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# Enrolment Application Form

## INTERNATIONAL STUDENTS

### 1. PERSONAL DETAILS

Title:  Mr  Ms  Miss  Mrs Gender:  Male  Female  Other

Family name: \_\_\_\_\_ First name: \_\_\_\_\_ Middle name: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Country of citizenship: \_\_\_\_\_

Country of birth: \_\_\_\_\_ Passport number: \_\_\_\_\_

What is your first language? \_\_\_\_\_

How well do you speak English?:  Very Well  Well  Not Well  Not at all

Do you have a Unique Student Identifier (USI)?:  Yes  No If yes, what is your USI number? \_\_\_\_\_

If no, do you give us permission to create a USI on your behalf?:  Yes  No

Are you currently in Australia?  No  Yes

- You will need to complete a GTE Assessment.
- Go to Section 2 CONTACT DETAILS.
- What year did you arrive in Australia?
- What visa type do you have?
  - Student Visa  Tourist Visa  Permanent Resident  Other

Visa expiry date: \_\_\_\_\_ Visa number: \_\_\_\_\_

### 2. CONTACT DETAILS

Permanent overseas address: Unit no.: \_\_\_\_\_ Street no.: \_\_\_\_\_ Street name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

Australian address (if known): Unit no.: \_\_\_\_\_ Street no.: \_\_\_\_\_ Street name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency contact: \_\_\_\_\_ Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Emergency contact details: \_\_\_\_\_

### 3. AGENT DETAILS

I authorise the following agent to receive information related to my application:

### 4. EDUCATION

Highest completed school level: \_\_\_\_\_ Name of secondary school: \_\_\_\_\_

Are you still attending school?:  Yes  No Did you complete Year 10 in Australia?  Yes  No Year of completion: \_\_\_\_\_

Highest educational attainment (complete or incomplete): \_\_\_\_\_ ATAR/UAI/OP: \_\_\_\_\_

Year: \_\_\_\_\_ Name of institution: \_\_\_\_\_

Do you wish to apply for Course Credit (based on previous academic study or informal learning?)  Yes  No

Please include your RPL/CT Application form along with supporting documents. Available at [www.laneway.edu.au](http://www.laneway.edu.au)

## 5. COURSE SELECTION

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Choose your course:

- BSB40120 Certificate IV in Business 106194D
- BSB40820 Certificate IV in Marketing and Communication 106195C
- 10733NAT Diploma of Entrepreneurship and Innovation 098311G
- ICT50220 Diploma of Information Technology  
- Front & Back End Web Development 106203H
- ICT50220 Diploma of Information Technology  
- Cyber Security and Advanced Networking 106203H
- BSB50820 Diploma of Project Management 104081G
- BSB50620 Diploma of Marketing and Communication 106197A
- BSB50420 Diploma of Leadership and Management 104324D
- BSB60420 Advanced Diploma of Leadership and Management 106199K
- BSB60520 Advanced Diploma of Marketing and Communication 106200M

### Graduate Diplomas

- BSB80120 Graduate Diploma of Management (Learning) 106201K
- BSB80320 Graduate Diploma of Strategic Leadership 106202J

Select your preferred start date:

### 2022 Intake

- Jan 10
- Feb 14
- Apr 4
- May 9
- Jun 27
- Aug 1
- Sep 19
- Oct 24

### 2023 Intake

- Jan 9
- Feb 14
- Apr 3
- May 8
- Jun 26
- Jul 31
- Sep 18
- Oct 23

**Location:**  Sydney  
 Melbourne

## 6. EMPLOYMENT

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Current employment status:

- Full-time employee
- Part-time employee
- Self employed
- Employed – unpaid working in a family business
- Unemployed seeking full-time work
- Unemployed seeking part-time work
- Not employed and not seeking employment

## 7. SUPPORT

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Do you have any pre-existing learning difficulties, disabilities, or other conditions, which may inhibit your learning or ability to undertake study in your chosen course?

- Yes  No

If yes, please indicate the areas (may indicate more than one)

- Hearing/Deaf  Physical  Intellectual  
 Acquired Brain Impairment  Vision  Medical Condition  Other:

## 8. SERVICES

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### Overseas Student Health Cover (OSHC)

Do you require Laneway to arrange OSHC?

- No (please provide evidence)
- Yes (please select from options below)
  - Single
  - Couple
  - Family

### Homestay

Would you like Laneway to arrange homestay for you?

- Yes  No

### Airport Pickup and Transfer on Arrival

Do you require pick up from Sydney Airport to your place of accommodation?

- Yes  No

## 9. FEE SCHEDULE

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Tuition and other course-related fee information is available in our current Schedule of Fees. Please contact us directly for more information.

## 10. DOCUMENTS CHECKLIST

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The following documents must be provided for timely processing of your application. Documents in a language other than English should be submitted along with translation from a certified translator.

