Pollard English Language Centre

Level 4, 416 Pitt Street, Sydney NSW 2000 Australia
Level 4, 344 Queen Street, Brisbane QLD 4000 Australia
Tel: +61 1300 897 851
E-mail: info@pollardenglish.edu.au
Website: www.pollardenglish.edu.au

Application for Admission

Important Notice:

Before completing the application form into any program(s) that you are planning to enroll, 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:

https://pollardenglish.edu.au/documents-and-forms/

Information about your preferred course is available at: 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

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 www.usi.gov.au. 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:	Post Code:
Home Phone:		Mobile Phone:	
Email:			
Emergency Contact			
Name:		Relationship with Student:	
Mobile:		Email:	
*Note: A student's email address and overseas address are **mandatory**. If the student is currently in Australia, an Australian address must also be provided.			

4.	Application Lodgement and Visa

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 Pollard English's website at www.pollardenglish.edu.au?   ☐ Yes ☐ No

Have you read the Student Handbook attached to our website?   ☐ Yes   ☐ No

5.	Program Details:

Program	CRICOS Course Code	Proposed Start Date	Duration (Weeks)
General English Beginner to Advanced	094734F		
English for Academic Purposes	094735E		

6.	Education and Academic Achievements:

Completed Education: ☐ High School ☐ College ☐ University

Course/Award	Institution	Country	Year started	Year finished

Note: 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.

7.	English Language Proficiency

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). *Applicants must attach certified copies of all relevant English certificates and transcripts.*

8.	Medical / Special Needs

Do you have a disability for which additional assistance may be required?   ☐ Yes If "Yes", please attach a separate sheet outlining this disability and what assistance may be required.

9.	Marketing

How did you hear about Pollard English? ☐ Friend☐ Internet   ☐ Agent ☐ Other_____

10. Applicants Declaration

- I declare that the information supplied in this application is true and correct. I authorise Pollard English to obtain enrolment 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.

- 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.

- 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.

- 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 and when the information may reduce or prevent a serious or imminent threat to my life, health or safety.

- 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).

Name of Applicant:	
Signature:	**Date:**

11. Admission Checklist (Please tick)	
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)	☐
12. Submit your Application	

Please submit the completed "Application for Admission" form together with all the attachments by email to: info@pollardenglish.edu.au

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's 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: ☐ Yes ☐ No		Letter of Offer sent: ☐ Yes ☐ No	
Letter of Offer accepted: ☐ Yes ☐ No		Orientation Day Scheduled: ☐ Yes ☐ No	