# Application Form Domestic (Adelaide)



#### How to Complete this form

- Please complete all the requested information in this application form.
- Incomplete applications will not be processed.
- Please ensure to include all the required supporting evidence outline on page 7,8 section M

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CRICOS Provider Number 02934D RTO Provider Number 121952 ABN Number 56 121 182 027

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Intake Day : Enrolment Date : Campus : Adelaide

# Are you applying for:

Domestic Full Fee Paying Work Ready VET Student Loan

SELECT	COURSE/UNIT TITLE	DURATION	APPLICATION FEE	MATERIAL FEE	FEE FOR SERVICE FEE
	CHC33015 Certificate III in Individual Support	44 Weeks	\$250.00	\$250.00	\$6,000.00
	CHC43015 Certificate IV in Ageing Support	60 Weeks	\$250.00	\$250.00	\$9,000.00
	CHC43115 Certificate IV in Disability	56 Weeks	\$250.00	\$250.00	\$6,500.00
	CHC30113 Certificate III in Early Childhood Education and Care	46 Weeks	\$250.00	\$250.00	\$7,378.00
	CHC50113 Diploma of Early Childhood Education and Care *	104 Weeks	\$250.00	\$250.00	\$16,000.00
	CHC52015 Diploma of Community Services *	104 Weeks	\$250.00	\$350.00	\$12,000.00
	CHC62015 Advanced Diploma of Community Sector Management *	66 Weeks	\$250.00	\$250.00	\$10,000.00
	HLT37215 Certificate III in Pathology Collection	32 Weeks	\$250.00	\$500.00	\$6,000.00
	HLT54115 Diploma of Nursing *	80 Weeks	\$250.00	\$1,200.00	\$28,000.00

### Note:

Application Fee \$250 is not included in the Tuition fee.

The State funding contribution and the residual fee will-be provided in the individulised "Statement of Fee" letter by SCEI staff member.

For more information please refer to the statement of fee located here www.scei.edu.au

(B) PERSONAL DETAILS								
	7							
Title:		Gender:	Male	Female	Indeterm	inate/Intersex/Unspecified	Rather not say	
Given Name(s) :				Last Name	e:			
Date of Birth (dd/mm/yyyy):  Country of Birth:								
Address :								
Suburb:		State :				Postcode :		
Phone Number :				Mobile :				
Email Address :								
Emergency Contact Details								
Emergency Contact Name:								
Emergency Contact Number :			Relationship:					

In Case of an Emergency: In the event of circumstances requiring urgent medical care where the student is incapable of speaking on their own behalf, SCEI is authorised as a matter of urgency to seek and provide appropriate medical care on behalf of the student.

 $<sup>\</sup>ensuremath{^{*}}\xspace$  VET STUDENT LOAN applicable for these courses to eligible applicants.

