



## Hallmark Institute Enrolment Form

Personal Details										
Have you previously studied at Hallmark Institute?					No <input type="checkbox"/> Yes <input type="checkbox"/>		Student ID			
Title	Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Other <input type="checkbox"/>			Date of Birth			Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>		
Family Name					Given Name					
Country of Birth						Citizenship				
Passport No.				Country of Issue				USI Number		
At the time of this application, are you in residing Australia?								Yes		No
Are you an Aboriginal person or Torres Strait Islander?								Yes <input type="checkbox"/>		No <input type="checkbox"/>
Please provide name of your current education provider (if applicable)										
Australian Address and Contact Details										
Street					Suburb					
State				Postcode				Country		
Mobile Phone					Email Address					
Address in Home Country										
Address										
Suburb				State				Country		<input type="checkbox"/> <input type="checkbox"/>
Postcode					Phone number					
Authorised Agent Details (If applicable)										
Agency Name						Contact Person				
Email						Telephone No.				
Course Type										

Is the student taking this course as	Principal Course <input type="checkbox"/>	Concurrent Course <input type="checkbox"/>
Please note that the students who apply to study a course at Hallmark Institute as a concurrent course will be responsible to meet the course requirements of their principal provider in addition to Hallmark Institute course requirements.		

## Course Selection

<input type="checkbox"/> CPC30200 Certificate III in Carpentry	<input type="checkbox"/> CPC33020 Certificate III in Bricklaying
<input type="checkbox"/> CPC50220 - Diploma of Building and Construction (Building)	<input type="checkbox"/> BSB50420 Diploma of Leadership and Management
<input type="checkbox"/> BSB60420 Advanced Diploma of Leadership and Management	<input type="checkbox"/> BSB80615 Graduate Diploma of Management (Learning)
Preferred Intake Date	

## English Language Proficiency

Is English your first language?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	What is your first language?	
Have you completed any secondary or tertiary studies where English was the language of?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please indicate if you have taken any of the following English tests:				
IELTS <input type="checkbox"/>	TOEFL <input type="checkbox"/>	PTE <input type="checkbox"/>	Other <input type="checkbox"/>	
Overall Score		Test Date		

To check if you have met Hallmark Institute English Language Entry Requirements, please refer to Hallmark Institute Website TBA

## Educational Background

Institution/School	Name of Qualification	Location	Year Completed

## RPL/Credit Transfer

Do you wish to apply for RPL/ Credit Transfer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have studied or are currently studying at another academic institution, you may be eligible for credit transfer/RPL towards your qualification at Hallmark Institute. For further information, please refer to the Credit Transfer Policy and Procedure available at our website <a href="#">TBA</a>		

## Overseas Student Health Cover

Would you like Hallmark Institute to arrange health cover for you?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Single <input type="checkbox"/>	Couple <input type="checkbox"/>	Family <input type="checkbox"/>
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## Support Services

Do you have a disability, impairment or long-term medical condition which may affect your studies?

No ☐ Yes ☐ Hearing ☐ Vision ☐ Learning ☐ Mobility ☐ Medical ☐ Other ☐

*If you wish to apply for reasonable adjustment upon commencement at Hallmark Institute, please refer to the Student Assessment Policy and Procedure available on Hallmark Institute's website [TBA](#) for further information.*

## Student Declaration

I declare that I have read Hallmark Institute policies and procedures on [TBA](#) and that the information submitted on and with this form is complete and accurate in all respects. I acknowledge that the provision of incorrect information may result in the withdrawal by Hallmark Institute of any place which may be offered. I agree to release and indemnify Hallmark Institute and its officers, employees, agents, partners, and contractors from and against any liability, claim, action, demand, loss, or expense (including legal costs) arising out of or in any way connected with the provision of incorrect information. I acknowledge that I am bound by the statutes and regulations of Hallmark Institute, and I agree to pay all fees charged directly to me arising from this enrolment.

## Student Checklist

I have:

- ☐ Completed all sections of the application form
- ☐ Attached certified copy of passport and current Australian visa (if applicable)
- ☐ Attached certified copies of academic transcript(s) and certificate(s) translated into English (if applicable)
- ☐ Attached evidence of English language proficiency
- ☐ Read and signed the student declaration

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

### Please return this form to:

Hallmark Institute  
Suite 603, Level 6, 2 Meredith Street, BANKSTOWN NSW 2200  
Email: [admin@hallmarkinstitute.edu](mailto:admin@hallmarkinstitute.edu) Phone: +61 2 9066 6903

## Important Information

### How to Apply

1.	Complete the application form or apply online by visiting <a href="#">TBA</a> . Offshore international students must apply through authorised agents. To find a list of our approved partners, please visit <a href="#">TBA</a> . Some offshore students will be requested to complete an additional GTE form which is available on Hallmark Institute website. Hallmark Institute Admissions Officer will inform agents if this extra step is required.
2.	Provide certified* copies of academic transcripts and certificates translated into English (if applicable), evidence of English language proficiency, passport, and visa (if applicable). <small>*Documents can be certified by our representative, authorised agent, Justice of the Peace, Public Notary, Australian Embassy or Consulate.</small>
3.	Submit your completed Enrolment Application to an authorised education agent or send to Hallmark Institute by email <a href="mailto:admin@hallmarkinstitute.edu.au">admin@hallmarkinstitute.edu.au</a>
4.	After acceptance of Offer of Enrolment and payment of applicable fees, international students will receive a Confirmation of Enrolment (CoE) in order to apply for a student visa.
5.	To enrol in the course, students must sign the offer acceptance.

## Course Fee and Duration

For information about tuition fees, please refer to the Institute's Website (TBA) or contact your agent.

CRICOS Code	Course Title	Hours per week	Application Fee	Tuition Fee	Material Fee	Course Length

## Supplementary Fees and Charges

Unit Re-assessment - Per Unit of Competency		Change of Enrolment / CoE (per CoE)	
RPL – Per Unit of Competency		Change of Class Group (per change)	
Replacement Certificate / Statement of Attainment		Replacement Student ID Card	
Re-issue Enrolment Offer after Expiry Date		Debit Card Transaction Fee	\$0.88
Exceeding 100 pages printing quota – Per additional 50 pages		Credit Card payment surcharge (min. \$0.88)	3%
		Payer Dishonour	\$12.00

### Hallmark Institute

Suite 603, Level 6, 2 Meredith Street, Bankstown NSW 2200

Ph: +61 2 9066 6903 Email: [admin@hallmarkinstitute.edu.au](mailto:admin@hallmarkinstitute.edu.au) ABN: 53 661 584 541 RTO ID: TBA | CRICOS Code: TBA

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