

INSTRUCTIONS

- Please complete this form by computer – no handwriting.
- Please make sure you complete ALL required (*) sections of this form, tick boxes where appropriate. Incomplete applications will cause processing delays.
- Please submit this application form to SEA Admission Office by email at admissions@sea-english.edu.au.
- You may need to attach necessary documents (e.g., a copy of your passport, Australian visa verification document, etc.) to fulfill the requirement of application.
- If you have any questions, please visit our website www.sea-english.edu.au for more information. You can also email to admissions@sea-english.edu.au or call (03) 9041 6887 to contact our student administration officers.

1. Enrolment Information

Please select your course(s)*

- ☐ General English (042504F)
- ☐ Cambridge First Certificate Preparation (046241C)
- ☐ IELTS Preparation
- ☐ Job Ready Program

Please select campus*

- ☐ Melbourne CBD

(Address: Shop 21/108 Bourke St, Melbourne VIC 3000)

Your expected course start date*

Please note: General English (042504F) course has fixed term intake every 5 weeks (in Week 1 or Week 6), please refer to the SEA English Academy Academic Calendar for intake dates in 2023 and 2024. If you would like to enrol on a non-fixed intake date, please contact SEA Admission Office for more information.

Starting from (DD/MM/YYYY): ____/____/____

Course length*

Number of weeks: ____ weeks

Session (For General English courses*)

- ☐ AM Session (9:00 am – 2:30pm)
- ☐ PM Session (3:30 pm – 9:00 pm)

2. Personal Details

Enter your full name*

Please note: Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have an USI and want SEA English Academy to apply for an USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation. Tick "Single name ONLY" box if you have one name only that cannot be written in the following format. Write your single name in the "Family name" section.

- ☐ Single name ONLY

Family name (Surname): _____

First given name: _____

Other given name(s) (Middle name): _____

Date of birth* ____/____/____ (DD/MM/YYYY)

Gender* ☐ Female ☐ Male ☐ Other

Enter your contact details*

Email Address: _____

Mobile phone: _____

Work phone (if applicable): _____

Home phone (if applicable): _____

Alternative Email (if applicable): _____

The address of your usual residence*

Are you currently in Australia?* ☐ Yes ☐ No

Please note: Provide the physical address (street number and name not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home. If you are from a rural area, use the address from your states or territory's 'rural property addressing' or 'numbering' system as your residential street address. Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park, or unbounded address site.

Building/Property Name (If applicable): _____

Address: _____

City/Suburb: _____ State/Province: _____

Postcode: _____ Country: _____

Your Post Address (If different from above)

Building/Property Name (If applicable): _____

Address: _____

City/Suburb: _____ State/Province: _____

Postcode: _____ Country: _____

Identification Details*

Passport No.: _____

Nationality: _____

Date of issue: ____/____/____ (DD/MM/YYYY)

Date of expiry: ____/____/____ (DD/MM/YYYY)

3. Language and Cultural Diversity

In which country were you born?*

- ☐ Australia ☐ Other, please specify: _____

Do you speak a language other than English at home?*

Please note: If more than one language, indicate the one that is spoken most often.

- ☐ No, English only

☐ Other, please specify: _____

Are you of Aboriginal or Torres Strait Islander origin?*

Please note: For persons of both Aboriginal and Torres Strait Islander origin, mark both "Yes" boxes.

- ☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander

4. Disability

Do you consider yourself to have a disability, impairment, or long-term condition?*

☐ Yes ☐ No, go to Section 5

If you indicated the presence of a disability, impairment, or long-term condition, please select the area(s) in the following list:

Please note: You may indicate more than one area. Please refer to the disability supplement for an explanation of the following disabilities.

- ☐ Hearing/deaf ☐ Physical ☐ Intellectual
☐ Learning ☐ Mental Illnesses
☐ Acquired brain impairment ☐ Vision
☐ Medical condition ☐ Other

5. Schooling

What is your highest COMPLETED school level?*

Please note: Tick one box only.

