

Please complete all details on this enrolment form. This will be used to enrol you in the qualification you are seeking. Some of the information contained herein will be keyed into a database and used for statistical and other reporting purposes. Please ask your agent for assistance; or contact Heritage School of Business for any help that you may require. **PLEASE USE BLACK PEN AND WRITE IN BLOCK LETTERS**

**1. Student Personal Details**

Family Name: ..... Given Names: .....  
 Date of Birth: \_\_\_ / \_\_\_ / \_\_\_ (DD/MM/YYYY) Gender: Male Female Unspecified  
 Country of Birth: ..... Citizenship: .....  
 Passport Number: ..... Date Issued: \_\_\_ / \_\_\_ / \_\_\_ (DD/MM/YYYY)

***Copy of Passport to be provided with this application***

**2. Do you currently hold an Australian Visa? YES NO**

If yes, Visa Type..... Expiry Date: \_\_\_ / \_\_\_ / \_\_\_ (DD/MM/YYYY)

If no, which Australian Embassy/High Commission will you lodge your visa application?

City: ..... Country: .....

***Copy of Visa to be provided with this application***

**3. Your Overseas Address**

.....  
 .....

**Your Australian Address (if applicable)**

.....  
 .....

**4. Your Contact Details**

Landline:.....  
 Mobile:.....  
 Email:.....

**5. Emergency Contact Details**

Name:.....  
 Relationship:.....  
 Phone Number:.....

**6. Are you using an Education Agent**

YES – complete agent details below NO – go to 7

Agency Name:.....  
 Contact Number:.....

Contact Person Name:.....  
 Email:.....

I nominate this agent to be my Education Agent in further dealings with this college.

**7. Course Enrolment Details**

Please refer to our website at [www.heritagebusiness.edu.au](http://www.heritagebusiness.edu.au) for course information and intake dates

1<sup>st</sup> Preference

2<sup>nd</sup> Preference

Course Name:.....

Course Name:.....

Preferred Start Date: \_\_\_ / \_\_\_ / \_\_\_

Preferred Start Date: \_\_\_ / \_\_\_ / \_\_\_

**8. Overseas Student Health Cover (OSHC)**

Do you need the college to arrange this for you? YES – we will send details NO – go to 9

**9. Special needs**

Do you have special needs the college should be aware YES – indicate below NO – go to 10

Allergies Medical condition Numeracy issues Language & Literacy difficulties  
Disability or long-term illness Other

If you ticked any of the above boxes, please provide details: .....

**10. Highest qualification you achieved:** High School College University

Qualification Name: ..... Year Awarded: .....

Institution Name: ..... Country: .....

**Supporting evidence to be provided with this application**

**11. English Proficiency**

Completed English Test

Name of English Test: ..... Result: ..... Date Undertaken: \_\_\_/\_\_\_/\_\_\_

Completed English Course in Australia

Course Name: ..... Institution: ..... Date Completed \_\_\_/\_\_\_/\_\_\_

English is my first language

**Supporting evidence to be provided with this application**

**12. Current Australian Education Details**

Are you currently studying in Australia YES – provide details below NO – go to 13

If yes Institution Name: ..... Course Name: .....

Expected Date of Completion / Date Completed \_\_\_/\_\_\_/\_\_\_

**13. Recognition of Prior Learning/Course Credit**

Are you Applying for RPL or Course Credit? YES NO If yes, please attach relevant documentation.

**14. Are you transferring from other provider (college or university) in Australia?**

YES NO

If yes, Have you completed 6 months of your principal course? YES NO

If No, you must submit supporting evidence such as release letter before we can issue offer letter

**15. Additional Services**    OSHC    Airport pickup    Accommodation  
other.....

**16. Study Purpose:** Select the category that best describes the MAIN reason you are undertaking this course. (Tick one box only )

- |                          |                         |                             |
|--------------------------|-------------------------|-----------------------------|
| Develop existing skills  | For self – development  | For better job or promotion |
| To start my own business | For change of my career | To get into another course  |
| Other reasons :.....     |                         |                             |
| .....                    |                         |                             |
| .....                    |                         |                             |

**17. Student Self - Assessment checklist**

This self – assessment checklist will help HERITAGE SCHOOL OF BUSINESS to determine if the course you wish to enrol is the most suitable for you based on the information provided on your educational history, existing skills, study purpose, aspirations. This information will also provide HERITAGE SCHOOL OF BUSINESS to identify any learning needs you have and provide any support services to meet your individual needs.

**Academic Suitability**

All prospective students must meet HERITAGE SCHOOL OF BUSINESS’s course entry requirement to establish their suitability into the course. Tick the option that best applies to you. Attach evidences where needed.

- I have successfully completed HSC (Australian Year 12) or its overseas equivalent qualification
- I have successfully completed Certificate IV or higher – level qualification (taught in English) in Australia
- I have minimum IELTS score of 5.5 or equivalent
- I have English proficiency of upper intermediate or above from an Australian Registered Provider
- I will complete a Language Literacy & Numeracy (LLN) and any follow- up assessment required by HERITAGE SCHOOL OF BUSINESS

**QUESTIONNAIRE**

Answer all the questions provided below:

1. Have you read the International Student Pre-Enrolment Guide?

YES    NO

2. Explain why you are interested in the course you have chosen to study at HERITAGE SCHOOL OF BUSINESS:

.....  
.....

3. Explain briefly how this course will help you in achieving your career goals:

.....  
.....

4. Do you have any work experience related to the course that you have chosen to study at HERITAGE SCHOOL OF BUSINESS

YES    NO

5. Do you have any previous qualification that will help you to complete this course?

YES    NO

6. Do you have any special learning needs?    YES    NO

If yes, please provide details to help us provide you with the relevant support to enable you to complete your course of study.

.....  
.....

### Student Declaration

- I declare that the information I have provided on this form is true and correct.
- I agree that if I provide false, misleading or inaccurate information, Heritage School Of Business reserves the right to cancel my enrolment.
- I am a Genuine Temporary Entrant and genuine student for the purposes of study in Australia.
- I have read the International Student Pre-Enrolment Guide, and all related information in the Student Handbook and on the HERITAGE SCHOOL OF BUSINESS website, and fully understand the course structure, content and modes of study of the course I am applying for in this application.
- I further acknowledge that I have the financial capacity to pay my college fees and living expenses as and when they become due.
- I also understand and agree and consent that my personal information may be made available to Commonwealth and State agencies for compliance purposes and to other law enforcement agencies as required by the law.
- HERITAGE SCHOOL OF BUSINESS will not provide or disclose your personal information to outside parties without your consent.
- I understand that my photograph may be used in HERITAGE SCHOOL OF BUSINESS's promotional material and give consent for this to occur. I will notify HERITAGE SCHOOL OF BUSINESS via email if wish to change my mind.
- I give permission to HERITAGE SCHOOL OF BUSINESS to apply for my Unique Student Identifier (USI) number if I do not have one.
- I am fully aware that I must inform the college when my personal or contact details change.
- If I am a student on student visa, I am responsible to comply with my student visa conditions and I must contact the Immigration department (DHA) for enquires relating to my student visa issues.

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For HERITAGE SCHOOL OF BUSINESS Use Only					
Has the applicant provided evidence to support all entry requirements including:					
Copy of passport	YES	NO	Academic	YES	NO
Copy of visa	YES	NO	English Proficiency	YES	NO