

# SSP - Strategic Skills Program

## Application Process for Students 2011



Request an application pack



- Call 1800 286 916 and we will email to you
- Obtain online [www.benchmark.edu.au](http://www.benchmark.edu.au)
- Visit our head office at Level 2, 148 Henry Street Penrith



- Complete the Course Application & Payment Form;
- Submit your application with relevant supporting documents and payment

Applications can be submitted as follows:

- Fax: 02 4722 3599
- Email: [leannem@benchmark.edu.au](mailto:leannem@benchmark.edu.au)
- Post: PO Box 4098 Penrith NSW 2750
- In person: Level 2, 148 Henry St Penrith

Provide as much detail as possible on your application and attach your resume, any relevant qualifications completed and a certified copy of your identification.



If applying for a concession or exemption, remember to complete the Fee Concession/ Exemption Section on the Payment Form and include relevant evidence.

Note: additional documentation may be required for certain courses. Check individual course information for details.



Application is assessed at Benchmark College Head Office



Incomplete applications will not be processed



If your application is successful, you will be booked into the next available course, your payment will be processed and you will receive a confirmation letter and payment receipt



If your application is unsuccessful, you will be notified in writing and a refund provided if applicable. You may then wish to re-apply for another course.



We will send you a final confirmation via text message 1-2 days prior to course commencement

**GOOD LUCK ☺**

### NOTE:

Applications without relevant supporting documents and payment are considered incomplete and will not be processed