

### Enrolment Form

Tick box for Qualification Selected	Course Duration	Application Fee	Tuition Fee	Material Fee	Total Fee	Start Date
<input type="checkbox"/> BSB40215 Certificate IV in Business	52 Wks	\$200	\$6000	\$450	\$6650	
<input type="checkbox"/> BSB50215 Diploma of Business	52 Wks	\$200	\$8000	\$450	\$8650	

**What are your personal details**

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

Nationality ..... Gender [ ] Male [ ] Female

Date of Birth / /

**What is the address of your usual residence?**

Suburb, locality or town..... Postcode .....

**What is your postal address?** (only complete details that apply in your case)

Building/Property name.....

Flat/unit number & street number ..... Street name.....

PO box or Roadside Delivery Box ..... Suburb, locality or town.....

State/Territory ..... Postcode .....

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

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

**Who should we contact in an emergency**

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

Address .....

.....

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

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

**What is your 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 AIBT representative 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 an AIBT representative for further information)

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

**Unique Student Identification Number (USI)**

Have you applied for or been issued with a Unique Student Identification Number?  Yes  No

Have you completed the attached the USI Application / Verification Form  Yes  No

Have you signed the attached USI Privacy Notice  Yes  No

**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 Training Manager 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  
 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
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                       |

Personal information is collected solely for the purpose of operating as a Registered Training Organisation under the Australian Quality Training Framework administered by the Australian Skills Quality Authority who are the registering authority. The requirements of the registering authority may mean the release of your personal information for the purposes of audit, or for collection of data by Commonwealth and State Government departments and agencies. It is a requirement of the Australian Skills Quality Authority that students can access personal information held by the college and may request corrections to information that is incorrect or out of date. Please apply to the Administration Manager if you wish to view your own records.

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

Accepted by Australian Institute of Business and Technology

Signed ..... Date ..... / ..... / .....

Name of the person accepting the application .....

Student number allocated .....

**AUSTRALIAN INSTITUTE OF BUSINESS AND TECHNOLOGY PTY LTD (THE COLLEGE)  
PAYMENTS, REFUNDS AND & CONDITIONS**

**Payment schedule**

A deposit is required prior to course commencement and monthly payment is due on the first day of each month commencing in the month that the course is scheduled to commence.

Qualification	Deposit	Instalment	Instalments	Unit Rate
BSB40215 Certificate IV in Business	\$ 1,000	\$ 565	10	\$ 645
BSB50215 Diploma of Business	\$ 1,000	\$ 765	10	\$ 1,056

**Refunds requested by participants**

After a deposit or instalment payment is made the refund arrangements are as follows:

- Refund requests must be in writing, signed and dated by the person requesting the refund and delivered to the College in person, by fax or letter
- Fifty percent of the deposit paid is refundable if a written application is received by the College 28 days or more prior to the proposed course commencement date.
- The deposit is **not** refundable for refund applications received by the College less than 28 days of the proposed course commencement date.
- Instalment payments are **not** refundable.

**Delayed commencement**

In the event that the College is unable to commence the course the initial fee payment and any instalment payments received by the College will be refunded. The refund will be paid within 2 weeks of the day on which the course was cancelled. Alternatively, enrolment in an alternative course may be offered by the College.

**Missed payments**

If payments are not made by the due dates students will be excluded from attendance and have their enrolment suspended for the lesser of one week or until the missed instalment payment is made. If the missed instalment payment has not been made at the end of the 1 week suspension the student will have their enrolment cancelled.

**Fee changes**

Prior to a student enrolling fees may be altered without notice. Once a student has completed enrolment, tuition and material 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.

**Other information & conditions**

The College must be notified of changes in student contact address, telephone number, email address and fax number within 7 days of the change. This is required so that students can be contacted and receive important information which may affect their course or their enrolment. This written agreement, and the availability of complaints and appeals processes, does not remove the right of the employer to take action under Australia's consumer protection laws.

Students are entitled, at no additional cost to the employer, to a formal Statement of Attainment on course withdrawal or cancellation, prior to completing the qualification, provided the employer has paid in full for the tuition related to the units of competency to be shown on the Statement of Attainment. Course credentials (awards, statements of attainment, transcripts) will not be issued to students whose employers have are in breach of any part of this agreement.

Students are entitled to 2 assessment attempts for each unit. If a student is unsuccessful after 2 assessment attempts they will be required to repeat the unit and the employer will be required pay a repeat unit fee.

**Testamur Reissue**

Testamurs, (certificates and statements of attainment) will only be reissued after applicants:

- supply a statutory declaration indicating the reasons for applying for a reissue; and
- confirm their identity using the 100 points system of identification service provided to businesses by Australia Post - <http://auspost.com.au/business/in-person-id-checks.html>
- The reissue is approved by the CEO or a person specifically nominated by the CEO to approve a reissued testamur.
- The college does not charge for a reissued testamur - if postage requested the standard registered postage fee will be charged

**Applicant acceptance of the payments, refunds and other information & conditions**

I understand the terms of this written agreement and the refund conditions and confirm that I am over 18 years of age and have been fully advised of the fees, refund conditions and conditions of enrolment and agree to be a student at the College.

I confirm that all the information provided in this written agreement is complete and correct. I agree to be bound by the College 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. I agree to pay all fees and charges according to the payment schedule that is part of this agreement.

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