

# International Student Application Form



This confidential Enrolment Form asks for personal information about you. The main purpose for collecting this information is for administrative, regulatory and/or research purposes and to ensure our course is suitable for your needs. All staff at Southern Academy of Business and Technology are required by law to protect the information provided on this Enrolment Form. More information about privacy is included in the notice at the end of this form.

## 1. Personal Details

Surname:				Title: <input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> M/s.
Given name/s:				Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Others

\* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want SABT to apply for a USI on your behalf, **you must write your name, including any middle names, exactly as written in the identity document** you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.

Date of Birth:			Country and City of Birth:		
Marital Status:	<input type="checkbox"/> Never Married	<input type="checkbox"/> Married	<input type="checkbox"/> Others:	Work/Home Phone:	
Email Address:				Mobile Phone:	

Address in your home country:				Address in Australia (if known):		
	Unit No:	Street No:	Street Name:			

Are you currently in :	<input type="checkbox"/> Onshore	<input type="checkbox"/> Offshore	State:	Suburb:	Postcode:
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Emergency Contact Name:			Emergency Contact Number:		
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Delivery Locations. (Subject to availability)	<input type="checkbox"/> Sydney 95 Bathurst Street, Sydney NSW 2000, Australia	<input type="checkbox"/> Adelaide 97 Pirie Street, Adelaide SA 5000, Australia
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## 2. Course Options – please tick (✓) the course you wish to enroll into

CRICOS Course Code	Course Name		Duration	Availability
<input type="checkbox"/> 103708G	BSB40120 Certificate IV in Business		52 Weeks	Sydney
<input type="checkbox"/> 103709F	BSB50120 Diploma of Business		52 Weeks	Sydney
<input type="checkbox"/> 103710B	BSB60120 Advanced Diploma of Business		52 Weeks	Sydney
<input type="checkbox"/> 110005B	FNS40222 Certificate IV in Accounting and Bookkeeping		52 Weeks	Sydney
<input type="checkbox"/> 110506C	FNS50222 Diploma of Accounting		52 Weeks	Sydney
<input type="checkbox"/> 110507B	FNS60222 Advanced Diploma of Accounting		52 Weeks	Sydney
<input type="checkbox"/> 103711A	BSB50420 Diploma of Leadership and Management		78 Weeks	Sydney
<input type="checkbox"/> 103712M	BSB60420 Advanced Diploma of Leadership and Management		52 Weeks	Sydney
<input type="checkbox"/> 109948J	FNS50322 Diploma of Finance and Mortgage Broking Management		78 Weeks	Sydney
<input type="checkbox"/> 109943C	FNS60622 Advanced Diploma of Banking Services Management		78 Weeks	Sydney
<input type="checkbox"/> 106674K+ 106675J	ICT50220 Diploma of Information Technology ICT60220 Advanced Diploma of Information Technology	Packaged	78 Weeks + 52* Weeks	Sydney
<input type="checkbox"/> 109536G+ 110508A	SIT40521 Certificate IV in Kitchen Management + SIT50422 Diploma of Hospitality Management	Packaged	78 Weeks + 26* Weeks	Sydney
<input type="checkbox"/> 109536G+ 110508A 110509M	SIT40521 Certificate IV in Kitchen Management + SIT50422 Diploma of Hospitality Management + SIT60322 Advanced Diploma of Hospitality Management	Packaged	78 Weeks + 26* Weeks + 52* Weeks	Sydney   Adelaide
<input type="checkbox"/> 110508A	SIT50422 Diploma of Hospitality Management		92 Weeks	Sydney
<input type="checkbox"/> 103713K	BSB80120 Graduate Diploma of Management (Learning)		104 Weeks	Sydney
<input type="checkbox"/> 109536G	SIT40521 Certificate IV in Kitchen Management		78 Weeks	Sydney   Adelaide
<input type="checkbox"/> 110509M	SIT60322 Advanced Diploma of Hospitality Management		130 Weeks	Sydney   Adelaide
<input type="checkbox"/> 106674K	ICT50220 Diploma of Information Technology		78 Weeks	Sydney
<input type="checkbox"/> 106675J	ICT60220 Advanced Diploma of Information Technology		78 Weeks	Sydney

\*Pre-requisite Apply: ICT60220 Applicable when enrolled with ICT50220 | SIT50422 Applicable when enrolled with SIT40521  
SIT60322 Applicable when completed SIT40521 & SIT50422

