

### Instructions:

Please print or [click here](#) to download Acrobat Reader to digitally complete this form, and email to [enrol@monarch.edu.au](mailto:enrol@monarch.edu.au)

Name:	<input type="text"/>	Surname:	<input type="text"/>
	Previous surname (if applicable):		<input type="text"/>
Phone:	<input type="text"/>	Email:	<input type="text"/>

**IMPORTANT** Please go to the Monarch Institute website to determine your eligibility for Government Funding at [www.monarch.edu.au/government-funding](http://www.monarch.edu.au/government-funding) If you are eligible for Government Funding, you are required to do two things:

1. Complete this declaration form digitally or complete with a pen and sign AND
2. Provide Monarch with colour photocopies of required evidence of your citizenship, Queensland residency and age and tick the relevant box in both 2a and 2b indicating the evidence you are providing.

\* document includes evidence of age.  18+ card (acceptable evidence)

To receive government funding you must email copies of these documents to [enrol@monarch.edu.au](mailto:enrol@monarch.edu.au). Monarch will check your eligibility through a secure government documentation verification service. If the verification service is unable to verify your documents then you will be requested to provide certified copies either in person or via Australia Post. Emailed evidence will NOT be accepted in these circumstances.

### 2a. The following evidence is acceptable for the purposes of confirming Australian citizenship:

- |  |   |
|--|---|
| <input type="radio"/> *an Australian or New Zealand birth certificate or birth extract | <input type="radio"/> a current green Medicare Card   |
| <input type="radio"/> *a current Australian passport                                   | <input type="radio"/> a blue interim card & visa and work permits   |
| <input type="radio"/> *a current New Zealand passport                                  | <input type="radio"/> permanent visa label in passport and / or Department of Home Affairs documents of a permanent visa subclass         |
| <input type="radio"/> a naturalisation certificate                                     | <input type="radio"/> temporary residency visa and work permits with Department of Home Affairs correspondence toward permanent residency |

### 2b. The following evidence is acceptable for the purposes of confirming Queensland residency:

- |  |   |
|--|---|
| <input type="radio"/> *Queensland Driver's License               | <input type="radio"/> Electricity, gas or telephone bill within last 6 months |
| <input type="radio"/> *Heavy vehicle or marine license           | <input type="radio"/> Lease/rental contract, rates notice                     |
| <input type="radio"/> Bank statement issued within last 6 months | <input type="radio"/> Health Care Card  |

If applying for concession co contribution fee the following evidence must be attached.  
For more details on eligibility for concession see our website.

- |   |  |  |
|---|--|--|
| <input type="radio"/> Pensioner concession card | <input type="radio"/> Health care card | <input type="radio"/> Commonwealth Seniors health card |
|---|--|--|



# Queensland Government Higher Level Skills Program

## Evidence of Student Eligibility and Student Declaration

To be completed by the student.



### Education history

1. The **highest** completed qualification I currently hold is (Include the full title of the qualification, eg Certificate III in Aged Care) :

2. This qualification was obtained in:  Australia (after secondary school)  Overseas

3. Not including the course/s you are seeking to enrol in now, are you currently enrolled in any other courses? If yes, which course level?

Certificate IV  Diploma  Advanced Diploma  Other

Student must attach evidence for any AQF units they have obtained through completion of a whole or partial course.

### Student declaration

In seeking to enrol in:

- a. I am aged 15 years or over and no longer at school
- b. I permanently reside in Queensland
- c. I am an Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen.
- d. I do not hold, and am not enrolled in, a certificate IV or higher-level qualification, not including qualifications completed at school and foundation skills training.
- e. I understand I will no longer be eligible for a Government subsidised training place under the Higher Level Skills Program once I complete a Certificate IV level or higher qualification. This may also affect future training options and eligibility for further government subsidised training under Queensland Government Funding program.
- f. I have read the Department of Trade, Employment and Training (DTET) Higher Level Skills student fact sheet available at this website: [https://desbt.qld.gov.au/\\_\\_data/assets/pdf\\_file/0026/7784/hls-student-factsheet.pdf](https://desbt.qld.gov.au/__data/assets/pdf_file/0026/7784/hls-student-factsheet.pdf)
- g. I confirm that I am authorised to provide the personal details presented and I consent to my information being checked with the document issuer or official record holder via third party systems for the purpose of confirming my identity.

### MUST SIGN

Students please choose to sign only one box with a digital or written signature.

Student sign:

Date:

If under 18 years of age.

Parent/Guardian sign (non-digital):

Date:

### OFFICE USE ONLY

#### Monarch Institute delegate

Based on discussion with the student, the information provided and above evidence I have sighted, I believe satisfies the Queensland Higher Level Skills eligibility criteria, as set out in the Skills Assure policy, for the qualification the student wishes to enrol in.

Name:

Signed:

Date: