



## Application for Admission

### Important Notice:

Before completing the application form into any program(s) that you are planning to enrol, please ensure that you have read and understood all the necessary and relevant information about the qualification(s) that you are planning to apply for and the terms and conditions of enrolment at POLLARD ENGLISH, which are contained in the following documents:

POLLARD ENGLISH Student Handbook – available on POLLARD ENGLISH website:  
[www.Pollardenglish.edu.au](http://www.Pollardenglish.edu.au)

POLLARD ENGLISH Qualification Brochure – available on POLLARD ENGLISH website:  
[www.Pollardenglish.edu.au](http://www.Pollardenglish.edu.au)

Should you need further clarification in completing the application form or any information about the qualification(s), please kindly contact any POLLARD ENGLISH staff via phone or email at [info@Pollardenglish.edu.au](mailto:info@Pollardenglish.edu.au).

1. Personal Details (as appears on passport)			
Family Name:		Given Names:	
Date of Birth:		Gender:	
Nationality:		Country of Birth:	
Passport Number:		Passport expiry date:	
2. Unique Student Identifier (USI):			
All students applying for a VET course must supply their Unique Student Identifier (USI). For information about USI, including how to apply for your USI online, please go to <a href="http://www.usi.gov.au">www.usi.gov.au</a> . Your Unique Student Identifier (USI): _____			
3. Contact Details			
Current Address in Australia:			
City/Suburb:		State:	Post Code:
Home Phone:		Mobile Phone:	
*Address in Home Country:			
City/Suburb		State:	
Home Phone:		Mobile Phone:	
Email:			
Emergency Contact			
Name:		Relationship with Student:	
Mobile:		Email:	
*Note: A student's email address and overseas address are <b>mandatory</b> . If the student is currently in Australia, an Australian address must also be			



provided.				
<b>4. Application Lodgement and Visa</b>				
Are you applying for a course at Pollard English through an education agent? No, applying directly                      Yes, through an agent				
Agent Details (if applicable): Agent to place stamp here.	Agent's Company Name:			
	Agent's Representative Name:			
	Email:			
Country where your visa application will be lodged:				
Do you hold a current Australian Visa?	Yes      No		Visa Category Number:	
	Visa Expiry Date:			
Have you visited SIIT's website at www.pollardenglish.edu.au?		Yes	No	
Have you read the Student Handbook attached to our website?		Yes	No	
<b>5. Program Details:</b>				
General English Beginner to Advanced CRICOS Course Code: 094734F			Weeks to be Enrolled:	
IELTS Preparation CRICOS Course Code: 094737C			Weeks to be Enrolled:	
English for Academic Purposes CRICOS Course Code: 094735E			Weeks to be Enrolled:	
English for Business Purposes CRICOS Course Code: 094736D			Weeks to be Enrolled:	
<b>6. Education and Academic Achievements:</b>				
Completed Education:                      High School                      College                      University				
<b>Course/Award</b>	<b>Institution</b>	<b>Country</b>	<b>Year started</b>	<b>Year finished</b>
<b>Note:</b> Applicant must attach certified copies of all relevant academic certificates and transcripts. Certified copies must be stamped and signed by a Justice of Peace. All documents not in English must be accompanied by a NAATI accredited translation.				
<b>7. English Language Proficiency</b>				
Is English your first language?		Yes	No	
Do you hold a certificate of English proficiency? (eg Academic IELTS, TOEFL, Pearsons)		Yes	No	
Did you complete any secondary or tertiary study with English as the language of instruction? Yes                      No (in Australia or overseas). <i>Applicants must attach certified copies of all relevant English certificates and transcripts.</i>				
<b>8. Medical / Special Needs</b>				



Do you have a disability for which additional assistance may be required?		Yes	No
If "Yes", please attach a separate sheet outlining this disability and what assistance may be required.			
<b>9. Marketing</b>			
How did you hear about Pollard English?	Friend	Internet	Agent Other
<b>10. Applicants Declaration</b>			
<ul style="list-style-type: none"> <li>I declare that the information supplied in this application is true and correct. I authorise Pollard English to obtain enrollment and academic information from any of my previous or current education providers. I understand that Pollard English will take remedial corrective action if the information provided is false and misleading.</li> <li>I declare that I have genuine access to sufficient funds whilst in Australia, to meet my financial commitments to Pollard English and cover all tuition, Overseas Student Health Cover and living expenses for myself and any dependents.</li> <li>I understand that I may be contacted by a Pollard English representative and asked a series of questions in relation to this application and that the Department of Immigration and Border Protection (DIBP) will undertake their own determination of any criterion for visa purposes.</li> <li>I understand that Pollard English will not disclose my personal details to any third party without my consent, with the exception of the Department of Education, Department of Immigration and Border Protection for visa requirements, NAATI for examination purposes and when the information may reduce or prevent a serious or imminent threat to my life, health or safety.</li> <li>I understand that upon accepting an offer of admission from Pollard English, that I am required to complete a minimum of 6 months study in my principal course (the highest qualification applied for).</li> </ul>			
<b>Name of Applicant:</b>			
<b>Signature:</b>		<b>Date:</b>	
<b>11. Admission Checklist (Please tick)</b>			
Completed ALL required sections and sign this "Application for Admission" form			
Provided certified copies of passport and current Australian visa			
Provided certified copies (and necessary translations) of academic studies			
Provided documentary evidence of English proficiency			
Provided valid and correct contact details (incorrect details may void this application)			
<b>12. Submit your Application</b>			
Please, submit the completed "Application for Admission" form together with all the attachments by email to: <a href="mailto:info@pollardenglish.edu.au">info@pollardenglish.edu.au</a> .			
Pollard English will endeavour to process all applications within 3 working days. However, this may vary due to unforeseen application volumes or peak admission periods throughout the academic year.			



Incomplete applications will delay processing until Pollard English can accurately assess or verify that the applicant meets the entry requirements for admission.

**13. Education Agent's Declaration (Please tick)**

I have assessed the Applicant as a genuine temporary entrant and a genuine student as defined by the Australian Department of Immigration and Border Protection (DIBP).

The Applicant is genuine in making this application and has every intention of attending classes as prescribed in the course requirements and completing all courses listed in the application.

I confirm I have met (either in person or via phone-call for overseas applicants) with the applicant and have interviewed them to confirm this information, including making any external checks as necessary to verify the information provided.

I understand that I am responsible for ensuring that the information provided here is neither false, nor misleading and failure to properly screen applicants may impact my agreement with Pollard English.

**Education Agent' Name:**

**Signature:**

**Date:**

**Office Use Only:**

Application processed by (insert full name of admin staff):

Applicant has been approved for course commencement? Yes      No

CoE issued: <span style="float: right;">Yes      No</span>	Letter of Offer sent: <span style="float: right;">Yes      No</span>
--	--

Letter of Offer accepted: <span style="float: right;">Yes      No</span>	Orientation Day Scheduled: <span style="float: right;">Yes      No</span>
--	---