

**Applications may be submitted by ANY of the following methods:**

**Email:** [enrol@monarch.edu.au](mailto:enrol@monarch.edu.au) (Preferred option)

**Post:** Monarch Institute Administration: Level 10, 10-16 Queen Street, Melbourne, VIC 3000

**To complete your enrolment form:**

1. Complete all questions by typing into the spaces provided.
2. Read and sign the declaration at the end of the form by typing your name where indicated.
3. Provide a copy of only one form of ID (eg. driver's licence, passport, birth certificate, medicare card).
4. Email this completed enrolment form plus a copy of your ID to [enrol@monarch.edu.au](mailto:enrol@monarch.edu.au)

**Please note:**

You can download and save this form to your desktop on your computer. Then open and type directly into the form to complete. Then save.

**Personal details**

1. Enter your full name

Family name (surname):

Given name/s:

2. Enter your date of birth

3. Gender

4. What is your address? Please provide the physical address (street number and name not post office box):

Address:

Suburb:

State/territory:

Postcode:

5. If different to above, then what is your postal address?

Postal address:

Suburb:

State/territory:

Postcode:

6. What is your contact information?

Landline:

Mobile:

Email address:

## Course details

7a. What will your preferred study mode be while undertaking this course? (Select one)

Workshop

Online/self-paced

7b. If your preferred study mode is a workshop, where and when would suit you?

Please refer to the timetable on the Monarch Institute website.

Location:

Start date:

8. Are you applying for any of the following?

Recognition of Prior Learning

Credit transfer from other courses

## Schooling

If you have never attended school, please go to question 13.

9. What is your highest **completed** school level?

10. In what year did you complete that school level?

11. Are you still attending secondary school?

12. Unique Student Identifier details.

I have a Unique Student Identifier which is:

No, I do not have a Unique Student Identifier and I need information from Monarch Institute to help me get a Unique Student Identifier.

## Previous qualifications

13. Have you previously studied at Monarch Institute?

Yes

No

14a. Have you **successfully** completed any of the following in **Australia**?

Bachelor degree or higher degree

Advanced diploma or Associate diploma

Diploma or Associate diploma

Certificate IV or Advanced Certificate

Certificate III or Trade Certificate

Certificate II

Certificate I

Other certificate

14b. Have you **successfully** completed any of the following **Overseas**?

Bachelor degree or higher degree

Advanced diploma or Associate diploma

Diploma or Associate diploma

Certificate IV or Advanced Certificate

Certificate III or Trade Certificate

Certificate II

Certificate I

Other certificate

## Employment

15a. Which best describes your current employment status?

15b. If you are employed in some capacity, then what is your occupation?

Occupation:

Company:

## Study reason

16. Which best describes your reasons for taking this course?

## Language and cultural diversity

17. In which country were you born?

Australia

Other (please specify):

18a. Do you speak a language other than English at home?

If you speak more than one other language, please state your most-used other language.

No, English only

*Go to question 19.*

Yes

Please specify:

18b. How well do you speak English?

19. Are you of Aboriginal or Torres Strait Islander origin?

## Disability

20a. Do you consider yourself to have a disability, impairment, or long-term condition?

Yes

No

*Go to question 21.*

20b. If so, please indicate any area(s) of disability, impairment, or long-term condition.

Hearing

Physical

Intellectual

Learning

Mental illness

Acquired brain  
impairment

Vision

Medical  
condition

Other Please specify (below):

If additional space is required, please attach a separate word document with this enrolment form.

