



# BUSINESS INSTITUTE OF AUSTRALIA

## ENROLMENT FORM

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

Choose your campus  Sydney  Brisbane

USI:

Title:  Mr.  Ms.  Mrs.  Other: \_\_\_\_\_ Gender:  Male  Female

First Name:

Last Name:

Date of Birth:  Nationality:

Passport No:  Expires on:

**Australian Address:**

Suburb:  State:  Postcode:

Phone Number:

Email Address:

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

Postcode:  Country:

**Emergency Contact Name:**

Relationship:  Mobile Phone:

Email Address:

### PART B: VISA DETAILS

Are you currently residing in Australia?  Yes  No

Which visa type do your plan to study under at Business Institute of Australia ?  
 Student  Tourist/Visitor  Working Holiday  Other \_\_\_\_\_

Are you lodging you visa application in Australia?  Yes  No

If no, please specify : City: \_\_\_\_\_ Country: \_\_\_\_\_

Has your visa been cancelled / refused before?  Yes  No

Number of Dependants: \_\_\_\_\_

### PART C: OVERSEAS STUDENT HEALTH COVER

Do you require Overseas Student Health Cover (OSHC)?  Yes  No

### PART D: ACCOMMODATION & AIRPORT PICK-UP

Do you require accommodation to be organised?  Yes  No

Homestay  Single Room  Share Room  Student Residence

*If accommodation is required, you must complete an Accommodation Application Form, this will be sent to you with the letter of offer.*

Do you require airport transfer on arrival ? (AUD\$200 One-way)  Yes  No

### PART E: CURRENT ENGLISH LEVEL

Have you ever completed any of the following English tests?  Yes  No  
 (IELTS, TOEFL, TOEIC, Cambridge Tests, PTE)

Name of Test: \_\_\_\_\_ Year of Test: \_\_\_\_\_ Test Score: \_\_\_\_\_

### PART F: COURSE SELECTION

SYDNEY & BRISBANE CAMPUS	Duration	CRICOS Code
<input type="radio"/> FNS40217 Certificate IV in Accounting and Bookkeeping	52 Weeks	097388F
<input type="radio"/> FNS50217 Diploma of Accounting	52 Weeks	097389E
<input type="radio"/> FNS60217 Advanced Diploma of Accounting	78 Weeks	097390A
<input type="radio"/> BSB42015 Certificate IV in Leadership and Management	52 Weeks	094521G
<input type="radio"/> BSB51918 Diploma of Leadership and Management	52 Weeks	098716J
<input type="radio"/> BSB61015 Advanced Diploma of Leadership and Management	52 Weeks	087784K
<input type="radio"/> BSB42415 Certificate IV in Marketing and Communication	52 Weeks	094522G
<input type="radio"/> BSB52415 Diploma of Marketing and Communication	52 Weeks	094523F
<input type="radio"/> BSB61315 Advanced Diploma of Marketing and Communication	78 Weeks	094524E
<input type="radio"/> SIT30216 Certificate III in Travel	52 Weeks	096205D
<input type="radio"/> SIT50116 Diploma of Travel and Tourism Management	78 Weeks	096206C
<input type="radio"/> SIT60116 Advanced Diploma of Travel and Tourism Management	104 Weeks	096207B
BRISBANE CAMPUS ONLY	Duration	CRICOS Code
<input type="radio"/> FSK10213 Certificate I in Skills for Vocational Pathways	26 Weeks	098397G
<input type="radio"/> FSK20113 Certificate II in Skills for Work and Vocational Pathways	26 Weeks	098398G
<input type="radio"/> BSB20115 Certificate II in Business	26 Weeks	098399F
<input type="radio"/> BSB30115 Certificate III in Business	26 Weeks	098400G

Preferred Starting Date: \_\_\_\_\_ Other: \_\_\_\_/\_\_\_\_/\_\_\_\_

2018 Intakes	2019 Intakes	2020 Intakes	2021 Intakes
<input type="radio"/> 08 January	<input type="radio"/> 07 January	<input type="radio"/> 06 January	<input type="radio"/> 11 January
<input type="radio"/> 09 April	<input type="radio"/> 08 April	<input type="radio"/> 06 April	<input type="radio"/> 12 April
<input type="radio"/> 09 July	<input type="radio"/> 08 July	<input type="radio"/> 06 July	<input type="radio"/> 12 July
<input type="radio"/> 08 October	<input type="radio"/> 07 October	<input type="radio"/> 06 October	<input type="radio"/> 11 October

### PART G: 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.)*

### PART H: ENTRY REQUIREMENTS

What is your Highest COMPLETED school level? (Tick 1 box only)

If you're currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have actually completed, not the level you are currently undertaking.