Disability Support								
Do you consider yourself	to have a disability,	impairment of long-ter	rm condition?	No Yes, please spec	ify			
If yes, please indicate the	areas of disability, i	mpairment or long-teri	m condition: You	u may indicate more than one a	rea			
Hearing / Deaf Physical Intellectual Mental illness								
Vision	Medical cor	ndition Lea	arning	Acquired brain impairme	nt			
Other, please specify :								
Language and Cultur	al Diversity							
Question				Answer				
In which country were y	ou born?			Australia Other, please specify				
Do you speak a languag	_			No, English only Yes, please specify:				
How well do you speak E	English?			Very Well Well	Not Well Not at all			
Are you Aboriginal or Torres Strait Islander origin? For persons of both Aboriginal and Torres Strait Islander origin, mark both "Yes" bo				No Yes Yes, Torres Strait Island	der			
(C1) ELIGIBILTY (VET	STUDENT LOANS	5)						
Citizenship Status:	Australia (	Citizen Perma	nent Humanita	rian Visa Holder New Zea	aland Citizen			
Please answer the	1. Do vou hold a	a Special Category Visa			Yes	No		
following questions if you are a NZ	3	en in Australia at least 1		our enrolment date?	Yes	No		
citizen.	3. Did you ente	r Australia as a Minor w	vith no spouse o	of de facto partner?	Yes	No		
You will be required to	4. Have you live	ed in Australia for at lea	st 8 of the last 1	0 years?	Yes	No		
provide evidence of the following.	5. Have you live enrolment d		al of 18 months o	of the last two years before your	Yes	No		
Identification Docum	entation							
Passport	Driver Licence	Medicare Card	d Birtl	h Certificate				
Document Number :			Expiry	Date :				
Academic Suitability								
Year 12 Certificate		Certificate IV or abo	ove	Digital capability C	Other student entry re	equiremen		
International Bacca Diploma Programm		ACER Test	I	Recognition of overseas qualifications by goverment agency				
Tax File Number			VET Lo	ans Balance				
Do you have a Tax File Nu	mber (TFN)			previous enrolled into this course	at another provider	accessing		
Yes No				LP/ VET Student Loans				
Commonwealth III	or Education Ct	ident Commant Norm	Yes					
	nal identification numb	er that was allocated to yo	ou as part of your f	irst application/enrolment process. Yo	ur CHESSN helps you to k	keep up to		
	ESSN for the duration o	of your studies – even if you	change providers,	ed for your studies. . or decide to start a new course a few	years after completing a	ınother		
one, or change your name. Your provider(s) will use your For more information, please	CHESSN to report any I	oan amounts you have use	ed for your studies	to the Department of Education, Skills	s and Employment.			
roi more imormation, please	visit. <u>Https://www.stud</u>	·ussist.gov.du/neip-i0dhs/y(	our-criess[]					

Enter CHESSN (if you already have one):

(D) ELIG	IBILTY (WORK READ	Y)	
Residenc	y Status		
Austr	alian Citizen	Permanent Resident	Bridging Visa (please select)
If you are u	ınemployed, are you curı	rently registered with an employment se	ervice provider?
No			
Yes,	Name:		Contact Person:
	Phone:		Job Seeker ID:
Are you re	gistered with Centrelink'	?	
No			
Yes,	CRN:		Expiry Date:
-	eive any allowances liste	ed below?	
No (sk	cip to the next step)		
Newst	art Allowance	Disability Support Pension	Parenting payment (single/partnered)
Youth	Allowance	Age Pension	
Do vou hol	d any of the following cu	ırrent concession cards?	
-			
	cip to the next step)		
	n care card	Pensioner Affaire	Firming Date:
Conce	ssion card issued by the	Department of Veteran Affairs	Expiry Date:
Are you cu	rrently enrolled in a trair	ing course funded by the SA Governme	nt WorkReady?
No (sł	kip to the next step)	Yes	
Informati	on on Government F	unding Work Peady	
		or visit www.skills.sa.gov.au	
Centrelin	k		
		ed VET provider. Students may be able t	to access AUSTUDY, ABSTUDY, Youth Allowance and Pensioner Educa-
	ement (PES).		
(E) EDU	CATION DETAILS		
Schooling		and a second	
If you are c	urrently enrolled in seco	ed school level? (Tick one box only ndary education, the Highest school lev e currently undertaking.	y) el completed refers to the highest school level you have actually
Year		Year 10	Year 8 or lower
Year		Year 9 or eq	
Year comp		real 3 Of eq	arraicht litevel attended school

Yes

No

Are you still attending secondary school?

# Previous qualifications achieved

Have you **successfully** completed any of these qualifications?

es No

If yes, please provide details of your qualifications. Highest Level (Select one only)

Select	Course	Α	E	I	Note:			
	Bachelor Degree of Higher Degree				If you have multiple Prior			
	Advanced Diploma or Associate Degree				Education Achievement Recognition Identifiers for			
	Diploma ( or Associate Diploma)							
	Certificate IV (or Advanced Certificate/Technician)	order to determine whi identifier to use:						
	Certificate III (or Trade Certificate)				A - Australia			
	Certificate II				E - Australia Equivalent			
	Certificate I				I - International			
	Certificates other than the above							

Do you wish to apply for Credit Transfer?	No	Yes	If Yes, your Application must include a completed <b>Credit Transfer Application Form</b> available from the SCEI Website: <a href="www.scei.edu.au">www.scei.edu.au</a>
Do you wish to apply for RPL?	No	Yes	If Yes, please download the <b>RPL Policy and Application Form</b> from the SCEI Website: <a href="https://www.scei.edu.au">www.scei.edu.au</a> and contact us for your relevant RPL Kit.
Are you currently studying with another provider?	No	Yes	If Yes, Date commenced (dd/mm/yyyy):

# (F) Diploma of Nursing Applicants ONLY

Please read the <u>NMBA English language skills registration standard</u> to assist you to understand the requirements and then tick the box that applies to you:

# Pathway 1: English is primary language.

English is your primary language and you have completed at least six years of primary and secondary education taught and assessed in English in any of the recognised countries, and includes at least two years between grades 7 and 12.

