

Application for Enrolment – International Students

Prospective students are required to complete and submit this duly filled form (Application for Enrolment – International Students) to Lead College Pty Ltd with the supporting documents as stated.

Notes:

1. Please read through the International Student Handbook and Policies and Procedures which can be found on our website at <https://www.leadcollege.edu.au> or with the an authorised agent of Lead College.
2. No enrolment will be processed unless this form is fully completed. You will need to sign the declaration at the end of this document to acknowledge your understanding and agreement of the enrolment conditions.
3. For more information on the eligibility requirements for the student visa processing, please visit the Australian immigration website at <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>

Section 1: Personal Details		
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms	Gender: Male <input type="checkbox"/> Female	Date of Birth: MM / DD / YYYY Age:
First Name:	Middle Name:	Family Name:
Address:		
Suburb/Town:	Post Code:	Country:
Email:		Mobile:
Phone (home):		Work Phone:
Country of Citizenship:		Country and Place of Birth:
Passport No:		Expiry Date of Passport:
USI no (Onshore students only): https://www.usi.gov.au		

Immigration history (Please provide your details below):	
Have you ever had a Visa application rejected or been refused to entry into Australia/any other country? YES NO If YES, please provide: Country Name: _____ Month/Year of Rejection _____ Please provide reason: _____	
Have you previously visited or studied in Australia/any other country? YES NO If YES, please provide the following information: Year: _____ Type of VISA: _____ VISA Subclass: _____	
Are you married? <input type="checkbox"/> YES NO If YES, Date of Marriage: _____ (Please provide a certificated copy of your marriage certificate) Is your spouse already in Australia: <input type="checkbox"/> YES NO If Yes, what visa does your spouse hold? _____ and expiry date: _____ Is your spouse / partner included in your Visa application? <input type="checkbox"/> YES NO	
Please provide details of all dependent(s) that will be included in your Student Visa Application, including their date(s) of birth. (If you have more than three dependents, please attach a separate sheet containing the details of remaining dependents)	
Dependent Full Name:	Date of Birth: MM / DD / YYYY
Dependent Full Name:	Date of Birth: MM / DD / YYYY
Dependent Full Name:	Date of Birth: MM / DD / YYYY

Enrolment Form	NSW Campuses	WA Campus	Melbourne Campus			
V3.17	Level 1,841 George Street Haymarket NSW 2000	13 - 15 Leila Street, Cannington, Perth WA 6107	Unit 5 11-15 Rocklea Dr, Port Melbourne, VIC 3207	Web: www.leadcollege.edu.au	ABN: 63 604 422 853	1/10
Revised 21/03/2022	Level 1, 37-39 George Street, Parramatta NSW 2150			Phone: 1300 887 361	RTO Code: 41489	
	4/1 River Road West, Parramatta NSW 2150			Email: admissions@leadcollege.edu.au	CRICOS Code: 03636F	

Have you been convicted of any criminal activity?	YES	NO
If YES, please provide relevant details: <i>(attach a separate sheet, if necessary)</i>		
Do you have a disability, impairment or long-term medical condition?	YES	NO
If YES, please specify referring to the following:		
<input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Intellectual <input type="checkbox"/> Mobility <input type="checkbox"/> Learning <input type="checkbox"/> Visual <input type="checkbox"/> Mental Illness <input type="checkbox"/> Medical Condition		
<i>Providing information about disability or medical condition will not be a disadvantage to your application. However, Lead College Pty Ltd needs to assess if it can make reasonable adjustments to accommodate your disability or medical condition in order to advise you appropriately. In some cases, the support required may be at a cost to you.</i>		

Section 2: Language, Literacy and Numeracy

All overseas applicants are required:

