



Please attach your photo

Application form

Please print in BLOCK LETTERS.

Please read this form carefully and complete all relevant sections. Please keep a copy for your reference.

1. Personal details

| | | | | | | |
|--|-------------------------------|---------------------------------|------------------------------|-------------------------------|-----------------------------|--------------------------------|
| Title: | <input type="checkbox"/> Mr | <input type="checkbox"/> Ms | <input type="checkbox"/> Mrs | <input type="checkbox"/> Miss | <input type="checkbox"/> Dr | <input type="checkbox"/> Other |
| Family name: | | | | | | |
| Given names: | | | | | | |
| Preferred name: | | | | | | |
| Date of birth: | / | / | (day/month/year) | | | |
| Nationality | | | | | | |
| Country of Birth | | | | | | |
| Gender: | <input type="checkbox"/> Male | <input type="checkbox"/> Female | | | | |
| Do you hold a current Visa to be in Australia? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | | | | |
| If yes, Visa type, number, expiry date and conditions: | | | | | | |

2. Contact details

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| Address in Australia (if known): |
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| |
| Suburb: |
| Postcode: |
| Address overseas (must be applicant's address – not agent's address): |
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| |
| Home telephone: |
| Mobile telephone: |
| Email (must be applicant's email – not agent's email): |

3. Education details

Secondary Education – highest level achieved

| |
|--|
| Name of qualification (eg. Year 12): |
| |
| School attended: |
| Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Completion date: / / |
| Country/State: |
| Language of instruction: |
| Have you previously enrolled in any further post-secondary school studies in Australia or overseas? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Name of qualification: |
| |
| Institution attended: |
| Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Expect to complete this year? <input type="checkbox"/> Yes <input type="checkbox"/> No |

What is the highest level of education completed by your parent/s or guardian/s?

Parent/Guardian 1

- Male Female
- Postgraduate (eg. GradDip, Masters, PhD)
- Bachelor degree
- Other post-school qualification (eg. associate degree, diploma, advanced diploma)
- Completed apprenticeship and/or VET/TAFE certificate
- Completed Year 12 schooling (or equivalent)
- Completed Year 10 schooling (or equivalent) continued at school, but did not complete year 12
- Completed Year 10 schooling or equivalent
- Left school before completing Year 10
- Do not know

Parent/Guardian 2

- Male Female
- Postgraduate (eg. GradDip, Masters, PhD)
- Bachelor degree
- Other post-school qualification (eg. associate degree, diploma, advanced diploma)
- Completed apprenticeship and/or VET/TAFE certificate
- Completed Year 12 schooling (or equivalent)
- Completed Year 10 schooling (or equivalent) continued at school, but did not complete year 12
- Completed Year 10 schooling or equivalent
- Left school before completing Year 10
- Do not know

4. English language

| |
|---|
| What is your current English language level? |
| IELTS: |
| TOFEL: |
| Other (please specify): |
| What is the main language that you speak at your permanent home address? <input type="checkbox"/> English <input type="checkbox"/> Other (please specify) |

5. Employment history

If you are applying for a postgraduate course please attach a certified copy of your undergraduate degree, and a copy of your resume.

6. Course selection

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| Please select the course that you are interested in: |
| <input type="checkbox"/> Bachelor of Applied Social Science |
| <input type="checkbox"/> Graduate Diploma of Counselling |
| <input type="checkbox"/> Master of Applied Social Science (Counselling) |
| <input type="checkbox"/> Master of Applied Social Science (Management) |
| Note: ACAP reserves the right to offer its courses subject to meeting minimum numbers and may cancel a course prior to commencement should the minimum number of enrolments not be met. |
| ACAP Course Commencement |
| Please indicate the year and term you wish to begin your studies. |
| Year <input type="text"/> |
| <input type="checkbox"/> Term 1, February <input type="checkbox"/> Term 2, June <input type="checkbox"/> Term 3, September |
| Please select the campus that you are interested in studying at: |
| <input type="checkbox"/> Sydney <input type="checkbox"/> Brisbane <input type="checkbox"/> Melbourne |
| What is your preferred type of enrolment? <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time |
| Note: If you are an international student studying on a student visa you must enrol full time. |

7. Overseas Student Health Cover (OSHC)

Note: You only need to complete this section if you are intending to study with ACAP on a student visa.

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|---|
| <input type="checkbox"/> Please tick if you want your e-mail address provided to our OSHC provider. If you already have OSHC, please provide details: |
| OSHC provider's name: |
| Your membership/policy number: |
| Expiry date: / / (day/month/year) |

8. Medical/Disability

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|---|
| Do you have a disability, impairment or long-term medical condition which may affect your studies? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Please indicate the areas of impairment: |
| <input type="checkbox"/> Hearing <input type="checkbox"/> Vision <input type="checkbox"/> Mobility |
| <input type="checkbox"/> Learning <input type="checkbox"/> Medical |
| <input type="checkbox"/> Other (please specify): |
| Would you like to receive advice regarding services and facilities available? <input type="checkbox"/> Yes <input type="checkbox"/> No |

