

Application Form

ATTACH
PASSPORT PHOTO
HERE

PLEASE PRINT CLEARLY IN ENGLISH USING BLOCK LETTERS; TICK BOXES WHERE APPROPRIATE.

Enter your ID No. if you have studied at SIBT before

STUDENT DETAILS

Family Name or Surname (as per passport)

Given Names (as per passport)

Date of Birth DD MM YYYY

Sex

Male Female

Address for correspondence



**Indo-Australian
Education Centre**

Suite - 908, Level - 9,
365 Lt Collins Street, Melbourne,
Victoria 3000, Australia.

Phone: +61 3 9670 1140

Fax: +61 3 9670 1142

Email: iaec@optusnet.com.au

Mobile

Facsimile

Email

Student Home Address (compulsory)

 Postcode.....

Phone

Email

What is your citizenship? (as per passport)

What is your country of birth?

Are you a citizen or permanent resident of Australia?

Yes No

If yes, please provide evidence of citizenship or residency, eg. a certified copy of your birth certificate, passport, citizenship certificate or visa. Unless verification is supplied, you will be classified as an international Student.

EDUCATION

Please list your highest education qualification (this may include any course that you started but did not complete after leaving secondary school).

Qualification

School / Institution

Country

Course Length

Date Completed

Attach certified copies of academic transcripts for ALL secondary school and post secondary school qualifications. If you believe you have relevant employment experience, please attach details.

Depending on where you studied and on the language of instruction, you may need to show us evidence of your English language ability.

IELTS /TOEFL/ OTHER Results

Other (eg. HKCEE, O-levels, SPM, school results)

Are you currently enrolled in another institution?

Yes Name of institution.....

No

COURSE PREFERENCES

Pre-University level

Certificate IV in University Foundation Studies

Stream: Commerce

Information Technology

Mass Communication

University level

Diploma of Arts

Diploma of Business Administration

Diploma of Commerce

Diploma of Communication

Diploma of Computer Science

Advanced Diploma of Business Administration

Advanced Diploma of Commerce

Graduate Certificate in Business

Graduate Certificate in Business Information Systems

COURSE COMMENCEMENT

Please specify when you wish to commence studies

Year February June October

Do you intend to continue your studies at Macquarie University?

Yes Which degree?.....

No

How did you hear about SIBT? (please only tick ONE)

Recommended by a friend or relative

Exhibition/seminar
Name.....

Recommended by a school counsellor

Newspaper advertisement

SIBT website

Recommended by Macquarie University

UAC Guide

Good Universities Guide

Recommended by an agent (please specify
which agent) Indo-Australian Education.....

Other Indo-Australian Education
Centre
Suite 908, Level 9,
365 Lt Collins St Melbourne

INTERNATIONAL STUDENTS

Passport Number

If you are currently studying in Australia please complete the following:

Medibank Membership

Visa Type – Student/PR/TR/Visitor/Business

PLEASE TURN OVER PAGE TO SIGN

(Unsigned applications cannot be processed.
Agents may not sign on behalf of the
applicant)

ADDRESS FOR APPLICATIONS

Admissions Manager
Sydney Institute of Business and Technology
At Macquarie University
NSW 2109 Australia
Telephone: (61 2) 9850 6222
Facsimile: (61 2) 9850 6223
Email: future@sibt.nsw.edu.au
www.sibt.nsw.edu.au

SIBT

in association with



Application checklist

1. Complete one application form to apply to SIBT, Macquarie University and English study (if required).
2. Include certified* copies of all academic qualifications (school, college, university).
3. Include certified* copy of English language proficiency (for Australian students this may be your high school results and UAI).
4. Include certified* translation of any documents that are not in English.
5. If you have changed your name then official documents must be included.

*** What is a certified copy?**

A certified copy is a photocopy signed by an authorised officer to acknowledge that it matches the original document exactly.