- To complete the assessment tool of Lead College's language, literacy and numeracy, in order to help identify support requirements and provide appropriate support within the scope of Lead College (otherwise the student will be referred to an external provider which may be at an extra cost to the student).
- To have the International English Language Testing System (IELTS) score 5.5 with a score not lower than 5.0 in each module for all Certificate III, Certificate IV and Diploma level programs, or AQF Certificate IV or equivalent level qualifications or TOEFL 46 / PTE ACADEMIC 42 / CAE 47 / OET PASS / TOEFL PBT 527 or equivalent.
- Student must have IELTS score 6.0 with no module less than IELTS score 5.5 / TOEFL 60 / PTE ACADEMIC 50/ CAE 52 / OET PASS / TOEFL PBT 550 or equivalent for all the Advanced Diploma and Graduate Diploma (AQF level 6 and 8).
- Not to provide evidence of English Language Competence where documented evidence can be provided to demonstrate any of the following:
 - Educated for 5 years in an English-speaking country: or
 - Successfully completed a foundation course in Australia:
- In some instances, in order to confirm the suitability of your enrolment into the course, you may participate in an interview with our Student Service Manager who will determine the suitability of your enrolment into the course. This interview may occur, if required, via an online meeting such as Skype or face-to-face.

Is English your first language? YES ☐ NO ☐ If NO, Please specify your first language:

How well do you speak English? ☐ Well ☐ Very Well ☐ Not Well

Section 3: Intake dates (Please note you cannot change campuses without approval from Lead College. We may reject your application. Please choose your campus carefully)

Campuses

Haymarket (Sydney) Parramatta (Sydney) River Road (Sydney) Perth Melbourne

Intake Dates

Month

Year

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Section 4: Courses (Please select your course/s that you wish to enrol in)

Packaged		
Commercial Cookery & Hospitality Management		
Tick Course		
<input type="checkbox"/>	SIT30816 - Certificate III in Commercial Cookery (CRICOS Code 099222A) 58 weeks SIT40516 - Certificate IV in Commercial Cookery (CRICOS Code 099223M) 26 weeks	84
<input type="checkbox"/>	SIT30816 - Certificate III in Commercial Cookery (CRICOS Code 099222A) 58 weeks SIT40516 - Certificate IV in Commercial Cookery (CRICOS Code 099223M) 26 weeks SIT50416 - Diploma of Hospitality Management (CRICOS Code 099224K) 26 weeks	110
<input type="checkbox"/>	SIT30816 - Certificate III in Commercial Cookery (CRICOS Code 099222A) 58 weeks SIT40516 - Certificate IV in Commercial Cookery (CRICOS Code 099223M) 26 weeks SIT50416 - Diploma of Hospitality Management (CRICOS Code 099224K) 26 weeks SIT60316 - Advanced Diploma of Hospitality Management (CRICOS Code 106419C) 26 weeks	136
Children Services		
<input type="checkbox"/>	CHC30121 - Certificate III in Early Childhood Education and Care - CRICOS Code (107326M) 52 weeks CHC50121 - Diploma of Early Childhood Education and Care - CRICOS Code (107327K) 56 weeks	108
Information Technology		
<input type="checkbox"/>	ICT50220 - Diploma of Information Technology (Cyber Security & Telecommunications Network Engineering) CRICOS Code (105836E) 78 weeks ICT60220 - Advanced Diploma of Information Technology (Cyber Security & Telecommunications Network Engineering) CRICOS Code (105835F) 78 weeks	156
Leadership & Management		
<input type="checkbox"/>	BSB50420 - Diploma of Leadership and Management - CRICOS Code (104341C) 52 weeks BSB60420 - Advanced Diploma of Leadership and Management - CRICOS Code (105837D) 52 weeks	104
<input type="checkbox"/>	BSB50420 - Diploma of Leadership and Management - CRICOS Code (104341C) 52 weeks BSB60420 - Advanced Diploma of Leadership and Management - CRICOS Code (105837D) 52 weeks BSB80120 - Graduate Diploma of Management (Learning) - CRICOS Code (107328J) 104 weeks	208
Community Services		
<input type="checkbox"/>	CHC33015 - Certificate III in Individual Support - CRICOS Code (097221G) 52 weeks CHC43115 - Certificate IV in Disability (CTs Offered) - CRICOS Code - (097222F) 26 weeks	78
<input type="checkbox"/>	CHC33015 - Certificate III in Individual Support - CRICOS Code (097221G) 52 weeks CHC43015 - Certificate IV in Ageing Support (CTs Offered) CRICOS Code (097131J) 26 weeks.	78

