



FROM POSSIBILITY TO ACTUALITY

# Enrolment Application Form

Form  
**APP01**

## Personal Details

Family Name/Surname:

Given Name:

Date of Birth: (DD/MM/YYYY)

Nationality:

Passport Number:

Sex: Male ☐ Female ☐

Address:

Suburb/Town:

State/Territory:

Postcode:

Email:

Mobile:

## Recognition of Prior Learning

Are you applying for RPL?

Yes ☐ No ☐

If Yes you must fill RPL form

## English Language Proficiency

Please indicate which of the following tests you have taken and attach certified documentary evidences of result

☐ IELTS 5.5 (No band less than 5.0)

☐ General English- Upper Intermediate

☐ PTE 43 (No band less than 36)

☐ TOEFL (Internet Based Test) 46 (No band less than 35)

☐ Others (specify)

## Course Details

VET intakes in Jan, Feb, Apr, May, Jul, Aug, Sep & Nov. Please refer to CIBT website for actual start dates

- ☐ BSB30120 Certificate III in Business  
(Duration: 52 Weeks CRICOS Course Code: 104835C)
- ☐ BSB40520 Certificate IV in Leadership and Management  
(Duration: 52 Weeks CRICOS Course Code: 103954D)
- ☐ BSB50420 Diploma of Leadership and Management  
(Duration: 65 Weeks CRICOS Course Code: 104182B)
- ☐ BSB60420 Advanced Diploma of Leadership and Management  
(Duration: 65 Weeks CRICOS Course Code: 104836B)
- ☐ FNS40217 Certificate IV in Accounting and Bookkeeping  
(Duration: 52 Weeks CRICOS Course Code: 097747K)
- ☐ FNS50217 Diploma of Accounting  
(Duration: 65 Weeks CRICOS Course Code: 097748J)
- ☐ FNS60217 Advanced Diploma of Accounting  
(Duration: 78 Weeks CRICOS Course Code: 097749G)
- ☐ ICT50120 Diploma of Information Technology  
(Duration: 78 Weeks CRICOS Course Code: 103911D)
- ☐ ICT60120 Advanced Diploma of Information Technology  
(Duration: 78 Weeks CRICOS Course Code: 103912C)
- ☐ BSB80120 Graduate Diploma of Management (Learning)  
(Duration: 52 Weeks CRICOS Course Code: 104837A)
- ☐ BSB40820 Certificate IV in Marketing and Communication  
(Duration: 52 Weeks CRICOS Course Code: 103531E)
- ☐ BSB50620 Diploma of Marketing and Communication  
(Duration: 78 Weeks CRICOS Course Code: 103533C)
- ☐ BSB60520 Advanced Diploma of Marketing and Communication  
(Duration: 78 Weeks CRICOS Course Code: 103532D)

## VET Intakes

☐ Jan ☐ Feb ☐ Apr ☐ May ☐ Jul  
☐ Aug ☐ Sep ☐ Nov  Year

## Campus Locations

☐ NSW Campus (Sydney)

Sydney CBD Campus: Level 5, 303 Pitt St Sydney NSW 2000 & Level 11, 307 Pitt St Sydney NSW 2000  
You will be informed about your class location during orientation.

☐ ACT Campus (Canberra)

Suite 1, level 4, 40 Cameron Avenue Belconnen ACT 2617  
(Diploma of Leadership and Management, Advanced Diploma of Leadership and Management, Graduate Diploma of Management (Learning), Diploma of Information Technology, Advanced Diploma of Information Technology)



FROM POSSIBILITY TO ACTUALITY

# Enrolment Application Form

Form  
**APP01**

## Additional Information for International Students

Current visa type:

- ☐ Student Visa
- ☐ Tourist Visa
- ☐ No Visa Yet (Offshore application)
- ☐ Other Visa

Embassy / Department of Home Affairs office where visa will be lodged

Do you require CIBT to arrange OSHC for you:

Yes ☐ No ☐

If yes, cover required for how long?

Do you require accommodation?

Yes ☐ No ☐

If YES, you must fill accommodation placement form  
Accommodation Placement fee \$250

Do you require airport pickup?

Yes ☐ No ☐

Please note Airport pick up fee is \$165

Is the student married?

Yes ☐ No ☐

If yes, please state when:

Do they have any children?

Yes ☐ No ☐

List the age(s):

Will the student's spouse join the student as a dependent?

Yes ☐ No ☐

## Immigration History

Has the student applied for a student or any other visa to Australia in the past?

Yes ☐ No ☐

If yes, was it granted?

Yes ☐ No ☐

If no, why not?

