



# Queensland College of Music

## CERTIFICATE 3 GUARANTEE ELIGIBILITY FORM QCM003

To be eligible to receive a Government Contribution under the Certificate III Guarantee, participants must meet the following eligibility criteria—please confirm your eligibility by completing this form and return to our office prior to your course.

This form can be completed electronically.

### INSTRUCTIONS:

1. Please use BLOCK letters when completing this form.
2. Answer all questions and attach all required evidence.
3. Submit this form by fax, email or in person, 5 days prior to course start date.
4. Bring original documentation when arriving for your course (or submitting this form).
5. Student contribution fee must be paid when submitting this form.

### APPLICANT DETAILS

First Name:		Last Name:	
Email:		Phone Number:	
Address:			
Suburb:		Postcode:	
Date of Birth:		USI Number (if known)	
Any previous surname (For example Maiden name):			

### ELIGIBILITY REQUIREMENTS

Citizenship - please select one of the following

- Australian Citizen or Permanent Resident living in Queensland
- New Zealand Citizen permanently living in Queensland

Photo ID - please provide one of the following

- Drivers Licence
- Passport
- 18+ card

Queensland Residency - please provide one of the following

- Queensland drivers licence
- Health Care or Concession card showing Queensland address
- Rates Notice, Electricity, Phone or Utilities with Applicant's name and address
- Letter from Centrelink, Electoral Commission, or other Government department with Applicant's name and address

Are you applying for a Concession or Non-Concession rate?

- Concession - please provide evidence (See right)
- Non-concession
- Aboriginal or Torres Strait Islander

Are you currently enrolled in, or have you previously completed a Certificate III or higher-level qualification? (Qualifications studied at school exempt).

- Yes
- No

### IDENTIFICATION

#### Attach evidence of Citizenship

(Birth Certificate, green Medicare card, CERS, Passport or Citizenship letter from Department of Immigration - must be certified by a JP)

#### Attach copy of photo ID

(Must NOT be the same form of ID as provided for Citizenship above- must be certified by a JP)

#### Attach evidence of Residency

(Must be certified by a JP)

#### Attach evidence of Concession

(Current Centrelink Pensioner Concession Card or Health Care Card or Department of Veterans' Affairs Pensioner Concession Card - must be certified by a JP).

#### Please supply an Academic Transcript of all courses you have previously been enrolled in, whether completed or not.

(Must be certified by a JP)



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## PRIVACY

The Queensland Government allocates funding for participants to undertake qualifications under the Certificate III Guarantee Program. **Queensland College of Music PTY LTD** has been approved to deliver training and assessment for qualifications which eligible participants will be entitled to undertake under the Certificate III Guarantee Program.

The personal information you provide will be collected and used by **Queensland College of Music PTY LTD** for the purposes of:

- assessing your eligibility for the Certificate III Guarantee Program;
- if you are eligible to participate in the Certificate III Guarantee Program, all aspects of enrolment, administration and delivery of the qualification; and
- advising your JSA Provider and/or Employer (if applicable) of your participation and attendance in training.

**Queensland College of Music PTY LTD** may also collect and disclose your personal information to the Queensland Government Department of Education, Training and Employment (DETE) and other Australian Government agencies for the purposes of:

- confirming your eligibility for participation in this program;
- informing DETE that you have enrolled in an approved qualification;
- informing DETE of your completion, non-completion or withdrawal from an approved qualification;
- reporting to DETE's Ministers and other Members of Parliament on the Certificate III Guarantee Program;
- monitoring the service given by **Queensland College of Music PTY LTD** to you and your satisfaction with the Certificate III Guarantee Program; and
- DETE generally administering the Certificate III Guarantee Program.

**Queensland College of Music PTY LTD** may also disclose your personal information to another person, body or agency without your consent where authorised or required by law.

## DECLARATION

The details I have provided in this form are true and correct.

I understand that once I complete this certificate III qualification under the Certificate III Guarantee program, I will no longer be eligible for a subsidised training place under the Program.

I understand that it a requirement of my acceptance of the funding, that I fill out and return a Training and Employment Survey within 3 months after training (this will be emailed &/or posted to you within 8 - 10 weeks of course completion & must be completed & returned).

First Name:		Last Name:	
Signature:		Date:	

**If completing and sending electronically please sign as SIGNED BY ME then your name) Thank you.**

## OFFICE USE ONLY

All questions answered  
 Evidence of Citizenship attached  
 Photo ID attached  
 Evidence of Qld Residency attached  
 Evidence of Concession (if applicable)

Staff Member Name:		Date:	
Staff Member Signature:			