

### Instructions:

Unlike our interactive enrolment forms, please print this form, complete and post to Monarch or deliver in person to the address below: **Monarch Institute Administration, Level 10, 10-16 Queen St, Melbourne, VIC 3000**

Name:	<input type="text"/>	Surname:	<input type="text"/>
		Previous surname (if applicable):	<input type="text"/>
Phone:	<input type="text"/>	Email:	<input type="text"/>

**IMPORTANT** Please go to the Monarch Institute website to determine your eligibility for Government Funding at [www.monarch.edu.au/government-funding](http://www.monarch.edu.au/government-funding) If you are eligible for Government Funding, you are required to do two things:

1. Complete this declaration form and sign with a pen. Please scan, email or post this completed form back to Monarch, AND
2. Provide Monarch with colour photocopies of required evidence of your citizenship, Queensland residency and age and tick the relevant box in both 2a and 2b indicating the evidence you are providing.

\* document includes evidence of age.  18+ card (acceptable evidence)

In regard to your evidence, please send the **original certified copies of your evidence**. See the last page of this form to see who can certify your documents. Once certified, it must be posted to the following address:

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

Note: Documentation must not be emailed

### 2a. The following evidence is acceptable for the purposes of confirming Australian citizenship:

- |  |   |
|--|---|
| <input type="radio"/> *an Australian or New Zealand birth certificate or birth extract | <input type="radio"/> a current green Medicare Card   |
| <input type="radio"/> *a current Australian passport                                   | <input type="radio"/> a blue interim card & visa and work permits   |
| <input type="radio"/> *a current New Zealand passport                                  | <input type="radio"/> permanent visa label in passport and / or Department of Home Affairs documents of a permanent visa subclass         |
| <input type="radio"/> a naturalisation certificate                                     | <input type="radio"/> temporary residency visa and work permits with Department of Home Affairs correspondence toward permanent residency |

### 2b. The following evidence is acceptable for the purposes of confirming Queensland residency:

- |  |   |
|--|---|
| <input type="radio"/> *Queensland Driver's License               | <input type="radio"/> Electricity, gas or telephone bill within last 6 months |
| <input type="radio"/> *Heavy vehicle or marine license           | <input type="radio"/> Lease/rental contract, rates notice                     |
| <input type="radio"/> Bank statement issued within last 6 months |   |

If applying for concession co contribution fee the following evidence must be attached.  
For more details on eligibility for concession see our website.

- |   |  |  |
|---|--|--|
| <input type="radio"/> Pensioner concession card | <input type="radio"/> Health care card | <input type="radio"/> Commonwealth Seniors health card |
|---|--|--|



# Queensland Government Higher Level Skills Program

## Evidence of Student Eligibility and Student Declaration



**To be completed by the student.**

### Education history

1. The highest completed qualification I currently hold is (Include the full title of the qualification, eg Certificate III in Aged Care) :

2. This qualification was obtained in:

Australia (after secondary school)

Overseas

3. Not including the course/s you are seeking to enrol in now, are you currently enrolled in any other courses ? If yes, which course level?

Certificate IV

Diploma

Advanced Diploma

Other

Student must attach evidence for any AQF units they have obtained through completion of a whole or partial course.

### Student declaration

In seeking to enrol in: (include full title of qualification in which you are seeking to enrol)

- a. I am aged 15 years or over and no longer at school
- b. I permanently reside in Queensland
- c. I am an Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen.
- d. I do not hold, and am not enrolled in, a certificate IV or higher-level qualification, not including qualifications completed at school and foundation skills training.
- e. I understand I will no longer be eligible for a Government subsidised training place under the Higher Level Skills Program once I complete a Certificate IV level or higher qualification. This may also affect future training options and eligibility for further government subsidised training under Queensland Government Funding program.
- f. I have read the Queensland Government Department of Education, Training and Employment Higher Level Skills student fact sheet available at this website: <https://training.qld.gov.au/site/providers/Documents/funded/hls-student-factsheet.pdf>

**MUST SIGN**

Signed:

Date:

**OFFICE  
USE ONLY**

#### Monarch Institute delegate

Based on discussion with the student, the information provided and above evidence I have sighted, I believe satisfies the Queensland Higher Level Skills eligibility criteria, as set out in the PQS policy, for the qualification the student wishes to enrol in.

Name:

Signed:

Date:

### Certifying Documents

To have a document certified, an individual must take the original and a photocopy to an authorised person. The authorised person must write on every page of the copy document “I have sighted the original document and certify this to be a true copy of the original”, sign each statement and provide their designation, for example ‘Pharmacist’.

#### Authorised persons include:

- a justice of the peace or a bail justice
- a public notary
- an Australian lawyer (within the meaning of the Legal Profession Act 2004)
- a clerk to an Australian lawyer
- the prothonotary or a deputy prothonotary of the Supreme Court, the registrar or
- the deputy registrar of the County Court, the principal registrar of the Magistrates’ Court or the registrar or the deputy registrar of the Magistrates’ Court
- the registrar of probates and the assistant registrar of probates
- the associate to a judge of the Supreme Court or of the County Court
- the secretary of a master of the Supreme Court or of the County Court
- a person registered as a patent attorney under Chapter 20 of the Patents Act 1990 of the Commonwealth
- a member of the police force • the sheriff or deputy sheriff
- a member or a former member of either House of the Parliament of Victoria
- a member or a former member of either House of the Parliament of the Commonwealth
- a councillor of a municipality
- a senior officer of a council as defined in the Local Government Act 1989
- a registered medical practitioner within the meaning of the Medical Practice Act 1994
- a registered dentist within the meaning of the Dental Practice Act 1999
- a veterinary practitioner
- a pharmacist
- a principal in the (State) teaching service
- the manager of a bank
- a member of the Institute of Chartered Accountants in Australia or CPA or the
- National Institute of Accountants
- the secretary of a building society
- a minister of religion authorised to celebratemarriages (not a civil celebrant)
- a person employed under Part 3 of the Public Administration Act 2004 with a classification that is prescribed as a classification for statutory declarations, or who holds office in a statutory authority with such a classification
- a fellow of the Institute of Legal Executives (Victoria).

Source: Victorian Department of Justice