

## Written Agreement (Domestic 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
[ ]	BSB30112 Certificate III in Business	26 Weeks	A\$6,000
[ ]	BSB40212 Certificate IV in Business	26 Weeks	A\$6,000
[ ]	BSB51207 Diploma of Marketing	26 Weeks	A\$8,000
[ ]	BSB60507 Advanced Diploma of Marketing	26 Weeks	A\$8,000
[ ]	BSB51107 Diploma of Management	26 Weeks	A\$6,000
[ ]	BSB60407 Advanced Diploma of Management	26 Weeks	A\$6,000
[ ]	FNS40611 Certificate IV in Accounting	40 Weeks	A\$12,000
[ ]	FNS50210 Diploma of Accounting	33 Weeks	A\$8,000
[ ]	FNS60210 Advance Diploma of Accounting	33 Weeks	A\$8,000

#### Personal details

Name (Family) ..... Given Name.....

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

#### Home Country Contact Details

Address .....

Telephone ..... Mobile .....

Fax ..... Email .....

#### Australian Contact Details

Address .....

Telephone ..... Mobile .....

Fax ..... Email .....

Passport Number .....

Health problems .....

#### Person to Contact in an Emergency

Name ..... Relationship .....

Address .....

Telephone ..... Mobile .....

Fax ..... Email .....

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Commencement Date for 2014 (For Certificate IV in Business, Diploma of Management and Advanced Diploma of Management)

13 January  17 March  12 May  14 July  15 September  10 November

Commencement Date for 2014 (For Certificate III in Business, Diploma of Marketing and Advanced Diploma of Marketing)

13 January  3 March  21 Apr  9 Jun  28 July  15 September  3 November

Commencement Date for 2015 (For Certificate IV in Business, Diploma of Management and Advanced Diploma of Management)

12 January  16 March  11 May  13 July  14 September  9 November

Commencement Date for 2015 (For Certificate III in Business, Diploma of Marketing and Advanced Diploma of Marketing)

12 January  2 March  20 Apr  8 Jun  27 July  14 September  2 November

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### PART B – EDUCATION AND EXPERIENCE

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)

Where did you hear about us?.....

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 or above.

#### Other information we must collect from you.

The following information is required as part of a Registered Training Organisations delivering involvement in the Vocational Education and Training Sector Information provided by students may be made available to Commonwealth and State agencies and third parties employed by these agencies pursuant to obligations under the Australian Quality Training Framework. Students are entitled to view their own personal information held by The Registered Training Organisation. Please apply to the Director of studies if you wish to view your own records.

#### Language and Cultural diversity

1. In which country were you born?  
 Australia      Other –please specify.....
2. Do you speak a language other than English at home?  
 No, English only      English only - Go to the question 3  
     i) Yes, other – Please specify .....
3. How well do you speak English  
 Very well  
 Well  
 Not well  
 Not at all
4. Are you of Aboriginal or Torres Strait Islander Origin?  
 No  
 Yes, Aboriginal  
 Yes, Torres Strait Islander

#### Disability

5. Do you consider yourself to have a disability, impairment or long-term condition?  
 Yes  
 No
6. If **YES** then please indicate the areas of disability, impairment or long-term condition (you may indicate more than one area)  
 Hearing/deaf  
 Physical  
 Intellectual  
 Learning  
 Mental Illness  
 Acquired Brain Impairment  
 Vision  
 Medical Condition  
 Other

#### Schooling

7. What is your highest **COMPLETED** school level? (Tick one box only)  
 Year 12 or equivalent  
 Year 11 or equivalent  
 Year 10 or equivalent  
 Year 9 or equivalent  
 Year 8 or below  
 Never attended school

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8. In which year did you complete the above school level? .....
9. Are you still attending secondary school?  
 Yes  
 No

### Previous qualifications achieved

10. Have you successfully completed any of the following qualifications?  
 Yes  
 No
11. If **YES** then tick **ANY** applicable boxes  
 Bachelor Degree or higher degree  
 Advanced Diploma or Associate Degree  
 Diploma (or Associate Diploma)  
 Certificate IV (or Advanced Certificate/Technician)  
 Certificate III (or Trade Certificate)  
 Certificate II  
 Certificate I  
 Certificates other than the above

### Employment

12. Of the following categories, which **BEST** describes your current employment status?  
 (Tick **ONE** box only.)  
 Full-time employee  
 Part-time employee  
 Self employed – not employing others  
 Employer  
 Employed – unpaid worker in a family business  
 Unemployed – seeking full-time work  
 Unemployed – seeking part-time work  
 Not employed – not seeking employment

### Study reasons

Of the following categories, which **BEST** describes your main reason for undertaking this course/traineeship/apprenticeship  
 (Tick **ONE** box only)

- |   |  |
|---|--|
| <input type="checkbox"/> To get a job                     | <input type="checkbox"/> It is a requirement of my job       |
| <input type="checkbox"/> To develop my existing business  | <input type="checkbox"/> I require extra skills for my job   |
| <input type="checkbox"/> To start my own business         | <input type="checkbox"/> To get into another course of study |
| <input type="checkbox"/> To try for a different career    | <input type="checkbox"/> For personal interest               |
| <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> For self development                |
|   | <input type="checkbox"/> Other reasons                       |

### PART C – REES

Tuition Fee (from first page of application)	A\$
Application Fee (not refundable)	A\$200
Materials fee (6 months)	A\$100
Assessment resit fee	A\$250
Late payment fee	A\$100
Homestay Assistant fee - optional (not refundable)	A\$220
Airport meeting – optional (not refundable)	A\$130

**Total Fees** A\$ .....

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

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\* Materials Fee is including Study Materials

Acceptance Procedure:

1. As soon as decision is made on your eligibility you will be informed of the outcome
2. 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 and commencement date.

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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 applications must be complete refund application form and submit to SIBN. Refunds will be refunded within 28days of receipt of a refund application form and will include a statement explaining how the refund was calculated.
  - 4.1 Tuition Fee& Material fee
    - Withdrawal notified in writing and received by SIBN 28 days or more prior to course commencement 70% refund of tuition fees  
100% refund of material fees
    - 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 fees  
100% refund of material fees
    - Withdrawals notified in writing and received by SIBN on the commencement date or after the course commences No refund of current semester tuition fees.
- 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 our Tuition Assurance Scheme (TAS) ACPET will place you in a suitable alternative course at no extra cost to you.
- 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 initiate as a response to misbehaviour by the student.
- 9 Students must notify SIBN of changes of address, telephone number, email address and fax number immediately they occur.

### 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.

Applicant Signature ..... Date ..... / ..... / .....

### PART E – PROVIDER ACCEPTANCE

Accepted by IBN college Pty Ltd

Signed..... Date.....

Name of the authorised SIBN employee accepting the application .....