Crown Institute of Business and Technology Pty Ltd ABN 86 116 018 412 National Provider No: 91371 CRICOS Provider Code: 02870D North Sydney Campus: 116 Pacific Highway North Sydney NSW 2060 P 02 9955 0488 F 02 9955 3888

Sydney CBD Campus: Level 5, 303 Pitt St Sydney NSW 2000 P 02 8959 6340 F 02 9955 3888

Canberra Campus: Suite 1, Level 4, 40 Cameron Avenue, Belconnen, ACT 2617 P 02 6253 5184

Enrolment Process Flowchart

Obtain the Enrolment Application Form from either Fly to Australia to commence your orientation and CIBT's approved education agent in your country or your course. If you unable to commence on from the CIBT website. scheduled course start date mentioned on CoE, you Must notify us and renegotiate the new date otherwise you will notified to DHA for student default within 5 working days. Once you have selected your course and are satisfied Once you have your visa, you will need to organize with all the pre-enrolment information provided to your flights to Australia and advise CIBT of your you, you or your agent should send application form flight details so we can prepare and assist your to CIBT and must include the following: arrival (such as assistance with accommodation 1. Non refundable Enrolment Fee of \$250 and any other services you have requested in your 2. Certified copy of your Passport application form). 3. Certified copies of your IELTS results 4. Certified copy of your certificate of secondary school or year 12 or equivalent 5. In addition, if you are applying within Australia as an overseas student and you are changing education provider, a copy of the Once you receive your Confirmation of Enrolment letter of release, provided to you by previous (CoE), you should organize your visa application education provider must be included immediately to ensure you are able to arrive for 6. If applicable, include your credit transfer or your course start date. **RPL** application Once CIBT received your Acceptance of Enrolment and any required fees, CIBT will Once your application has been received with all the request for Confirmation of Enrolment (CoE) to requested documents, our Admissions team will be issued and forwarded to you or your review the application against the entry nominated agent. requirements for your selected course which can be found in the Course Brochure/Flyer. You must read the Letter of Offer and written agreement carefully and if you agree with the Once application has been successfully processed, you Conditions of Enrolment, please sign and return or your nominated agent will receive a Letter of Offer the written agreement attached to the letter of and written agreement confirming the Conditions of offer with all tuition and services fees as per the Enrolment. letter.

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