



# CANTERBURY BUSINESS COLLEGE

PTY LTD RTO Code: 6554 CRICOS Code: 01899K

## Application Form International Students

### PERSONAL INFORMATION

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (dd/mm/yyyy) Gender:  Male  Female  
Citizenship: \_\_\_\_\_ Email: \_\_\_\_\_  
Passport Number: \_\_\_\_\_ Passport Expiry Date: : \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (dd/mm/yyyy)  
Do you hold a current Australian visa?  Yes  No  
If yes, Visa type: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

### CONTACT DETAILS

**Home Country Address:** \_\_\_\_\_

City/Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_  
Post Code: \_\_\_\_\_ Home Ph: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Address in Australia:** \_\_\_\_\_

City/Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_  
Post Code: \_\_\_\_\_ Home Ph: \_\_\_\_\_ Mobile: \_\_\_\_\_

### Emergency Contact Details:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_

### DISABILITY AND SPECIAL NEEDS

Do you have a disability, impairment or long term medical condition which may affect your studies?

Yes  No If yes, please provide details: \_\_\_\_\_

### ENGLISH LANGUAGE PROFICIENCY

Is English your first language?  Yes  No

What is your level of English?  Beginner  Intermediate  Advanced

Have you undertaken an English language test previously (IELTS / TOFEL / PTE / OTHER)?  Yes  No

If 'Yes' please mention – Test name \_\_\_\_\_ Score \_\_\_\_\_ Date \_\_\_\_\_

Student Initial: \_\_\_\_\_

## PREVIOUS EDUCATION / ACADEMICS

Please list details of your previous education and training –

<b>Qualification</b> (Year 10, Year 12, Diploma, Degree etc)	<b>Institution Name - Country</b>	<b>Year Completed</b>

## COURSES OFFERED

<b>Please select:</b>	<b>Course Code, Course Name (CRICOS Code)</b>	<b>Duration (weeks)</b>
<b>ENGLISH</b>		
<input type="checkbox"/>	10365NAT Certificate IV in Spoken and Written English – Further Studies (095415B)	26
<b>INFORMATION &amp; COMMUNICATION TECHNOLOGY TRAINING PACKAGE - ICT</b>		
<input type="checkbox"/>	ICT40515 Certificate IV in Programming (086576D)	52
<input type="checkbox"/>	ICT50715 Diploma of Software Development (086690B)	52
<b>BUSINESS SERVICES TRAINING PACKAGE - BSB</b>		
<input type="checkbox"/>	BSB50215 Diploma of Business (087162G)	52
<input type="checkbox"/>	BSB60215 Advanced Diploma of Business (087464D)	78
<input type="checkbox"/>	BSB51915 Diploma of Leadership and Management (089689D)	52
<input type="checkbox"/>	BSB61015 Advanced Diploma of Leadership and Management (091806G)	78
<b>TOURISM, TRAVEL AND HOSPITALITY TRAINING PACKAGE – SIT</b>		
<input type="checkbox"/>	SIT30116 Certificate III in Tourism (094694J)	26
<input type="checkbox"/>	SIT50116 Diploma of Travel and Tourism Management (094695G)	78
<input type="checkbox"/>	*SIT40516 Certificate IV in Commercial Cookery (095009E)	78
<input type="checkbox"/>	*SIT50416 Diploma of Hospitality Management (095010A)	52
*SIT40516 & SIT50416 when undertaken as a packaged course the total duration decreases to 104 weeks (2 years). For more info please visit – <a href="http://www.cbc.nsw.edu.au">www.cbc.nsw.edu.au</a>		

## COURSE COMMENCEMENT DATE –

Year – 20\_\_\_\_  Jan  April  July  Oct

Monthly intakes available for courses - 10365NAT Certificate IV in Spoken and Written English – Further Studies  
SIT40516 Certificate IV in Commercial Cookery / SIT50416 Diploma of Hospitality Management.

Student Initial: \_\_\_\_\_

## RECOGNITION OF PRIOR LEARNING

Are you seeking RPL / Credit transfer for studies completed?  YES  NO

If yes, please download and submit a "RPL / Credit Transfer Application Form" with your application.