## Payment Details

Enrolment fee (non refundable) of \$250

Course fee

Material fee (\$50/term)

## CIBT Bank Details

(Please mention Student Full Name as a reference for payment)

Account Name:

Crown Institute of Business & Technology Trust Account

BSB: 032-099

Account Number: 432-853

SWIFT Code: WPACAU2S

Bank Name: Westpac Banking Corporation

## CIBT Bank Details (For Canberra Campus)

(Please mention Student Full Name as a reference for payment)

Account Name:

Crown Institute of Business and Technology Trust Account

BSB: 032-099

Account Number: 675-660

SWIFT Code: WPACAU2S

Bank Name: Westpac Banking Corporation

Education Agent (if applicable)

Company Name of your Agent?

Applicant's Name

Signature

Date



FROM POSSIBILITY TO ACTUALITY

# Enrolment Application Form

Form  
**APP01**

## TERMS AND CONDITIONS OF ENROLMENT

### 1. Personal & Contact details:

A current address to which the notification of the result of an enrolment application can be sent should be provided with a contact phone number and email address (if any). Student must update their contact details (mobile number and email address) with CIBT at least every six months or as soon as the details get changed whichever comes first.

### 2. Name change:

Documentary evidence (legal declaration, marriage certificate, etc.) must be provided if any official documents (such as a birth certificate) show a name which is different from the one that is used on the application.

### 3. Certified copies of original documents:

Certified or attested copies of all official documents including transcripts and, academic certificates must be attached. The following people are eligible to certify copies: An authorised officer from the institution that originally issued the documents; an Australian overseas diplomatic mission; an authorised CIBT representative. Certified translations must be supplied if the documents are not in English.

### 4. English Language Proficiency:

Evidence of English language proficiency is required. Include an IELTS Test score or equivalent evidence of English language proficiency that is no more than 2 years old. If unable to provide an assessment of English language level with the application form, students may be required to take an English Test before admission to CIBT.

### 5. Recognition of Prior Learning (RPL):

Students will be granted RPL against units listed under the course they are enrolled in if they are able to provide sufficient evidence. Students who have completed unit(s) at another recognised Australian institution or college may also apply for exemptions in unit(s). If the application is accepted, the student is granted an exemption in that unit. This will reduce the duration (length) of study.

### 6. Termination of studies/Transfer to another provider:

Application for termination of studies must be made in writing to the compliance Manager two weeks prior to the completion of the current term. Application will be processed if student have paid the current term fee. If a student has not maintained satisfactory attendance and /or course progress up to the time of transfer or cancellation, the process of reporting the student to the DHA (Department of Home Affairs) will continue, even though the student is no longer officially enrolled with the CIBT as per standard 7 of the National code.

### 7. Payment details:

The tuition fees and any other applicable fees that need to be paid prior to enrolment and that apply throughout the course will be outlined in the Letter of Offer which will be sent, if an application is successful, to the address supplied in the enrolment form.

### 8. Payment Bank:

Payments to CIBT should be made as follows:

Account: Crown Institute of Business and Technology Pty Ltd Trust A/C

Bank Name: Westpac Banking Corporation, North Sydney Branch

Account Details: Branch No. 032-099 Account No: 432853

Reference: Use Student's Full Name

### 9. Cancellation & Refund policy:

All applications for refund of tuition fees and Overseas Student Health Cover (OSHC) fee must be made in writing and sent to the PEO of the College. Applications for refunds should include all relevant information to enable payment, such as bank name, bank account details, and address of bank and name of account holder. Payment of refunds will be made in Australian dollars. CIBT will accept no obligation for a refund until a payment is received into the CIBT bank. All requests for refunds must be submitted in writing to the PEO of CIBT. Approved refunds will be paid to the payee within 28 days of receipt of a written application and will include a statement explaining how the refund was calculated. Enrolment fee, material fee and accommodation placement fees are NOT refunded in all cases. Refund processing-administration fee of \$200 applies to all refund applications. If the student visa is rejected for an international student applying for enrolment from offshore, then all course fees will be refunded in full minus admin fee of \$200. However, all documents together with an original letter from the Australian Embassy or DHA office need to be provided to CIBT before the course commencement date. Where a student, after accepting an offer of a place, gives at least 28 days notice prior to his/her course commencement of their inability to undertake the course, 70% of the course fees paid will be refunded. Where a student after accepting an offer gives less than 28 days notice prior to his/her course commencement of their inability to undertake the course, 50% of the course fees paid will be refunded. A student who withdraws from a course on or after the scheduled commencement date will not be eligible for a refund of course fees. This agreement does not remove students' rights to take further action under Australian Consumer Protection Laws or other legal remedies. Students can appeal refund decision through the CIBT's complaints and appeals procedure. The CIBT complaints and appeals procedure does not inhibit your rights to pursue other legal remedies.