Timeframe	Level of education	Program name If applicable	Educational institution Specify name and address	Recognised o	-	Study status
Study commenced:	Primary Secondary Vocational Tertiary			Australia New Zealand South Africa United States	Canada Republic of Ireland United Kingdom	Full time Part time
Study commenced:	Primary Secondary Vocational Tertiary			Australia New Zealand South Africa United States	Canada  Republic of Ireland  United Kingdom	Full time Part time
Study commenced:	Primary Secondary Vocational Tertiary			Australia New Zealand South Africa United States	Canada Republic of Ireland United Kingdom	Full time Part time
Study commenced:	Primary Secondary Vocational Tertiary			Australia New Zealand South Africa United States	Canada Republic of Ireland United Kingdom	Full time Part time
Study commenced:	Primary Secondary Vocational Tertiary			Australia New Zealand South Africa United States	Canada Republic of Ireland United Kingdom	Full time Part time
Study commenced:	Primary Secondary Vocational Tertiary			Australia New Zealand South Africa United States	Canada Republic of Ireland United Kingdom	Full time Part time

registration	standard requiren	nents.					
Name:							
<b>a.</b> 1							
Signed:				Date :			
_	-	ur primary languago stration standard.	e but you achie	ve the require	ed minimu	ım scores as specif	ied in the
Were your resulthe English land tests obtained itwo sittings?	guage For	certain circumstances, you r more information, refer to			egistration sta		
IELT	<sup>-</sup> S Academic	PTE Academic	OET	TOEFL IBT		ng. Provide details for ng. Provide details for	
Sittings	Reading Score	Writing Score	Speaking Sco	re Listenii	ng Score	Overall Score	Date Achieved
Sitting 1							
Sitting 2							
c) a PTE Acader d) a TOEFL iBT	mic with a minimum over with a minimum total so ning ling aking at I have undertake	core of 94 and the followin	um score of 65 in each g minimum score in o an approved En	of the four commo each section of the	unicative skills e test: ge test an	(listening, reading, writing and achieve the minir	num scores to
Name :							
Signed:				Date :			
(G) Barriers	:						
Do you have	any barriers that	may prevent you fr	om successfully	completing	your stud	y?	
Yes	No (skip to the n	next step)					
Learning o	difficulties	Prim	ary caregiver respo	onsibilities		Other, please speci	fy:
Transport	issues	Ongo	oing regular appoi	ntments			
Unstable l	housing	Lega	l issues				

I declare that English is my primary language as defined above and I meet the NMBA English language skills

# (H) STUDY REASON

Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box only)

To get a job I wanted extra skills for my job To develop my existing business To get into another course of study To start my own business For personal interest or self-development To try for a different career Other reasons To get a better job or promotion To get skills for community/voluntary work It was a requirement of my job (I) EMPLOYMENT Of the following categories, which BEST describes your current employment status? (Select one only) 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 Which of the following classifications BEST describes your current or recent occupation? (Select one only) If never employed go to next question. 1 - Managers 6 - Sales Workers 2 - Professionals 7 - Machinery Operators and Drivers 3 - Technicians and Trade Workers 8 - Labourers 4 - Community and PersonalService Workers 9 - Other 5 - Clerical and Administrative Workers Which of the following classifications BEST describes the Industry of your current or previous Employer? (Select one only) Agriculture, Forestry and Fishing Financial and Insurance Services Mining Rental, Hiring and Real Estate Services Professional, Scientific and Technical Services Manufacturing Electricity, Gas, Water and Waste Services Administrative and Support Services Construction Public Administration and Safety Wholesale Trade Education and Training Retail Trade Health Care and Social Assistance Accommodation and Food Services Arts and Creation Services Transport, Postal and Warehousing Other Service Information Media and Telecommunications (J) UNIQUE STUDENT IDENTIFIER Enter Unique Student identifier (if you already have one): From 1 January 2015, we SCEI can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your program if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at https://usi.gov.au/your-usi/create-usi on a computer or mobile device. If you want SCEI to apply to the Student Identifiers Registrar on your behalf for a USI, please complete and attach the Unique Student Identifier Application form. (K) HOW DID YOU HEAR ABOUT SOUTHERN CROSS EDUCATION INSTUTE? Agent Instagram / LinkedIn / Google+ Google Search Radio **Events** Newspaper / Magazine Exhibitions SCEI Student. Please provide ID:

