



International Student Application and Enrolment Form (Application Form)

Agent details if applicable	Agency Name			
	Contact Person			
	Contact Details (Email and Phone)			
Course Code and Name <i>Write the name of the course you are enrolling</i>				
Select your delivery location preference	☐ Victoria ☐ New South Wales ☐ South Australia ☐ Western Australia			
Intake date				
- Refer to the Course, Administrative Fee Schedules, and Refund Policy using the links below. https://www.etea.edu.au/ - Submit the completed form, along with supporting documents, to CRICOS Applications at applications@etea.edu.au				
Please Complete All Sections in Block Letters Using a Blue or a Black Pen. Print Your Name as It Appears in Your Passport				
Personal Details				
Title				
1. Enter full Name*				
Family Name		Middle Name		
Given names				
* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want ETEA to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.				
2. Enter your birth date (DD/MM/YYYY)		3. Gender (Tick ONE box only)		☐ Male ☐ Female ☐ Other
Passport Number		City of Birth		
Country of Birth		Citizenship		
4. Enter your contact details				
Home Phone		Work Phone		
Mobile Number		Email Address		
Alternative email address				
5. What is the address of your usual residence?				
Please provide the physical address (street number and name not post-office box) where you usually reside rather than any temporary address at which you reside for training, work, or other purposes before returning to your home. If you are from a rural area, use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address. Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park, or unbounded address site.				
Home Country Contact Details				
Address				

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Suburb/Town/City		Country	
Post code		Telephone	
Mobile		Email:	
Australian Contact Details (if applicable)			
Building/property name			
Flat/unit details		Street or lot number (e.g. 205 or Lot 118)	
Street name		Suburb, locality, or town	
State/territory		Postcode	
6. What is your postal address (if different from above)?			
Building/property name			
Flat/unit details		Street or lot number (e.g. 205 or Lot 118)	
Street name		Suburb, locality, or town	
State/territory		Postcode	
Emergency Contact details			
Name		Relationship	
Address			
Suburb/Town		Country	
Post code		Telephone	
Mobile		Email:	
Visa details			
Are you currently in Australia? ☐ Yes ☐ No		Visa processing branch (if applicable) _____	
Do you hold a valid Australian Visa which has study rights? ☐ Yes ☐ No		Indicate Visa type (i.e.: Student, Working Holiday) _____	
I understand and agree that it is my responsibility and obligation to obtain and retain a visa which permits me to study full time in Australia for the duration of the Course.		Visa Number (if applicable) _____	
Do you have Overseas Student Health Cover? ☐ Yes ☐ No If yes, provide your card number and OSHC provider _____			
If NO, I require: Single cover ☐ Dual Cover ☐ Family Cover ☐			
Language and Cultural Diversity			
7. In which country where you born? ☐ Australia ☐ Other please specify: _____		8. Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often.) ☐ No, English only (English only - Go to Question 10) ☐ Yes, other. Please specify _____	
How well do you speak English? ☐ Very well ☐ Well ☐ Not well ☐ Not at all		9. Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.) ☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander	
Disability			
10. Do you consider yourself to have a disability, impairment, or long-		11. If you indicated the presence of a disability,	

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term condition? ☐ Yes ☐ No No - Go to Question 12		impairment, or long-term condition, please select the area(s) in the following list: (You may indicate more than one area.) ☐ Hearing/Deaf ☐ Physical ☐ Intellectual ☐ Learning ☐ Mental Illness ☐ Acquired Brain Impairment ☐ Vision ☐ Medical Condition ☐ Other
Schooling		
12. 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 equivalent ☐ Year 8 or below ☐ Never attended school. Never completed any primary or secondary level education – go to question 14.		In which year did you complete that school level?
13. Are you still enrolled in secondary or senior secondary education? ☐ Yes ☐ No		
Previous Qualifications Achieved		
14. Have you SUCCESSFULLY completed any of the qualifications in 15? ☐ Yes ☐ No - Go to Question 18		15. If YES, please place an A, E or I on the applicable row below (A= Australian Qualification, E= Australian Equivalent, I= International). Bachelor's degree or Higher Degree Advanced Diploma or associate degree Diploma (or Associate Diploma) Certificate IV (or Advanced Certificate/Technician) Certificate III (or Trade Certificate) Certificate II Certificate I Other education (including certificates or overseas qualifications not listed above)
Employment		Study Reason
16. Of the following categories, which BEST describes your current employment status? (Tick ONE box only) <i>For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).</i> ☐ Full-time employee ☐ Part-time employee ☐ Self-employed - not employing others. ☐ Self-employed – employing others. ☐ Employed – unpaid worker in a family business. ☐ Unemployed – seeking full-time work. ☐ Unemployed – seeking part-time work. ☐ Not employed – not seeking employment		17. Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only.) ☐ 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 was a requirement of my job. ☐ I wanted extra skills for my job. ☐ To get into another course of study ☐ For personal interest or self-development ☐ Other reasons
Employment Industry		

