



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
<input type="checkbox"/>	BSB20115 Certificate II in Business	26 Weeks	A\$8,000
<input type="checkbox"/>	BSB30115 Certificate III in Business	26 Weeks	A\$6,000
<input type="checkbox"/>	BSB40215 Certificate IV in Business	26 Weeks	A\$6,000
<input type="checkbox"/>	BSB50215 Diploma of Business	26 Weeks	A\$8,000
<input type="checkbox"/>	BSB60215 Advanced Diploma of Business	26 Weeks	A\$8,000
<input type="checkbox"/>	BSB52415 Diploma of Marketing and Communication*	39 Weeks	A\$12,000
<input type="checkbox"/>	BSB61315 Advanced Diploma of Marketing and Communication**	39 Weeks	A\$12,000
<input type="checkbox"/>	FNS40217 Certificate IV in Accounting and Bookkeeping	39 Weeks	A\$12,000
<input type="checkbox"/>	FNS50217 Diploma of Accounting***	31 Weeks	A\$10,000
<input type="checkbox"/>	FNS60217 Advance Diploma of Accounting****	44 Weeks	A\$14,000

* Finishing Certificate IV in Business is compulsory;
 ** Finishing Diploma of Marketing and Communication is compulsory.
 *** Finishing Certificate IV in Accounting and Bookkeeping is compulsory.
 **** Finishing Diploma of Accounting is compulsory.

Personal details

Family Name Given Name
 Male Female Date of Birth/...../.....
 Nationality
 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 NovemberCommencement Date in 2018 :08 January 12 February 09 Apr 14 May 09 July 13 August 08 October 12 NovemberCommencement Date in 2019 :07 January 11 February 08 Apr 13 May 08 July 12 August 07 October 11 November

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PART B – EDUCATION AND EXPERIENCE

Highest qualification

English exams completed and score

Have you enrolled in a similar course elsewhere? Yes No
 (If you have you may be eligible for a credit transfer or Recognition of Prior Learning – contact the Director of Studies for further information)

Have you been employed in the area covered by the course applied for? Yes No
 (If you have you may be eligible for Recognition of Prior Learning – contact the Director of Studies for further information)

(Please attach **verified** evidence of qualifications, work experience (if relevant) and IELTS test results)

Own assessment of English level Elementary Intermediate Advanced

Language spoken at home Other languages spoken

Tell us the reason you want to take our course Career Academic Personal

Other reason to take course

Where did you hear about us?

Do you have any disability that will affect in your learning environment? Yes No
 If yes, please specify.....

Please make sure you refer to the specific entry requirements that apply to the course you are applying for. These requirements are detailed in the student information handbook. All courses require applicants 18 years and above and proficiency in English equivalent to the level of IELTS 5.5 or equivalent (except Certificate III in Business can have an intermediate English level or equivalent.)

2017 OVERSEAS STUDENT HEALTH COVER

Period of stay in Australia	3 months	6 months	12 months	24 months	36 months
Single Cover	\$139	\$278	\$556	\$1,138	\$1,707
Couples Cover	\$729	\$1,458	\$2,915	\$6,012	\$9,017
Family Cover	\$1,280	\$2,559	\$5,117	\$11,756	\$17,634

PART C – FEES

Tuition Fee (from first page of application)	A\$
CoE Re-issuance Charges (Excepting Visa rejection)	A\$ 50 /per CoE
Application Fee (not refundable)	A\$ 200
Admin. Processing fee for visa rejection case	A\$ 250
Material fee (per course)	A\$ 100
- Business	A\$ 150
- Accounting	A\$ 150
- Marketing and Communication	A\$ 150
Assessment resit fee	A\$ 50
Late payment fee (per week)	A\$ 100
Homestay Assistant fee - optional (not refundable)	A\$ 220
Airport meeting – optional (not refundable)	A\$ 130
OSHC	A\$
Total Fees	A\$

Please make your payment by Bank Draft to IBN College Pty Ltd. T/A SIBN No obligation is created on SIBN until funds are cleared and an official receipt is issued.

* Materials Fee is including Study Materials

Acceptance Procedure:

- As soon as decision is made on your eligibility you will be informed of the outcome
- If your application is successful you will receive a copy of this countersigned Student Written Agreement and a Letter of Offer stating the course, for which you have been accepted, courses fee to be paid, commencement date and Overseas Student Health Cover information.
- When you have paid your fees a Confirmation of Enrolment will be sent to you, and SIBN will have Department of Home Affairs advised within 14 days



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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 rejected (Offshore or onshore student before commencement of the course) • Visa rejected (Onshore student after commencement of the course) • Withdrawal notified in writing and received by SIBN 28 days or more prior to course commencement • Withdrawal notified in writing and received by SIBN less than 28 days prior to course commencement and before the commencement date • 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 	<ul style="list-style-type: none"> Refund of tuition fee less A\$250 Admin. Processing fee (Refer Part C) 100% refund of material fee Charged according to the study period and No refund of Material fee. 70% refund of tuition fee 100% refund of material fee 50% refund of tuition fee 100% refund of material fee No refund of current semester tuition fee No refund of current semester material fee
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- 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 Department of Home Affairs 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 2018; 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 2018. 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