SCEI Staff. Please provide name:

Facebook

#### (L) AGREEMENT

In signing this Application Enrollment Form, I agree that I have read and understood the following:

#### 1. The Agreement

- 1.1 The information provided by the Applicant in this form is complete and correct.
- 1.2 Applicant Agrees to be bound by Southern Cross Education Institute's (SCEI) rules and regulations and any amendments made to the rules and regulations.
- 1.3 Agrees to undertake a testing requirement prior to any course entry, if deemed necessary by SCEI and adhere to any other pre-requisites identified above.
- 1.4 Agrees to pay all fees required on or by the due date as notified in writing by SCEI or as per the statement of fee letter.
- 1.5 Gives permission to SCEI to use his/her images and/or completed assessment tasks for marketing & promotional purposes.
- 1.6 Changes or variations to this contract after commencement by the student, of study may attract an administrative fee.
- 1.7 SCEI reserves the right to cancel any course prior to the commencement date of the course should it deem it necessary and in that event, shall refund all payments received from the Applicant.
- 1.8 Where a student's contact details change while studying with SCEI the student must advise SCEI of these changes within seven (7) working days. These details include but are not limited to details such as address and contact phone details.
- 1.9 The student may receive an invitation to participate in the department endorsed projects and/or being contacted by the commission.
- 1.10 The Terms may be subject to variation as necessary to comply with any Australian Commonwealth or State law, regulation or amendment there of.
- 1.11 The Agreement and SCEI's responsibilities to the student pertain only to the course outlined in the enrolment agreement.
- 1.12 The Student must complete the pre-training review as part of enrollment process.
- 1.13 Students are expected to attend all classes and undertake all tests and examinations during a course and must abide by all rules and regulations of SCEI that are in force at the time of their enrolment.
- 1.14 Students are required to maintain a minimum of 80% attendance for all theoretical classes and 100% for all scheduled practical sessions for the full duration of study.
- 1.15 SCEI may use its discretion to cancel or temporarily suspend the enrolment of a student on the grounds of misconduct by the student, financial status (students with overdue fees) or on grounds of compassionate or compelling circumstances.

#### 2. Fees

- 2.1 Tuition fees, charges and accounts are payable in advance of each term and students are not permitted to commence a term until all outstanding fees and charges are paid. If student withdraws from the course before completion any discounts provided will be null and void and the full course fee will apply.
- 2.2 Student agrees to pay all amounts due within the agreed timeframe but no later than 7 days from the date of invoice. The Student agrees that if they fail to pay in accordance with this clause, SCEI may:
  - a) Charge a late payment fee of \$200.00 on all amounts outstanding after the due date;
  - b) Charge a \$95.00 dishonour payment handling fee for rejected payments by financial institution:
  - c) Recover all debt recovery costs incurred in collecting overdue accounts on an indemnity basis;
  - d) Withhold supply;
  - e) Take Legal action to recover money owing on the goods or services provided.
  - f) In the event where this agreement has been entered into by more than one party each party shall be jointly and severally liable for any amounts overdue.
- 2.3 The total tuition fees stated in the Statment of fee letter are indicative only and are based on a full time study load for one term.
- 2.4 SCEI has the right to vary tuition fees and charges from time to time without notice. For more information on tuition fees refer to the SCEI website: www.scei.edu.au.
- 2.5 Certain courses/units require the purchase of prescribed textbooks. The indicative costs can be seen at the unit syllabus.
- 2.6 Should it be necessary for a student to repeat a unit, the full amount of the unit will be charged.
- 2.7 Please see PP03 Student Fee and Charges Policy and Procedures available at https://scei.edu.au/enrolment/#policies-procedures-and-forms

