

**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. **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 the browser)

3. **Complete** all questions by **typing** into the spaces provided.
4. **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

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?

Address:

Suburb:

State/territory:

Postcode:

6. What is your contact information?

Landline:

Mobile:

Email address:

## Employment

7a. Describe your current or future supervisory role

7b. If you are employed in some capacity, then what is your occupation?

Occupation/  
Company

## How you heard about this course

8. How did you hear about this course?

## Declaration

1. Monarch Institute's refund and cancellation policy outlines the situations in which refunds apply:
  - **No refund applies** when a student is enrolled in a Monarch Institute Short Course and course materials have been issued or students have been provided with access to the online course materials. Monarch Institute will retain 100% of the fee paid by the student to date.
  - **A refund applies** when a student is enrolled in a Monarch Institute Short Course and no course materials have been issued. Monarch Institute will charge a 25% administration fee from the total fees paid by the student to date.

All requests for refunds should be made in writing and addressed to:

General Manager Monarch Institute Level 10, 10-16 Queen Street, Melbourne, VIC, 3000 or via email: [info@monarch.edu.au](mailto:info@monarch.edu.au)

2. I have read, understood and agree with Monarch Institute's Refunds & Cancellation policy outlined above.
3. I understand my course enrolment with Monarch Institute will be completed when this Student Enrolment Form has been received along with full payment of fees.
4. 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/>
5. Typing my name where indicated constitutes a digital signature.

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

Applicant's name

Date

Please type your full name into the space provided.

## Payment

Total course fee **\$850**

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. A course consultant will contact you to outline the course program and provide you with course access, after which you will be contacted by your trainer.