

## Privacy Declaration

Hawthorn–Melbourne and its parent company Navitas Pty Limited manages the security of your privacy. As outlined in our **Privacy Policy**, the information you provide us will allow us to assess your application and provide you with an outcome. We will also be able to provide you with the information about the course you have applied for; Hawthorn–Melbourne; your further studies provider and our local community. It is really important that you read and understand the Privacy Policy. If you have questions about the Privacy Policy please email: [privacy@navitas.com](mailto:privacy@navitas.com) and ask your question.

If you agree with how we intend to manage your personal information, by ticking the boxes below, we may contact you to provide you with relevant information on other courses that we offer, as well as other services offered by Hawthorn–Melbourne or the Navitas Group.

It is IMPORTANT to know and understand that if you choose NOT TO CONSENT to this contact, that we will be unable to provide you with information about some of our services such as accommodation or airport transfer services.

Yes  No I have read and understood the **Privacy Policy**.

Yes  No I understand that Hawthorn–Melbourne will be collecting, processing and storing my personal information as part of this application process.

Yes  No If applicable, I authorise Hawthorn–Melbourne to communicate any information in respect of my application and subsequent enrolment, including results and attendance, to my education agent. I understand I have the right to request Hawthorn–Melbourne to cease supplying any information about me to this agent at any time.

Yes  No If applicable, I agree for Hawthorn–Melbourne to release attendance and academic information to my sponsor as per any scholarship terms and conditions.

Yes  No If applicable, I agree for Hawthorn–Melbourne to release attendance and academic information to my further studies provider.

Yes  No I understand that Hawthorn–Melbourne may need to share my personal information with a third party (**Sharing Personal Information**) including but not limited to:

- the Australian government (for example to Australian immigration and education authorities) in connection with Your visa, as required by the National Code or the ESOS Act
- to the Tuition Protection Service, if required
- Your Overseas Student Health Cover provider, if required
- in the case of students who have sponsors, to Your sponsors
- in the case of students who have booked airport transfer and/or Homestay, to the transfer company and Your Homestay provider
- in the case of students who have used an agent to act on their behalf in submitting the application, to Your appointed agent
- in the case of students who have nominated to study further in Australia, to Your further studies provider.

Yes  No I consent to Hawthorn–Melbourne sending me marketing information by e-mail.

Yes  No I consent to Hawthorn–Melbourne contacting me by telephone for marketing purposes.

We may disclose your personal information to Australian Government agencies, including **Services Australia**, where this is required or authorised by Australian law.

• Information about your enrolment with us may be disclosed if you are claiming or receiving a payment from Services Australia.

• You are still required to notify Services Australia of any change in circumstances that may affect your payment.

• Personal information disclosed to Services Australia is protected by law, including the Privacy Act 1988.

More information about the way Services Australia handles personal information can be found on their [privacy webpage](#).

For more information about how the Department of Education, Skills and Employment (DESE) will handle your personal information, please refer to the department's Privacy Policy at [www.desegov.au/privacy](http://www.desegov.au/privacy) or by requesting a copy from the department at [privacy@desegov.au](mailto:privacy@desegov.au)

## Personal details (same as your passport)

Student number (re-enrolling students only):
Given names:
Family name:
Date of birth: DAY / MONTH / YEAR
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female

## Nationality/Citizenship

Country of birth:
Nationality:
Language spoken:

## Contact details (MUST be applicant details, not agent)

Email address:	
Address in Australia (if known):	
Tel (AUS):	Mobile (AUS):
Address overseas: (must be applicant's address – not agent's address)	
City + Province:	
Country:	
Tel (home country): COUNTRY CODE / CITY CODE / NUMBER	

## English course requested

Students may be required to take the official placement test for their initial class placement.

Start date: DAY / MONTH / YEAR
Total study weeks: _____ weeks
Please indicate which course(s) you wish to apply for.
<input type="checkbox"/> General English
<input type="checkbox"/> IELTS Preparation
<input type="checkbox"/> English for Business
<input type="checkbox"/> English for Academic Purposes
<input type="checkbox"/> Intensive Academic Preparation (IAP) Program
<input type="checkbox"/> English for High School 1 (Pre-Intermediate - Intermediate)
<input type="checkbox"/> English for High School 2 (Upper Intermediate - Advanced)
<input type="checkbox"/> University of Melbourne English Language Bridging Program Preparation (UMELBP Prep)
<input type="checkbox"/> University of Melbourne English Language Bridging Program (UMELBP)

## Holiday Breaks

If you require a holiday break while studying, please complete the table below. Holiday breaks are not an option for some courses. For further details refer to [hawthornenglish.edu.au/course-calendar](http://hawthornenglish.edu.au/course-calendar).

