

## Personal details

|   |  |
|---|--|
| Title: <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Other: |  |
| Family name:  |  |
| Given names:  |  |
| Preferred name:   |  |
| Date of birth:  | Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> X |

## Contact details

|  |                  |
|--|------------------|
| Mailing address (must be address of applicant, not agent): |                  |
|  |                  |
| Phone:   | Mobile:          |
| Email (must be applicant's email – not agent's email):     |                  |
|  |                  |
| Nationality:   |                  |
| Passport (country):  | Passport number: |
| Current visa:  | Date issued:     |

## Work-readiness workshops

|  |
|--|
| Please select the workshop/s you would like to attend:                               |
| <input type="checkbox"/> Workshop 1: Australian workplace culture                    |
| <input type="checkbox"/> Workshop 2: Communication in the workplace                  |
| <input type="checkbox"/> Workshop 3: Networking and relationships                    |
| <input type="checkbox"/> Workshop 4: Writing for careers and employment              |
| <input type="checkbox"/> Workshop 5: Career and internship readiness                 |
| <input type="checkbox"/> Workshop 6: Business meetings, presentations and interviews |

## Commencement date

|   |
|---|
| Commencement date (workshops commence weekly):  |
| <input type="checkbox"/> Sydney <input type="checkbox"/> Melbourne <input type="checkbox"/> Perth <input type="checkbox"/> Adelaide <input type="checkbox"/> Brisbane |

## Relevant education details

|   |               |
|---|---------------|
| Name of course completed:   |               |
|   |               |
| Institution attended:   |               |
| Commencement:   | Completion**: |
| Course duration:  |               |
| English language proficiency: <input type="checkbox"/> IELTS <input type="checkbox"/> PTE <input type="checkbox"/> TOEFL <input type="checkbox"/> CAE |               |
| Overall score:  |               |
| What is your first language?  |               |

\*\*Participants must have recently completed (no more than 24 months ago), or are currently completing a course of study related to their placement field or maintained professional currency.

## Form submitted by

|   |      |
|---|------|
| <input type="checkbox"/> Self <input type="checkbox"/> Professional agent |      |
| Name of agency:   |      |
| Name of agent:  |      |
| Address:  |      |
| Phone:  | Fax: |
| Email:  |      |

### If you have answered SELF above please complete this section:

How did you find out about the Navitas Professional Career Experience Program Work-readiness Workshops?

|  |
|--|
| <input type="checkbox"/> Friend studying/studied at Navitas Professional                                     |
| Name of friend:  |
| <input type="checkbox"/> Exhibition <input type="checkbox"/> Career Workshop <input type="checkbox"/> Google |
| <input type="checkbox"/> Social Media <input type="checkbox"/> Other:  |

## Emergency contact details

|          |               |
|----------|---------------|
| Name:    |               |
| Address: |               |
| Phone:   | Relationship: |

## Medical/Disability

|  |
|--|
| Do you have a disability, impairment or long-term medical condition that may affect your studies? <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| Yes – Please indicate the area/s of impairment:<br><input type="checkbox"/> Hearing <input type="checkbox"/> Vision <input type="checkbox"/> Medical <input type="checkbox"/> Learning <input type="checkbox"/> Mobility<br><input type="checkbox"/> Other (please specify): |

## Application checklist

|  |
|--|
| Check that you have attached:  |
| <input type="checkbox"/> Certified <sup>†</sup> copy of your academic qualifications   |
| <input type="checkbox"/> Evidence of English language proficiency unless you can demonstrate you are a native English speaker (minimum of IELTS 6.0 in all bands or equivalent in PTE, TOEFL, CAE) |
| <input type="checkbox"/> Evidence of a suitable visa or Australian/New Zealand citizenship   |
| <input type="checkbox"/> A copy of your current resume   |
| <input type="checkbox"/> Certified <sup>†</sup> copy of photo page of passport   |
| <input type="checkbox"/> A brief letter stating your reasons for wishing to undertake the program  |

<sup>†</sup>A certified copy means that the original document has been signed by an approved person and certified as a true copy of the original. Please see [navitas-careers-and-internships.com/certified-documents](http://navitas-careers-and-internships.com/certified-documents) for a list of persons approved to certify a copy.