Authorised officers are:

- The SIBT office in Sydney
- An authorised education agent (refer to www.sibt.nsw.edu.au)
- The institution that issued the documents
- A Justice of the Peace or Public Notary
- An Australian Embassy, Consulate or Education Centre

Conditions of Enrolment

FEES

1. Provision has been made to safeguard payments made in advance as follows:
 - (a) All course fees paid before the course commences will be deposited into the Sydney Institute of Business and Technology Student Fees Account;
 - (b) The Overseas Student Health Cover (OSHC) will be withdrawn from the Student Fees Account and paid to the Health Insurance Fund before the student arrives;
 - (c) When the student arrives the Institute will withdraw funds from the Student Fees Account in accordance with statutory requirements.
2. All fees and charges will be payable in advance as determined by the Institute from time to time. Students will not be permitted to commence or continue their course at the beginning of any semester until all outstanding fees or charges are paid.
3. Fees are correct as at October 2003. The Institute reserves the right to vary its fees at any time.
4. Where a student is permitted to study less than a full semester load (Certificate IV 4 units, Diploma 4 units) the student will pay the current per unit fee for each unit undertaken.

OTHER CONDITIONS

1. The student is required to attend all classes and undertake all tests and examinations during a course and abide by all rules and regulations of the Institute that are in force at any time.
2. The Institute may by written notice vary such conditions of enrolment as may be necessary to comply with any law, regulation or amendment thereof, of the Commonwealth of Australia or the State of New South Wales.
3. The Contract between the Applicant and the Institute is governed by the laws of the Commonwealth of Australia and the State of New South Wales.
4. In the event of circumstances requiring urgent medical care and it is not possible to contact the parent/guardian, the Institute is authorised as a matter of urgency to seek appropriate medical care.
5. SIBT follows the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students. Refer to www.dest.gov.au/esos/National_Code/contents.htm.

REFUND POLICY

1. For the purposes of the Refund Policy only, a course is defined as one semester of study in any program of SIBT.
2. If an applicant accepts a place offered by SIBT and pays the fees, it means a binding contract is created between the student and SIBT.
3. Notification of cancellation/withdrawal from unit/s, withdrawal or deferral from a course of study must be made in writing to SIBT.
4. In the case of cancellation/withdrawal, the cancellation fee will be calculated as shown in the table below.
5. Students whose enrolment is terminated by SIBT will not be entitled to any refund of fees. Any fee refund is wholly at the discretion of SIBT.
6. SIBT reserves the right not to offer a course previously made available at its own discretion. Where a student is unable to enrol in a similar course at SIBT and the enrolment is cancelled then all fees paid will be refunded with the exception of an A\$200 administration fee.
7. In the event of default by the provider, the ESOS Act 2000 and the ESOS Regulations 2001 will apply.
8. All refunds under this policy will be paid within four (4) weeks after receiving a written claim from the student.
9. This agreement does not remove the right to take further action under Australia's consumer protection laws.

NOTIFICATION PERIOD	CANCELLATION FEE
Visa refusal (Proof of refusal necessary) Does not apply to visa renewals rejected due to breaches in visa conditions.	A\$200
Before Commencement Date	
More than 10 weeks	A\$500
More than 4 weeks and up to 10 weeks	30% of the course fees
4 weeks or less	60% of the course fees
After Commencement Date	
4 weeks or less	A\$500 plus 70% of the course fees
More than 4 weeks	100% of the course fees

DEFERMENT

If a student wishes to defer from their course after enrolment and within the first four weeks of course commencement, SIBT will transfer any fees paid to the next semester. If the student subsequently withdraws, the Refund Policy applies from the date SIBT was advised in writing of the deferment.

**Declaration by applicant (over 18 years of age)
Declaration by legal guardian (under 18 years of age)**

I declare that the information I have supplied on this form is, to the best of my understanding and belief, complete and correct. I understand that the giving of false or incomplete information may lead to the refusal of my application or cancellation of enrolment. I have read and understood the published course information in the brochure or website and I have sufficient information about SIBT to enrol. I give permission to obtain official records from any educational institution attended by me and from Macquarie University following studies at SIBT. I also authorise Sydney Institute of Business and Technology to supply any relevant official records to educational institutions to which I am seeking admission and to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund. I also understand that fees may rise. I accept liability for payment of all fees as explained in this brochure, and I agree to abide by the Refund Policy as specified above. I agree to abide by the SIBT academic rules as published on the website from time to time. I have also read the section relating to cost of living and I understand that living expenses in Australia may be higher than in my own country and I confirm that I am able to meet these costs.

Signature

Date

If student is under 18 years of age Signature of Parent or Guardian

Signature

Date



Indo-Australian Education Centre

Suite - 908, Level - 9,
365 Lt Collins Street, Melbourne,
Victoria 3000, Australia.
Phone: +61 3 9670 1140
Fax: +61 3 9670 1142
Email: iaec@optusnet.com.au