Year12 or equivalent  Year11 or equivalent  Year10 or equivalent  
 Year9 or equivalent  Year8 or equivalent  Never attended school

*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 and our website. All our courses require applicants to be 18 years or older and have proficiency in English equivalent to the level of IELTS 5.5 or higher.*

## PART I: ADDITIONAL INFORMATION

Have you **SUCCESSFULLY** completed any of the following qualifications?

- Bachelor Degree or Higher Degree       Certificate IV (or Advanced Certificate/Technician)  
 Advanced Diploma or Associate Degree       Certificate III (or Trade Certificate)  
 Diploma (or Associate Diploma)       Certificate II  
 Other education (including certificates or overseas qualifications not listed above)       Certificate I  
 I've never completed any qualifications

Will you be continuing your studies in Australia at a higher Education

- Yes     No     Not Sure

Name of Institute: \_\_\_\_\_

Course Name: \_\_\_\_\_ Starting Date: \_\_\_\_\_

**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 affect your learning?**

- Yes, please specify below.     No  
 Hearing (Deaf)     Physical     Acquired brain impairment  
 Intellectual     Learning     Mental Illness  
 Medical Condition     Vision     Other \_\_\_\_\_

Why have you chosen to enrol at BIA? Do you have sufficient information, knowledge and understanding of courses offered at BIA and their requirements?

**Language and Cultural Diversity**

In which country were you born?     Australia     Other (Please specify): \_\_\_\_\_

Do you speak a language other than English at home?

- No, English Only     Yes (Please specify): \_\_\_\_\_

Are you Aboriginal or Torres Strait Islander origin?

- No     Aboriginal     Torres Strait Islander

Do you have the following computer knowledge and skills to complete the course?

- Basic Word processing  
 Basic Email knowledge  
 Basic Excel Spreadsheet knowledge  
 PowerPoint presentation knowledge  
 Use of Skype, Webcam, Mobile (for Online students)

Do you need any Language and Literacy (LLN) support?     Yes     No

If BIA identifies you need additional LLN support during the placement test, will you be happy to undertake recommended additional support program?

Does your preferred learning style align with the delivery methods, proposed learning strategies and training materials of the course?     Yes     No

What do you hope to achieve with this qualification and what are your career plans after you finish studying?

- Get a job     Learn more about this industry  
 Get a promotion     Increase my confidence  
 Upgrade or enhance my skills     Expand my knowledge  
 Establish a business     Other (please specify)  
 Continue on for more studies at a higher level \_\_\_\_\_

Do you have any knowledge of this industry or experience with this type of course for which you will study?     Yes     No

If yes, Please describe below and know that you may be asked for further evidence.

## PART J: PAYMENT DETAILS

**Payment should be forwarded by bank transfer to the following:**

**Bank:** Commonwealth 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

### ACADEMIC PROGRESS

Students must maintain satisfactory academic progress at all times. All the courses are scheduled 20 hours per week (15 hours of face-to-face classroom based and 5 hours of Online based delivery). Students are expected to attend classes regularly to maintain satisfactory (50%) course progress each term.

### 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)	6 months	\$271.00	12 months	\$543.00
	24 months	\$1087.00		

**Note:** Fees are indicative only. Refer to Fees and Charges as published by each service provider

### INDICATIVE COST OF LIVING IN AUSTRALIA (\$AUD)

According to [www.studyinaustralia.gov.au](http://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.

### FEES

A non-refundable Enrolment/Application fee of \$200.00 (exclusive of Tuition fees, material fees and CoE issue fee) is required at the time of enrolment and this guarantees your place in the course. The enrolment deadline is 10 working days after the commencement of the course.