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<input type="checkbox"/>	CHC33015 - Certificate III in Individual Support - CRICOS Code (097221G) 52 weeks CHC52015 - Diploma of Community Services CRICOS Code (097136D) 104 weeks	156
<input type="checkbox"/>	CHC43015 - Certificate IV in Ageing Support - CRICOS Code (097131J) 52 weeks CHC52015 - Diploma of Community Services CRICOS Code (097136D) 104 weeks	156
<input type="checkbox"/>	CHC43115 - Certificate IV in Disability - CRICOS Code - (097222F) 52 weeks CHC52015 - Diploma of Community Services CRICOS Code (097136D) 104 weeks	156
<input type="checkbox"/>	CHC33015 - Certificate III in Individual Support - CRICOS Code (097221G) 52 weeks CHC43015 - Certificate IV in Ageing Support - CRICOS Code (097131J) 26 weeks CHC52015 - Diploma of Community Services CRICOS Code (097136D) 104 weeks	182
<input type="checkbox"/>	CHC33015 - Certificate III in Individual Support - CRICOS Code (097221G) 52 weeks CHC43115 - Certificate IV in Disability (CTs Offered) - CRICOS Code - (097222F) 26 weeks CHC52015 - Diploma of Community Services CRICOS Code (097136D) 104 weeks	182

Health

<input type="checkbox"/>	CHC43115 - Certificate IV in Disability - CRICOS Code (097222F) 52 weeks HLT51020 - Diploma of Emergency Health Care - CRICOS Code (108757B) 78 weeks	130
<input type="checkbox"/>	CHC33015 - Certificate III in Individual Support - CRICOS Code (097221G) 52 weeks HLT51020 - Diploma of Emergency Health Care - CRICOS Code (108757B) 78 weeks	130
<input type="checkbox"/>	CHC43015 - Certificate IV in Ageing Support - CRICOS Code (097131J) 52 weeks HLT51020 - Diploma of Emergency Health Care - CRICOS Code (108757B) 78 weeks	130

Automotive

<input type="checkbox"/>	AUR30620 - Certificate III in Light Vehicle Mechanical Technology - CRICOS Code (103654E) 78 weeks AUR40216 - Certificate IV in Automotive Mechanical Diagnosis - CRICOS Code (0101416) 26 weeks	104
<input type="checkbox"/>	AUR30620 - Certificate III in Light Vehicle Mechanical Technology - CRICOS Code (103654E) 78 weeks AUR40216 - Certificate IV in Automotive Mechanical Diagnosis - CRICOS Code (0101416) 26 weeks AUR50116 - Diploma of Automotive Management - CRICOS Code (0102173) 36 weeks	140
<input type="checkbox"/>	AUR30620 - Certificate III in Light Vehicle Mechanical Technology - CRICOS Code (103654E) 78 weeks AUR40216 - Certificate IV in Automotive Mechanical Diagnosis - CRICOS Code (0101416) 26 weeks BSB50420 - Diploma of Leadership & Management - CRICOS Code (104341C) 52 weeks	156

Carpentry, Building & Construction

<input type="checkbox"/>	CPC30220 - Certificate III in Carpentry - CRICOS Code (104875F) 104 weeks CPC40120 - Certificate IV in Building and Construction - CRICOS Code (102613M) 46 weeks	150
<input type="checkbox"/>	CPC30220 - Certificate III in Carpentry - CRICOS Code (104875F) 104 weeks CPC50220 - Diploma of Building and Construction (Building) - CRICOS Code (103756K) 78 weeks	182

