BUSINESS INSTITUTE OF AUSTRALIA

ENROLMENT FORM

Choose your campus ◯ **Sydney** ◯ **Brisbane**

Please complete and forward your application on to:

In Person or by Mail: **By e-mail:** info@bia.edu.au

Sydney : Level 3, 1 Bay St,Broadway NSW 2007

Brisbane : Level 4, 316 Adelaide St, Brisbane QLD 4000

For more details, please call: +61 2 8316 9900

PART A: PERSONAL DETAILS

USI:

Title: ◯ Mr. ◯ Ms. ◯ Mrs. ◯ Other: _____ Gender: ◯ Male ◯ Female

First Name:

Last Name:

Date of Birth: | Nationality:

Passport No: | Expires on:

Do you currently hold a student visa? ◯ Yes ◯ No

Have your visa been cancelled/refused before? ◯ Yes ◯ No

No. of Dependants: | Main Language spoken at home:

How well do you speak English: ◯ Very well ◯ Well ◯ Not well ◯ Not at all

Are you of Aboriginal or Torres Strait Islander origin?

PART B: CONTACT DETAILS

Australian Address:

Suburb: | State: | Postcode:

Phone Number:

Overseas Address (Must be applicant's address)**:**

Postcode: | Country:

Phone Number:

Email Address (Mandatory)**:**

Emergency Contact Name:

Relationship: | Mobile Phone:

Email Address:

PART C: EDUCATION & EXPERIENCE

Do you intend to claim recognition of prior learning towards this course? ◯ Yes ◯ No

Have you enrolled in a similar course elsewhere? ◯ Yes ◯ No

Have you been employed in the area covered by the course applied for? ◯ Yes ◯ No

(If your answer is 'Yes' on any of these questions, you may be eligible for Recognition of Prior Learning. Please contact us for further information and attached certified copies of any relevant documents.)

Have you ever completed the following English test? ◯ Yes ◯ No

(IELTS, TOEFL, TOEIC, Cambridge Test, PTE)

Test name: | Year of test: | Score:

PART D: COURSE SELECTION

COURSES	Duration	CRICOS Code
◯ FNS40217 Certificate IV in Accounting and Bookkeeping	52 Weeks	097388F
◯ FNS50217 Diploma of Accounting	52 Weeks	097389E
◯ FNS60217 Advanced Diploma of Accounting	78 Weeks	097390A
◯ BSB42015 Certificate IV in Leadership and Management	52 Weeks	094521G
◯ BSB51915 Diploma of Leadership and Management	52 Weeks	087785J
◯ BSB61015 Advanced Diploma of Leadership and Management	52 Weeks	087784K
◯ BSB42415 Certificate IV in Marketing and Communication	52 Weeks	094522G
◯ BSB52415 Diploma of Marketing and Communication	52 Weeks	094523F
◯ BSB61315 Advanced Diploma of Marketing and Communication	78 Weeks	094524E
◯ SIT30216 Certificate III in Travel	52 Weeks	096205D
◯ SIT50116 Diploma of Travel and Tourism Management	78 Weeks	096206C
◯ SIT60116 Advanced Diploma of Travel and Tourism Management	104 Weeks	096207B

Preferred Starting Date: **Other:** ____ /____ /_____

2018 Intakes	2019 Intakes	2020 Intakes	2021 Intakes
◯ 08 January	◯ 07 January	◯ 06 January	◯ 11 January
◯ 09 April	◯ 08 April	◯ 06 April	◯ 12 April
◯ 09 July	◯ 08 July	◯ 06 July	◯ 12 July
◯ 08 October	◯ 07 October	◯ 06 October	◯ 11 October

PART E: ADDITIONAL INFORMATION

Tell us the reason you want to take our course:

◯ Career ◯ Academic ◯ Personal ◯ Other _____

Where did you hear about us?

◯ Agents ◯ Advertising ◯ Word of mouth ◯ Other _____

Do you have any disabilities that will effect your learning?

◯ Yes, please specify _____ ◯ No

Note: 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 handbook. All courses require applicants 18 years and above and proficiency in English equivalent to the level of IELTS 5.5 or higher.

PART F: PAYMENT DETAILS

◯ Enrolment Fee	**AU$ 200**	◯ COE Issue Fee	**AU$ 50**
◯ Materials Fee / *term*	**AU$ 50**	◯ Airport Pick-up Fee *(Optional)*	**AU$ 160**
◯ Homestay placement fee	**AU$ 300**	◯ Overseas Student Health Cover *(OSHC)*	**AU$ 272** (6 months) **AU$ 544** (12 months) **AU$ 1115** (24 months)
◯ Homestay Rate From	**AU$ 290**/week		

Payment should be forwarded by bank transfer to the following:

Bank: Commwealth Bank **Account Name:** Business Institute of Australia Trust
BSB: 062 016 **Account Number:** 1098 8651
Bank SWIFT Code: CTBAAU2S **Reference:** Your Name & Student Number

Tuition fees must otherwise be paid in the form of a bank draft or bank cheque made payable to "Business Institute of Australia" only. Business Institute of Australia is not responsible for any tuition fee paid to a third party's bank account. All payments must be made to an authorised education agent or directly to our bank account

ENROLMENT TERMS & CONDITIONS

FEES
A non refundable Enrolment fee of $200.00 (exclusive of Tuition fees, material fees and CoE issue fee) is required at the time of enrolment. The enrolment deadline is 10 working days after the course commencement of the course. Tuition fees DO NOT cover the charges for enrolment fee, textbooks, stationery and re-assessment fees.

Students, who fall behind in the payment of their fees or fail to pay their tuition fee on the due date, will be charged a late payment fee of $120.00 per term. Students maybe refused training and assessment services and any requests until such times as the fees are paid and up-to-date.