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If you are currently employed, please select the Industry of Employment the most appropriate for you (Tick ONE box only). <i>Leave blank if not employed.</i> ☐ Agriculture, Forestry and Fishing ☐ Mining ☐ Manufacturing ☐ Electricity, Gas, Water and Waste Services ☐ Construction ☐ Wholesale Trade ☐ Retail Trade ☐ Accommodation and Food Services ☐ Transport, Postal and Warehousing ☐ Information Media and telecommunications ☐ Financial and Insurance Services ☐ Rental, Hiring and real Estate Services ☐ Professional, Scientific and Technical Services ☐ Administrative and Support Services ☐ Public Administration and Safety ☐ Education and Training ☐ Health Care and Social Assistance ☐ Arts and recreation	Please choose the occupation identifier that best describes your role (Tick ONE box only). <i>Leave blank if not employed.</i> ☐ Manager ☐ Professionals ☐ Technicians and Trades Workers ☐ Community and personal Service Workers ☐ Clerical and Administrative Workers ☐ Sales Workers ☐ Machinery Operators and Drivers ☐ Labourers
Unique Student Identifier (USI)	
From 1 January 2015, ETEA 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). 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. 18. Enter your Unique Student Identifier (USI) (if you already have one)	
USI application through your RTO (if you do not already have one)	
Application for Unique Student Identifier (USI) If you would like ETEA to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf. I [NAME]authorise. [ETEA]..... to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf. ☐ I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf, and NCVER policies, procedures and protocols published on NCVER's website at www.ncver.edu.au	
Town/City of Birth _____ (please write the name of the Australian or overseas town or city where you were born) We will also need to verify your identity to create your USI. Please provide details for one of the forms of identity below (numbered 1 to 8). Please ensure that the name written in 'Personal Details' section is exactly the same as written in the document you provide below.	
1. Australian Driver's Licence State: _____ Licence Number: _____	2. Medicare Card Medicare card number _____ Individual reference number (next to your name on Medicare card): ____ Card colour: (select which applies)

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	☐ Green Expiry date ____/____/____ (format MM/YYYY) (month/year) ☐ Yellow Expiry date ____/____/____ (format MM/YYYY) (day/month/year) ☐ Blue Expiry date ____/____/____ (format DD/MM/YYYY) (day/month/year)
3. Australian Birth Certificate State/Territory _____ Details vary according to State/Territory (see note above)	4. Australian Passport Passport number _____
5. Non-Australian Passport (with Australian Visa) Passport number _____ Country of issue _____	6. Immi card Immi card Number _____
7. Citizenship Certificate Stock number _____ Acquisition date ____/____/____	8. Certificate of Registration by Descent Acquisition date ____/____/____ - (day/month/year)
In accordance with section 11 of the Student Identifiers Act 2014, ETEA will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application, or the information is no longer needed for that purpose.	
Victorian Student Number (VSN) This section only needs to be completed for students who are up to 24 years old. Please note that VSN is applicable to student enrolling in VICTORIA only.	
Since 2009 in schools and since 2011 for vocational education and training (VET) organisations and Adult Community Education providers, a Victorian Student Number (VSN) has been allocated upon enrolment to each individual student aged up to 24 years. Students should report their VSN on all subsequent enrolments at a Victorian school or training organisation. In particular, all students who are currently enrolled in either a VET provider or a Victorian school (including those already participating in a VET in schools' program) should obtain their VSN from their current education or training organisation and report their VSN on this enrolment form. <i>Students who are enrolling for the first time since the VSN was introduced will get a new VSN.</i>	
22. Enter your Victorian Student Number (VSN)	_____ If you have entered your VSN you do not need to answer the following questions.
23. Have you attended any Victorian school since 2009 or done any training with a vocational education and training (VET) registered training organisation or an Adult and Community Education provider in Victoria since 2011?	
☐ No – I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011. ☐ Yes – I have attended a Victorian school since 2009. ☐ Yes – I have participated in training at a TAFE or other training organisation since the beginning of 2011. List the most recent training organisations with which you have participated in training in Victoria since 2011 (List up to 3 training organisations) 1. 2. 3.	
Have you enrolled in a similar course elsewhere? (please tick) (If yes, you may be eligible for a credit transfer, National Recognition or Recognition of Prior Learning – contact ETEA for further information)	☐ Yes – Credit Transfer or National Recognition. Certified copies of transcripts from previous qualifications must be provided with this form.