## How you heard about this course

21. How did you hear about this course?

## Declaration

1. I understand that Monarch Institute is required to provide the Australian Skills Quality Authority (ASQA) my ongoing student and training activity information and information I've provided in this enrolment form. ASQA may for other lawful purposes disclose information provided to other government agencies, consultants, advisers, professional bodies and/or other organisations in accordance with ASQA's privacy policies and procedures. Other government agencies such as the Australian Securities & Investments Commission (ASIC), the Australian Tax Office (ATO), the Department of Industry may also require Monarch Institute to disclose information you have provided in accordance with their respective privacy policies and procedures.
2. I understand that Monarch Institute is required to provide the Victorian Government, through the Department of Education and Early Childhood Development, with student and training activity data which may include information I provide in this enrolment form. Information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines (which are available at <http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>). The Department may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, reporting and/or research activities. For these and other lawful purposes, the Department may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations. I have been advised by the training organisation that I may be contacted and requested to participate in a National Centre for Vocational Education Research survey or a Department-endorsed project or audit or review. The Education and Training Reform Act 2006 requires Monarch Institute Pty Ltd to collect and disclose my personal information for a number of purposes including my Unique Student Identifier and updating my personal information on the relevant Government student registers.
3. I understand that I will complete all learning and assessment activities within specified timelines outline in Monarch Institute's Student Information Guide/Handbook and will respond to training and assessment activity follow up requests from Monarch Institute in a timely manner. The Student Information Guide/ Handbook can be found at <http://www.monarch.edu.au/student-info/>.
4. I have read, understood and agree with Monarch Institute's Refunds & Cancellation policy outlined in Monarch Institute's Student Information Guide/Handbook.
5. I understand my course enrolment with Monarch Institute will be completed when this Student Enrolment Form has been received, and an enrolment Letter of Offer has been made by Monarch (by email) along with full payment of fees.
6. For face-to-face workshops, I agree to attend all scheduled workshops as some assessments may be conducted in the workshops.
7. I understand and agree that Monarch Institute reserves the right to refuse or cancel an enrolment if information provided in the Student Enrolment Form is knowingly false or misleading.
8. I consent to allow Monarch Institute to obtain further information through 'QualSearch' for the purpose of determining eligibility for government funding (e.g. confirming study and results from previous or current study).
9. I declare that, to the best of my knowledge, the information on this form and the supporting evidence supplied by me is true and correct in all regards.
10. Typing my name where indicated constitutes a digital signature.
11. I have read and understood Monarch Institute's legal (including Privacy Policy) information found on the website at <http://www.monarch.edu.au/copyright-legal/>

**I have read, understood, and agreed with these statements and conditions.**

Applicant's name

Please type your full name into the space provided.

Date

## Application checklist

Before submitting your Student Enrolment Form please ensure:

- |  |  |
|--|--|
| <input type="checkbox"/> I have completed all questions required of me on the Student Enrolment Form | <input type="checkbox"/> I have provided a copy of one form of suitable identification (e.g., driver's licence, passport, birth certificate, or medicare card) |
| <input type="checkbox"/> I have read and accepted the terms in the Declaration on the previous page  | <input type="checkbox"/> I have completed the payment details below as required  |

## Payment

- Would you like to add the Tax Agent certification exams? *(No additional fees apply)*

Total course fee

Instructions

How will you be making payment?

Cheque

Credit card

EFT

If you are paying by cheque:

My cheque/money order made payable to "Monarch Institute" is enclosed

If you are paying by credit card:

Mastercard

Visa

Credit card number:

Card-holder's name:

Expiry:

If you are paying by Electronic Funds Transfer (EFT):

A bank transfer has been made to "Monarch Institute" (**BSB: 063-114, Account: 1042 3469**)

Transfer date:

Bank of origin:

Reference: \*

\* For the reference, use the first three letters of your surname followed by your date of birth (day, month, year) e.g. Josh Stark with a date of birth 8th March 1989 will have the following reference: STA080389.

**IMPORTANT:** Please email confirmation of the transfer to [enrol@monarch.edu.au](mailto:enrol@monarch.edu.au)

### After submitting your enrolment form

Monarch Institute will begin to process your enrolment once received. If there are any concerns about the suitability of the course for you, a Student Support Manager will contact you to discuss them. Once your enrolment is accepted by Monarch Institute, you will be emailed an official "Letter of Offer". You must formally accept this "Letter of Offer" by replying to that email. After you have officially accepted your "Letter of Offer", and full payment of fees has been received, course materials will be dispatched.