

Written Agreement (International Student)

ALL SECTIONS OF THIS DOCUMENT CONSTITUTE THE WRITTEN AGREEMENT BETWEEN THE STUDENT AND SIBN

PART A – APPLICATION INFORMATION

SELECT COURSE	QUALIFICATION	COURSE DURATION	TUITION FEE
[]	BSB20115 Certificate II in Business	26 Weeks	A\$8,000
[]	BSB30115 Certificate III in Business	26 Weeks	A\$6,000
[]	BSB40215 Certificate IV in Business	26 Weeks	A\$6,000
[]	BSB50215 Diploma of Business	26 Weeks	A\$8,000
[]	BSB60215 Advanced Diploma of Business	26 Weeks	A\$8,000
[]	BSB52415 Diploma of Marketing and Communication*	39 Weeks	A\$12,000
[]	BSB61315 Advanced Diploma of Marketing and Communication**	39 Weeks	A\$12,000
[]	FNS40615 Certificate IV in Accounting	39 Weeks	A\$12,000
[]	FNS50215 Diploma of Accounting	31 Weeks	A\$10,000
[]	FNS60215 Advance Diploma of Accounting	44 Weeks	A\$14,000

* Finishing Certificate IV in Business is compulsory;

** Finishing Diploma of Marketing and Communication is compulsory.

Personal details

Family Name Given Name

Nationality [] Male [] Female Date of Birth/...../.....

Passport Number USI (Unique Student Identifier)

Home Country Contact Details

Address

Telephone Mobile

Email

Australian Contact Details

Address

Telephone Mobile

Email Health problems

Person to Contact in an Emergency

Name Relationship

Telephone Mobile

Email

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For the course of:

- Certificate III in Business, Certificate IV in Business, Diploma of Business and Advanced Diploma of Business
- Diploma of Marketing and Communication, Advanced Diploma of Marketing and Communication
- Certificate IV in Accounting, Diploma of Accounting and Advanced Diploma of Accounting

Commencement Date in 2017 :

[]09 January []13 February []10 Apr []15 May []10 July []14 August []09 October []13 November

Commencement Date in 2018 :

[]08 January []12 February []09 Apr []14 May []09 July []13 August []08 October []12 November

Commencement Date in 2019 :

[]07 January []11 February []08 Apr []13 May []08 July []12 August []07 October []11 November

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PART D - REFUNDS

- 1 The Applicant confirms that all the information provided in this application is complete and correct.
- 2 The Applicant agrees to be bound by SIBN rules and regulations in force from time to time and otherwise to follow acceptable codes of behaviour, attendance and academic performance and show a concern for other students.
- 3 All fees and charges must be paid in full prior to course commencement unless a "payment plan" is arranged with SIBN. Student tuition fees are safeguarded through the use of insurance and assurance schemes mandated by Australian Legislation.
- 4 Refund application form must be completed and submitted to SIBN. Refunds will be refunded within 28 days of receipt of a refund application form and will include a statement explaining how the refund was calculated.

4.1 Tuition Fee & Material fee

<ul style="list-style-type: none"> • Visa refused 	Refund of tuition fee less A\$250 Admin. Processing fee (Refer Part C) 100% refund of material fee
<ul style="list-style-type: none"> • Withdrawal notified in writing and received by SIBN 28 days or more prior to course commencement 	70% refund of tuition fee 100% refund of material fee
<ul style="list-style-type: none"> • Withdrawal notified in writing and received by SIBN less than 28 days prior to course commencement and before the commencement date 	50% refund of tuition fee 100% refund of material fee
<ul style="list-style-type: none"> • Withdrawals notified in writing and received by SIBN on the commencement date or after the course commences OR In case of deferment of course by the student 	No refund of current semester tuition fee No refund of current semester material fee

- 5 This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.
- 6 In the unlikely event that SIBN is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by SIBN at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement. If SIBN is unable to provide a refund or place you in an alternative course the Tuition Protection Service (TPS) will be responsible for providing refunds or providing assistance to locate an alternative.
- 7 Fees not listed in the refund section (part 4) are not refundable. Prior to a student enrolling fees may be altered without notice. Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course. If a course length is extended by the student then any fee increases will be required to be paid for the extended component of the course.
- 8 Students wishing to defer the commencement of studies or suspend their studies must complete deferral or suspension form and submit to SIBN. SIBN may decide to suspend or cancel a student's enrolment on its own initiative as a response to misbehaviour by the student. Deferral of commencement, suspension of enrolment and cancellation of enrolment have to be reported to DIBP and may affect the status of a student visa
- 9 Students must notify SIBN of changes of address, telephone number, email address and fax number within 7 days they occur. Failure to do this may mean student do not receive important information which may affect their course, their enrolment or the visa.

Student declaration

I understand the terms of this Contract and the refund conditions and confirm that I have been fully advised of the fees, refund conditions and conditions of enrolment and agree to be a student at SIBN.

Information is collected on this form and during your enrolment in order to meet SIBN obligations under the ESOS Act and the National Code 2007; and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service (TPS). In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

Applicant Signature

Date / /

PART E – PROVIDER ACCEPTANCE

Accepted by IBN College Pty Ltd T/A SIBN

Signed.....

Date / /

Name of the authorised SIBN employee accepting the application