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<input type="checkbox"/>	CPC40120 - Certificate IV in Building and Construction - CRICOS Code (103786D) 52 weeks CPC50220 - Diploma of Building and Construction (Building) - CRICOS Code (103756K) 52 weeks	104
<input type="checkbox"/>	CPC33020 - Certificate III in Bricklaying/Blocklaying - CRICOS Code (104888A) 94 weeks CPC40120 - Certificate IV in Building and Construction - CRICOS Code (103786D) 52 weeks	146
<input type="checkbox"/>	CPC33020 - Certificate III in Bricklaying/Blocklaying - CRICOS Code (104888A) 94 weeks CPC50220 - Diploma of Building and Construction (Building) - CRICOS Code (103756K) 78 weeks	172
<input type="checkbox"/>	CPC50220 - Diploma of Building and Construction (Building) - CRICOS Code (103756K) 78 weeks RII60520 - Advanced Diploma of Civil Construction Design - CRICOS Code (105236G) 104 weeks	182

Individual	
Course Code and Course Name	
Commercial Cookery and Hospitality Management	
<input type="checkbox"/>	SIT30816 - Certificate III in Commercial Cookery - CRICOS Code (099222A) 58
<input type="checkbox"/>	SIT40516 - Certificate IV in Commercial Cookery - CRICOS Code (099223M) 52
<input type="checkbox"/>	SIT50416 - Diploma of Hospitality Management - CRICOS Code (099224K) 78
<input type="checkbox"/>	SIT60316 - Advanced Diploma of Hospitality Management - CRICOS Code (106419C) 26

Children Services	
<input type="checkbox"/>	CHC30121 - Certificate III in Early Childhood Education and Care - CRICOS Code (107326M) 52
<input type="checkbox"/>	CHC50121 - Diploma of Early Childhood Education and Care - CRICOS Code (107327K) 56

Information Technology	
<input type="checkbox"/>	ICT50220 - Diploma of Information Technology (Cyber Security & Telecommunications Network Engineering) CRICOS Code (105836E) 78
<input type="checkbox"/>	ICT60220 - Advanced Diploma of Information Technology (Cyber Security & Telecommunications Network Engineering) CRICOS Code (105835F) 78

Leadership and Management	
<input type="checkbox"/>	BSB50420 - Diploma of Leadership and Management - CRICOS Code (104341C) 52
<input type="checkbox"/>	BSB60420 - Advanced Diploma of Leadership and Management - CRICOS Code (105837D) 52
<input type="checkbox"/>	BSB80120 - Graduate Diploma of Management (Learning) - CRICOS Code (107328J) 104

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Community Services

<input type="checkbox"/>	CHC33015 - Certificate III in Individual Support - CRICOS Code (097221G)	52
<input type="checkbox"/>	CHC43115 - Certificate IV in Disability - CRICOS Code - (097222F)	52
<input type="checkbox"/>	CHC43015 - Certificate IV in Ageing Support - CRICOS Code (097131J)	52
<input type="checkbox"/>	CHC52015 - Diploma of Community Services - CRICOS Code (097136D)	104

Health

<input type="checkbox"/>	HLT37215 - Certificate III in Pathology Collection - CRICOS Code (108756C)	36
<input type="checkbox"/>	HLT51020 - Diploma of Emergency Health Care - CRICOS Code (108757B)	78

Automotive

<input type="checkbox"/>	AUR30620 - Certificate III in Light Vehicle Mechanical Technology - CRICOS Code (103654E)	78
<input type="checkbox"/>	AUR40216 - Certificate IV in Automotive Mechanical Diagnosis - CRICOS Code (0101416)	26
<input type="checkbox"/>	AUR50116 - Diploma of Automotive Management - CRICOS Code (0102173)	46