## OVERSEAS STUDENT HEALTH COVER (OSHC)

*\*The Australian Government requires all students on student visa to have Overseas Student Health Cover.*

Would you like the college to arrange OSHC for you?

If Yes, Duration in years \_\_\_\_\_ / in months \_\_\_\_\_  Single  Couple  Family (Please tick one)

If No, Do you have an existing health cover?  Yes  No

## UNIQUE STUDENT IDENTIFIER (USI)

Do you have a Unique Student Identifier Number (USI):  Yes  No USI (if Yes): \_\_\_\_\_

*Note – If No, you can create your own USI by visiting – [www.usi.gov.au](http://www.usi.gov.au) or request CBC to generate a USI by filling in an – "Application for Unique Student Identifier (USI) Consent Form". If you are a student undertaking Nationally Recognised Training you must have a Unique Student Identifier (USI). –*

## ACCOMMODATION AND AIRPORT PICKUP

Would you like the college to organise accommodation?  Yes  No If Yes, how many weeks? \_\_\_\_\_

Would you like the college to organise Airport Pickup service?  Yes  No If Yes, provide arrival details -

## PAYMENT DETAILS (All fees are in Australian Dollars)

Enrolment Fee: \_\_\_\_\_ Accommodation: \_\_\_\_\_

Tuition Fee (1st Instalment): \_\_\_\_\_ Accommodation placement fee: \_\_\_\_\_

OSHC: \_\_\_\_\_ Airport pickup: \_\_\_\_\_

Total Due on Enrolment: \_\_\_\_\_ Other (specify): \_\_\_\_\_

## DECLARATION

I hereby declare that all information provided in this form is true, correct and to the best of my knowledge.

I acknowledge that, I have read, understood & accepted the terms and conditions of enrolment published in the Student Handbook posted on the college's website ([www.cbc.nsw.edu.au](http://www.cbc.nsw.edu.au) - Policies & Procedures).

I understand that the information provided in this form may be provided to State & Commonwealth agencies and I consent to the release.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

P.S.: Please sign the terms & conditions printed on the last page.

## CBC's Student policies, procedures & generic information

### Studying in Sydney

Sydney is the largest and oldest city in Australia. The city is built along the beautiful Sydney Harbour, which now boasts the famous Sydney Harbour Bridge and the Opera House. Our campus is conveniently located close to Central Railway Station, Central Bus Services, Darling Harbour, Chinatown and the centre of Sydney City. Australia is one of the most culturally diverse countries in the world with migrants from more than 170 countries. Sydney is a comparatively safe and clean city to live in. It offers a high standard of living, excellent health and educational facilities, and cosmopolitan shopping centres.

### Living Expenses

Yearly living expenses in Australia are approximately from AUD\$18,610 plus 35% for each family dependant. (Note: School age dependants are required to pay tuition fees for their education in Australia).

### Contact Hours/Terms

Study periods are divided into terms. Please contact the institute for detailed breakdown on terms minimum of 20 contact hours per week on a full-time basis. Please note that all programs are in full-time mode and cannot be undertaken part-time or via distance education.

### Recognition of Prior Learning

RPL is the process that recognises skills and experience you currently have regardless of where and when the learning occurred. To apply for Recognition of Prior Learning you will need to complete the RPL form, which can be requested by emailing to [info@canterburybc.com.au](mailto:info@canterburybc.com.au). After completing the RPL form please scan and attach all your supporting evidence. RPL procedures are detailed in the RPL Application form. For further information on CBC's RPL process, please review, the student handbook posted on the website [www.canterburybc.com.au](http://www.canterburybc.com.au) under policies & procedures section.

### Entry Requirements

CBC has specific pre-requisite requirements for individual qualification, however the minimum entry requirements are:

- Must be 18 years of age or over
- Completed Year 12 (HSC or equivalent) (International students)
- Minimum 5.5 IELTS score & above or equivalent (International students) – Please refer to TOEFL Equivalency Table - <http://secure.vec.bc.ca/toefl-equivalency-table.cfm>.
- Mature age students with relevant / vocational work experience may also apply.

