



# Student Enrolment Form

Please complete this form:

- Using Black Pen
- in English
- in Block Letters

Please Attach  
Photograph Here

## 1 Student Details

Family Name

Given Names

Date of Birth (Day/Month/Year)  /  /

Gender  M  F

Nationality

Passport Number

Are you holding a current Australian visa  Yes  No

If Yes, please advise visa type

Expiry Date (Day/Month/Year)  /  /

If No, at which Australian Embassy/High Commission will you lodge your student visa application?

City

Country

## 2 Contact Details

Under 18 students must provide parents contact details

Permanent Overseas Address

Home Phone

Mobile

Email

Emergency Contact (Overseas or Australia)

Name

Relationship

Home Phone

Mobile

Email

## 3. Students Under 18

Parent's Family Name

Given Name

I/we would like to nominate a guardian who is relative resident in NSW who will act for me/us in matters to the welfare and progress of my/our child.

Guardian Name

Relationship

Home Address

Phone Number

Email

I would like SSBT to arrange the following for my/our child:

Paid Guardianship  Paid Homestay

## 4. Education Details

Highest Qualification

Year Awarded

Institution Attended

Country/State

## 5. English Details

Is English your first language  Yes  No

5.1 Have you taken a recognized English language test in the last 24 months? (e.g. IELTS or TOEFL)  Yes  No  
(if YES, complete the details below)

Name of English test

Result

Date Taken (Day/Month/Year)  /  /

5.2 Did you complete an accredited English course in Australia within the last 24 months  Yes  No

If Yes, College Name

Level of English/Certificate Achieved

If No, Where are you intending to complete your accredited English Course in Australia

College Name

Course Name

Duration(in wks)



## 14. Student Enrolment Agreement

### Fees and Charges

- Students must pay tuition fees every six months and this payment must be made two weeks before the beginning of the next six months.
- If tuition fees increase during student's study, students will be invoiced the adjusted fees and charges prior to making payment.
- SSBT reserves the right to vary its fees and charges at any time. Fees and charges may change with out notice.
- Tuition fees due during deferral/suspension period must be paid by due date for the continuance of enrolment at SSBT.
- Charges may incur if any additional services required for the completion of the course.

### Refunds

- Application fees, accommodation booking fee and airport pick-up fee are non- refundable.
- Tuition fees are refunded in full, only if your student visa application is rejected. Student notice of cancellation is not effective until written notification and a copy of documents evidencing the refusal including an original letter from the Australian Embassy, High Commission or Immigration Office.
- If you give written notice of your intention to withdraw from a course 28 days or more prior to the course commencement date, tuition fees will be refunded less a cancellation fee of 25%.
- If you have given false or misleading information, no refund will be given. No refunds will be made after the commencement date of the course. No refund will be made if the student cancels during the course. No refund will be made if a student fails to comply with the conditions of enrolment at SSBT or any breach of the visa requirements of his or her visa imposed by the Australian Government.
- SSBT will not authorise the transfer of fees to other institutions or any other student's account.
- All refunds will be made within 4 weeks after SSBT receives a written claim.
- In the unlikely event that SSBT is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by SSBT at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees or to accept a place in another

course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement. If SSBT is unable to provide a refund or place you in an alternative course our Tuition Assurance Scheme (ACPET) will place you in a suitable alternative course at no extra cost to you. Finally if ACPET can not place you in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place you in a suitable alternative course or, if this not possible you will be eligible for a refund as calculated by the Fund Manager.

- If you have any complaint in relation to a refund claim, you may take up the matter using the SSBT grievance procedures. SSBT dispute resolution processes do not circumscribe the student's right to pursue other legal remedies; you may take further action under Australia's consumer protection law.
- For students taking package courses, NO REFUND will be granted on the second course after the first course has commenced.
- If you give written notice of your intention to withdraw from a course, less than 28 days prior to the course commencement date, tuition fees will be refunded less a cancellation fee of 50%.
- If you are introduced to SSBT through a third party which retains any portion of your payment or charges any additional fees then such monies will not be refunded by SSBT except the portion of prepaid tuition fee paid from you, as such the third party/person shall be deemed to be your agent or not the agent of SSBT.
- Bank charges for refunds made by bank draft or electronic transfer will be deducted from the refund amount.
- If a student completes the course early, the full tuition fees and additional fees must be paid before a certificate can be issued. If a student extends their course, they will be required to pay additional fees before the commencement of the extended course. If a student changes courses after commencement of the course in which they were originally enrolled, they will be required to pay the fees that apply to such a course at that time.

### Use of Personal Information

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visas 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 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances,

**PLEASE RETAIN THIS FOR YOUR RECORD**

to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

#### **Grounds for Enrolment Suspension and Cancellation**

Deferments/Suspensions of studies are only permitted under the following grounds:

- Compassionate or compelling circumstances
- Student misbehaviour

SSBT may cancel your enrolment on the following grounds:

- Behaviour breaching SSBT's Code of Conduct (refer to Student Handbook)
- Non payment of fees

Suspension or cancellation of enrolment may result in visa cancellation

#### **Policies and Procedures**

- All policies and procedures relating to students are outlined in our student handbook (copy available on our website).
- English Language Proficiency.
- Students must satisfy English entry requirements of the course to be enrolled at SSBT. If a student's English level does not satisfy course entry requirements at SSBT then the student is required to suspend the current course and undertake additional English course at his/her own expense.

#### **No Liability**

SSBT is not liable for any personal injury or death of a student or loss or damage to any property of a student arising out of or in any way related to the enrolment or a student's accommodation arrangements whether or not by reason of any wilful or negligent act or omission or breach of agreement by SSBT, its employees and representatives.

#### **No Obligations**

SSBT has no guarantee or obligation that the student will:

- Complete his/her studies successfully
- Gain entry into further tertiary studies
- Be accepted for enrolment at SSBT

#### **Consent to Use Photos and Testimonials**

Photos or testimonials of student, which student has agreed to make available to SSBT, remain the property of SSBT, and may be used in marketing and promotional material relevant to SSBT.

#### **Student Obligations**

Students must:

- Comply with student visa regulations at all times
- Notify SSBT within 7 days of change of address
- Understand the cost of stay in Australia is their responsibility
- Attend class as according to the time table scheduled by SSBT
- Meet with the Student Contact Officer to finalise enrolment to ensure enrolled correctly
- Inform SSBT immediately if withdrawn from a course or any changes to the student visa
- Reside at a nominated residence and notify SSBT immediately any changes to residence arrangements (student under 18 years of age)
- Enroll their children in either a Government or private school by paying full fees if bringing school aged dependants to Australia

#### **Course Placement Offer**

SSBT may issue Letter of Acceptance or eCoE without students meeting the entry requirements, however students must satisfy the entry requirements of each course offered by SSBT before commencement.

#### **Discontinuation of Studies**

Student must inform in writing one month in advance about their intention to discontinue studies. If students fail to inform one month in advance and requiring any documents from SSBT fees (refer to fees and charges from student handbook) will apply. Students must pay all fees owed to SSBT before claiming any documents.

#### **Courses**

Structure and subject content of the course enrolled may change at any time to meet the requirements of training packages rules and industry demands.

SSBT may cancel a course if there are not enough students enrolled (see Refund Policy).

#### **Breach of Terms and Conditions and Rules of SSBT**

Any breach of terms and conditions and rules and policies of SSBT may result in termination of student enrolment at SSBT

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