Kingsley | Community |

Application For Admission
Vocational Education 2016

INSTRUCTIONS:
All sections are to be completed. Incomplete forms will be returned. The completed application form and associated documents are to be submitted to Kingsley Community preferably by email.

Kingsley Community Enrolments
Post: 1/21 Lakeside Drive, Broadmeadows VIC 3047
Email: kingsley@kingsley.edu.au
Website: kingsley.edu.au

Kingsley Community is a part of the
Australian College of Ministries

UNIQUE STUDENT IDENTIFIER (USI)
Please enter your USI if one has previously been assigned to you. If you don’t have a USI please go to www.usi.gov.au and apply for a USI.

PERSONAL DETAILS
Information must be identical to that provided in identity documents

Title: Mr/Mrs/Ms/Miss Family Name: _____________________________
First Name: _____________________________ Second Name: _____________________________
Preferred Name: _____________________________ Gender: □ Female □ Male Date of Birth: ___ / ___ / ___

CONTACT DETAILS

Residential Address: __________________________________________
Suburb: _____________________________ State: _____________________________ Postcode: _____________________________
Postal Address (if different from above): __________________________________________
Suburb: _____________________________ State: _____________________________ Postcode: _____________________________
Home Phone: _____________________________ Work Phone: _____________________________
Mobile (Required): _____________________________ Fax: _____________________________
Email (Required): _____________________________

NEXT OF KIN

Name: _____________________________ Relationship: _____________________________
Mobile: _____________________________ Email: _____________________________
Address: __________________________________________
Suburb: _____________________________ State: _____________________________ Postcode: _____________________________
### CURRENT EMPLOYMENT

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Full time employee</td>
<td>Employed unpaid worker in family business</td>
</tr>
<tr>
<td>☐ Part time employee</td>
<td>Unemployed – seeking full time employment</td>
</tr>
<tr>
<td>☐ Employer</td>
<td>Unemployed – seeking part time work</td>
</tr>
<tr>
<td>☐ Self employed – not employing others</td>
<td>Not employed – not seeking employment</td>
</tr>
</tbody>
</table>

### BACKGROUND DETAILS

**Country of Birth:**

**City of Birth:**

If not born in Australia which year did you arrive in Australia?

**Select which ONE best describes your citizenship status**

- Australian Citizen
- New Zealand citizen
- Permanent resident
- Temporary visa holder
- Permanent humanitarian visa holder

If none of the above, please describe your citizenship status:

Do you identify as one of the following?

- Aboriginal
- Torres Strait Islander
- Both
- Neither

Do you speak a language at home apart from English?

If Yes, which language?

**How well do you speak English?**

- Very Well
- Well
- Not Well
- Not at all

### SCHOOL DETAILS

Are you currently at high school?

- No
- Yes

If YES, what is your current school name in full?

If YES, what is your current VET Student Number (VSN) or Learner Identifier (LUI)?

Note: This refers to a VET Student Number or Learner Identifier applicable to that state education authority requirements for senior certification credit.

If No, what is your highest COMPLETED school education level?

- Year 12 or equivalent
- Year 10 or equivalent
- Year 9 or below
- Never attended school

Year completed school education

### DISABILITY

Do you have a disability?

- No
- Yes

If Yes, please indicate ALL areas of disability, impairment or long-term condition

- Hearing Impairment
- Physical Disability
- Intellectual Disability
- Learning Difficulty
- Mental Illness
- Acquired Brain Injury
- Vision Impairment
- Medical Condition
- Other

Indicate how you feel that this will impact on your learning, and the support you might need so that you can undertake the study selected

### PRIOR EDUCATION

Indicate if you have COMPLETED any of the following?

- Not applicable
- Certificate IV (or Advanced Certificate)
- Certificate III (or Trade Certificate)
- Certificate II
- Certificate I
- Diploma
### REASONS FOR STUDY

Which ONE statement best describes your reasons for study:

- [ ] To get a job
- [ ] To develop my existing business
- [ ] To start my business
- [ ] To try for a different career
- [ ] To get a better job or promotion
- [ ] It was a requirement of my job
- [ ] I wanted extra skills for my job
- [ ] To get into another course of study
- [ ] For personal interest or self-development
- [ ] Other reason (specify):

### COURSE OF STUDY

I am applying for enrolment in (specify ONE only):

- [ ] Certificate IV in Christian Ministry and Theology (10433NAT)
- [ ] Diploma of Christian Ministry and Theology (10434NAT)

Students applying for direct entry into the Diploma are requested to complete the separate DIPLOMA ENTRY STATEMENT and **SUBMIT** with this application.

