

**HARWARD INTERNATIONAL COLLEGE**

Level 4, 213 – 215 Lonsdale Street, Melbourne, Victoria 3000
 CRICOS: 03234B | RTO: 22332
 Phone: (03) 03 9639 4699 | Fax: (03) 8669 4055
 Email: info@harward.vic.edu.au | Web: www.harward.vic.edu.au

Application for Enrolment

Domestic Students

Students are to complete the following 'Application for Enrolment – Domestic Students' and return to Harward International College with any supporting documents required.

- Note:**
- No enrolment will be processed unless this form is **completed fully**. The student must sign the declaration at the end of the document to indicate their understanding and agreement of the enrolment conditions.

Section 1: Personal Details

Title: <input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.		Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth:		
First Name:			Middle Name:			
Family Name:						
Address:						
Suburb / Town:		Post code:		Country:		
Email:			Mobile:			
Phone (Home):			Work Number:			
Country of Citizenship:			Country and place of Birth:			
A) Have you been convicted of any criminal activity? <input type="checkbox"/> No <input type="checkbox"/> Yes, if Yes, please provide relevant details:						
B) Do you have a disability, impairment or long term medical condition? <input type="checkbox"/> No <input type="checkbox"/> Yes, if Yes, please Tick one or more of the following:						
Hearing / Deaf	Intellectual	Mobility	Learning	Visual	Mental illness	Medical Condition
C) Providing information about disability or medical condition will not disadvantage your application. However HIC needs to assess if it can make reasonable adjustments to accommodate your disability or medical condition in order to advise you appropriately. In some cases the support required may be at a cost to you.						
D) Do you have a medical condition or health-related issue that may prevent a student visa being issued? <input type="checkbox"/> No <input type="checkbox"/> Yes, if Yes, provide details:						
E) Have you been granted a scholarship? <input type="checkbox"/> No <input type="checkbox"/> Yes						
Scholarship name:						

Section 2: Proposed Advanced Diploma course @ HIC (must select one Advanced Diploma to avail SVP arrangement)

<input type="checkbox"/> BSB41215 – Certificate IV in Business	<input type="checkbox"/> BSB41315 – Certificate IV in Marketing*	<input type="checkbox"/> BSB42415 – Certificate IV in Marketing and Communication
<input type="checkbox"/> BSB51915 – Diploma of Leadership and Management	<input type="checkbox"/> BSB51215 – Diploma of Marketing*	<input type="checkbox"/> BSB52415 – Diploma Marketing and Communication
<input type="checkbox"/> BSB61015 – Advanced Diploma of Leadership and Management	<input type="checkbox"/> BSB60515 – Advanced Diploma of Marketing*	<input type="checkbox"/> BSB61315 – Advanced Diploma of Marketing and Communication
<input type="checkbox"/> AUR30612 – Certificate III in Light Vehicle Mechanical Technology*	<input type="checkbox"/> AHC41010 – Certificate IV in Agribusiness*	<input type="checkbox"/> 22253VIC – Certificate III in EAL (Access)
<input type="checkbox"/> AUR30616 – Certificate III in Light Vehicle Mechanical Technology	<input type="checkbox"/> AHC41016 – Certificate IV in Agribusiness	<input type="checkbox"/> 22258VIC – Certificate IV in EAL (Further Study)

Note: Check the availability with Harward International College Administration

Do you wish to apply for Credit Transfer? Yes No
 (If yes, Please provide supporting documents. You may provide CV, previously completed qualifications etc to support your application.)

Do you wish to apply for Recognition of Prior Learning? Yes No
 (If yes, Please provide supporting documents. You may provide previously completed qualifications etc to support your application.)

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Section 3: Language and Cultural Diversity

All applicants are required to undertake Language Literacy Numeracy Test.

Is English is your first language: Yes English Only – Go to Section 4 No, Please Specify _____

How well do you SPEAK English? Very Well Well Not Well Not at All

Section 4: Education details

A certified copy of original transcripts of all official results must accompany this application. Please include grading system to enable interpretation of academic results. List any studies you have attempted, whether complete or incomplete. If you would like HIC to consider your employment history in support of your application, please attach your curriculum vitae (resume). Include English translations if transcript/s is not in English.

Secondary school studies

Month / Year commenced	Month / Year completed	Title of the course	Name and country of school

Tertiary or post-secondary studies

Month / Year commenced	Month / Year completed	Title of the course	Name and country of school	Full/Part-time

Section 5: Employment History – Provide details of your employment history in the table below

Employer	Position	Start Date	End date	Full-time OR Part-time

Section 9: Checklist – Please make sure the following are attached (if applicable): Documents not in English must be translated

<input type="checkbox"/> Certified Passport bio-data pages	<input type="checkbox"/> Certified Birth Certificate
<input type="checkbox"/> Certified year 12 certificate	<input type="checkbox"/> Related work experience (if any)
<input type="checkbox"/> Evidence of highest academic qualification(s)	<input type="checkbox"/> Copy of current Australian Visa (if applicable)
<input type="checkbox"/> Course or unit syllabus, if you are applying for exemptions (credit transfer or RPL) or Statement of attainment	
Do you require any language,literacy or numeracy assistance?	<input type="checkbox"/> No <input type="checkbox"/> Yes

Section 11: Applicant's Declaration

In signing and submitting this 'Application for Enrolment Domestic Students' the applicant acknowledges:

- I declare that the information submitted with this application is true and complete. I further declare that any tertiary academic results submitted are a complete record of all results I have obtained from every tertiary institution I have attended.
- I acknowledge that failure to disclose my academic record may result in HIC revoking an offer or terminating my studies at any stage.
- I authorise HIC to seek verification of my academic and professional qualifications, and work experience. I understand that HIC reserves the right to inform other tertiary institutions and regulatory agencies if any of the material presented to support my application is found to be false.
- I acknowledge that HIC reserves the right to alter any course, subject, admission requirement or fee without prior notice.
- I understand that the personal information I have provided may be released to government agencies as required by law. I further understand that it may be disclosed to third parties for the purpose of this application.
- I acknowledge that I have read and understand the description of the courses(s) that I am applying for on HIC's website.
- I declare that the information provided in this application and the documentation supporting it is true and complete
- I declare that my signature is true and correct and matches the signature in my passport.

I acknowledge and agree to the terms in the student declaration.

..... Name of applicant Name of Guardian (if Applicable)
..... Signature of applicant Date/...../..... Signature of Guardian Date/...../.....

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Section 12: Where did you hear about Harward International College?

Agent	HIC's Website	Website other than HIC	Friend
Exhibition	Advertisement	Other:	

Section 14: Sending the application

Please send the application to:
HARWARD INTERNATIONAL COLLEGE
 Level 4, 213 – 215 Lonsdale Street, Melbourne, Victoria 3000
 Phone: (03) 9639 4669 | Fax: (03) 8669 4055
 Email: admissions@harward.vic.edu.au | Web: www.harward.vic.edu.au

Section 14: Additional Information

Student can provide any additional information which was not provided in the above sections and may help in making accurate judgment of the enrolment.

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