

AUSTRALIAN SKILLS CENTRE PTY LTD  
trading as  
**Austech Business Institute(ABI)**  
Suit 1, Level 1, 70-76 Princes Highway  
Arncliffe, NSW 2205, Australia.  
Phone: 0061-2-9599 7000  
Fax: 0061-2-8065 5268  
Email: [info@ausbizi.nsw.edu.au](mailto:info@ausbizi.nsw.edu.au)  
Website : [www.ausbizi.nsw.edu.au](http://www.ausbizi.nsw.edu.au)  
ABN 95 132 817 997



Please attached one recent  
photograph

## STUDENT ENROLMENT FORM

RTO 91744  
CRICOS PROVIDER 03249F

### Student Details

Full Name (Surname in capital)	
USI	Sex M F X
Passport No.	Expiry Date
Country of Birth	Nationality
Date of Birth	<b>LANGUAGE SPOKEN AT HOME</b> English Only <input type="checkbox"/> <input type="checkbox"/> Very Well <input type="checkbox"/> Well    Not Well <input type="checkbox"/> Not at all <input type="checkbox"/> Other – Please specify

### Postal Address:

Street	
Suburb:	
State:	Postcode:
Phone	
Email	

Are you				
Aboriginal	Yes / No	Torres Strait Islander	Yes / No	
<b>Do you have a disability, impairment or long term condition, if yes, please specify</b>	<b>Yes / No</b>	Medical condition	Yes / No	
Hearing	Yes / No	Physical	Yes / No	
Intellectual	Yes / No	Learning	Yes / No	
Mental illness	Yes / No	Vision	Yes / No	
Acquired brain impairment	Yes / No	Other :		

If YES, please specify what special learning needs do you have:

Do you have any other personal circumstances which may affect your study?  
If yes, please specify \_\_\_\_\_

Highest Completed School Level                      Attach certified copy of all  
Academic Transcript(s)

Year 12 or equal	Yes / No	Year 11 or equal	Yes / No
Year 10 or equal	Yes / No	Year 9 or equal	Yes / No
Never attended a school	Yes / No	Year 8 or below	Yes / No
Still attending school	Yes/ No	Year Completed: .....	

### Highest Qualification achieved

Bachelor or Higher Degree	Yes / No	Advanced Diploma	Yes / No
Diploma	Yes / No	Certificate IV	Yes / No
Certificate III	Yes / No	Certificate II	Yes / No
Certificate I	Yes / No	Other .....	

### English Language Proficiency (Overseas Students)

Test Name                                              Score

Documentary evidence must be provided

### Please select Course(s):

- BSB40515 Certificate IV in Business Administration  
CRICOS Code 087048J
- BSB51915 Diploma of Leadership and Management  
CRICOS Code 089421K
- BSB61015 Advanced Diploma of Leadership and Management,  
CRICOS Code 089422J

Your preferred study start date ..... /..... /.....

Entry Requirements for all courses:

- Min age 18 years  
 Min education Year 12  
 Release Letter

Are You Currently:

Full Time Employee..... Yes / No  
 Part Time Employee..... Yes / No  
 Self Employed ..... Yes / No  
 Employer..... Yes / No  
 Employed -unpaid worker in a family business... Yes / No  
 Unemployed – Seeking full time work..... Yes / No  
 Unemployed – Seeking part time work..... Yes / No  
 Not Employed - Not Seeking Employment..... Yes / No

Do you wish to apply for Credit Transfer (CT) Yes / No  
 If Yes, please complete Application for Credit Transfer

Do you wish to apply for RPL Yes / No  
 If Yes, ABI will contact you

### Study Reasons (please circle a No)

- 1-To get a job
- 2-To develop my existing business
- 3-To start my own business
- 4-To try for a different career
- 5-To get a better job or promotion
- 6-It was requirement for my job
- 7-I wanted extra skills for my job
- 8-To get into another course of study
- 9-For personal interest or self-development
- 10- Other Reason .....

