

STUDENT ENROLMENT FORM

Campus: Parramatta Sydney CBD

Personal Details

Gender Male Female Date of Birth

Family Name

Given Names

Nationality Passport Number

Visa Student Tourist Working Holiday
 Other

Visa Number

Contact Details

Overseas Address

Post Code Overseas Phone

Australian Address

Suburb Post Code

State Mobile Phone

Email

Disability

Do you have a disability, impairment or long-term condition? Yes No

If Yes, please specify

Emergency Contact Information

Name Relationship

Address Mobile number

Programs

General English Morning (CBD) Afternoon (CBD/Parramatta) Start Date Weeks of Study

English for Academic Purposes (Parramatta) Afternoon Start Date Weeks of Study

Vocational Programs

| | | |
|--|---------------------------------|-------------------------------------|
| BSB51915 - Diploma of Leadership and Management | Start Date <input type="text"/> | Weeks of Study <input type="text"/> |
| BSB61015 - Advanced Diploma of Leadership and Management | Start Date <input type="text"/> | Weeks of Study <input type="text"/> |
| BSB50215 - Diploma of Business | Start Date <input type="text"/> | Weeks of Study <input type="text"/> |
| FNS50415 - Diploma of Accounting | Start Date <input type="text"/> | Weeks of Study <input type="text"/> |
| FNS60215 - Advanced Diploma of Accounting | Start Date <input type="text"/> | Weeks of Study <input type="text"/> |
| BSB50415 - Diploma of Business Administration | Start Date <input type="text"/> | Weeks of Study <input type="text"/> |

Overseas Student Health Cover (OSHC)

What type of OSHC will you be requiring?

Single Couple Family

If you do not want SCSB to arrange OSHC on your behalf, please advise the following details:

Who is your provider?

Membership Number

Expiry

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English Language Proficiency

Test IELTS PTE TOEFL

Date of Test

Overall Score

Component Score Writing Reading Speaking Listening

Language/Cultural Diversity

First Language

Do you speak a language other than English at home?

No, English Only Yes, Other – Please Specify

How well do you speak English?

Very Well Well Not Well Not at All

Schooling

What is your highest completed school level?

Year 12 or Equivalent Year 11 or Equivalent

Year 10 or Equivalent Year 9 or Equivalent

Year 8 or Below Never Attended School

In which year did you complete that school level?

Are you still attending Secondary School? Yes No

Previous Qualifications Achieved

Have you successfully completed any of the following qualifications?

Bachelor Degree or Higher Degree Advanced Diploma or Associate Degree

Diploma (or Associate Diploma) Certificate IV (or Advanced Certificate/Technician)

Certificate III (or Trade Certificate) Certificate II

Certificate I Certificates other than above

Language Programs

| CRICOS Code | Course Title | Hours p/w | Application Fee | Tuition Fees | Material Fees | Course Length |
|-------------|-------------------------------|-----------|-----------------|--------------|---------------|---------------|
| 092866K | General English | 20 | \$250 | \$190 p/w | TBA | 4-48 weeks |
| 092867J | English for Academic Purposes | 20 | \$250 | \$190 p/w | TBA | 12-48 weeks |

VET Programs

| CRICOS Code | Course Title | Hours p/w | Application Fee | Tuition Fees | Material Fees | Course Length |
|-------------|---|-----------|-----------------|--------------|---------------|---------------|
| 092861D | Diploma of Leadership and Management | 20 | \$250 | \$8000 | TBA | 50 |
| 092862C | Advanced Diploma of Leadership and Management | 20 | \$250 | \$11000 | TBA | 78 |
| 092863B | Diploma of Accounting | 20 | \$250 | \$8000 | TBA | 50 |
| 092864A | Advanced Diploma of Accounting | 20 | \$250 | \$11000 | TBA | 78 |
| 092859J | Diploma of Business | 20 | \$250 | \$8000 | TBA | 50 |
| 092860E | Diploma of Business Administration | 20 | \$250 | \$8000 | TBA | 50 |

STUDENT ENROLMENT FORM

Additional Fees & Charges

- Re-Issue of Student Card - \$20.00;
- Re-Issue of Testamurs/Statement of Attainment - \$50.00 each copy;
- Re-Issue of Academic Transcript \$50.00;
- Re-Issue of Testamur / Certificate \$50.00;
- Re-Issue of CoE - \$250.00;
- Reassessment Fee \$220.00 (after second attempt);
- Late payment of semester fees - \$100.00 per instalment;
- Unit re-enrolment \$500.00 (for students who exceed the maximum duration period);
- Change of shift from morning to evening or evening to morning - \$200.00;
- All fees are payable in advance inclusive of any holiday during your terms.

Declaration

- I understand that the payment I provide applies to the course I have chosen and I will be provided further information from SCSB to finalise my enrolment;
- I acknowledge that providing false information and/or failing to disclose any information relevant to my application for enrolment and /or failure to complete an application for enrolment form may result in the withdrawal of any offer;
- I understand that it is my responsibility to provide all relevant and required documentation as specified in the International Student Prospectus;
- I can view current policies and procedures online at www.scsb.nsw.edu.au and I can contact SCSB to request a paper copy to be sent to me;
- The fees related to the application are not the total fees. Payment of fees will be included in the student enrolment agreement once my application has been accepted;
- I acknowledge I have read, understand and agree to SCSB's student refund policy located online at www.scsb.nsw.edu.au/;
- I understand that fees may be subject to change at any time and I will be responsible for paying the amended amount;
- I understand that if SCSB rejects my application before providing a student enrolment agreement the application fee will not be refunded;
- I understand that satisfactory course progression and attendance is mandatory and failure to complete my course in the specified time may result with disciplinary action involving the Department of Immigration & Border Protection;
- I will abide by the Rules and Regulations of SCSB;
- I understand that plagiarism of someone else's work is against SCSB policy and if found to have occurred will result in disciplinary action;
- I have the financial capacity to meet tuition fees, and agree to pay fees as they become due;
- SCSB is required, under section 19 of the ESOS Act to report to the Secretary of the Department of Education about changes to student's enrolment; and any breach by students of student visa conditions relating to attendance or course progress.
- I understand that I would need to undertake the Language Literacy and Numeracy (LLN) test to assess my LLN level.

I DECLARE I HAVE READ THE ABOVE TERMS AND CONDITIONS AND COMPLETELY UNDERSTAND MY OBLIGATIONS

Full Name

Signature

(Student/Authorized Agent)

Date

Southern Cross School of Business (SCSB)

Parramatta Campus

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Sydney Campus

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