Carpentry, Building & Construction

<input type="checkbox"/>	CPC30220 - Certificate III in Carpentry - CRICOS Code (104875F)	104
<input type="checkbox"/>	CPC33020 – Certificate III in Bricklaying/Blocking - CRICOS CODE (104888A)	94
<input type="checkbox"/>	CPC40120 - Certificate IV in Building and Construction - CRICOS Code (103786D)	52
<input type="checkbox"/>	CPC50220 - Diploma of Building and Construction (Building) - CRICOS Code (103756K)	78
<input type="checkbox"/>	RII60520 - Advanced Diploma of Building and Construction Design CRICOS Code (105236G)	104

Enrolment Form	NSW Campuses	WA Campus	Melbourne Campus			6/10
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Do you wish to apply for Credit Transfer?
☐ Yes

☐ No

(If yes, please provide supporting documents. You may provide CV or previously completed qualifications etc, to support your application.) You may fill in an application form available at Lead College website www.leadcollege.edu.au/forms to support your application.

Do you wish to apply for Recognition of Prior Learning? ☐ Yes

☐ No

(If yes, please provide supporting documents. You may provide CV or previously completed qualifications and workplace evidence to demonstrate the skills and knowledge you acquired for certain unit(s) of competency). You may fill in an application form available at Lead College website www.leadcollege.edu.au/forms to support your application.

Have you been granted a scholarship? ☐ Yes

☐ No

Scholarship name:

Approved Amount:

(Please write in AUD)

Period of Scholarship; From:

to:

Section 5: Academic Details

A certified copy of original transcripts of all official results must accompany this application including grading system to enable interpretation of academic results. List any studies you have attempted, whether complete or incomplete. Include English translations if transcript(s) is not in English.

Secondary / Higher Secondary School Studies

Title of the course	Month / Year commenced	Month / Year completed	Name and country of school

Tertiary or Post-Secondary Studies

Title of the course	Month / Year commenced	Month / Year completed	Name and country of school

Section 6: Employment History – If you would like Lead College Pty Ltd to consider your employment history please attach your CV and provide details in the table below.

Employer	Position	Start Date	End Date	Full-time or Part-Time

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Section 7: Overseas Student Health Cover

Do you have current Overseas Student Health Cover (OSHC)?				Yes	No
If YES, what is your Membership Number?		OSHC expiry date:			
If NO, what type of OSHC will you require?	Single	Couple / Family	Do not require OSHC		
Do you want Lead College to apply OSHC for you?	Yes	No	I will arrange by myself		
Single membership: Covers the student only. Couple membership: Covers the student and their spouse/partner as listed on the student's dependent visa. Family membership: Covers the student and their dependents (such as their spouse/partner, and any dependent children).					

Section 8: Checklist – Please make sure the following are attached (if applicable):

If the documents are not in English they must be translated to English Language

<input type="checkbox"/> Certified Passport (Front & Last page)	<input type="checkbox"/> Certified copy of Birth Certificate (if applicable)
<input type="checkbox"/> Certified copy of English Language test	<input type="checkbox"/> Related work experience (if any)
<input type="checkbox"/> Certified copy of Year 10 & 12 certificate & transcripts	<input type="checkbox"/> Copy of current Australia visa (if applicable)
<input type="checkbox"/> Certified copy of Marriage certificate (if applicable)	<input type="checkbox"/> Evidence of all the academic qualification (s)
<input type="checkbox"/> Course or unit syllabus, if you are applying for exemptions (credit transfer or RPL) or Statement of Attainment	
Do you require any language, literacy or numeracy assistance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require help organizing accommodation? or Temporary accommodation subject to payment to be made in advanced by the student	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require airport pick-up? Subject to payment of AUD \$200.00 to be made in advanced by the student	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 9: Where did you hear about Lead College Pty Ltd

<input type="checkbox"/> Agent	Agent Name:
<input type="checkbox"/> Website other than Lead College Pty Ltd's	Website
<input type="checkbox"/> Friend	Name:
<input type="checkbox"/> Lead College Pty Ltd's Website	<input type="checkbox"/> Exhibition
Other specify:	