Which intake do you wish to commence your course (month and year)?	Month:	Year:
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Have you studied with Southern Academy of Business and Technology before?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you wish to apply for <b>Credit (Credit Transfer)</b> ?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If YES, certified copies of transcripts from previous qualifications must be provided with this form, along with a Credit Application Form.</i>			
Do you wish to apply for <b>Recognition of Prior Learning (RPL)</b> ?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If you indicate YES, you will be contacted to discuss this further. Please note that there is a cost associated with RPL application and assessment.</i>			
<b>3. English Proficiency</b>			
How well do you speak English? <input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at all			
Have you completed an accredited English language ability test (IELTS/PTE/TOEFL) in the last 2 years?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, please provide details below:</i>			
Test Name:	Test Score:	Test Date:	
Have you studied an accredited English language course in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No - If yes, please provide details:			
Provider:	Course:	Duration:	
<b>4. Overseas Student Health Cover (OSHC)</b>			
Do you require SABB to arrange OSHC for you? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, which cover do you require? <input type="checkbox"/> Single <input type="checkbox"/> Family	
<b>5. Visa and Passport details</b>			
Do you already have an Australian Visa that allows you to study here?		<input type="checkbox"/> Yes ➔ If yes, what type of visa? <input type="checkbox"/> Subclass 500 <input type="checkbox"/> Other:	
		<input type="checkbox"/> No ➔ Which DHF office will you apply?    City:    Country:	
Passport Number:	Nationality:	Expiry Date:	
Have you had your Australian Visa refused? <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, please provide details)			
<b>6. Education History</b>			
<b>Name of Qualifications</b>	<b>Year Completed</b>	<b>Course Provider</b>	<b>Country</b>
<b>7. Students under the age of 18 years</b>			
International students under 18 years of age must have appropriate accommodation and welfare arrangements for their period of study in Australia. A copy of under 18 student welfare and accommodation approval form must be filled and returned to Southern Academy of Business and Technology with a completed Offer Response.			
Parents/Guardian Full Name:		Mobile:	
Email:	Address:		
<b>8. Agent Details (If Applicable)</b>			
Agent legal Name:	Telephone:		
Agent Organisation legal name:	Agent Organisation Trading name:		
Email address:	Agent Representative Name:		

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## 9. Unique Student Identifier (USI)

From 1 January 2015, we, Southern Academy of Business and Technology can be prevented from issuing you with a nationally recognized VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device.

Please enter your unique student identifier (if you already have one):

## 10. Privacy Notice

Under the Data Provision Requirements 2012, Southern Academy of Business and Technology 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 this enrolment form and your training activity data) may be used or disclosed by Southern Academy of Business and Technology for statistical, regulatory and research purposes. Southern Academy of Business and Technology may disclose your personal information for these purposes to third parties, including: 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 statements of attainment or 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 programme administration, regulation, monitoring and evaluation.

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)). 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.

## 11. Student Declaration (Student to complete)

- I declare that the information I have provided is true and correct. I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment or the withdrawal of any offer made by Southern Academy of Business and Technology.
- I understand that my RTO, Southern Academy of Business and Technology is required to submit data sourced from this enrolment form to the national VET administrative collection as a regulatory reporting requirement. The information contained on my enrolment form may be used by my RTO or the following third parties for administrative, regulatory and/or research purposes:
- Government departments and agencies and authorised VET related bodies.
  - VET regulators.

If you would like Southern Academy of Business and Technology to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I, \_\_\_\_\_ authorise Southern Academy of Business and Technology to apply pursuant to sub-section 9 (2) of the Student Identifiers Act 2014, for a USI on my behalf.

- I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>
- I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.
- Upfront payment of fees rules as per ESOS act was explained to me; I understand that I have option to pay more than 50% of my tuition fees.
- I Would like to pay more than 50% of my tuition fees (Please tick if you would like to pay more than 50 % of your tuition fees).
- The College will obtain my prior consent for displaying any photographic material for marketing or other purposes. My personal information may be collected or disclosed to relevant bodies for the verification of my academic qualifications and work experience.
- The information on this form and documents provided in support of my application are correct and complete.
- I acknowledge that incorrect information or the withholding of relevant information relating to my application, including academic transcript/s, might invalidate my application and the College may refuse to offer a place in Course (s).
- I have read and understood Marketing Flyer (s) and International Student Handbook before completing this Enrolment Application form.
- I meet admission requirements as outlined in the Course Marketing Flyer (s).

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- I understand that Student offer is not guaranteed at this stage as it is subject to Southern Academy of Business and Technology assessing my enrolment application.
- I have been informed by Southern Academy of Business and Technology that if my enrolment application is successful, I will receive Student Offer & Written agreement outlining detailed course information and applicable policies and procedures and conditions.
- I have read and understood that I will receive all fees & refund information as per my course via Student Offer & Written Agreement.
- I have read and understood the indicative cost of living in Sydney / Adelaide.
- I have read and understood Course progress and attendance requirements from International Student Handbook including the College's Policy for monitoring course progress and attendance.
- I have read and understood Cancellations and Refund Policy on International Student Handbook.
- I have read and understood information on Complaints and Appeals from International Student Handbook along with the College's Policy on Complaints and Appeals.
- I acknowledge that it is my responsibility to seek independent advice before signing this application form.
- I understand that providing incorrect or fraudulent information may contravene Australian Laws and may then severely affect my visa.
- I know that once I receive Student Offer & Written Agreement, non-refundable Enrolment Application Fee will be required by the college.

Student Signature:		Date:	
Printed Name:			

## 12. Students under 18 to complete

Signature of Parent/ Guardian 1:		Date:	
Printed Name:			
Signature of Parent/ Guardian 2:		Date:	
Printed Name:			

### Application Checklist:

Provide a copy of the following documents with your application form (you will need to bring the originals to your orientation day for verification): Please tick those that you are providing.

<input type="checkbox"/> Valid passport copy	<input type="checkbox"/> Proof of English Language Proficiency	<input type="checkbox"/> High School certificate or other relevant certificates
<input type="checkbox"/> Valid visa (if you have one)	<input type="checkbox"/> Genuine Student Test (GST) Assessment Form	<input type="checkbox"/> Any other relevant documents to support your application e.g., resume

Note: Please send the completed and signed application form along with the supporting documents to [admissions@sabt.edu.au](mailto:admissions@sabt.edu.au)