### How did you find us

- Agent (Name) \_\_\_\_\_
- Our website
- Other (Specify) \_\_\_\_\_

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Enrolment Form

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## TERMS AND CONDITIONS

**HOW TO APPLY:** Please read this information carefully.

- Select course(s) by checking course details on [www.ausbizi.nsw.edu.au](http://www.ausbizi.nsw.edu.au) under "Courses" and check Course Entry requirements for your course.
- Read pre-enrolment information on website and Enrolment Form all pages.
- Fill up and sign Enrolment Form. Ensure you have attached certified copies of all supporting documents [*translated into English if necessary*], including:
  - Qualifications
  - English language proficiency.
  - Passport.
  - 1 passport size photograph
  - Release letter from primary provider in case less than 6 months
- Return the completed application form and supporting documents to:

**Hard Copies :** Austech Business Institute (ABI)

Suite 1, Level 1, 70-76 Princes Highway, Arncliffe, NSW, Australia

**Soft Copies :** scan all documents and send to : [info@ausbizi.nsw.edu.au](mailto:info@ausbizi.nsw.edu.au)

- If your application is successful, you will receive two copies of **Letter of Offer** and Acceptance – Written Student Agreement for the course(s). We will advise you about fee payment and how to apply for your visa.
- For information concerning student visas to Australia, please refer to the Australian Department of Immigration and Border Protection (DIBP) website- [www.immi.gov.au](http://www.immi.gov.au). Alternatively contact Student Services at ABI.
- On receipt of your fees and one signed copy of Letter of Offer, we will send you an Electronic Confirmation of Enrolment (eCOE). This is to be used to apply for your student visa.

### SCHOOL-AGED DEPENDANTS

Students are advised that any school-aged dependants accompanying them may be required to pay full fees if they are enrolled in either a government or non-government school.

### RECOGNITION OF PRIOR LEARNING (RPL) & CREDIT TRANSFER (CT)

Students need to apply for RPL or CT on enrolment. This may result in shortening of course duration. For overseas students this can impact on student visa. Shortening of overall course duration does not change the requirement for student to enrol in full-time study. There is no fee for CT but RPL attracts a fee. Please check our RPL fee before signing this enrolment form.

**ATTENDANCE:** You must have 100% attendance at all times. If your attendance falls below 80%, the ABI is obliged to report the student to DIBP.

**DISCIPLINE:** If a student fails to comply with ABI policies and procedures, a warning process is followed by ABI which is explained in ABI Pre-Enrolment Information and Student Handbook.

**USE OF PERSONAL INFORMATION:** All personal information provided to the ABI, if requested, may be made available to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. This information includes personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach by the student of a student visa condition.

**CHANGE OF ADDRESS:** You are obliged to notify the ABI within 7 days if you change your address while enrolled in the course.

**FEES, COURSE DATES:** Fees & course dates are correct as of 1<sup>st</sup> December, 2015. ABI reserves the right to vary condition(s) at any time without prior notice.

**EXPULSION:** ABI reserves the right to expel students for serious discipline breaches.

**INDICATIVE COST OF LIVING (\$AUD):** The Australian government suggests that international students allow funds of approximately \$17,000 to \$19,000 AUD per year to support their living expenditure.

**REASONABLE ADJUSTMENT:** ABI will make reasonable adjustment to the student when required to special needs. Deferral is provided on compassionate circumstances.

Note: Students are required to bring their own laptops to the classes. Assessments methods consist of short answer questions, role plays, presentation etc.

**CANCELLATION AND REFUND POLICY:** See next page.

## REGISTRATION & COURSE ENROLMENT FEES (Australian Dollars) Mandatory

Code and Name of Courses	Tuition Fee
<b>BSB40515 Certificate IV</b> in Business Administration(26 weeks)	\$5,400
<b>BSB51915 Diploma</b> of Leadership and Management(66 weeks)	\$13,750
<b>BSB61015 Advanced Diploma</b> of Leadership and Management(98 weeks)	\$19,500
<b>ENROLMENT FEE</b> Enrolment Fee (Non-Refundable) For all non-tuition fee schedule please visit our website <a href="http://www.ausbizi.nsw.edu.au">www.ausbizi.nsw.edu.au</a> or contact Administration Office. A list is displayed at the Reception area.	Nil
<b>PAYMENTS</b> All fees should be made in <b>AUSTRALIAN DOLLARS</b> Please pay direct to the bank account if in Australia or by TT if paying from overseas (using the Swift Code ) to: Account Name: <b>Australian Skills Centre Pty Limited</b> BSB: <b>06 2235</b> Account No: <b>1047 2399</b> Bank: Commonwealth Bank of Australia Branch: Rockdale NSW 2216 AUSTRALIA <b>Swift Code: CTPAAU2S</b> Note: Austech Business Institute is not responsible for any payment paid direct to an agent.	

