

STUDENT ENROLMENT FORM

Campus: Parramatta Sydney CBD

Personal Details

Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of Birth	<input type="text"/>
Family Name	<input type="text"/>			
Given Names	<input type="text"/>			
Nationality	<input type="text"/>		Passport Number	<input type="text"/>
Visa	<input type="checkbox"/> Student	<input type="checkbox"/> Tourist	<input type="checkbox"/> Working Holiday	
	<input type="checkbox"/> Other			
Visa Number	<input type="text"/>			

Contact Details

Overseas Address	<input type="text"/>		
	<input type="text"/>		
Post Code	<input type="text"/>	Overseas Phone	<input type="text"/>
Australian Address	<input type="text"/>		
Suburb	<input type="text"/>	Post Code	<input type="text"/>
State	<input type="text"/>	Mobile Phone	<input type="text"/>
Email	<input type="text"/>		

Disability

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

If Yes, please specify

Emergency Contact Information

Name	<input type="text"/>	Relationship	<input type="text"/>
Address	<input type="text"/>	Mobile number	<input type="text"/>

Programs

General English	<input type="checkbox"/> Morning (CBD)	<input type="checkbox"/> Afternoon (CBD/Parramatta)	Start Date	<input type="text"/>	Weeks of Study	<input type="text"/>
English for Academic Purposes (Parramatta)	<input type="checkbox"/> Afternoon		Start Date	<input type="text"/>	Weeks of Study	<input type="text"/>

Vocational Programs

BSB51915 - Diploma of Leadership and Management	<input type="checkbox"/>	Start Date	<input type="text"/>	Weeks of Study	<input type="text"/>
BSB61015 - Advanced Diploma of Leadership and Management	<input type="checkbox"/>	Start Date	<input type="text"/>	Weeks of Study	<input type="text"/>
BSB50215 - Diploma of Business	<input type="checkbox"/>	Start Date	<input type="text"/>	Weeks of Study	<input type="text"/>
FNS50417 - Diploma of Accounting	<input type="checkbox"/>	Start Date	<input type="text"/>	Weeks of Study	<input type="text"/>
FNS60217 - Advanced Diploma of Accounting	<input type="checkbox"/>	Start Date	<input type="text"/>	Weeks of Study	<input type="text"/>
BSB50415 - Diploma of Business Administration	<input type="checkbox"/>	Start Date	<input type="text"/>	Weeks of Study	<input type="text"/>
FNS40217 - Certificate IV in Accounting and Bookkeeping	<input type="checkbox"/>	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

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	\$325 p/w	\$8p/w	4-12 weeks
092867J	English for Academic Purposes	20	\$250	\$325 p/w	\$0	12-24 weeks

VET Programs

CRICOS Code	Course Title	Hours p/w	Application Fee	Tuition Fees	Material Fees	Course Length
097755K	Certificate IV in Accounting and Bookkeeping	20	\$250	\$6000	N/A	52
092861D	Diploma of Leadership and Management	20	\$250	\$9600	N/A	52
092862C	Advanced Diploma of Leadership and Management	20	\$250	\$11000	N/A	78
092863B	Diploma of Accounting	20	\$250	\$8000	N/A	52
092864A	Advanced Diploma of Accounting	20	\$250	\$10000	N/A	78
092859J	Diploma of Business	20	\$250	\$9600	N/A	52
092860E	Diploma of Business Administration	20	\$250	\$9600	N/A	52

Additional Fees & Charges

- Re-Issue of Student Card - \$20.00;
- Re-Issue of 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);
- Re-access to Moodle per unit after assessment submission dates- \$50.00;
- Assessment late submission fee- \$50.00
- 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 for entry into a VETcourse.

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)

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