### Assessment Methods

CBC follows a combination of methods for unit assessments. For example, direct observation, practical demonstration, written tests, report writing, oral tests, projects, simulation & portfolios.

### Disciplinary & Dismissal Procedures

An offence involving the breach of CBC's rules and regulations can lead to dismissal, even instant dismissal. For further information on CBC's disciplinary & dismissal process, please review, the student handbook posted on the website [www.canterburybc.com.au](http://www.canterburybc.com.au) under policies & procedures section.

### Complaint Handling Procedure

CBC complaints process is made up of formal and informal academic and non-academic appeals processes. If you consider that the response to a disciplinary or misconduct decision is unsatisfactory or unfair you have the right to seek further recourse. For further information on CBC's complaints & appeals procedures, please review, the student handbook posted on the website [www.canterburybc.com.au](http://www.canterburybc.com.au) under policies & procedures section.

### Facilities/Equipment

CBC campus is modern and well equipped according to the latest industry standards. CBC has a wide range of facilities which include specialised training rooms, computer laboratories and workshops fully-equipped with the latest equipment, appliances and tools to enhance the student learning experience.

### Support Services

CBC offers a wide range of student support/welfare guidance services in both academic and personal areas. These services are available free of charge to all enrolled students and include -

- Orientation / Services awareness, student visa conditions and requirements, library, student support services and others /
- Computing services /
- Academic and personal counselling /
- Awareness of medical and health services options /
- Learning support (language, numeracy, and literacy assistance)

CBC does not offer professional counselling service to students. The Director / Manager student services (DSS / MSS) acts as a point of contact and offers support to students on matters and issues that fall within his capacity. However if the student needs professional counselling or support services, then DSS / MSS will seek or recommend professional counselling agency.

**Fee Protection** As a member of Australian Council for Private Education & Training (ACPET), CBC adheres to the Tuition Assurance Scheme (TAS) operated by ACPET for overseas students. This assurance scheme ensures that if any Australian institute is unable to offer a course for any reason, the student will be offered enrolment in another institute operated by an ACPET member.

### Accommodation

It is students' obligation to keep their residential address updated with CBC at all times. If student requires the Institute to arrange home stay or other types of accommodation the Student Services staff can be contacted for assistance.

- Hostel Approx. AUD\$200-250/week
- Home stay Approx. AUD\$250-280/week
- Shared Rent Approx. AUD\$150-200 /week

CBC can arrange for airport pickup if advised prior to arrival in Australia. Please contact CBC to confirm the costs & arrangements.

### Third Party Arrangement

CBC may engage Third Party Services in delivering training and assessment. For further information please refer to Training & Assessment Strategies on the website [www.cbc.nsw.edu.au](http://www.cbc.nsw.edu.au).

### Refund Policy

1. As per ESOS Act 2000 and the ESOS Regulations 2001, a student will be given a full refund if CBC is unable to offer the course.
2. In event of visa refusal, Enrolment fee is not refundable.
3. Refund on the basis of visa rejection will require a copy of the visa rejection notification from the Australian Embassy / High Commission / DIBP and your official CBC receipt.
4. Accommodation Deposit and Airport Pick up fees are refundable if Visa is not granted.
5. Tuition Fees, Overseas Students Health Cover are Refundable in full where:
  - Student has provided evidence of medical OR compassionate reasons due to which the student