For more information on fees and complete schedule of charges, please visit our website **www.bia.edu.au** or contact **info@bia.edu.au**.

Please note that students will be required to maintain Academic progress in consultation with the course coordinator. Should fees remain overdue for more than one day after the due date BIA will inform the student of their intention to report them for non-payment of fees to DIBP via PRISMS.

CANCELLATION AND FEE REFUND POLICY
The request for refund must be made in writing to Business Institute of Australia by using the Refund Application Form.

- No refunds will be paid to a third party unless it is indicated at the time the refund application is lodged, that any refunds due are payable to a third party.
- Where a refund is approved, Business Institute of Australia will make payment of refunds within 28 days of receipt of Refund Application Form.

Withdrawal request must be made in writing to our administration office by using the Deferment, Suspension or Cancellation of Enrolment Application Form.

Enrolment fee	No refund
Visa refused prior to course commencement	Full refund less administration fee of $200
Withdrawal at least 28 days (prior to agreed start date)	70 % refund less administration fee of $200
Withdrawal at less than 28 days (prior to agreed start date)	50 % refund less administration fee of $200
Withdrawal after or on the commencement date	No refund
Visa cancelled due to actions of the student	No refund
Visa extension is refused	Return of unused tuition fees
Withdrawal from study - current students	No refund of unused tuition fees (of the following term/s)*
Compulsory health Insurance (Student visa holders only)	Refer to OSHC provider
Accommodation booking feee	No refund
Airport pick-up	Full refund if service cancelled prior to flight arrival

**Deferment, Suspension or Cancellation of Enrolment Application Form must be received at least 28 days prior to the commencement of the following term/s. For deferment, No refund will applicable unless visa has not been granted.*

RTO DEFAULT

- Under the Tuition Protection Service (TPS) framework, if Business Institute of Australia is unable to fulfil its obligations to complete a course, The new TPS framework will facilitate the placement of students in the first instance, and where this is not possible, provides a refund of unexpended tuition fees (i.e. tuition the student has paid for but has not been delivered by the provider). This replaced the previous combination of Tuition Assurance Schemes and the ESOS Assurance Fund.
- Business Institute of Australia defaults if the course they offer does not start on the agreed starting day.
- Business Institute of Australia defaults if the course stops being provided after it starts and before it is completed or the course is not provided fully to the student because the registered provider has had a sanction imposed.
- If Business Institute of Australia defaults, BIA will refund to the student within 14 days after the default day and receipt of your Refund Application Form.
- Business Institute of Australia will give the student a statement that explains how the refund amount has been worked out.
- Business Institute of Australia dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.
- 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.
- The refund policy is subject to review from time to time.
- The Institute recommends that you read the ESOS Framework Information, which provides legislative protection for International students, available at https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx

ARRIVAL AND ORIENTATION
Students are required to attend the orientation session. The orientation session is usually held on the Thursday prior to the course commencement date and starts at 9.00am.

ATTENDANCE / ACADEMIC PROGRESS
Regular attendance of a minimum of 15 hours face-to-face and 5 hours online per week is a requirement for all students. Students must also maintain satisfactory academic progress at all time.

OVERSEAS STUDENT HEALTH COVER (OSHC)
All International Students are required to pay Overseas Student Health Cover (OSHC) and maintain cover for the full length of their visa. It is also the student's responsibility to check the conditions of this health cover.

Rates (Single)	3 months	$136.00	6 months	$272.00	9 months $408.00
	12 months	$544.00	24 months	$1115.00	***Note:** Fees are subject to change*

INDICATIVE COST OF LIVING IN AUSTRALIA ($AUD)
According to www.studyinaustralia.gov.au The figure below is an estimate only to give an indication of the basic rate of living costs under the Migration regulations. The cost can vary significantly depending on where you live in Australia.

Cost of Living (excluding tuition fees) .....$20,290 a year
^ This includes clothing, food, accommodation, transportation, entertainment and travel cost.

You should be prepared in case your living costs are greater than the figure above.

CHANGE OF ADDRESS AND CONTACT DETAILS
Upon arriving in Australia you are required to advise us of your residential and email address, telephone number and of any subsequent changes to these contact details. It is your responsibility to ensure that you always update your contact details at the Institute to ensure you receive important information about your course, fee receipts and any other important information.

PART G: APPLICANTS CHECKLIST

Please attach the following documents to this application:

- ◯ Certified copy of your passport page
- ◯ Certified copies of your official final high school certificate and transcript
- ◯ Certified copied of your official college or university certificate and transcript
- ◯ Certified copies of your IELTS or any relevant English certificate *(including the explanation of levels and grades)*
- ◯ Copy of your current visa *(if applicable)*
- ◯ Certified translations of any documents that are not in English

PART H: DECLARATION

Information is collected during your enrolment in order to meet our obligations under the ESOS Act and the National Code, to ensure student compliance with the conditions of their visa 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. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authories and, if relevant, the Tuition Protection Service (TPS). In other instances information collected during your enrolment can be disclosed without your consent where authorised or required by law, this may include the circumstance of any suspected breach by the student of a student visa condition.

STUDENT DECLARATION
I have read and accept the conditions of enrolment including the cancellation and refund policy of the Institute as stated above. I declare that the information provided by me on this form is true and correct.

Applicant Name:

Applicant's Signature:

Date: / /

REFERRAL / EDUCATIONAL AGENCY INFORMATION

Agency Name:

Agent's Signature:

Date: / /

AGENT STAMP

OFFICE USE ONLY

ACCEPTED BY BUSINESS INSTITUTE OF AUSTRALIA