9. Emergency contact details

| |
|---|
| Name: |
| Relationship: |
| Telephone number: |
| Email: |
| <input type="checkbox"/> I authorise ACAP to seek appropriate medical care for me, as a matter of urgency, in the event of circumstances during on-campus classes requiring urgent medical care when it is not possible to contact my parent/guardian or next of kin. |

10. Other information

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| How did you first learn about ACAP? You may tick more than one. |
| <input type="checkbox"/> Education Agent <input type="checkbox"/> Internet |
| <input type="checkbox"/> Recommended by a friend/relative <input type="checkbox"/> Exhibition/Seminar |
| <input type="checkbox"/> Newspaper/Magazine <input type="checkbox"/> Website |
| <input type="checkbox"/> Other, please specify: |

11. Application checklist

Check that you have:

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|--|
| <input type="checkbox"/> Completed all sections of the Application form |
| <input type="checkbox"/> Read and understood the Conditions of Enrolment including the Refund Policy on page 30. |

Check that you have attached:

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| <input type="checkbox"/> A brief statement in English (approximately 150 words) describing how your interest in the course relates to your career aspirations |
| <input type="checkbox"/> Certified copies of qualifications attained, including English translation if applicable |
| <input type="checkbox"/> English Proficiency results |
| <input type="checkbox"/> A certified copy of the first page of your passport |
| <input type="checkbox"/> A certified copy of your Australian visa |

12. Privacy Statement

ACAP collects, stores and uses personal information only for the purposes of administering prospect, current and graduate student admissions, enrolment and education. The information provided is confidential and will not be disclosed to third parties without your consent **and without due cause**, except to meet government, legal or other regulatory requirements, **or the requirements for normal operation of ACAP. You have the right of access to and alteration of, the information concerning yourself in accordance with the Privacy and Personal Information Act, 1988 (NSW).** For more information please refer to www.acap.edu.au

When will you know?

If the application is complete, with all the relevant original or certified documents attached and you are deemed eligible for the course for which you have applied for, a Letter of Offer will be emailed or sent to you and/or your agent (if you have one). The more complete an application the quicker it will be processed. If you are applying for credit for previous study, or if an academic needs to review your application, you should allow more time.

13. Declaration

Important: This document contains and refers to contractual terms.

I wish to be considered for enrolment as an international student in a course at ACAP. I declare that all information submitted is correct and the complete and that I can and will produce to the Australian College of Applied Psychology (ACAP) originals of all submitted documentation on request.

I understand that depending on the course I enrol in I will need to complete practical experience placements, and I will be required to complete a Prohibited Employment Declaration for each period of practical experience placement (*in accordance with Child Protection (Prohibited Employment) Act 1998*) and a Criminal Record check. If I am unable to provide a satisfactorily completed Prohibited Employment Declaration or Criminal Record Check as and when requested by ACAP, I will not be eligible to participate in practical experience placements. I understand that if I am unable to satisfactorily complete any one or more practical experience placement requirements I will be unable to complete the course.

I authorise ACAP to obtain further information or official student records from any educational institution or recognised educational qualifications assessment body necessary and/or, where my work experience is relevant, to verify my employment history for the purposes of making an informed decision about my application.

I authorise ACAP to release any personal information held about me to the Department of Immigration and Citizenship (DIAC) and the Department of Education, Employment and Workplace Relations (DEEWR), should I enrol at ACAP.

I understand that if ACAP is required by law, or considers it appropriate for public policy reasons (including health and safety), to close any campus, ACAP may require on-campus students to receive tuition via flexible delivery for the time that the campus is closed.

I acknowledge that ACAP reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect, incomplete or fraudulent information.

I understand that I am protected by the Education Services for Overseas Students (ESOS) legislative framework available at, http://aei.dest.gov.au/AEI/ESOS/QuickInfo/ESOS_FrameWork_pdf.pdf. This is an agreement between provider and student. This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

I am aware that the ACAP Student Handbook is available on-line at www.acap.edu.au. By signing this form I acknowledge that I have read and understood the policies, procedures and terms set out in the ACAP student Handbook and I agree to be bound and abide by the policies, procedures and terms set out in the Student Handbook as amended from time to time.

I acknowledge and agree that the acceptance of my application by ACAP is conditional upon my agreement to be bound and abide by the policies, procedures and terms set out in the Student Handbook as amended from time to time.

No Yes

Applicant's signature:

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|---|
| Date: / / (day/month/year) |
|---|

Note: International students applying to study with ACAP must turn 18 at least 1 week prior to the commencement of classes.

Send your application to:

Admissions Officer
Locked Bag 11
Strawberry Hills, NSW 2012
Fax: +61 2 9964 6370

Please contact ACAP if you require further information or help completing your application form:

Email: info@acap.edu.au
International: +61 2 9964 6306

Agent's Stamp

Agent Name _____
Email Address _____

When will you know?

If the application is complete, with all the relevant original or certified documents attached and you are deemed eligible for the course for which you have applied for, a Letter of Offer will be emailed or sent to you and/or your agent (if you have one). The more complete an application the quicker it will be processed. If you are applying for credit for previous study, or if an academic needs to review your application, you should allow more time.