



Since 1910

## APPLICATION FOR ENROLMENT

### Personal Details

Student ID:

Family Name

Given Name(s)

Date of Birth (DD/MM/YYYY)

Male / Female

Nationality

Passport Number

Visa Type

Student Visa / Non Student Visa

Overseas Student Health Cover

No / Single / Family

Home address

Contact number

Are you currently studying in Australia?

If yes, Australian home address

Contact number

E-mail address

English is my first language

Yes  No

English was the language of instruction during my secondary or tertiary study

Yes  No

I have completed a test of English Language proficiency

Yes  No

If you answered 'yes' to any of the above questions, documentary evidence must be provided.

If you answered 'no' to any of the above questions, you must sit an approved English test and advise results before Confirmation of Enrolment can be issued. Otherwise you may like to apply for admission to Hales Institute's accredited ELICOS programs.

### Return the completed form and all supporting documentation :

Hales Institute  
Level 3, 55 Swanston Street, Melbourne 3000 Australia  
Tel: +61 3 9639 0000 Fax: +61 3 9650 6476  
E-mail: info@hales.edu.au Website: www.hales.edu.au  
Postal address: P.O.Box 29, flinders Lane Post Office, Melbourne 8009 Australia

### Academic Course Preferences

Course name 1

Starting date and duration:

Course name 2

Starting date and duration:

Do you prefer to attend **ELICOS evening class** if available?

YES

NO

### Previous Studies

Highest level of education attained

Name of School/Institution

Country/Date/Year Completed

Do you wish to apply for consideration due to any of the following?

Please indicate below and provide the necessary supporting documentation.

Credit Transfer and RPL

Medical Condition

Learning Support needs

### How did you hear about Hales Institute?

Australian Business Colleges Pty. Ltd. T/A Hales Institute  
A.C.N. 050 235 384 A.B.N. 57 050 235 384  
RTO Provider Code: 3843 CRICOS: 01191B

Any information provided to Hales may be made available to the Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund

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**PRE ENROLMENT DECLARATION**  
(International Students)

*The following form is to be completed by students wishing to study with Hales Institute. All potential students must complete the following form to initiate their enrolment process.*

Complete the following table of information with as much information as possible and return to Hales Institute together with the Student Application form and required documentation:

- I have read and understood the Conditions of Enrolment as detailed in the Student Application Form
- I am aware the Registration fee applies and is non-refundable.
- I have read and understand the Tuition Fee Schedule including 'Notes to fee schedule' as detailed on the Hales Institute website.
- I understand that if my visa application is not granted, a full refund of tuition fees will be made, provided that sufficient evidence of visa refusal is provided to the institute by the Australian authorities.
- I am aware that I must make tuition fee payments. Not paying on time may restrict services or withhold documentation.
- I am aware of the VET course deposit requirement of two terms payment to be made prior to issue of eCoE and the payment of ELICOS fees.
- I understand a payment plan will be arranged on the day of commencement at Hales Institute and I am required to start payments within 30 days of that date.
- I understand that I must pay separate additional costs for textbooks, excursions and course materials.
- I am aware contact hours are allocated on a term by term basis and at no time will preference be given
- I am aware all English language students must successfully complete an ELICOS Exit Test before commencing a vocational course at Hales Institute. I have read and understood the English language requirements outlined in the International Student Information on the institute's website.
- I am aware of the grounds on which the student's enrolment may be deferred, suspended or cancelled as detailed in the International Student Information
- I understand that Australian law requires student visa holders to inform Hales Institute of any changes of address immediately.
- I am aware and agree that any photos or testimonials of me which are used by the institute remain the property of Hales Institute.
- I am aware that I enrolled in a full time course and must attend a minimum of 80% of classes to comply with visa regulations.
- I am aware that the preferred timetables cannot be guaranteed.

**Declaration:**

I understand that by completing this form, I agree to the declaration as detailed above and have read and understood the information contained in the 'International Student Information' handbook.

I have completed the 'Student Application Form' and will submit this together with the 'Pre-Enrolment Declaration Form' and I am initiating an enrolment into the course indicated on the application form and will receive more

Student Name:	Signature:	Date:
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As the designated student's representative, I declare that I have endeavoured to ensure that the student is aware of and understands all the conditions as outlined above.

Agent Name:	Signature:	Date:
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