

**Applications may be submitted by EITHER 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. **Download** and **save** form to your desktop
2. **Open** form directly from your desktop  
**NOTE: You must complete this form directly from your desktop saved version (DO NOT complete form within browser)**
3. **Complete** all questions by typing into the spaces provided.
4. **Read** and **sign** the declaration at the end of the form by typing your name where indicated.
5. **Provide** a copy of only one form of ID (eg. driver's licence, passport, birth certificate, medicare card).
6. **Save** and **email** this completed enrolment form plus a copy of your ID to [enrol@monarch.edu.au](mailto:enrol@monarch.edu.au)

## Personal details

**1. Enter your full name**

First given name:

Other given name(s):

Family name (surname):

**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?**

Email address:

Mobile:

## Schooling

If you have never attended school >> Please go to question 13

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

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

10. Are you still attending secondary school or senior secondary education?

Yes

No

11. Unique Student Identifier details.

Yes, 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

12. Have you previously studied at Monarch Institute?

Yes

No

13a. Have you **successfully** completed any of the following in **Australia**?

No  Yes, specified below

Certificate I

Certificate IV or Advanced Certificate

Advanced diploma or Associate diploma

Certificate II

Other certificate

Bachelor degree or higher degree

Certificate III or Trade Certificate

Diploma or Associate diploma

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

No  Yes, specified below

Certificate I

Certificate IV or Advanced Certificate

Diploma or Associate diploma

Certificate II

Other certificate  
(including certificates or overseas qualifications not listed here)

Bachelor degree or higher degree

Certificate III or Trade Certificate

Advanced diploma or Associate diploma

## Employment

14a. Which best describes your current employment status?

14b. If you are employed in some capacity, then what is your occupation?

Occupation:

Company:

## Study reason

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

## Language and cultural diversity

16. Are you an Australian citizen or permanent resident?

Yes

No

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, indicate the one that is the most spoken.

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.

Please refer to the Disability supplement for an explanation of the following disabilities.

<http://bit.ly/monarch-disability-supplement-information>

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?

## Privacy Statement & Student Declaration

### Privacy Notice

1. Your personal information (including the personal information contained on this enrolment form, your training activity data, and unique identifiers such as your Victorian Student Number [VSN] or Commonwealth's Unique Student Identifier [USI]) may be used or disclosed by Monarch Institute for statistical, regulatory and research purposes. Monarch Institute may disclose your personal information for these purposes to third parties, including: Commonwealth and State/Territory government departments and authorised agencies (such as ASQA and the Victorian Department of Education and Training); NCVET; organisations conducting student surveys; and researchers. Other third parties include school (if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship) or employer (if you are enrolled in training paid by your employer).
2. Under the Data Provision Requirements 2012 Monarch Institute is required to collect personal information and disclose that information to the National Centre for Vocational Education Research Ltd (NCVER). Information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines and Pre-qualified Supplier Policy. Information disclosed to NCVER may be used or disclosed for the purposes of issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts; facilitating statistics and research relating to education, including surveys; understanding how the VET market operates, for policy, workforce planning and consumer information; and administering VET, including program administration, regulation, monitoring and evaluation.
3. You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. 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 VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

### Student Declaration

4. I acknowledge that I have been provided a copy of or access to the Monarch Institute policies and procedures in the Student Information Guide (available here: <http://www.monarch.edu.au/student-info/>) which stipulate my rights and responsibilities and those of Monarch Institute. In particular I have been made aware of the following; Complaints & Appeals, Refunds and fees, Cancellations and withdrawals, Academic Integrity, and Student progression including the extension policy.
5. I acknowledge it is my responsibility to seek clarification for any part of Monarch Institute policies and procedures which I do not understand.
6. I understand that copying the work of another student is considered plagiarism and can result in penalties which include assessment re-submission, additional fees and/or cancellation of my enrolment.
7. I understand that I may be required to undertake a 'competency conversation' and/or additional assessments if this is required by the trainer/assessor.
8. I understand that after I have submitted my enrolment form a Monarch Institute representative will get in touch to confirm my course details prior to my enrolment being finalised.
9. 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.
10. 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>
11. 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.
12. Typing my name where indicated constitutes a digital signature.
13. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

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

Applicant's name:

Date:

*Please type your full name into the space provided.*

If applicant is under the age of 18 a parent or guardian consent is required

Parent / Guardian:

Date:

*Please type your full name into the space provided.*

Parent / Guardian contact number:

## Application checklist

Before submitting your Student Enrolment Form please ensure:

I have completed all questions required of me on the Student Enrolment Form

I have provided a copy of one form of suitable identification (e.g., driver's licence, passport, birth certificate, or medicare card)

I have read and accepted the terms in the Declaration on the previous page

## Payment

Please select the accounting software package you wish to use for this course

XERO  
(PC or Mac version)

MYOB  
(PC version)

Total course fee

Instructions

How will you be making payment?

Credit card

EFT\*

If you are paying by credit card:

Mastercard

Visa

Credit card number:

Card-holder's name:

Expiry:

\* If you are paying by EFT your course consultant will provide account details once we've commenced the enrolment process.

### After submitting your enrolment form

Monarch Institute will begin to process your enrolment once received. One of our student support officers will contact you via phone to ensure you have received all necessary course information and discuss course suitability. Should you have any questions regarding your enrolment or any of the procedures outlined in the Student Information Guide please don't hesitate to contact the support team at 1300 738 955.