



SIBC Student Application Form

Personal Details	Intended Course Location
Family Name:	(A) Sydney Main Campus (B) Hobart Campus
Given Name:	
Title (Please Tick) <input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs	
Date of Birth (dd/mm/yyyy): / /	
Nationality:	
Country of Birth:	Total Duration () weeks
Passport No:	Intended Course 1 <input type="checkbox"/> AM <input type="checkbox"/> PM
Telephone: Mobile:	• Duration () weeks
E-mail:	• Start Date (dd/mm/yyyy) _____/_____/_____
•Visa Type (Please Tick)	• Finish Date (dd/mm/yyyy) _____/_____/_____
<input type="checkbox"/> Student <input type="checkbox"/> Working Holiday	Intended Course 2 <input type="checkbox"/> AM <input type="checkbox"/> PM
<input type="checkbox"/> Tourist <input type="checkbox"/> Other (please specify) _____	• Duration () weeks
Address in Home Country:	• Start Date (dd/mm/yyyy) _____/_____/_____
	• Finish Date (dd/mm/yyyy) _____/_____/_____
Australian Contact Details	Overseas Student Health Cover (OSHC)
Address:	The Australian Government requires all students entering Australia on a Student Visa to take Overseas Student Health Cover. Do you require SIBC to arrange OSHC for you?
	<input type="checkbox"/> YES <input type="checkbox"/> NO
Telephone: Mobile:	If "Yes", For how many months? () months
Mandatory Documents	Airport Pick-Up
*Please attach the following documents to this application	Do you want SIBC to arrange your air-port pick up service to your accommodation on arrival?
1. Copy of Student's Passport	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Copy of English Test Result (TOEFL/IELTS/TOEIC) – if required	Accommodation
	Do you want SIBC to arrange your accommodation?
	<input type="checkbox"/> YES <input type="checkbox"/> NO
Disability or Special Need	
Do you have any disability or special need that will affect in your learning environment?	<input type="checkbox"/> Homestay <input type="checkbox"/> Share Accommodation
<input type="checkbox"/> Yes <input type="checkbox"/> No	• How many weeks? () weeks
If yes, please specify	• Start Date(dd/mm/yyyy) _____/_____/_____



Conditions of Enrolment

Cancellation and Refund Policy

1. The Enrolment processing Fees, Accommodation placement Fees and Airport Pick-up Fees are non-refundable whether you complete your course or not.
2. Course Fees are refundable in full if a visa application is refused by DHA. SIBC reserves the right to retain the \$250 as an administration fee. Your application for a refund must be made in writing to SIBC together with a copy of visa rejection notification from the Australian Embassy /DHA. All fees will be refunded in the case of SIBC canceling or ceasing to provide a course.
3. When a student cancels the course
 - a) If an enrolment is cancelled more than 28 days prior to commencement of the course, there will be a cancellation fee equivalent to 25% of tuition fees.
 - b) If an enrolment is cancelled less than 28 days prior to commencement of the course, there will be a cancellation fee equivalent to 50% of tuition fees.
 - c) If the student does not commence on the agreed date without any prior notification, or withdraw from the course once has commenced, there will be no refund.
4. Course fees will not be refunded on or after commencement of the course.
5. Where 2 or more courses are packaged, the conditions apply to all elements. If enrolment fee is waived due to special conditions/offers, all refunds attract an administration charge of \$150. Please note that for packaged courses, the course start date is taken to be the start date of the first course.
6. Where a visa has not been granted in time to start a course on the agreed date, the student must contact SIBC in writing and SIBC will offer another starting date without extra charge otherwise clause 2, 3, 4 above will apply.
7. All refunds will be made in Australian Dollars (AUD) or equivalent foreign exchange value at the time of the refund. Payment of refunds will not be made directly to students in Australia but sent to the student's overseas address or through the appointed agent.
8. Any payable refund will be settled within 4 weeks after written claim is received.
9. All clients' requests for refunds must be submitted in writing.
10. All refunds will only be made payable to the person(s) who made the initial payment.
11. Course Fees are not transferable to another student or institution.
12. Bank charges are deducted for refunds made by bank draft or electronic transfer.
13. Personal insurance and student expenses are not included in the fees quoted and are responsibility of the student.
14. SIBC reserves the right to cancel or reschedule a course. In the case of cancellation by SIBC, all monies paid to SIBC by the student will be refunded. In the case of a course being rescheduled, if the new date is unacceptable to the student, all monies paid to SIBC will be refunded.

* It is student's obligation to notify SIBC of change of address.

SIBC and this policy do not remove the right to take further action under Australia's Consumer Protection Laws or pursue other legal remedies compatible with Commonwealth or State laws.

Method Of Payment	
Payment for all fees must be in Australian Dollars (AUD) by personal cheque, bank cheque, credit card or debit card, cash, money order or direct deposit into SIBC's account. A credit card transaction fee (2%) applies to all payments made by credit card.	
Bank Details	
Bank Name: Commonwealth Bank of Australia	
Account Name: Sydney International Business College / Branch Number: 062 - 140 / Account Number: 1118 - 0530	
Bank Swift Code: CTBAAU2S	Bank Address : 443 Victoria Ave, Chatswood NSW 2067 Australia
Total Due (AUD)	Declaration
Enrolment Fee \$.....	By signing this form, I acknowledge that I have read and understood SIBC's cancellation & refund policies, pre-enrolment information and student visa requirements on SIBC's website and I will agree with them. • Student's Signature _____ • Date (dd/mm/yyyy) ____/____/____
Tuition Fee \$.....	
Material Fee \$.....	
Accommodation Placement Fee \$.....	
OSHC Fee \$.....	
TOTAL \$.....	