### All students

- [ ] Certified copy of your passport.
- [ ] Authenticated\* transcripts of relevant academic records (Higher School Certificate or higher level qualifications)
- [ ] Proof of English language ability (see prospectus for requirements)
- [ ] Any additional documentation to support your application (e.g. your résumé\*\* or references)

### Off-shore students (additional)

- [ ] GTE assessment form
- [ ] Evidence of financial resources (e.g. Copy of Bank Statement)

\*Authenticated documents must be:

1. Original documents (i.e. testamur and transcript of results) provided by the candidate to an authorised Laneway representative.
2. Copies of the original documents (i.e. testamur and transcript of results) provided by the candidate which have been either:
  - Notarised by a Justice of the Peace or equivalent authority in the country of origin;
  - Verified as a true and correct copy of the original documents by an approved Laneway representative.

\*\*All claimed work experience must be relevant to the qualification being applied for and be within 3 years from date of application. Mature-age candidates must provide Statements of Service on official company letterhead providing contact details of the employer. Past employers will be contacted to verify work experience on a case-by-case basis.

## 11. DECLARATION

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In signing the Laneway Education enrolment application form, I declare that:

- The information provided by me in this application form is correct.
- I have the financial capacity to meet all of my course fees and agree to pay all fees as they become due.
- I have read and understand the course and fee information on the Laneway Education website <http://www.laneway.edu.au> and in the course information brochure.
- I understand that Australian law requires student visa holders to notify their Education Provider of any change of address details within 7 days.
- I understand that it is compulsory to be covered by Overseas Student Health Cover while I am on a student visa.
- I understand that I am not eligible to transfer to another registered provider without permission from Laneway Education until I have completed 6 months of my principal course of study.
- I understand that continuation in the course/s is dependent upon satisfactory academic progress and attendance. Failure to meet these conditions will result in my case being reported by Laneway Education to the Department of Immigration and Border Protection (DIBP).
- I grant permission to Laneway Education to use my personal images. Such use includes the display, distribution, publication, transmission or otherwise use of photographs, images and/or videos taken for use in materials that include, but may not be limited to, printed materials such as Brochures, Newsletters, Videos and digital images used on Laneway's Website and Social Media Pages, such as Facebook and Instagram.
- I acknowledge that information about the ESOS Framework can be found at <https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx> - it is important for international students to understand the ESOS Framework. The Education Services for Overseas Student Act (ESOS) and regulations set out the legal framework governing delivery of education to overseas students studying in Australia on a student visa.
- I understand that information collected about me may be shared between the registered provider and the Australian Government and designated authorities and, if relevant, the Tuition Protection Services (TPS). This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition. In other instances, information collected on this form can be disclosed without your consent where authorised or required by law.
- I acknowledge that Laneway Education is committed to protecting an individual's right to privacy in accordance with the Privacy Act 2001.
- I acknowledge that Laneway Education reserves the right to alter any course, subject, admissions requirement or fee without notice.
- I have read and understand Laneway Education's Refund Policy found at <http://www.laneway.edu.au/policies>
- I am aware that Laneway Education accepts students with a minimum age of 18 years.
- If I instruct an agent to complete this application form on my behalf, I do so on the basis that the agent is acting for me and it remains my responsibility to read the terms and conditions of the enrolment.
- I authorise Laneway Education to verify the authenticity of my academic/professional qualifications and my work experience. I understand Laneway Education may inform other organisations or regulatory agencies if any of the information in my application is not accurate.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 12. ACCEPTANCE AND ENROLMENT

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Once we receive your application form and supporting documents, you may be asked to undertake an interview. Successful applicants will be issued a Letter of Offer, Student Enrolment Agreement, and Tax Invoice. Your signed Student Enrolment Agreement is required and payment of your course deposit is required to secure your place in your chosen course. Once these have been received, we will issue an Electronic Confirmation of Enrolment (eCoE).

Some applicants may be issued a Conditional Letter of Offer if some entry requirements have not yet been met. Applicants with a Conditional Letter of Offer must meet the conditions of the offer before they can finalise their enrolment and enrol in specific units of study. Admissions and enrolment policies and procedures are available at [www.laneway.edu.au](http://www.laneway.edu.au).

## APPLY NOW

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Send your application to: [admissions@laneway.edu.au](mailto:admissions@laneway.edu.au)



### LANEWAY EDUCATION

+61 2 9019 3377

[admissions@laneway.edu.au](mailto:admissions@laneway.edu.au)

RTO: 41504

CRICOS: 03597G

### SYDNEY

Level 7, 11 – 31 York Street  
Sydney NSW 2000

### MELBOURNE

Level 7, 118 Queen Street  
Melbourne VIC 3000