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Section 10: Student's Declaration

In signing and submitting this International Students the applicant acknowledges the following:

1. I acknowledge that I have accessed the pre-enrolment information pack to understand studying Australia Nationally Recognised Training courses at Lead College. I declare that the information submitted with this application is true and complete. I further declare that any tertiary academic results submitted are a complete record of all results I have obtained from every tertiary institution I have attended.
2. I acknowledge that failure to disclose my academic record may result in Lead College Pty Ltd revoking an offer or terminating my studies at any stage.
3. I authorise Lead College Pty Ltd to seek verification of my academic and professional qualifications, and work experience. I understand that Lead College Pty Ltd reserves the right to inform other tertiary institutions and regulatory agencies if any of the material supporting my application is found to be false.
4. I understand that at the time of enrolment I will be required to supply originals of all documents to support this application.
5. I acknowledge that Lead College Pty Ltd reserves the right to alter any course, subject, admission requirement or fee without prior notice.
6. I also agree that Lead College may change my campus of study if they deemed it fit to do so.
7. I understand that the personal information I provided may be released to government agencies as required by law; and it may be disclosed to third parties for the purpose of this application.
8. I acknowledge that I have read and understood the description of the course(s) that I am applying for on Lead College Pty Ltd website including International Student Handbook and Policies and Procedures.
9. I authorise Lead College Pty Ltd to access the Australian Immigration Visa Entitlements Verification Online (VEVO) system at any time to obtain information on my visastatus.
10. I declare that I am a genuine temporary entrant and genuine student and that I have read and understood conditions relating to requirements outlined on <https://www.homeaffairs.gov.au/>
11. I am aware of the tuition and living costs of my stay in Australia and have the financial capacity to meet such costs for the duration of my course. I will make timely payments of any fees or associated costs.
Note: For more information visit <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>
12. I understand that if I have any school-aged children or dependents accompanying me to Australia, they must attend school and I will be required to pay a full fee if they are enrolled either in a government or non-government school.
13. I have read and understood the description of the ESOS framework made available at: <https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>
14. I declare that the information provided in this application and supporting documents are true & complete.
15. I declare that my signature is true and correct and matches the signature in my passport.

☐

I acknowledge and agree to the terms in the student declaration.

Name of the Applicant:

Signature of the Applicant:

Date:

Application checklist

- ☐ Complete all sections of the application form
 Original supporting documents sighted, and copies stamped by assessing agent
 Attached certified/verified copy of visa (if applicable)
 Attached certified/verified copy of passport
 Attached certified/verified copy of International English Language Certificate (IELTS) results
- ☐ Statement of purpose
 I have read the privacy statement

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PRIVACY NOTICE

Under the Data Provision Requirements 2012, Lead College is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Lead College for statistical, regulatory and research purposes. Lead College may disclose your personal information for these purposes to third parties, including: Commonwealth and State or Territory government departments and authorised agencies;

- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- Facilitating statistics and research relating to education, including surveys;
- Understanding how the VET market operates, for policy, workforce planning and consumer information; and
- Administering VET, including programme administration, regulation, monitoring and evaluation.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

FOR OFFICE USE ONLY

☐ Approved

☐ Not Approved

Staff Name:

Designation / Position:

Date:

Signature:

Section 11: Sending the application

Please send the application to:

Lead College Pty Ltd
Level 1, 841 George Street Haymarket NSW 2000 OR

Lead College Pty Ltd
Level 1, 37-39 George Street, Parramatta OR

Lead College Pty Ltd
NSW 2150 OR WA 15 Leila St, Cannington, Western Australia 6107 OR

Lead College Pty Ltd
Unit 5 11-15 Rocklea Dr, Port Melbourne, VIC 3207 OR

Email: admissions@leadcollege.edu.au

For further inquiry please visit our website www.leadcollege.edu.au and/or

Call our friendly staff on Phone: 1300 887 361, +61 2 86 68 56 76

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