- [ ] Advanced Diploma of Christian Ministry and Theology (10435NAT)

Students applying for direct entry into the Advanced Diploma are requested to complete the separate ADVANCED DIPLOMA ENTRY STATEMENT and **SUBMIT** with this application.

- [ ] Graduate Certificate of Christian Ministry and Theology (10436NAT)

Students applying for direct entry into the Graduate Certificate are requested to complete the separate GRADUATE CERTIFICATE ENTRY STATEMENT and **SUBMIT** with this application.

### ENROLMENT DETAILS

Proposed commencement date: [ ] / [ ] / [ ]

Enrolment Status: [ ] Part Time [ ] Full Time

Would you like to apply for Credit Transfer or Recognition for Prior Learning? [ ] No [ ] Yes

Students will be contacted by Kingsley Australia to discuss their Credit Transfer or Recognition for Prior Learning.

### INSTRUCTIONS FOR PROVIDING A CERTIFIED COPY OF IDENTIFICATION

For your application to be valid, you must submit a certified copy of your identification.

First, make a photocopy of your identification (Drivers License, Passport, Birth Certificate).

Take both the original document and photocopy of the original to be certified by a Justice of the Peace, Police Officer, Notary Public, Lawyer, Accountant, Bank Manager, Minister of Religion or Pharmacist.

The original document must be sighted by the person authorised to certify documents.

The authorised person will then sign and certify the photocopy of the ID which will contain wording to the effect: ‘I have sighted the original and certify this is a true and correct copy’ and include their signature and date signed.

Note that qualifications will only be issued in official names.

I have ATTACHED a Certified Copy of ID that confirms my legal name and date of birth. [ ] No [ ] Yes

Please specify type of documentation ________________________________

### DIPLOMA/ ADVANCED DIPLOMA/ GRADUATE CERTIFICATE APPLICANTS ONLY

I have attached the DIPLOMA/ ADVANCED DIPLOMA/ GRADUATE CERTIFICATE ENTRY STATEMENT [ ] No [ ] Yes

I will be paying through VET FEE HELP [ ] No [ ] Yes

### MARKETING AND PUBLICATION CONSENT

I consent to the inclusion of photos of myself in publications including promotional material. [ ] No [ ] Yes

I consent to receiving SMS marketing or promotion communication on my mobile. [ ] No [ ] Yes
STUDENT DECLARATION

For your application to be valid, you must complete this section by checking all the boxes and signing where indicated. If you are under 18 years old your parent or guardian MUST co-sign the application.

☐ I certify that the information on this form and the supporting documentation is correct and complete.

☐ I authorise Kingsley Australia to obtain other details relating to my application and to use personal information to process and effect my application.

☐ I acknowledge the provision of incorrect information and documentation relating to my application may result in cancellation of my enrolment.

☐ I have downloaded, read and understood the Kingsley Community Student Handbook.

☐ I agree to abide by the policy and procedures as per the Kingsley Community Student Handbook which constitutes my agreement with Kingsley Australia.

☐ I have read and understood the Kingsley Community Fees Policy as stated in the Kingsley Community Student Handbook and agree to the costs as per the fee schedule in the handbook.

☐ I understand that Kingsley Australia requires me to pay my unit fees upfront on a per unit basis unless I have set up an agreed payment plan with Kingsley Australia. I also understand that if I withdraw from a unit after the published census date there is no refund.

☐ I understand that if the Kingsley Australia course or subject fails to commence all related fees paid will be refunded in full.

☐ I have read and understood the learning environment requirements as stated in the Kingsley Community Student Handbook. I declare that I have regular access to a computer, the internet and an individual email address.

☐ I understand and accept the privacy policy as stated in the Kingsley Community Student Handbook and as summarized below:

Kingsley Australia requires the information requested of you in this form in order to provide you with education services and to cater for your particular student needs. If you do not provide all the relevant information, then we may not be able to provide such services. I understand that Kingsley Australia may provide the personal information given on this application form to third parties (eg accreditation bodies, Australian Government bodies such as Centrelink) in order to provide you with education services or where required by Commonwealth and State regulation. Only authorised staff in these organisations will have access to this information.

SIGNATURE OF STUDENT

Signature: ____________________________ Date: __________________

SIGNATURE OF PARENT/GUARDIAN IF UNDER 18 YEARS

Signature: ____________________________ Date: __________________

OFFICE USE ONLY

Date Received: ____________________________ Application Checked and Complete

☐ Entered into Job Ready Student advised

☐ Receipt/invoice issued Processed by: