

APPLICATION FOR ADMISSION



This form is only for new enrolling domestic students commencing study in a Higher Education program

1. Personal Details

Title: Mr Mrs Ms Miss Dr Other

Gender: Male Female Other

First Name: _____

Family Name: _____

Postal Address: _____

Postcode: _____

Permanent Home Address (Mark "As Above" if same as postal address): _____

Postcode: _____

Contact Details:

Home phone: _____

Work phone: _____

Mobile: _____

Email: _____

Skype: _____

Date of Birth*: (DD/MM/YY) _____

*Applicants under 18 years of age at the time of enrolment must have their form cosigned by a parent or guardian.

2. Citizenship, Ethnicity and Language

Do you identify with one of the following groups? (tick both if applicable)

Aboriginal Torres Strait Islander

Were you born in Australia? Yes No

If no, what is your country of birth? _____

Year of arrival in Australia: _____

Have you attended a citizenship ceremony and received an Australian Citizenship Certificate? Yes No

or do you hold a permanent Humanitarian Visa? Yes No

or are you an Australian permanent resident or a New Zealand citizen?
 Yes No

If you answered "No" to the last 3 questions, what is your citizenship?

Is English your second language? Yes No

If 'Yes' what is the primary language spoken at home?

3. Emergency/Next of Kin Details

Title: Mr Mrs Ms Miss Dr Other

First Name: _____

Family Name: _____

Relationship: _____

Security Password*: _____ Password Prompt: _____

Telephone: _____ Mobile: _____

Address: _____

Postcode: _____

* Your security password enables Martin Higher Education to provide private information to your next of kin.

4. Special Conditions

Do you have a disability, impairment or long term medical condition which may affect your studies?

Yes No

If "yes", please indicate the area/s of impairment:

Hearing Learning Mobility Vision Medical Other

If other, please specify: _____

Would you like to receive advice on support services, equipment and facilities which may assist you?

Yes No

5. Education and Employment

What is the highest level of education you have STARTED?

Postgraduate Degree Higher Education sub-degree course
 Year 10 Year 12 Certificate/Diploma Other qualification

Name of qualification: _____

Have you completed this qualification? Yes No

What year were you last enrolled in study? _____

Name of previous education provider: _____

Year you completed Year 12 (If applicable): _____

OP/ENTER/TER/UAI (Year 12) Score (If applicable): _____

What is the highest level of education you have started but NOT YET COMPLETED?

Higher Education sub-degree course Advanced Diploma
 Postgraduate Other qualification

Which of the following best describes you?

Employee Self-employed Unemployed – seeking work
 Not employed – not seeking work

What is your current occupation? _____

What was your overall secondary school ranking? _____

OP or FP (Queensland) Ranking: _____

ATAR (All other states and Territories) Ranking: _____

TE Score Ranking: _____

N/A

Did you complete a Year 12 certificate/test score?

Yes No (if 'No' please proceed to Section 6)

HSC – New South Wales Score: _____

VCE or VCAL – Victoria Score: _____

QCST – Queensland Score: _____

WACE – Western Australia Score: _____

SACE – South Australia Score: _____

TCE – Tasmania Score: _____

AST – ACT Score: _____

NTCET – NT Score: _____

6. Highest Educational Attainment of Parents/Guardians

What is the highest level of education your parents/guardians have achieved?

- Parent/Guardian 1 Male Female
 Post-graduate Degree
 Other post school qualification (e.g., VET or Trade Certificate, Diploma)
 Completed Year 12 or equivalent
 Did NOT complete Year 12 or equivalent
 Completed Year 10 or equivalent
 Did NOT complete Year 10 or equivalent
 Don't know

- Parent/Guardian 2 Male Female
 Post-graduate Degree
 Other post school qualification (e.g., VET or Trade Certificate, Diploma)
 Completed Year 12 or equivalent
 Did NOT complete Year 12 or equivalent
 Completed Year 10 or equivalent
 Did NOT complete Year 10 or equivalent
 Don't know

8. Details of Enrolment

Study at: Brisbane Sydney (Haymarket) Online

Study load: Full time Part time

Start date: Trimester 3 (November 2017) Semester 1 (March 2018) Semester 2 (July 2018)

Select the course you wish to enrol in:

- | | |
|--|--|
| <input type="checkbox"/> Bachelor of Business | <input type="checkbox"/> Associate Degree of Business |
| <input type="checkbox"/> Bachelor of Business (Tourism) | <input type="checkbox"/> Associate Degree of Business (Tourism) |
| <input type="checkbox"/> Bachelor of Business (Event Management) | <input type="checkbox"/> Associate Degree of Business (Event Management) |
| <input type="checkbox"/> Bachelor of Business (Marketing) | <input type="checkbox"/> Associate Degree of Business (Marketing) |
| | <input type="checkbox"/> Diploma of Business |

Are you applying for Academic Credit or RPL (Recognition of Prior Learning) ?

Yes No

9. Subject Details

I understand that delivery modes may be revised or cancelled and I may be requested to swap delivery modes (eg. on campus to online or intakes).

On Campus Subject Enrolment

First Study Period – Trimester 3 (November 2017), Semester 1 (March 2018), Semester 2 (July 2018)	Name of Subject /Subject Code	Study Mode (Online or On campus)	Payment Method (please tick)	
			FEE-HELP	Self-fund

Please refer to the Timetabling Policy for further information at martin.edu.au/studying-with-us/policies-procedures-forms

7. Tuition Fees and Assistance

Are you claiming government assistance?

Austudy Abstudy Youth Allowance N/A

Have you previously accessed HELP (HECS-HELP, FEE-HELP, VET FEE-HELP)?