	Holiday break start date (Monday only)	Holiday break end date (Friday only)	Weeks
1			
2			
3			

## Visa information

What type of visa will you apply for to study at Hawthorn-Melbourne? <input type="checkbox"/> Student Visa <input type="checkbox"/> Student Dependant Visa <input type="checkbox"/> Visitor Visa <input type="checkbox"/> Other (please specify): _____
Do you plan to travel with a family member? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", who will travel with you? _____
Are you currently studying in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", when is your course completion date? DAY / MONTH / YEAR
Have you previously studied in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", please provide: Education provider name: _____ Course completion date: DAY / MONTH / YEAR
If you hold a current visa for Australia, what type of visa is it? <input type="checkbox"/> Student Visa <input type="checkbox"/> Visitor Visa <input type="checkbox"/> Other (please specify): _____ <b>(include a copy of your passport and current visa with your application)</b>
Have you ever been refused, or had a visa cancelled? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", when was the refusal/cancellation? DAY / MONTH / YEAR

## English language level

Please complete as much as possible:

My English is: <input type="checkbox"/> Beginner (contact us for study advice before applying) <input type="checkbox"/> Elementary <input type="checkbox"/> Pre-Intermediate <input type="checkbox"/> Intermediate	<input type="checkbox"/> Upper-Intermediate <input type="checkbox"/> Pre-Advanced <input type="checkbox"/> Advanced
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My English test result is:	
IELTS Score: _____	PTE-Academic Score: _____
TOEFL Score: _____	Cambridge Test Score: _____
<b>Please attach a copy of your results when submitting your application form.</b>	

## Further studies in Australia

Are you planning further academic studies in Australia after you have finished your English course? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", at which education provider? Education provider name: _____ Course: _____ Planned start date: DAY / MONTH / YEAR
<b>If you have already received an offer, please attach a copy to your application.</b>

## Overseas Student Health Cover

If you currently have or previously have had Overseas Student Health Cover, please provide the following details:

Provider: <input type="checkbox"/> Allianz <input type="checkbox"/> NIB <input type="checkbox"/> AHM <input type="checkbox"/> Medibank <input type="checkbox"/> Bupa <input type="checkbox"/> CBHS <input type="checkbox"/> Other (please specify): _____
Membership number: _____
Expiry date: DAY / MONTH / YEAR

If you require Overseas Student Health Cover, please indicate your preference:

<input type="checkbox"/> Single <input type="checkbox"/> Dual family <input type="checkbox"/> Multi family <input type="checkbox"/> I will arrange my own Overseas Student Health Cover
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**Single** - covering only the overseas student.

**Dual family** - covering the overseas students, and either one adult spouse or recognised de facto partner, or one or more children or step-children under the age of 18 years who are not married.

**Multi family** - covering the overseas student and more than one dependant, which can only include one adult spouse or recognised de facto partner, and one or more dependant children.

## Accommodation and airport transfer

Do you wish to apply for: Homestay <input type="checkbox"/> Yes <input type="checkbox"/> No Temporary accommodation on arrival in Melbourne <input type="checkbox"/> Yes <input type="checkbox"/> No Airport transfer <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Our accommodation office will contact you for more information once your enrolment is confirmed.</b>

## Special Needs

Do you have a disability, impairment or long-term medical condition that may affect your ability to study and progress academically?

Yes  No

If "yes", please provide details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Applicant Declaration

This application is not valid unless it is signed and dated by the student and for students under 18 years, signed by Your parent. Agents MUST NOT sign the declaration on behalf of any student.

### By signing, You and Your parents (for under 18 students) declare that:

- All the information provided in my application form is true and correct.
- I have accessed information regarding the costs associated with living in Australia for me and any dependants accompanying me, published by the Australian Government at: <https://www.studyaustralia.gov.au/english/live/living-costs>
- I have accessed information regarding the costs related to studying at Hawthorn–Melbourne at: [hawthornenglish.edu.au/fees](http://hawthornenglish.edu.au/fees)
- I have sufficient funds to finance my studies including tuition fees, ancillary costs, and living expenses for me and any dependants accompanying me to Australia.
- Student Visa applicants: I am a Genuine Student as defined by the Department of Home Affairs at: [immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-student-requirement](http://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-student-requirement)
- YES, I have read and understood the terms of your [Privacy Policy](#) and I confirm that I have understood the questions in the Privacy Declaration on page 1 and that my answers represent how I want my personal information used.
- YES, I have read and understood the Conditions of Enrolment which can be found at: [hawthornenglish.edu.au/policies](http://hawthornenglish.edu.au/policies)

### For students 18 years and over:

Signature in English: _____
Signature in own language: _____
Date: DAY / MONTH / YEAR

### For students under 18 years:

Relation to applicant: <input type="checkbox"/> Father <input type="checkbox"/> Mother
Parent name: _____
Signature in English: _____
Signature in own language: _____
Date: DAY / MONTH / YEAR

## Submit your application

By email

[admissions@hawthornenglish.vic.edu.au](mailto:admissions@hawthornenglish.vic.edu.au)

Or through a Hawthorn–Melbourne representative

Agency name:
Agent office code:
Address:
Email address:
Representative's stamp

## Application checklist

I have:
<input type="checkbox"/> completed ALL SECTIONS of the application form
<input type="checkbox"/> completed the Privacy Declaration at the start of this application
<input type="checkbox"/> signed and dated the application form
Please include:
<input type="checkbox"/> a copy of your current passport
<input type="checkbox"/> copy of your current visa (if you hold one)
<input type="checkbox"/> a copy of any Further Studies offer to an Australian education provider (University, Foundation Studies, TAFE or High School)
<input type="checkbox"/> a copy of your official English test results (e.g. IELTS, TOEFL, PTE if available)