### STUDENT COMPLAINTS, GRIEVANCES & APPEALS POLICY

If you have a complaint, grievance or an appeal about your studies, fees or any other matter, the ABI has procedures to resolve these problems promptly as detailed in the Student Handbook.

**Academic Complaint** i.e. a problem about your class or studies, please contact:

- Your trainer
- Administration Staff / Manager

**Fees / Application for Refund** i.e. any question about the payment of course fees or any application for a refund, please contact :

Administration Staff / Manager

### Procedure

- If you are not satisfied by the above, a *Student Complaint/ Appeal Form* will be given to you to complete and return to Administration Staff/Manager.
- Administration Staff/Manager will ensure the form is entered correctly and will attempt to resolve the problem within 10 working days of receiving the Form and will provide reasons for the decision. If you are not satisfied at this stage, your complaint/grievance/appeal will be referred to the CEO.
- ABI has procedures to ensure that all complaints/ grievances/ appeals are dealt with in a constructive and timely manner.

### External Appeal : Overseas Students Ombudsman

You have other avenues of appeal against the decision made if you are still dissatisfied with the outcome of your complaint / grievance / appeal.

You can contact the Overseas Students Ombudsman if you wish to lodge an external appeal or complain about the decision, 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 [www.oso.gov.au](http://www.oso.gov.au) or phone 1300 362 072 for more information.

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## **CANCELLATION AND REFUND POLICY**

If the student applies for but is unable to obtain a Student Visa through no fault of their own, all tuition fees paid will be refunded in full.

Any notification of withdrawal must be in writing.

In the event that a student withdraws from a course the refund policy will apply as follows:

- i. Notification of at least 5 weeks before commencement date, 90% of fees paid will be refunded.
- ii. Notification of at least 3 weeks before commencement date, 70% of fees paid will be refunded.
- iii. No refund if notification of course withdrawal is given 2 weeks or less before course commencement date.
- iv. No refund if student notification of course withdrawal arrives after course commencement date.
- v. All non-tuition fees (as provided in pre-enrolment information) are NOT refundable.

If ABI withdraws an offer, fails to provide the program offered or terminates an education service:

- vi. Before the commencement date, all tuition fees paid will be refunded in full.
- vii. After the commencement date, a refund, pro rata of the unearned portion of the course's fees paid.

However, if the student agrees to accept an alternative (replacement) course or part a course to be provided to the student at the ABI's expenses, then the ABI is relieved of its liability to make the payment. The student must advise ABI in writing whether they agree to the alternative arrangement.

If ABI withdraws a student from an education service because the student has seriously breached the International Student Visa conditions or the rules of ABI, no refund of fees paid will be given.

Where two (2) or more courses are packaged, the conditions apply to all elements. Note that for packaged courses, the course commencement date is taken to be the start date of the first course.

Bank charges are deducted for refunds made by bank draft or electronic transfer.

Fees for services paid to Education Agents by students are not covered by this refund policy.

This refund policy applies to all tuition fees paid to the College and includes any tuition fees paid to an Education Agent to be remitted to the College.

All refunds are paid within 28 days from the date of the receipt of the written claim by the student.

The refund will be made payable to the student or to an individual authorized by the student.

This agreement does not remove the right to take further action under Australia's consumer protection laws.

The Complaints policy does not circumscribe the student's right to pursue other legal remedies including use of Overseas Students Ombudsman website [www.oso.gov.au](http://www.oso.gov.au) or phone 1300 362 072 for more information.

### **DECLARATION**

I \_\_\_\_\_ declare all information provided by me on this form is complete and correct to the best of my knowledge. I also declare that I have read, understood and accepted the Terms and Conditions and the Refund Policy of Austech Business Institute (ABI) and agree to follow them. I also understand that monies may be withdrawn from my tuition fees to reimburse agent expenses and authorise deduction of the appropriate amount from fees paid. I enclose the required fees and authorise the ABI to retain my tuition fees in accordance with the Refund Policy if I elect to cancel my enrolment at any time.

***This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take further action under Australia's consumer protection laws.***

Signed \_\_\_\_\_ Date \_\_\_\_\_.