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	☐ No
Have you been employed in the area covered by the course applied for? (If yes, you may be eligible for Recognition of Prior Learning – contact ETEA for further information)	☐ Yes – Recognition of Prior Learning. An RPL Application Form must also be submitted with this form. ☐ No
Self-assessment of English level (please tick)	☐ Basic ☐ Intermediate ☐ Advanced
English exams completed and score	
Tell us the reason you want to enrol in a course with ETEA	
Where did you hear about us?	
Privacy Statement	
Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2018 and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Scheme (TPS). In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law. If you do not already have a Unique Student Identifier (USI) and you want ETEA to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf. For information on details provided to Registrar refer to ETEA's Privacy Policy. The information will also be provided to you with your Letter of Offer and written agreement.	
NCVER Privacy Notice	
Privacy Notice <u>Why we collect your personal information.</u> As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. If you do not provide adequate information as requested, ETEA may not be able to process your application. <u>How we use your personal information</u> We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO. <u>How we disclose your personal information</u> We are required by law (under the <i>National Vocational Education and Training Regulator Act 2011</i> (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector. We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority. <u>How the NCVER and other bodies handle your personal information.</u> The NCVER will collect, hold, use, and disclose your personal information in accordance with the law, including the <i>Privacy Act 1988</i> (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market. The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills, and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable: - administration of VET, including program administration, regulation, monitoring, and evaluation - facilitation of statistics and research relating to education, including surveys and data linkage - understanding how the VET market operates, for policy, workforce planning and consumer information. The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients. For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy. If you would like to seek access to or correct your information, in the first instance, please contact ETEA using the contact details listed below.	

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DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>. Please refer to the additional State or Territory Authority Privacy Notice included in this application process should this be relevant to your application.

Surveys

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

Contact information.

At any time, you may contact ETEA to:

- request access to your personal information.
- correct your personal information.
- make a complaint about how your personal information has been handled.
- ask a question about this Privacy Notice

For information about how ETEA collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to ETEA privacy policy which can be found within the Student Handbook and on the web at www.etea.edu.au

Under the *Data Provision Requirements 2012*, ETEA 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 ETEA for statistical, administrative, regulatory and research purposes. ETEA 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).

ETEA retains a record of personal information about all individuals with whom we undertake any form of business activity. ETEA must collect, hold, use, and disclose information from our clients and stakeholders for a range of purposes.

As a government registered training organisation, regulated by the Australian Skills Quality Authority, ETEA is required to collect, hold, use, and disclose a wide range of personal and sensitive information on Students in nationally recognised training programs. This information requirement is outlined in the *National Vocational Education and Training Regulator Act 2011* and associated legislative instruments.

ETEA must require and confirm identification however in services delivery to individuals for nationally recognised course programs. We are authorised by Australian law to deal only with individuals who have appropriately identified themselves. That is, it is a *Condition of Registration* for all RTOs under the *National Vocational Education and Training Regulator Act 2011* that we identify individuals and their specific individual needs on commencement of services delivery and collect and disclose Australian Vocational Education and Training Management of Information Statistical Standard (AVETMISS) data on all individuals enrolled in nationally recognised training programs. Other legal requirements, as noted earlier in this policy, also require considerable identification arrangements.

This Privacy Policy contains information about how individuals may access and seek correction of the personal information held by us, and how to complain about a breach of privacy, and how we will deal with such a complaint.

In providing your personal information as requested and signing this notice, you are confirming your receipt of, and understanding of these details, and providing your consent for the collection, storage, use and disclosure of your personal information as outlined.

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

In making this application for enrolment, I am aware of the consequences that may arise from providing false, misleading, or incomplete information, including the cancellation of my enrolment or the withdrawal of any offer made by ETEA.

I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed, and NCVER policies, procedures and protocols published on NCVER's website at www.ncver.edu.au [Marketing Use Content](#)

I give ETEA permission to use photos in public material and social media (including any photos where I may be recognised) as may be useful.

I authorise images and recordings of my participation in training and other events to be used by ETEA for future marketing and business purposes.

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I understand that I retain the right to withdraw my consent at any time.

☐ I choose to opt-in for this marketing and usage consent.

☐ I choose to opt-out of this marketing and usage consent.

