



STUDENT ENROLMENT FORM

Campus: Parramatta Sydney CBD

Personal Details

Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of Birth	
Family Name				
Given Names				
Nationality			Passport Number	
Visa	<input type="checkbox"/> Student	<input type="checkbox"/> Tourist	<input type="checkbox"/> Working Holiday	
	<input type="checkbox"/> 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	<input type="checkbox"/> Morning (CBD)	<input type="checkbox"/> Afternoon (CBD)	Start Date		Weeks of Study	
English for Academic Purposes (CBD)		<input type="checkbox"/> Afternoon	Start Date		Weeks of Study	

Vocational Programs

BSB80120 - Graduate Diploma of Management (Learning) (104690D) *	<input type="checkbox"/> Start Date		Weeks of Study	
BSB80320 - Graduate Diploma of Strategic Leadership (104684B) **	<input type="checkbox"/> Start Date		Weeks of Study	
FNS60217 - Advanced Diploma of Accounting (097757G) ***	<input type="checkbox"/> Start Date		Weeks of Study	
BSB60420 - Advanced Diploma of Leadership and Management (104724K)	<input type="checkbox"/> Start Date		Weeks of Study	
BSB51918 - Diploma of Leadership and Management (098867E)	<input type="checkbox"/> Start Date		Weeks of Study	
FNS50217 - Diploma of Accounting (097756J) ****	<input type="checkbox"/> Start Date		Weeks of Study	
BSB50215 - Diploma of Business (092859J)	<input type="checkbox"/> Start Date		Weeks of Study	
FNS40217 - Certificate IV in Accounting and Bookkeeping (097755K)	<input type="checkbox"/> Start Date		Weeks of Study	
Do you wish to apply for Credit Transfer or Recognition of Prior Learning?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

*BSB80120 Graduate Diploma of Management (Learning)- Pre-requisite of Completion of the BSB61015 Advanced Diploma of Leadership and Management/ BSB60420 Advanced Diploma of Leadership and Management (or equivalent) or a bachelor's degree (or equivalent)

**BSB80320 Graduate Diploma of Strategic Leadership- Pre-requisite of Completion of the Diploma or Advanced Diploma qualification in related fields of study and 3 years equivalent full-time relevant workplace or experience at a significant level of leadership and management responsibility and/or complexity in an enterprise. or Completion of the bachelor's degree in related fields of study and 2 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.

*****BSB60420 Advanced Diploma of Leadership and Management

Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions) OR
Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise

***FNS60217 Advanced Diploma of Accounting- Pre-requisite of Completion of both FNSSS00014 Accounting Principles Skill Set and FNSSS00015 Advanced Accounting Principles Skill Set or Completion of FNS50215 Diploma of Accounting or Completion of FNS50217 Diploma of Accounting

*** FNS50217 Diploma of Accounting- Pre-requisite of Completion of the FNSSS00014 Accounting Principles Skill Set or Completion of FNS40217 Certificate IV in Accounting and Bookkeeping or equivalent; or its superseded versions (FNS40215 Certificate IV in Bookkeeping or FNS40615 Certificate IV in Accounting) or their equivalent.

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 _____

Membership Expiry Date _____

English Language Proficiency

Test IELTS PTE TOEFL

Date of Test _____

Overall Score _____

Component Score _____ Writing _____ Reading _____ Speaking _____ Listening _____

Language Programs

CRICOS Code	Course Title	Hours p/w	Application Fee	Tuition Fees	Material Fees	Course Length
092866K	General English	20	\$250	\$335 p/w	\$10p/w	12 weeks
092867J	English for Academic Purposes	20	\$250	\$325 p/w	\$10p/w	24 weeks

VET Programs

CRICOS Code	Course Title	Hours p/w	Application Fee	Tuition Fees	Material Fees	Course Length
104690D	BSB80120 Graduate Diploma of Management (Learning)	20	\$250	\$14,000	\$250.00	52 weeks
104684B	BSB80320 Graduate Diploma of Strategic Leadership	20	\$250	\$14,000	\$250.00	52 weeks
097757G	FNS60217 Advanced Diploma of Accounting	20	\$250	\$11,000	\$199	78 weeks
104724K	BSB60420 Advanced Diploma of Leadership and Management	20	\$250	\$11,000	\$199	78 weeks
098867E	BSB51918 Diploma of Leadership and Management	20	\$250	\$9,600	\$160	52 weeks
097756J	FNS50217 Diploma of Accounting	20	\$250	\$9,600	\$160	52 weeks
092859J	BSB50215 Diploma of Business	20	\$250	\$9,600	\$160	52 weeks
097755K	FNS40217 Certificate IV in Accounting and Bookkeeping	20	\$250	\$8,000	\$120	52 weeks

Additional Fees & Charge

- Re-Issue of Student Card - \$30
- Re-Issue of Testamur/Certificate /Statements of Attainment/Transcript- \$50
- Re-Issue of CoE (Deferment/ Course Completion/ After Cancellation)- \$250
- Re-Assessment Fee (after second attempt)- \$220
- Re-Access to Moodle per unit after assessment submission due dates- \$50
- Assessment late submission fee per assessment- \$50
- Late payment of semester fees per instalment- \$100
- Unit re-enrolment fee (for students who exceed the maximum duration period)- \$500

- Change of Course / Location / Class / Shift- \$200
- All fees are payable in advance for the duration of your CoE inclusive of any holiday during your enrolment.

Documents Checklist

Following mandatory documents must be provided with the complete enrolment form.

- | | |
|---|---|
| <input type="checkbox"/> Personal details passport page | <input type="checkbox"/> Current Visa (Onshore Students) |
| <input type="checkbox"/> OSHC Health Insurance | <input type="checkbox"/> Highest education qualification transcript and certificate |

Following documents must be provided **(if applicable)**.

- | | |
|--|--|
| <input type="checkbox"/> English Proficiency Certificate | <input type="checkbox"/> Course documents translation (Non-English) |
| <input type="checkbox"/> GTE Form (offshore students) | <input type="checkbox"/> Cancelled COE and should be released from PRISMS where applicable |

Declaration

- I have reviewed and understood all pre-enrolment information provided online at <https://www.scsb.nsw.edu.au/>
- 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 admission requirements;
- I can view current policies and procedures online at <https://www.scsb.nsw.edu.au/> and I can contact SCSB to request a hard 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 http://www.scsb.nsw.edu.au/wp-content/uploads/2020/12/SCSB-International-Student-Tuition-Fee-and-Refund-Policy-v-1.9-December-2020_1.pdf
- 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/ material 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 Home Affairs (DHA);
- 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 on or before the due date;
- 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 VET course.

- I declare that I have read the above terms and conditions and completely understand my obligations
- 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.

Student Name

Agent Name

Signature

Signature

Date

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