

# APPLICATION FOR ADMISSION – DOMESTIC

## 1. PERSONAL INFORMATION

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

## 2. NEXT OF KIN

|                                  |  |  |                        |  |  |
|----------------------------------|--|--|------------------------|--|--|
| <b>Given Name/s</b>              |  |  | <b>Surname</b>         |  |  |
| <b>Relationship to Applicant</b> |  |  | <b>Occupation</b>      |  |  |
| <b>Address</b>                   |  |  | <b>Suburb/Postcode</b> |  |  |
| <b>Home Phone</b>                |  |  | <b>Mobile</b>          |  |  |
| <b>Work Number</b>               |  |  | <b>Email</b>           |  |  |

## 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"/> | Diploma of Community Welfare Work (CHC50702)          |
| <input type="checkbox"/> | Advanced Diploma of Children's Services (CHC60202)            | <input type="checkbox"/> | Certificate IV in Out of School Hours Care (CHC40402) |
| <input type="checkbox"/> | Certificate III in Disability Work (CHC30302)                 | <input type="checkbox"/> | Diploma of Out of School Hours Care (CHC40202)        |
| <input type="checkbox"/> | Certificate IV in Disability Work (CHC40302)                  | <input type="checkbox"/> |   |

## 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) |                         |

## 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! |  |                             |

**4. 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? \_\_\_\_\_

**5. RELEVANT WORK BACKGROUND**

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**6. REFERENCES / REFEREES** (NOT APPLICABLE FOR GOVERNMENT FUNDED STUDENTS)

|             |  |              |  |
|-------------|--|--------------|--|
| <b>Name</b> |  | <b>Phone</b> |  |
| <b>Name</b> |  | <b>Phone</b> |  |
| <b>Name</b> |  | <b>Phone</b> |  |

**7. REASONS FOR APPLYING**

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**8. INTERESTS AND HOBBIES**

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**9. DISABILITIES**

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

If yes, please specify: \_\_\_\_\_

**10. 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

## 11. 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 Learning (RPL) Yes  No

*\*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 contact the office for more information.*

## 12. 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)
- Prepayment on a trimester basis
- Ezidebit Payment Plan (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).

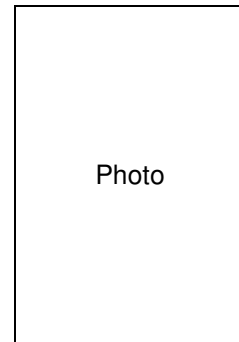
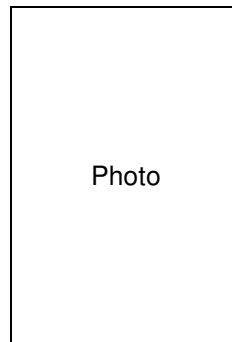
Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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