Yes No

If you have you will have received a CHES (Commonwealth Higher Education Student Support) Number from your previous provider.

CHESN*:

*You can find your CHESN on your CAN (Commonwealth Assistance Notice)

Method of tuition fee payment:

- FEE-HELP – I have received a copy of the FEE-HELP information booklet
 Self funding tuition fees
 Split payment method using FEE-HELP and self funding*

*Please ensure you are aware of our Fee Schedule available at martin.edu.au/admissions/fee-help

A certified copy of one of the following documents to confirm Citizenship MUST be provided when applying for FEE-HELP:

- Birth Certificate Passport Citizenship Certificate
 Humanitarian Visa

Only Australian citizens or holders of permanent Humanitarian Visas are eligible for FEE-HELP. An additional form must be completed to apply for FEE-HELP assistance. You will be given instructions to complete this form online once you're contacted by an enrolment advisor. The FEE-HELP form must be completed and submitted to the College prior to the census date.

10. Awareness Information

How did you hear about Martin Higher Education?

- Cinema Social media Expo Radio Spotify
 Internet Newspaper Magazine Billboard
 Referral from friend/relative Other

11. Terms and Conditions of Enrolment

System Requirements for Online Study

Martin Higher Education recommends a minimum set of computer requirements for online study.

Operating Systems and Network Access:

- Windows: Windows 10, 8, 7 and Broadband connection.
- Apple: Macintosh OS X, iPad, iPhone (Skyfire supports flash) via WiFi or Broadband.
- Android: Tablet, Phone (Chrome, Firefox, Dolphin; Photon supports flash) via WiFi.
- Additional hardware or software may be required to use interactive multimedia.

Web Browsers:

- Firefox, Chrome and Internet Explorer (IE) are the recommended browsers.
- In other browsers, some functionality may not work (e.g., Safari may not show the built-in html editor).

Pop-up configuration:

- Some courses use pop-up windows, therefore you will need to disable pop-up blockers in your browser.
- In addition check you web browser has Javascript enabled, Cookies enabled, PDF viewer and a Flash player.
- For IE you can check your security level (click on Tools, Internet Options, Security – use Medium High).

I confirm that I have read and understood these system requirements for Online Learning and will have access to a computer and Internet with the minimum specifications: Yes No

Policies and Procedures

Martin Higher Education policies and procedures are available at martin.edu.au/studying-with-us/policies-procedures-forms and must be read, understood and accepted at the time of enrolment. The Fees Policy – Domestic Students (including cancellation fee policy) can be found here.

Cancellation Fee Policy

Students who withdraw from units or defer their study by the census date are not financially liable for the units and will not incur a FEE-HELP debt for those units. Students who withdraw from units after the census date are financially liable for the full tuition fee of those units. Please refer to the Fees Policy.

Cancellation fees	
Prior to census date	No fees apply
After census date	Full subject fee/s payable No refund Fee/s not transferable

For subjects official start dates/census dates please review our calendars at martin.edu.au/about/martin-higher-education-college-profile or speak with a Student Enrolment Advisor.

- I am aware of and agree to the cancellation fees as listed above as well as the Fees Policy – Domestic Students which is available online at martin.edu.au/studying-with-us/policies-procedures-forms

Privacy Details

In compliance with the Privacy Amendment (Private Sector) Act 2000, the information requested on this form will only be used for purposes associated with your enrolment. Some information is collected for the purpose of assessing your entitlement to Commonwealth Assistance under the Higher Education Support Act 2003 and in order to allocate a Commonwealth Higher Education Student Support Number (CHESSN).

Declaration

I hereby declare that:

The information provided on this form is correct and complete. The Policies and Procedures have been made available to me online and I have read, understood and accepted these as conditions of my enrolment including the cancellation policy contained on this form. I understand that it is my responsibility to ensure that my workload and choice of study complies with Youth Allowance/Austudy/Abstudy if I am applying for any of these payments.

I understand if I am enrolling now or at a later time into a Higher Education program:

- Martin Higher Education is collecting the information on this form for the purpose of assessing my entitlement to Commonwealth Assistance under the Higher Education Support Act 2003 and allocation of a Commonwealth Higher Education Student Support Number [CHESSN] to me.
- Martin Higher Education will disclose this information to the Australian Government Department of Education for those purposes.
- Australian Government Department of Education will store the information securely in the Higher Education Information Management System.
- Australian Government Department of Education may disclose the information to the Australian Taxation Office. Martin Higher Education and Australian Government Department of Education will not otherwise disclose the information without my consent unless required or authorized by law.
- I understand, depending on the course and the professional experience and/or work experience required I may need to supply evidence of obtaining a valid Working with Children or National Police Check by the second teaching period of enrolment and that my enrolment in the course may be suspended or cancelled if this is not supplied.

- By submitting this enrolment I confirm that I have read, and agree to abide by, the Martin Higher Education Student Code of Conduct which is available online at martin.edu.au/studying-with-us/policies-procedures-forms

Signature:

Date:

If under 18 years of age at time of application, signature of a parent or guardian is required.

Name of Parent/Guardian: _____

Signature of Parent/Guardian:

Date:

Martin Higher Education reserves the right to vary the frequency, availability and scheduling of online subject offerings depending on demand and professional body requirements. Students should gain advice from relevant professional bodies as to the acceptable amount of online learning that may be undertaken to obtain association recognition. Policies and procedures relating to study with the College, including the Course and Subject Viability Policy, are available online at martin.edu.au/studying-with-us/policies-procedures-forms