct   <input type="checkbox"/> Nov			
<input type="checkbox"/> 2022   <input type="checkbox"/> 2023   <input type="checkbox"/> 2024   <input type="checkbox"/> 2025			
14. Reason of Study:			
Of the following categories, select the one which BEST describes the main reason you are undertaking this course:			
<input type="checkbox"/> To get a Job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get a better Job or Promotion		<input type="checkbox"/> It is a requirement of my current job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> Other reasons	
15. Employment:			
Of the following categories, which BEST describes your current employment status?			
<input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time employee <input type="checkbox"/> Self-employed – not employing others <input type="checkbox"/> Self-employed – employing others		<input type="checkbox"/> Employed – unpaid worker in a family business <input type="checkbox"/> Unemployed – seeking full-time work <input type="checkbox"/> Unemployed – seeking part-time work <input type="checkbox"/> Not employed – not seeking employment	

## Student Application Form

### 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 NCVET. 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](http://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.

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](http://www.ncver.edu.au) ).

## Student Application Form

### 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](http://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 <input type="checkbox"/>	No <input type="checkbox"/>	Staff Initial _____
IELTS or Equivalent (or Australian AQF Qualification IV or above	YES <input type="checkbox"/>	No <input type="checkbox"/>	Staff Initial _____
High School Certificate	YES <input type="checkbox"/>	No <input type="checkbox"/>	Staff Initial _____