





## PART B – EDUCATION AND EXPERIENCE

Qualifications .....  
 (You must attach verified copies of all qualifications)

English exams completed and score .....  
 (You must attach verified copies of English language results, for example IELTS)

Have you enrolled in the same or a similar course elsewhere? ( ) Yes ( ) No  
 (If you have you may be eligible for a credit transfer or Recognition of Prior Learning – contact the Director of Studies for further information. You must attach verified copies of documents to support a credit transfer or RPL application)

Have you been employed in the area covered by the course applied for? ( ) Yes ( ) No  
 (If you have you may be eligible for Recognition of Prior Learning – contact the Director of Studies for further information You must attach verified copies of documents to support an RPL application)

Own assessment of English level ( ) Elementary ( ) Intermediate ( ) Advanced

Language spoken at home ..... Other languages spoken .....

Tell us the reason you want to take our course ( ) Career ( ) Academic ( ) Personal

Where did you hear about us? .....

Do you have any disability or special need that will affect in your learning environment? ( ) Yes ( ) No

If yes, please specify .....

Please make sure you refer to the specific entry requirements that apply to the course you are enrolling for. These requirements are detailed in the student information section of the Handbook.

## OVERSEAS STUDENT HEALTH COVER

( ) Single Cover ( ) Couples Cover ( ) Family Cover

## PART C – FEES

Tuition Fee (from first page of application)	A\$ .....
COE Re-issuance Charges (Excepting Visa rejection)	A\$ 50
Application Fee (not refundable)	A\$ 200
Admin. Processing fee for visa rejection case	A\$ 250
RPL fee (not refundable)	A\$ 500
Repeat unit fee	A\$ 400
Material fee (per course) – Business / Leadership & Management	A\$ 100
Assessment resit fee	A\$ 100
Late payment fee	A\$ 100
Homestay Assistant fee - optional (not refundable)	A\$ 250
Airport meeting – optional (not refundable)	A\$ 150
OSHC	A\$ .....
<b>Total Fees</b>	<b>A\$.....</b>

Please make your payment by Bank Draft to Sydney International Institute Pty Ltd. T/A SIBC No obligation is created on SIBC until funds are cleared and an official receipt is issued.

### Acceptance Procedure:

- As soon as decision is made on your eligibility you will be informed of the outcome
- If your application is successful you will receive a copy of this countersigned Student Written Agreement and a Letter of Offer stating the course, for which you have been accepted, courses fee to be paid, commencement date and Overseas Student Health Cover information.
- When you have paid your fees a Confirmation of Enrolment will be sent to you, and SIBC will have DIBP advised within 14 days.



### PART D - REFUNDS

- 1 The Applicant confirms that all the information provided in this application is complete and correct.
- 2 The Applicant agrees to be bound by SIBC rules and regulations in force from time to time and otherwise to follow acceptable codes of behaviour, attendance and academic performance and show a concern for other students.
- 3 All fees and charges must be paid in full prior to course commencement unless a "payment plan" is arranged with SIBC. Student tuition fees are safeguarded through the use of insurance and assurance schemes mandated by Australian Legislation.
- 4 Refund application form must be completed and submitted to SIBC. Refunds will be refunded within 28 days of receipt of a refund application form and will include a statement explaining how the refund was calculated.
  - 4.1 Tuition Fee & Material fee
 

<ul style="list-style-type: none"> <li>- Visa refused</li>   <li>- Withdrawal notified in writing and received by SIBC 28 days or more prior to course commencement</li> <li>- Withdrawal notified in writing and received by SIBC less than 28 days prior to course commencement and before the commencement date</li> <li>- Withdrawals notified in writing and received by SIBC on the commencement date or after the course commences</li> </ul>	<ul style="list-style-type: none"> <li>Refund of tuition fee less A\$250</li> <li>Admin. Processing fee (Refer Part C)</li> <li>100% refund of material fee</li> <li>70% refund of tuition fee</li> <li>100% refund of material fee</li> <li>50% refund of tuition fee</li> <li>100% refund of material fee</li> <li>No refund of current semester tuition fee</li> <li>No refund of current semester material fee</li> </ul>
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- 5 This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.
- 6 In the unlikely event that SIBC is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by SIBC at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement. If SIBC is unable to provide a refund or place you in an alternative course the Tuition Protection Service (TPS) will be responsible for providing refunds or providing assistance to locate an alternative.
- 7 Fees not listed in the refund section (part 4) are not refundable. Prior to a student enrolling fees may be altered without notice. Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course. If a course length is extended by the student then any fee increases will be required to be paid for the extended component of the course.
- 8 Students wishing to defer the commencement of studies or suspend their studies must complete deferral or suspension form and submit to SIBC. SIBC may decide to suspend or cancel a student's enrolment on its own initiative as a response to misbehaviour by the student. Deferral of commencement, suspension of enrolment and cancellation of enrolment have to be reported to DIBP and may affect the status of a student visa
- 9 Students must notify SIBC of changes of address, telephone number, email address and fax number within 7 days they occur. Failure to do this may mean student do not receive important information which may affect their course, their enrolment or the visa.

#### Student declaration

I understand the terms of this Contract and the refund conditions and confirm that I have been fully advised of the fees, refund conditions and conditions of enrolment and agree to be a student at SIBC.

Information is collected on this form and during your enrolment in order to meet SIBC obligations under the ESOS Act and the National Code 2018; and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service (TPS). In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

Applicant Signature ..... Date ..... / ..... /.....

### PART E – PROVIDER ACCEPTANCE

Accepted by Sydney International Business College

Signed..... Name..... Date ..... / ..... /.....

### PART F – Agent

- Agent Name: .....
- Signature : ..... Date..... /..... /.....