

APPLICATION FOR ADMISSION

1. Personal Information

Title	Mr / Mrs / Ms / Miss / Other _____	Surname			
Given Name		Country of Birth			
Street Address			Suburb/Postcode		
Postal Address			Suburb/Postcode		
Home Phone		Mobile			
Email Address		Gender	Male / Female		
Date of Birth		Driver's License	Yes / No	Own Car	Yes / No

2. Next of Kin

Given Name/s		Surname			
Relationship to Applicant		Occupation			
Address			Suburb/Postcode		
Home Phone		Mobile			
Work Number		Email			

3. Course (please tick which course you would like to study)

<input type="checkbox"/>	Nanny Award + Certificate II in Community Services (CHC20202)	<input type="checkbox"/>	Certificate III in Aged Care (CHC30102)
<input type="checkbox"/>	Certificate III in Children's services (CHC30402)	<input type="checkbox"/>	Certificate IV in Aged Care (CHC40102)
<input type="checkbox"/>	Diploma of Children's Services (CHC50302)		
<input type="checkbox"/>	Advanced Diploma of Children's Services (CHC60202)		
<input type="checkbox"/>	Certificate III in Disability Work (CHC30302)	<input type="checkbox"/>	Certificate IV in Out of School Hours Care (CHC40402)
<input type="checkbox"/>	Certificate IV in Disability Work (CHC40302)	<input type="checkbox"/>	Diploma of Out of School Hours Care (CHC40202)

Basis of Study

<input type="checkbox"/>	Full Time	Commencement Date _____
<input type="checkbox"/>	External	
<input type="checkbox"/>	Traineeship	Commencement Date _____
<input type="checkbox"/>	Government Funded (Skilling Solutions etc)	

4. Accommodation

Do you require assistance with accommodation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If yes, which type?</i>		
Au Pair (limited numbers)	<input type="checkbox"/>	Student Accommodation <input type="checkbox"/>
If you require more information on these accommodation options, please call CHARLTON BROWN® on (07) 3221 3855!		

5. Previous Education (please attach all appropriate documentation)

	Name of School Attended	From (Year)	To (Year)	Qualification Achieved	Date Issued
High School					
University / VET					
Professional Qualifications					

Are you currently attending secondary school? Yes / No If yes, what year level _____

What is the highest school year level completed?

Did not go to school Year 8 or below Year 9 Year 10 Year 11 Year 12

When (year) did you complete that level? _____

6. Relevant Work Background

7. References / Referees (not applicable for government funded students)

Name		Phone	
Name		Phone	
Name		Phone	

8. Reasons for Applying

9. Interests and Hobbies

10. Disabilities

Do you have any disabilities, impairments or long term medical conditions? Yes / No

If yes, please specify: _____

11. Background (for some students this information may be required by DET for statistical purposes)

Are you of Aboriginal or Torres Strait Islander origin? Yes / No

Which Language do you mainly speak at home? English / Other: _____

How well do you speak English? Very Well / Well / Not Well / Not Very Well

12. Other Requirements

English Support Yes No

Special Needs Yes No

If yes, please specify _____

Literacy/Numeracy Yes No

If yes, please specify _____

Recognition of Prior Yes No
Learning (RPL)

**If applying for RPL for a Credit Transfer/s, please ensure you include authorised copies of your academic transcripts with this application form.*

If you are a mature aged student and are applying for RPL for Life Skills, please enclose as much information as possible on your previous experiences including job description, references and any in-service training.

CHARLTON BROWN will contact you to arrange a formal RPL interview.

13. Fees

Payment of Enrolment Fee/Student Services

CHARLTON BROWN® has a non-refundable enrolment/application fee of \$150. Please ensure this is included with this application. You are able to pay this by cheque or money order made payable to CHARLTON BROWN. If you would like to pay by credit card, please complete your details below:

Visa / MasterCard / Amex / Diners

Card Number _____

Expiry Date _____ *Name on Card* _____

Signature of Card Holder _____

Method of Payment for Course Fees (please indicate how you would like to pay for your remaining course fees)

- Prepaid (10% discount)
- National Bank Loan (please allow at least 6 weeks for approval)
- Payment Plan (limited numbers, administration fee applies)

Where did you hear about CHARLTON BROWN®?

Advertisement Name of Publication _____

Previous Student/Friend Careers Market/Expo School Visit

Internet please specify how _____ Other _____

Declaration

- I declare that all information provided by myself is true and correct at the time of completion. The name listed on this application is the name that will appear on my certificate.
- I acknowledge that the \$150 Enrolment fee is non-refundable except in the event that CHARLTON BROWN® cancels a course in which I am enrolled. This fee is not included in the course fees and I agree to pay CHARLTON BROWN® \$500 as a course deposit upon Confirmation of Enrolment.
- I understand that it is my responsibility to inform CHARLTON BROWN® of any changes to my personal details and method of study.
- I am aware that the college will contact verbal references/referees to verify my character prior to acceptance of enrolment.
- I give permission for the college to supply relevant government departments with my information as needed.
- I understand that if I am under 18 years of age that the college is able to speak to my parent/guardian about my studies.
- I accept that CHARLTON BROWN® can alter course fees and course timetables without notice.
- I am aware that if I have selected a payment plan option that my certificate cannot be issued until CHARLTON BROWN® has received all owing fees.
- I understand that on acceptance of enrolment I am required to have a Medical Form completed by a doctor and apply for a Working With Children Check/Police Check (dependant on state of study).

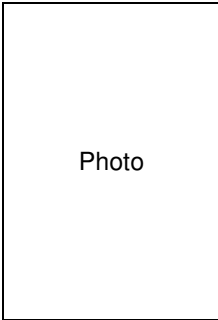
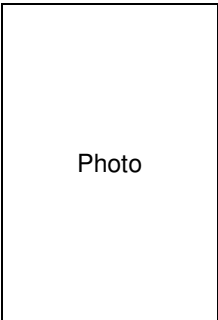
Student Signature _____ Date _____

Parent Signature _____ Date _____
(If student is under 18)

Application Checklist:

Have you included?

- Detailed Resume
- Education Certificates
- 2 Passport Sized Photos
- Enrolment Fee



Post Completed Application and Enrolment Fee to:

CHARLTON BROWN
Level 2, 20 Wharf Street
BRISBANE QLD 4000