# 3. Refund Policy and Procedure:

### 3.1 POLICY

SCEI in considering a request for a refund of tuition fees must comply with relevant legislation provisions. Material fees and other charges are not eligible for refund as they are supplied to and/or used by the student. SCEI reserves the right to amend refund terms and conditions at any time to ensure compliance with applicable State and Federal legislation. A refund of tuition fees will be considered when a student submits a completed FOR11 Application for Refund form and in line with this policy and procedure. All refund information is made available to students through the enrolment process and is included on the student enrolment agreement form, which the student acknowledges and agrees to, on signing the student enrolment agreement form. Refunds will be paid to the same person or body from whom the payment was received on behalf of the student, unless the student/payee provides written directions to pay another party.

### 3.2 PROCEDURE

## **Domestic (including VET Student Loans Applicants)**

- $\bullet \text{A student who formally withdraws from a unit of study on or before the census date for their course: } \\$ 
  - is entitled to a refund of their tuition fees; and
  - does not incur a VET Student Loans debt.
- A student who formally withdraws from a unit of study after the census date for their course:
  - is not entitled to a refund; and
  - will incur the full VET Student Loans debt liability.
- A student who formally withdraws from a unit of study after the census date, due to special circumstances, may apply for their VET Student Loans debt to be remitted, refer to PP45 Student Review Requirements & Re-crediting a FEE-HELP Balance Policy and Procedure.

### **Applying for Refund**

- All applications for refund must be made in writing by completing FOR11 Application for Refund form and submitted to the Student Administration Department who will then forward it on to the Accounts Department for consideration and processing.
- All applications for refunds will be processed by the Accounts Department within seven (7) days from the date of lodgment of a completed FOR11 Application for Refund form.
- If the student is entitled to a refund, the payment shall be made within four (4) weeks of receiving the student's FOR11 Application for Refund form.

### **Appealing Refund Decisions**

- If a student to appeal the decision of their application for a refund, they may do so by following PP11 Complaints and Appeals Policy and Procedure, available at www.scei.edu.au
- This PP11 Complaints and Appeals Policy and Procedure does not remove a student's right to take action under Australia's consumer protection laws.

• SCEI's dispute resolution processes does not remove the student's right to pursue other legal remedies where they feel necessary.

#### 4. Deferment, Suspension or Cancellation Policy:

- 4.1 Students who wish to defer, suspend or cancel course can only do so in certain limited circumstances defined in PP16 Deferring, suspending and cancelling the student's enrolment policy available at <a href="https://scei.edu.au/enrolment/#policies-procedures-and-forms">https://scei.edu.au/enrolment/#policies-procedures-and-forms</a>. The date for deferring, suspending and cancelling enrolment is the date that SCEI receives the FOR06 APPLICATION TO DEFER, SUSPEND OR CANCEL ENROLMENT from student.
- 4.2 In the event that a student has not paid his or her applicable tuition fee, the amount SCEI may retain shall be a debt that is due and payable by the student together with any expenses, costs or disbursements incurred by SCEI in recovering outstanding monies, including but not limited to debt collection agency fees and legal costs.
- 4.3 SCEI may cancel the enrolment of a student due to misbehaviour.

#### 5. Complaints and Appeals:

5.1 SCEI has PP11 COMPLAINTS AND APPEALS POLICY in place and always take complaints and appeal seriously. The procedures for complaints and appeals will be fair, objective and accessible. This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

#### 6. SCFI Policies and Procedures:

6.1. I have read, understood and agreed to the SCEI's important policies and procedures available at <a href="https://scei.edu.au/enrolment/#policies-procedures-and-forms">https://scei.edu.au/enrolment/#policies-procedures-and-forms</a> made available to me before enrolment.