cannot commence the course

- Australian Embassy rejects a Visa application.
  - Requests for refunds must be made in writing.
  - CBC is advised of the cancellation of 28 days or more before course starts and prior to entering into Australia
  - Students enrolled in packaged courses do NOT qualify for a refund once they commence their ELICOS studies in Australia.
6. CBC will send the refund to the applicant unless otherwise instructed and authorized in writing.
  7. Tuition fees are not transferable to any other institution or student, but may be transferred to another course within CBC.
  8. If you withdraw from a course once it has commenced no refund of fees is given.
  9. In the unlikely event that CBC is unable to deliver your course in full, you will be offered a full refund of the tuition fees you have paid.
  10. If you have given misleading information to CBC approved agent, CBC and / or any commonwealth agencies of Australia, no refund will be given.
  11. All refunds will be payable in the same currency in which the fees were paid. CBC will forward the refund to the applicant in his / her country of origin unless otherwise authorized in writing.
  12. The normal processing of a refund will be done within 4 weeks.
  13. All approved refunds in those cases where fees are paid from overseas are made payable to and sent to the student in his/her country of origin.
  14. A student dissatisfied with the refund decision handed by CBC has the right to pursue other legal remedies, which includes independent complaints & appeals handling services provided by Overseas Students Ombudsman. For further information please visit: [www.oso.gov.au](http://www.oso.gov.au).
  15. In the event that CBC defaults, student are protected by the provisions of the ESOS Act 2000 and the ESOS Regulations 2001.
  16. Under compassionate circumstances such as bereavement (e.g. family death) CBC will make the decision of a refund on student's application.
  17. This agreement does not remove the right to take further action under Australia's consumer protection laws.
  18. CBC will give the student a refund statement that explains how the amount has been worked out.

### Payment of Fee

Students are directed to pay a minimum of 6 months tuition fee in advance. CBC reserves the right to take action against the student if the tuition fees are not paid when due.

### Payment method

Students can pay their fees via, bank cheque, credit card (additional charges applicable), cash or via internet banking / telegraphic transfer.

Account name: Canterbury Business College

BSB number: 082128

Account number: 561219811

Bank name: National Australian Bank

### Attendance Policy

CBC follows the DOE - DIBP Course Progress Policy and Attendance Policy to monitor the performance and attendance of each student. This Policy is designed to monitor student attendance to ensure that each student complies with his/her visa conditions and enables the College to comply with the requirements of the National Code of Practice for Registration Authorities and Providers of Education and Training ("The National Code"). Students are required to attend at least 80% of classes (including medical related absences). For further information, please review the student handbook posted on the website [www.cbc.nsw.edu.au](http://www.cbc.nsw.edu.au).

### Course Progress policy

CBC will maintain and monitor student's academic progress throughout the duration of the qualification. CBC will put in place all required student support services to assist them in achieving the desired results. Students are expected to achieve a minimum of 50% pass rate in every term. For further information on CBC's academic progress process, please review, the student handbook posted on the website [www.canterburybc.com.au](http://www.canterburybc.com.au) under policies & procedures section.

### Privacy

Your right to privacy is important to CBC and all personal information collected about you is treated as confidential. This statement applies to the collection any personal information we collect on you. You may request access at any time to information we hold about you and ask us to correct it if you believe it is inaccurate, incomplete or out of date. We will only disclose your personal information if you request us to do so in writing, or where the law permits us to do so (Commonwealth and State agencies including ASQA and the Fund Manager of the ESOS Assurance Fund). In these circumstances, the minimum amount of information required or requested will be disclosed. For further information on CBC's privacy policies process, please review, the student handbook posted on the website [www.canterburybc.com.au](http://www.canterburybc.com.au) under policies & procedures section."

### Transfer between providers

CBC will not authorise student transfer prior to the student completing 6 months of their principal course. Students who have studied longer than this period can apply as normal and no letters of release need to be sighted or produced. For further information on CBC's provider transfer policies, please review, the student handbook posted on the website [www.canterburybc.com.au](http://www.canterburybc.com.au) under policies & procedures section.

### Rules

In signing this application form you undertake to comply with the published rules and policies (Student Handbook on [www.canterburybc.com.au](http://www.canterburybc.com.au) under the section policies & procedures) of the Institute with regard to attendance, academic progress, refund policies, RPL, complaints & appeals, health and safety, behaviour and other conditions.

*"I declare that the information supplied on and with, this enrolment form is true, complete & to the best of my knowledge. I agree to abide by the above mentioned conditions and consent to the disclosure of personal information as detailed above."*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Sign: \_\_\_\_\_