Student Declaration:

Student Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Student Signature: _____ **Date:** _____

I declare that I have read the international section of ETEA's website which includes pre-arrival information, policies and procedures and the information on this application form. I understand and acknowledge that I have received information about:

1. the minimum level of English language proficiency required for acceptance into my preferred course/s;
2. the structure, course content, progression rules, duration, modes of study, term breaks and assessment methods for my preferred course/s.
3. the qualifications obtained at the end of my preferred course/s.
4. the campus locations, facilities, equipment and learning and library resources available at the Institute for my preferred course/s.
5. details of arrangements with other registered providers, persons, or businesses to provide the course or part of my preferred course/s.
6. the course related fees payable for my preferred course/s and the applicable ETEA Refund Policy.
7. Information on fee change: Prior to enrolment fees may be altered without notice. Once enrolled fees will not be subject to change for the normal duration of the course. If a course length is extended by the student, then any fee increases will be required to be paid for in the extended component of the course.
8. withdrawing from courses, deferring, and cancelling of enrolment from my preferred course/s.
9. the ESOS framework; and
10. Living in Australia, including indicative costs of living; accommodation options; the need for school aged dependants to be enrolled to attend at school and my liability to pay their fees for their education.
11. The attendance requirements of The Department of Home and Affair (DHA), which is 20 hours per week.
12. ETEA's reporting obligations to DHA for course progress.
13. Recognition of prior learning and credit transfer and how successful application will reduce the duration and fees of the course if applicable.
14. I acknowledge that the Application Fee of AUD \$250 for VET courses which I am including to have this application assessed is non-refundable, irrespective of the outcome of my application.
15. In selecting this course, I have read and understood Part B of this application form.
16. In selecting this course, I have read and understood the attached refund policy and procedure as outlined in Part C.
17. I have access to the NMBA standards for registration website (Diploma of Nursing only).
18. I understand that ETEA endorses the recommendations included in the immunisation guidelines for Health Care Workers (Department of Human Services 1998) and that it is a requirement that I have evidence of inoculation and immunisation against, vaccine preventable diseases including: Measles, Rubella, Hepatitis B, Pertussis, Diphtheria, Mumps, Tetanus Tox, Varicella, Polio, Influenza, MRSA swab and Tuberculosis screen which I need to provide ETEA. (Diploma of Nursing only) ETEA strongly suggest you have this evidence by course commencement (see attached list).
19. I understand that Failure to provide the required evidence in the attached list may result in a delayed clinical placement. Any charges incurred by ETEA as a result will be on-charged to the student. (Diploma of Nursing only).
20. I understand that I must notify the relevant state campus of ETEA as soon as my visa approval has been granted by emailing a copy of the approval document.
21. I further understand that if a copy of my visa grant document has not been received by the relevant State ETEA campus 7 days prior to the course commencement. I will be withdrawn and offered an enrolment in the next possible course, subject to available places.

I understand, acknowledge, and agree to:

1. Make timely payments of any fees or associated costs for which I am liable. I have the necessary financial capacity to meet all such costs for the duration of my course. I recognise that it is my responsibility to provide all necessary

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documentation to support my application and I authorise ETEA to obtain further relevant documentation where necessary either directly or through the accredited education agent or representative.

I acknowledge that:

1. The provision of incorrect information or withholding of relevant information relating to my application, might invalidate my application and that ETEA may withdraw an offer of a place or cancel my enrolment in consequence.
2. I am fully responsible for my educational and living expenses while studying at ETEA.
3. I have read and understand:
 - The Schedule of Fees, Application Procedure and Refund Policy.
 - I have read and understand the Privacy Policy.
 - I have read the requirements for USI and VSN (Victorian students only).
 - I have read and understand the RPL and Credit transfer policy and procedure.
 - I have read and understand the Complaints and Appeals Policy.
 - I have read and understand the Transfer Policy.
 - I have read and understand the grounds for Deferment, Suspension and Cancellation.

Student Checklist

Make sure the following are attached (Please Tick)

☐	Completed application form with details of which courses student wants to enrol in
☐	Certified copies of all qualifications
☐	Passport and Visa copy
☐	Cancelled COE if applicable
☐	All current and future CoEs issued
☐	Release letter if applicable
☐	Curriculum vitae (Signed), if applicable
☐	Certified English proficiency test results (IELTS/OET/PTE/TOEFL IBT or equivalent)
☐	Certified documents which may include certificate, statement of attainment, transcript if you are applying for Credit Transfer or RPL
☐	*Credit card details supplied, or bank draft or bank cheque attached for the application fee (Please tick the appropriate fee) ☐ AUD \$250.00 for VET Courses (non-refundable)
☐	*Airport Pickup (if applicable)
☐	*OSHC (if applicable)
☐	A certified copy of an Australian Police Criminal Check completed on the Applicant within the past three (3) months (if applicable)
☐	Working with Children Check or DCSI clearances (if applicable)
☐	COVID Vaccination Certificate

Student Signature: _____ **Date:** _____

Office Use Only

Details verified and approved by:

Student Support officer/Student Administration Officer:

Name..... Signature..... Date:/...../.....

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