## (M) ATTACHMENT CHECKLIST

Provide all the relevant documents, incomplete applications will cause delays in processing. The following documents are required for ALL applicants:

## Application Form signed by the applicant

#### **Proof of Australian Residency** (at least one 1)

- · Australian Birth Certificate
- · Australian Passport
- New Zealand Passport
- Green Medicare Card
- · Formal documentation issued by the Australian Department of Immigration and Border Protection confirming permanent residence
- · Referral to Government Subsidised Training -Asylum Seekers' form from the Asylum Seeker Resource Centre or the Australian Red Cross
- · Australian citizenship Certificate

### Photo ID (at least one 1)

- Passport
- Driver's Licence

# Proof of Current Address (at least one 1)

- · Driver's Licence
- · Utility bill issued in the applicant's name

# **Proof of Concessions** (at least one 1)

- Health Care Card
- Pensioner Card
- Concession card issued by the Department of Veteran Affairs

**VET Student Loan** please provide all of the above documents as well as CHESSN Number (if you have previously accessed Fee Help or VET Student Loan)

## (N) STUDENT'S DECLARATION

I understand that by completing and sending the required payment with this form I am applying for enrolment into the course indicated above and will receive more information from the Southern Cross Education Institute in relation to completing my enrolment.

I declare that all enrollment, admission assessment and health information is true and correct and has been written and completed by the applicant only.

I declared that I have read, understood and agreed to abide by terms, conditions and SCEI student policies located on SCEI website, including the refund policy.

I agree that I will, when requested provide SCEI with Police Check, Work with Children Check.

I declare that I am liable for all course tuition fees as well as other associated cost listed on my Statement of Fee letter, as well as any collection/legal cost associated with debt recovery (if applicable)

I declare that I understand that SCEI is responsible for compliance with Vocational Education and Training (VET) Quality Framework and the Standards for Registered Training Organisations (RTOs) 2015, including the quality of the training and assessment service it provides for the range of VET courses listed under its scope of registration and the issuance of the AQF certificate documentation.

I agree and consent that the information requested in this document may be used by the Australian or State Governments departments / Agencies for research, statistical and internal management purposes only.

Give my permission to SCEI to use his/her images and/or completed assessment tasks for marketing & promotional purposes.

I understand and agree to attend all classes and undertake all tests and examinations during a course. I have been informed that I must maintain a minimum of 80% attendance for all theoretical classes and 100% for all scheduled practical sessions.

I also understand that this is an application to study and fees associated with this application only relate to the application to study and not the enrolment fees. Arrangement for the payment of tuition fees will be included in the Statement of fee letter which will be issued once my application has been assessed. I understand SCEI has the right to reject my application prior to issuing Statement of fee letter.

I understand that any offer or any subsequent enrolment in a training place (including Work Ready subsidised training), made on the basis of false or misleading information may be withdrawn by SCEI. Where the training place is subsidised by Work Ready the training place may be withdrawn by the Minister for Employment, Higher Education and Skills or the relevant Minister for Commonwealth funded courses.

I understand that completion of the course I am applying to enroll in may impact on my eligibility for subsidised training in the future.

I understand that subsidised training is an opportunity and privilege that comes with responsibilities. I was informant that SCEI does not receive subsidy payments for your study until you have completed parts of or all of your course requirements (work placement). I agree to make every effort to complete my chosen course of study in a timely manner. In case if I do not complete my course of study within the nominated timeframe, I understand that I may be required to repay in full the tuition costs, minus the amount of already received subsidy payments (if applicable), stated on my Statement of Fees letter.

# **VET STUDENT LOAN TERMS AND CONDITIONS**

I have read and understood the information of VET Student Loans Information Booklet before completing this form.

I agree that the VET Student Loans assistance for a particular VET unit of study if I remain eligible and have sufficient balance to cover tutition fees.

I understand that it is my responsibility to be aware of my HELP balance and I advise SCEI if I do not have enough HELP balance to cover my VET tutition fees.

I am currently an Australian resident, residing at the physical address provided in enrollment application.

I intend to maintain residency in Australia for the duration of my study in this course under VET Student Loans arrangements.

I understand that SCEI is collecting the information in this form for the purpose of assessing my eligibility for the Higher Education Loan Program under the Higher Education Support Act 2003 and allocation of a Commonwealth Higher Education Participant Support Number to me.

l,	have honestly and accurately completed this application form.
Student Signature:	Date (dd/mm/yyyy):