As per section 47D of ESOS Act, refund for student default, CIBT is required to refund student in accordance with the written agreement within 4 weeks after receiving a written claim except for visa refusal. However, if the visa refusal is due to false or misleading information about student identity, previous qualifications and experiences and other relevant information in support of student visa application in order to obtain migration, there will be NO Refund.

CIBT default: If CIBT is in default as set out in section 27(1) of the ESOS Act 2000, CIBT will provide a refund to the student in accordance with the ESOS Act and the regulations made under that Act. CIBT defaults if the course offered does not start on the agreed starting day or the course stops being provided after the start date and before it is completed (partial refunds applies) or



FROM POSSIBILITY TO ACTUALITY

# Enrolment Application Form

Form  
**APP01**

## TERMS AND CONDITIONS OF ENROLMENT

the course is not provided fully to the student because CIBT has had a sanction imposed partial refunds applies). If CIBT defaults we pay a full refund if it is before commencement or partial refund if it is after commencement to the student including enrolment fee within 2 weeks after the default day.

**Student default:** A student defaults if the course offered by CIBT started on the agreed starting day, but the student did not start the course on that day and has not previously withdrawn from the course; or The student withdraws from the course either before or after the agreed starting day. If the student defaults, CIBT pays a refund to the student as follows: Default day means the day on which the student withdraws from the course. For student defaults cases, the student will be paid any refund within four weeks after receiving a written claim. If a student has not commenced the course on the agreed starting day as entered on the confirmation of enrolment and CIBT will contact the student within 5 business days and renegotiate the new starting date with the student and no default notification is required. For other kinds of student defaults, such as non-payment of tuition fees, the 5 business days for notification do not start until the student has had the opportunity to access CIBT complaints and appeal and the processes have been finalised confirming the default. Once the default notification has been made CIBT is required to report the outcome of the default within 7 days of the end of the default obligation period, i.e. whether the student accepted an offer of an alternative course or whether and what amount of refund was paid. The default obligation period is 14 days for a provider default and 28 days for a student default.

### 10. Academic progress requirements:

Admission, if granted, is subject to the continuous academic progress required of the student. Students need to perform well in order to continue to be enrolled in the courses offered by the Institute. Student visas issued by DHA require that students maintain satisfactory academic performance in each study period. Student must pass at least 50% of the unit in each study period.

### 11. Attendance requirements:

There are strict attendance requirements for overseas students. Student visas issued by DHA require holders to attend at least 20 hours/week of classes and maintain a minimum of 80% attendance at all times.

### 12. Assessment procedures:

Assessments are carried out for all the courses. The type of assessments depends on the subject or course. Typically assessment can include class activities, practical work, assignments, projects, case studies, role playing exercises, presentation. Candidates must satisfactorily complete all the required assessments to the required standard to gain a qualification.

### 13. Student's rights:

The terms and conditions of enrolment, as stated above, do not remove the right of the student to take action under Australia's consumer protection laws. Students may opt for third party representation at any stages of dispute resolution.

### 14. Access to student's details:

Information provided by students is private and confidential. However, some information may be made available to Commonwealth and State Government Agencies and the Fund Manager of the ESOS Assurance Fund, under the CIBT's obligations under the ESOS Act and the National Code.

### 15. Overseas Student Health (OSHC) Cover:

International students on a student visa must, as a condition of their stay, prior to coming to Australia either be covered or have paid for OSHC cover. For information regarding costs and the type of health cover, please visit the Medibank Private website at <https://www.medibank.com.au/overseas-health-insurance/oshc/> Alternatively, the Institute can organise OSHC for students.

### 16. Student rights and responsibilities:

Students must be aware of academic and attendance requirements, code of behavior and other policies on discipline, access and equity, occupational health and safety, privacy, welfare and guidance. Students can access, read and must comply with the CIBT policies provided in the Student Handbook.

### 17. Declaration and signature:

The application form must be signed and dated by the applicant in person.

### 18. Indemnity declaration:

By signing this declaration you agree that Crown Institute of Business and Technology, its teachers, employees, representatives and agents shall not be liable for any damage to you (including death, bodily injury, disability, loss, damage to property) caused by attendance at any premises owned/ leased, operated/ controlled by Crown Institute of Business and Technology.

### 19. Student Welfare and Support Services:

A range of services can be accessed by students through CIBT and applicants are encouraged to visit the CIBT website and/or obtain a student Handbook prior to enrolment.

Visit [www.cibt.nsw.edu.au](http://www.cibt.nsw.edu.au) for additional or to request a current Student Handbook

### 20. Student Declaration:

I declare that the information provided on the enrolment form is current and accurate. I have read and understood and accepted the terms and conditions of enrolment and agree to be bound by them.

You must attach certified copy of main pages of current passport, previous academic transcripts and a recent certificate of English proficiency along with this application.

Student Name:

Signature:

Date: