



INTERNATIONAL STUDENT ENROLMENT APPLICATION

Application for Enrolment

This confidential enrolment application form asks for information about you. The principle purpose is to collect information for administrative, regulatory and research purposes. To ensure our courses are suitable for your needs. All staff at Australian institute of Business Technology Pty Ltd trading as Sydney international School are required by law to protect all information provided on student enrolment application forms.

BSB50120 Diploma of Business (78 Weeks)	<input type="checkbox"/>
BSB60215 Advanced Diploma of Business (104 Weeks)	<input type="checkbox"/>
CHC33015 - Certificate III in Individual Support (52 Weeks)	<input type="checkbox"/>
CHC52015 - Diploma of Community Services (104 Weeks)	<input type="checkbox"/>

1. STUDENT DETAILS

Title: Mr / Mrs / Ms / Miss <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other			Date of Birth		/	/
Surname:			Given Names:			
Residential Address:		Suburb		Postcode:		
Postal Address:		Suburb		Postcode:		
Email Address:						
Telephone:	<input type="checkbox"/> Telephone		<input type="checkbox"/> Mobile phone			
Passport No:		Expiry date:		/	/	
Nationality:						
Country of issue:						

2. TRAINING PROGRAM DETAILS

Location:	<input type="checkbox"/> Sydney Campus		<input type="checkbox"/> Darwin Campus			
Preferred Start Date:	11/07/2022		03/10/2022			
	03/10/2022		23/01/2023			
	23/01/2023		24/04/2023			
	24/04/2023					
	Other _____		Other _____			



Course name	Program Cost
BSB50120 Diploma of Business (78 Weeks)	\$12000
BSB60215 Advanced Diploma of Business (104 Weeks)	\$16000
ICT50118 Diploma of Information Technology (52 Weeks)	\$12000
CHC33015 - Certificate III in Individual Support (52 Weeks)	\$12000
CHC52015 - Diploma of Community Services (104 Weeks)	\$24000

3. UNIQUE STUDENT IDENTIFIER (USI)

USI No: _____

If you do not have a USI do you give Australian Institute of Business and Technology T/A Sydney International School permission to apply for one on your behalf? Yes No

To raise a USI we will need one of the following proof of Identity evidence.

Visa No: _____ Expiry Date: ____ / ____ / ____ Type: _____

4. WELFARE

Do you require homestay? Yes No How many weeks? _____

Do you require airport pickup? Yes No Flight No: _____ Date: ____ / ____ / ____

Do you require Overseas Student Health Cover? Yes No Single or Family: _____

5. LANGUAGE

Proof of English Language IELTS TOEFL PTE OTHER _____

Have you studied in Australia before? Yes No Details: _____

6. DISABILITY

Do you have a disability? Yes No

Please state your disability, impairment or injury.

Hearing Intellectual Physical
 Learning Mental Illness Acquired

7. PRIOR EDUCATION

What is your highest level of _____ Yes No



school completed?			
In which year did you complete school?	<input type="checkbox"/> Hearing <input type="checkbox"/> Learning	<input type="checkbox"/> Intellectual <input type="checkbox"/> Mental Illness	<input type="checkbox"/> Physical <input type="checkbox"/> Acquired
Have you successfully completed any of the following qualifications?			
<input type="checkbox"/> Bachelor Degree or Higher Degree <input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> Diploma or Associate Diploma <input type="checkbox"/> Certificate IV or Advance Certificate		<input type="checkbox"/> Primary School <input type="checkbox"/> High School <input type="checkbox"/> Senior High School <input type="checkbox"/> Other	
Do you wish to apply for Recognition of Prior Learning or Credit Transfer?		_____	
Do you have any special needs that we should plan support for?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide some details:		<input type="checkbox"/> Certificate III or Trade Certificate <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Certificates - other	
8. REASON FOR STUDY			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> To get a job or better job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> I want extra skills for my job			<input type="checkbox"/> Yes <input type="checkbox"/> No
9. EMERGENCY CONTACT			
Name:			
Home Phone:		<input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> To try for a different career <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> Other	
10. MARKETING AND IMAGES			
Agent Name			
Office Phone:		Mobile:	
Address:			



Email Address:			
Contact Person:			
How did you hear about us?	<input type="checkbox"/> Existing Student	<input type="checkbox"/> Agent	<input type="checkbox"/> Other
	<input type="checkbox"/> Website	<input type="checkbox"/> Social Media	
Sydney International School may from time to time send you details about future training opportunities or offers. If you DO NOT wish to be contacted, please indicate below.			
<input type="checkbox"/> I do not wish to be contacted regarding future training opportunities.			
During training, photos or footage may be taken of you. Do you give RTO Name permission to use these photos or footage for such things as improving training resources, promotional documents and reports?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

11. PAYMENT METHODS

Credit Card Details (required to reserve a place in the course)

<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa
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Card Holder Name:			
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Card Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Expiry Date:	<input type="text"/> / <input type="text"/>	Card (CVC Code)	<input type="text"/>
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Credit cards will not be charged without prior notification, but *will* be charged upon the students' cancellation of their place in the course. (See cancellation policy)

12. STUDENT DECLARATION

By signing this form, I certify that the information provided is true and correct. I further certify that:

- I have reviewed the Learner Handbook supplied to me and have been informed about and accept my rights and obligations.
- I have reviewed and accept the Schedule of Fees and Payments and have been informed of the refund policy.
- I have reviewed the Course Brochure and have been informed of and accept the training and assessment services to be provided and the units of competency to be completed.
- I have reviewed the National VET Data Privacy Policy Notice provided in the Learner Handbook and acknowledge that Commonwealth and State or Territory government departments and authorised agencies will use my personal information in accordance with this notice.
- I understand that Sydney International School may refuse my application or cancel my enrolment if any information is found to be incorrect or misleading.
- By submitting this form I agree that Sydney International School will independently verify the



information supplied by me in this form and request further information or documentation as required.

- I authorise my booking agent to act on my behalf in all matters relating to this application and associated visa application.

NCVER will collect, hold, use and disclose my 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). I declare that the information I have provided is true and correct, to the best of my knowledge and that it is my responsibility to update SIS if this information changes during my enrolment.

I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment or the withdrawal of any offer made by SIS.

I understand that SIS is required to submit data sourced from this Enrolment Form to the national VET administrative collection as a regulatory reporting requirement. The information contained on my Enrolment Form may be used by the following third parties for administrative, regulatory and/or research purposes:

- Government departments and authorised agencies
- Researchers.

I declare that I have read the terms and conditions given in next section and understood their consequences. I declare that the information I have provided to the best of my knowledge is true and correct. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

The Enrolment Application may incur A\$250 of fee which is payable in advance and **Non-Refundable**. I am responsible to keep the proof of this and subsequent payments, if any.

Documents to attach with your application:

- Passport including photo page and signature page
- Evidence of English language proficiency
- Academic certificates/transcripts (translation needed if not in English)

Please submit your application to info@aibt.nsw.edu.au. You will receive a response within two business days. Please note that Sydney International School may request additional information from you in support of your application.

Under the Data Provision Requirements 2012, SIS 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 SIS for statistical, regulatory and research purposes. SIS may disclose your personal information for these purposes to third parties, including:

- Commonwealth and State or Territory government departments and authorized agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.
 - Personal information disclosed to NCVER may be used or disclosed for the following purposes:
- Issuing a VET Statement of Attainment or VET 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 program administration, regulation, monitoring and evaluation.

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.

14. Terms and Conditions

This course is a Nationally Recognised Training and AQF-Compliant. SIS is authorised to offer courses to overseas student, but does not guarantee success in this application, or course, and in any employment or migration outcome. SIS will inform whether student needs to take work-based training in its offer letter and agreement. We have our own admission criteria including age limit, minimum English proficiency level, formal qualification level, and admission test. Claiming credit or RPL may affect duration of student visa. SIS has a Privacy Policy that guides the collection, storage, use and disclosure of information. Our Privacy Policy is provided on our website at www.SIS.edu.au and in our Student Handbook. This confidential Enrolment Form asks for personal information about you. The main purpose for collecting this information is for administrative, regulatory and/or research purposes and to allocate appropriate resources for your learning and assessment needs. All staff at SIS are required by law to protect the information provided on this Enrolment Form. These are people that SIS may need to contact in an emergency during your participation in training.



Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to SIS. SIS is required to collect personal information and information about course enrolment and course progress for all international students which may be shared with the Australian Government for the purposes of:

- promoting compliance with the ESOS Act and the National Code
- assisting with the regulation of providers
- promoting compliance with the conditions of a particular student visa or visas, or of student visas generally
- or facilitating the monitoring and control of immigration.

Please let us know if any of your details change by providing updated information to our office. This is particularly important if you change phone numbers, move home address, or move employers. In most circumstances, you can access a copy of the records we hold about you. Please contact our office to arrange this. If you have any concerns about the confidentiality of this information please contact Student Support Manager at our office. You may be contacted by either the National Centre for Vocational Education Research (NCVER) or SIS's registering body, Australian Skills Quality Authority (ASQA), to participate in a survey about your experience as a student of SIS, course quality and/or vocational outcomes related to your course. If you participate, you may choose to keep your responses confidential. Please read SIS's Refund; Deferral, Cancellation and Suspension; Complaints & Appeals Policies, Course Progress and Attendance polices, Student Code of Conduct from our website before submission of application. SIS reserves the right to decline this application if you don't pass our admission criteria or on any other reasonable ground. This application, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.

Full Name		Date:	/ /
Signature:		Date:	/ /



RTO use only:

Is learner support indicated? **No / Yes** Referred to: _____

Details entered into system? **No / Yes**

Enrolment confirmation sent? **No / Yes**

English language proficiency confirmed? **No / Yes**

Has payment being received? **No / Yes** Amount paid : _____

Receipt No : _____

USI verified? **No / Yes**

Training scheduled to commence on the following date: _____

Note: _____

Full Name:	
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Signature:	Date:	/ /
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