- ☐ Year 12 or equivalent ☐ Year 11 or equivalent
☐ Year 10 or equivalent ☐ Year 9 or equivalent
☐ Year 8 or below ☐ Never attended to school

Please specify the year completed of your highest completed school level (if applicable): _____

Are you still enrolled in secondary or senior secondary education?*

☐ Yes ☐ No

6. Previous Qualifications Achieved

Have you successfully completed any of the qualifications listed in Section 5?*

☐ Yes ☐ No

If YES, please tick ANY applicable boxes

A – Qualification has been completed in Australia

E – Qualification has been completed overseas and recognised formally in Australia

I – Qualification has been completed overseas but not recognised in Australia

Qualification	A	E	I
Bachelor's degree or higher degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advanced diploma or associate degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diploma (or associate diploma)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate IV (or advanced certificate/technician)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate III (or trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other education (including certificates or overseas qualifications not listed above)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Employment

Of the following categories, which BEST describes your current employment status?*

Please note: Tick one box only. For casual, seasonal, contract and shift work, use the current number of hours worked per week to

determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

- ☐ Full-time employee ☐ Part-time employee
☐ Self-employed – not employing others
☐ Self-employed – employing others
☐ Employed – unpaid worker in a family business
☐ Unemployed – seeking full-time work
☐ Unemployed – seeking part-time work
☐ Not employed – not seeking employment

8. Study Reason

Of the following categories, select the one which BEST describes your main reason for undertaking this course/traineeship/apprenticeship?*

Please note: Tick one box only.

- ☐ To get a job
☐ It was a requirement of my job
☐ To develop my existing business
☐ I wanted extra skills for my job
☐ To start my own business
☐ To get into another course of study
☐ To try for a different career
☐ For personal interest or self-development
☐ To get a better job or promotion
☐ Other reasons

9. Other Questions

How did you hear about SEA English Academy and our courses?

- ☐ SEA Website ☐ Instagram/Facebook
☐ Family or Friends ☐ Google Ads
☐ Agent, please specify: _____
☐ Others, please specify: _____

10. Privacy Notice

Why do we collect your personal information?

As a CRICOS provider, we collect your personal information so we can process and manage your enrolment. Failure to provide your personal information, SEA English Academy will not be able to enrol you as a student.

How we use your personal information?

We use your personal information to enable us to deliver courses to you, and otherwise, as needed, to comply with our obligations as a CRICOS provider.

Contact information

At any time, you may contact SEA English Academy to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

SEA English Academy

Address: Shop 21, 108 Bourke St, Melbourne VIC 3000

Email: admissions@sea-english.edu.au

11. Applicant Declaration

By signing this form, I acknowledge that I have read and understood the information provided above. I also acknowledge that I have read the requirements to be accepted in the course(s), including English language proficiency, educational qualifications or work experience to the course.

I have read through SEA English Academy website/marketing materials and am aware of all relevant information about the course(s) content, mode of study, duration, holidays, campus location and facilities, work-based training /placement (if applicable), training arrangements, assessment methods.

I agree to abide by the above terms and conditions and consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above. The information and documents provided by me are true and correct in all respects.

Applicant Name: _____

Applicant Signature: _____

Date: ____/____/____ (DD/MM/YYYY)

12. Document Checklist for Application

Document Title	Provided
Completed and signed Application Form	<input type="checkbox"/>
Copy of identification pages of your passport	<input type="checkbox"/>
Copy of current visa (if you are in Australia)	<input type="checkbox"/>
Certified copies of relevant academic records in your home country, such as high school or college/university certificates	<input type="checkbox"/>
Certified copies of relevant academic records in Australia, such as high school or college/university certificates (if relevant).	<input type="checkbox"/>
If you have completed an approved English language test such as IELTS, TOEFL or PTE, please submit the certificate, SEA English Academy will verify your English language proficiency test score online.	<input type="checkbox"/>
If you have undertaken the PTE Academic test, you must send the scores to SEA English Academy on-line. No PDF versions of PTE Academic score can be accepted.	<input type="checkbox"/>
Completed Placement Test	<input type="checkbox"/>

DISABILITY SUPPLEMENT

If you indicated the presence of a disability, impairment, or long-term condition, please select the area(s) in the following list:

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

Hearing/deaf

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

Physical

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

Intellectual

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

Learning

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

Mental illness

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

Acquired brain impairment

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

Vision

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

Medical condition

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

Other

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.