



Hi!

On this site is everything you need to enrol to study at The Leadership Academy. Don't get worried at the copious amounts of paperwork - it's all pretty simple:

### 1. Student Application Form

- ◆ This is all the official information we need from you. *Please don't skip stuff* - it is there because the Australian Government requires it to be there. Incomplete applications can't be processed and will be returned to you.
- ◆ Make sure you read the final page - "Applicant's Checklist" - it will help you ensure you haven't missed anything!
- ◆ Also don't forget to include an authenticated photocopy of your Driver's Licence / Passport. Authenticated just means getting a Pastor or a JP to sign & date the photocopy, confirming that it is a true copy of the original document.

### 2. Pastoral & Character Reference Forms

- ◆ Give the Pastoral Reference Form to your pastor - this doesn't have to be your Senior Pastor! Youth Pastor or Service Pastor is totally fine... They will complete the form and return it to me.
- ◆ Give the Character Reference Form to someone (preferably someone who serves in some area of leadership within the church) who has known you for at least 12 months and is able to give a character reference for you. They also need to complete the form and return it to me.

### 3. Get yourself a USI

- ◆ Never heard of a USI? Don't worry! The USI is simply a single, centralised record of all the nationally accredited training you've completed, starting from January 1st 2015. The USI itself is a series of 10 letters and numbers. RTOs and employers can use the USI to check your qualifications and add new ones to your record as you achieve them.
- ◆ It only takes a few minutes to get your own USI. There are instructions in this folder and it is *very* easy. Once you have your USI, make sure you enter the details on the front page of your Student Application Form.

### 4. Complete the Ezidebit Direct Debit Form

- ◆ This is compulsory for *every* fee-paying student studying at The Leadership Academy to help you keep up to date in your fees. Falling behind on your fee payments may result in suspension of your enrolment until payments are up to date - which may affect your ability to complete the course. Scary, I know... so put things in place now to make sure this isn't you!

◆ TIPS:

- ◆ Are you eligible for Centrelink's Student Allowance? Our courses are fully accredited - which means that Student Allowance is available for eligible students. Once you have enrolled, we will provide you with a letter to take to Centrelink as proof of full-time study.
- ◆ Get a job!! Even with your Student Allowance, it will be almost impossible to pay off your fees without a part-time job.
- ◆ Get your Ezidebit Direct Debit set up as early as possible so that you are ahead with your fee payments - it's tough to catch up if you fall behind!
- ◆ TAKE NOTE: Your enrolment application is not valid until we also have your completed Ezidebit Direct Debit form... so make sure you complete and return this form with the rest of your application!

So - we are stoked that you are considering study with The Leadership Academy in 2018! We have some of the best trainers you will find in the Southern Hemisphere right here at Goodlife. Okay, maybe we are a tiny bit biased... but trust me, you'll love them.

If you have any questions at all about studying with us, don't hesitate to call me on 02 4961 3022 or email me at [rebecca@goodlifechurch.com.au](mailto:rebecca@goodlifechurch.com.au). I'm always happy to chat.

Look forward to hearing from you soon!

Kind regards,

Rebecca Connett

LEAD PASTOR | GOODLIFE CHURCH  
DEAN | THE LEADERSHIP ACADEMY