Students who fall behind in the payment of their fees or fail to pay their tuition fee on the due date, may be charged a late payment fee of \$200.00 per term or may be refused training and assessment services and any requests until such times as the fees are paid and up-to-date. 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 DHA via PRISMS. For more information regarding fees and payments please refer to <https://www.bia.edu.au/pre-enrolment/fees-payment/>

### FEE REFUND POLICY

The request for refund must be made in writing to the BIA 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 Form 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 the Refund Application Form
- In the case of default by Business Institute of Australia, the provisions of the ESOS Act 2000 and the ESOS Regulations 2001 apply. For further information about the ESOS Act please see

<https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

Enrolment fee	No Refund
<b>Tuition Fees</b>	
Visa refused prior to course commencement	Full refund less an administration fee of \$200
Withdrawal at least 28 days prior to the initial course agreed start date	50% refund of tuition fees less an administration fee of \$200
Withdrawal less than 28 days prior to the initial course agreed start date	No Refund
Withdrawal after the initial course agreed start date	No Refund
Visa or CoE cancelled due to student breach of their visa conditions or misbehaviour by the student..	No Refund
Does not commence (i.e. does not arrive, or has not arranged with us for a later start because of health or compassionate reason)	No Refund
Visa extension is refused after course commencement	No Refund
Withdrawal from any continuing study, include any continuing CoE	No Refund
Compulsory Health Insurance (Student visa holders only).....	Refer to the Terms and
Airport Pick-up .....	Conditions of Third
Homestay placement fee .....	Party Service Providers
Note: Agreed course start date is the date indicated on the student's Confirmation of Enrolment (CoE)	

\*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 be 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 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).
  - 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 does not circumscribe the student's right to pursue other legal remedies.
  - This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.
  - The Standards for RTOs require the Institute to inform students considering enrolment of their right to a statutory cooling off period. A statutory cooling off period (which is 10 days) is a period of time provided to a consumer to allow them to withdraw from a consumer agreement, where that agreement was established through unsolicited marketing or sales tactics. These include tactic such as door-to-door sales and telemarketing. A statutory cooling off period allows a consumer to withdraw from a sales agreement within 10 days of having received a sale contract without penalty.
- It must be noted that our Institute does not engage in unsolicited marketing or sales tactics and therefore a statutory cooling off period is not applicable to our students who have enrolled into a course. For refund option in other circumstances, students must refer to the refund policy.
- 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>

### COMPLAINTS AND APPEALS POLICY

Students have access to a Complaints and Appeals procedure if they feel they have been unjustly treated or have a serious complaint. Students who feel they have any type of complaint should first contact the Administration Manager. If necessary the complaint will be referred to the Principal Executive Officer in order to resolve the situation. A student dissatisfied with an activity or a decision regarding their academic outcomes can voice their concerns to the staff member concerned and, if appropriate, appeal to the Principal Executive Officer.

If students are still dissatisfied with the outcome of the complaint / grievance / appeal then students may lodge an external appeal or complain about the decision with the Overseas Students Ombudsman. The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their private education or training provider. See the Overseas Students Ombudsman website <http://www.ombudsman.gov.au/about/overseas-student-ombudsman-landing-page> or phone 1300 362 072 for more information.

### STUDENT CODE OF CONDUCT

All people associated with BIA have the same rights. Harassment, bullying and victimisation will not be tolerated at BIA. Discrimination on any grounds is unacceptable. Students who feel that they are being sexually harassed or are the victims of any sort of racism should initially contact the Administration Manager. If the complaint is sufficiently serious, the Principal Executive Officer may establish a formal inquiry and/or refer to external authorities.

### PRIVACY NOTICE

Under the Data Provision Requirements 2012, BIA is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on the enrolment form and your training activity data) may be used or disclosed by BIA for statistical, regulatory and research purposes. BIA may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring evaluation

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

### DISCLOSURE OF PERSONAL INFORMATION

Information is collected here 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 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 can be disclosed without your consent where authorised or required by law, this may include and the circumstance of any suspected breach by the student of a student visa condition.

### 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 K: DECLARATION

### 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. I consent to the collection, use and disclosure of my personal information in accordance with the National VET Data policy.

### STUDENT INFORMATION

Applicant Name:

Applicant's Signature:

Date:                    /                    /

This agreement must be signed by the student

### REFERRAL / EDUCATIONAL AGENCY INFORMATION

Agency Name:

Agent's Signature:

Date:                    /                    /

AGENT  
STAMP

### OFFICE USE ONLY

ACCEPTED BY Business Institute of Australia