## Declaration

I declare that the information I have supplied on this form is, to the best of my understanding and belief, complete and correct. I understand that the giving of false or incomplete information may lead to the refusal of my application or cancellation of enrolment. I have read and understood the published course information and Terms and Conditions in the brochure or website and I have sufficient information about the workshops to apply. I give Navitas Professional permission to obtain official records from an educational institution attended by me. I acknowledge that I have read and accepted the terms of the Navitas Privacy Policy which can be found at [navitas-professional.edu.au/privacy-policy/Navitas-Privacy-Policy.htm](https://navitas-professional.edu.au/privacy-policy/Navitas-Privacy-Policy.htm). I understand that fees may rise. I accept liability for payment of all fees as explained in the brochure, and I agree to abide by the Navitas Professional [Fees and Charges, Refunds and Withdrawals Policy](#) which is current at the time of my studies at Navitas Professional. I understand that Navitas Professional may, by written notice, vary its conditions as may be necessary to comply with any law, regulation or amendment thereof, of the Commonwealth of Australia or State.

**Applicant's signature:**

Date:

## Terms and Conditions

### General information

I acknowledge the following Terms and Conditions in regard to my enrolment in the Career Experience Program Work-readiness Workshops with Navitas Professional.

The Program consists of a six hour work-readiness workshop.

### I acknowledge that:

- Any variation in these Terms and Conditions must be in writing and signed on behalf of Navitas Professional.
- The information on my application form is correct at the time of lodgement. I will advise Navitas Professional of any changes to my details, including visa status and contact details.
- I understand that the workshop is aimed at developing me as a professional and therefore I am required to use my best endeavours to fulfil this obligation. If my behaviour is deemed unacceptable by Navitas Professional, my enrolment may be cancelled and I agree that I will not be entitled to a refund of any fees or other charges paid under these Terms and Conditions.
- I authorise Navitas Professional to obtain medical treatment for me should Navitas Professional deem such action necessary. I agree to indemnify Navitas Professional for any expenses, loss or damage liability of whatsoever nature occasioned as a result of authorising and arranging any emergency medical treatment.
- I acknowledge that Navitas Professional takes no responsibility for my visa.

### Fees and refund policy

#### Payment details

Workshop fee: AUD\$400.00 (per workshop)  
Total: AUD\$400.00 (per workshop)\*

\*GST Inclusive.

All credit card payments will incur a 0.2% transaction fee to cover bank charges. Navitas Professional accepts only Visa and Mastercard.

#### Bank details

Bank name: Westpac  
Branch: 109 St Georges Terrace, Perth WA  
Account name: Navitas Professional Training Pty Ltd  
BSB: 036 000  
Account number: 773 796  
SWIFT code: WPACAU2S

#### Workshop fee

An amount of \$400 per workshop is payable two weeks prior to the commencement of the workshop.

### Refund policy

#### Full refund

Navitas Professional agrees to refund to the original fee paying party upon receipt of written notice of cancellation by the applicant, all tuition fees paid:

- Where Navitas Professional is unable to offer the Career Experience Program Work-readiness Workshops;
- Where Navitas Professional refuses the application for enrolment;
- Where written notice of cancellation is received more than 28 days prior to the commencement of the workshop.

#### Partial refund

Navitas Professional agrees to refund to the original fee paying party upon written notice of cancellation by the applicant, all tuition fees paid, less amounts retained below:

- If written cancellation is received less than 28 days prior to the commencement of the program, Navitas Professional will retain a non-refundable amount of 35% of the workshop fee.

#### No refund

Navitas Professional will make no refund of the workshop fees if:

- Written notice of withdrawal is received after the commencement of the workshop.

I acknowledge Navitas Professional reserves the right to alter the commencement dates up to 28 days prior to the commencement of the program.

**Applicant's signature:**

Date:

## Please mail or email the completed application to:

### Navitas Professional Career Experience Program Work-readiness Workshop

#### Sydney

Level 15, 255 Elizabeth Street  
Sydney NSW 2000  
E [sydney@navitas-internships.com](mailto:sydney@navitas-internships.com)

#### Melbourne

Level 3, 206 Bourke Street  
Melbourne VIC 3000  
E [melbourne@navitas-internships.com](mailto:melbourne@navitas-internships.com)

#### Adelaide

Level 5, 16-20 Coglin Street  
Adelaide SA 5000  
E [adelaide@navitas-internships.com](mailto:adelaide@navitas-internships.com)

#### Brisbane

Ground Floor, East Tower  
410 Ann Street  
Brisbane QLD 4000  
E [brisbane@navitas-internships.com](mailto:brisbane@navitas-internships.com)

#### Perth

Level 8, Brookfield Place  
125 St Georges Terrace  
Perth WA 6000  
E [perth@navitas-internships.com](mailto:perth@navitas-internships.com)

T 1300 728 966

E [internships@navitas.com](mailto:internships@navitas.com)

W [navitas-internships.com](https://navitas-internships.com)

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Your application will be processed upon receipt of your workshop fee.