



## 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

<b>Overseas Address</b>			
Post Code		Overseas Phone	
<b>Australian Address</b>			
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	
BSB50420 - Diploma of Leadership and Management (104298A)	<input type="checkbox"/> Start Date		Weeks of Study	
FNS50217 - Diploma of Accounting (097756J) ****	<input type="checkbox"/> Start Date		Weeks of Study	
BSB50120 - Diploma of Business (104723M)	<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
104298A	BSB50420 Diploma of Leadership and Management	20	\$250	\$9,600	\$160	52 weeks
097756J	FNS50217 Diploma of Accounting	20	\$250	\$9,600	\$160	52 weeks
104723M	BSB50120 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	
Item	Fee
Enrollment Fees (Non- Refundable)	\$250.00
Re-issue or Replacement of Student ID card	\$30.00
Re-Issue or Replacement of Certificate/ Statement of Attainment	\$50.00
Re-Issue of CoE after expiry Date or Cancellation	\$250.00
Assessment Resubmission Fee (after 2nd Attempt) or Late Submission Fee	\$50.00/ assessment
Assessment Re-Submission (after the end of term)	\$100.00/ assessment
Assessment late submission fee after issuance of ITR	\$150.00/ assessment
Appeal of Assessment / Re-assessment	No charges
Change of Class Group or Campus	\$200.00/ Change
RPL – Per Unit of Competency	\$350.00
Administration Fee (if applicable)	\$250.00
Late Payment of Tuition Fees	\$100.00/ instalment
Debit Card Transaction Fee	\$0.88
Credit Card payment surcharge (min. \$0.88)	\$3%

Please note all supplementary fees are payable in advance of the process of request.

### 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 <http://www.scsb.nsw.edu.au/wp-content/uploads/2021/05/SCSB-International-Student-Tuition-Fee-and-Refund-Policy-v-2.0-May-2021-1.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

## Southern Cross School of Business (SCSB)

### Parramatta Campus

Level 2, 1-3 Fitzwilliam street  
PARRAMATTA NSW 2150  
e [admin@scsb.edu.nsw.au](mailto:admin@scsb.edu.nsw.au)  
t + 61 2 9633 3287

### Sydney CBD Campus

Level 3, 531 George street  
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t + 61 2 8937 0506