

STUDENT APPLICATION FORM
BSB60420 – ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT
E-LEARNING / ONLINE

PERSONAL DETAILS

Title: Mr Ms Mrs Miss Other: _____

Family Name: _____ Given Name: _____

Date of Birth: _____

Gender: Male Female Other: _____

Passport Number: _____

Nationality as shown on Passport _____

**Students are required to supply a copy of ID (Passport or Drivers Licence)*

CONTACT DETAILS

Address: _____

Suburb/City: _____ State: _____

Country: _____ Post/Zip: _____

Contact Telephone: _____

Email: _____

Emergency Contact: _____

Contact Number: _____

Relationship: _____

APPLICATION DETAILS

Do you have a Unique Student Identifier? (USI) Yes No

If yes, please provide your USI number: _____

Are you currently Studying in Australia? Yes No

BSB60420 Advanced Diploma of Leadership and Management

E – LEARNING / ONLINE

INTAKE DATES – COURSE COMMENCES FIRST MONDAY OF THE MONTH (EXCEPT PUBLIC HOLIDAYS)

JANUARY FEBRUARY MARCH APRIL MAY JUNE

JULY AUGUST SEPTEMBER OCTOBER NOVEMBER DECEMBER

Date:

Are you a PGA Member?

Yes

Member No.

No

TUITION FEES – PAYMENT OPTIONS

- Pay total tuition fees upfront prior to or on commencement of course
- PGA Institute Payment Plan **Quarterly Bi-Monthly Monthly (please circle)**
- Apply for an Education Loan with Study Loans (*Domestic students only*)
Please Note: Loan approval must be provided to PGA Institute prior to commencing course

PRIOR EDUCATION DETAILS – (ATTACH A COPY WITH APPLICATION)

Supporting documentation is required with your enrolment. Please **submit copies** of the following:

- Secondary School Records (Year 12 Exit Statement or Certificate)
- Academic Transcripts from other higher education institutions (e.g. Diploma, Bachelor)

Copies can be emailed with your application form.

Year	Name of Institution	Qualification / Award

RECOGNITION OF PRIOR LEARNING (RPL) OR CREDIT TRANSFER (CT)

Do you wish to apply for RPL or CT? Yes No

If yes, please apply for RPL or CT upon commencement of study via the PGA Institute RPL Application Forms found on the PGA Institute e-learning platform, The Fairway.

TO BE COMPLETED BY INTERNATIONAL STUDENTS ONLY

ENGLISH LANGUAGE PROFICIENCY

Supporting documentation is required with your enrolment. Please submit copies of the following:

- English Language Proficiency Test (e.g. IELTS, TOEFL) or equivalent language levels (minimum IELTS overall band score 5.5 or Equivalent)

Year	English Language Test	Overall Score

AGENT CONTACT DETAILS (NOT REQUIRED FOR DIRECT APPLICANTS)

Contact Number: _____ Contact Number: _____
Email Address: _____ Company: _____

STUDENT DECLARATION

Are you at present excluded on academic or other grounds, from any tertiary institution? Yes No

If yes, please provide details: _____

I authorise the PGA Institute to obtain information concerning my academic records from any school, university or other institution attended by me. I agree to inform the PGA Institute promptly should I be excluded, suspended, or expelled from any tertiary institution during the period of my enrolment at the PGA Institute. I consent to the collection, storage, and disclosure of information, for student and or provider audit purposes, concerning any acts of record falsification or other irregular acts in relation to my academic records. I acknowledge that the PGA Institute may vary or reverse any decision made on the basis of incorrect or incomplete information supplied by me. I acknowledge that PGA Institute will verify the Unique Student Identifier given by me.

Applicant's

Signature: _____

Print Name: _____ Date: _____

PLEASE COMPLETE THIS SECTION ONLY IF THE STUDENT IS UNDER THE AGE OF 18 YEARS

As _____ (*insert student's name*) is under the age of legal consent, I hereby acknowledge and agree to the conditions of the Application Form by signing this document on their behalf.

Parent/Guardian: _____ Relationship to student: _____

Signature: _____ Date: _____

Privacy Notice

Under the Data Provision Requirements 2012, PGA International Golf Institute (IGI) is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by PGA IGI for statistical, administrative, regulatory and research purposes. PGA IGI may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and NCVER.
- Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:
 - Populating authenticated VET transcripts;
 - Facilitating statistics and research relating to education, including surveys and data linkage;
 - Pre-populating RTD student enrolment forms;
 - Understanding how the VET market operates, for policy, workforce planning and consumer information; and
 - Administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Privacy Principles

Information collected about you on this form and during your enrolment will be provided, in certain circumstances, to the Australian Government and designated authorities including USI Registry and, if relevant, the Tuition Protection Service and the ESOS Assurance Fund Manager. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where the PGA IGI is authorised or required by law to do so. You can access information collected from you on this form and during your enrolment by contacting Student Services and Administration Coordinator at the PGA International Golf Institute (PGA IGI). Failure to provide all information required by this form could result in delaying your application or cancellation of your Letter of Offer. Failure to provide all information required by this form could result in delaying your application or cancellation of your Letter of Offer/COE.

International Applicants

Information is collected on this form and during your enrolment in order to meet our obligations under the Education Services for Overseas Students Act 2000, and the National Code 2018, and to ensure student compliance with the conditions of their visa and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018.