

Student Application for Enrolment

Personal details

<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Other	<input type="text"/>	<input type="checkbox"/> M	<input type="checkbox"/> F
First Name		Family Name				

Note: If you have only one name, please enter the full name in the Family Name box.

DOB	/ /	Country of Birth
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Passport No	Expiry date	/ /	IBMA ID
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USI	<input type="text"/>	<input type="checkbox"/> I authorize IBMA to assist me in gaining my USI (please tick)
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Student's Overseas Address (if applicable)					
Street name and number					
Suburb	State	Post Code			
Country	Phone	Mobile			
Email					

Student's Australian Address					
Street name and number					
Suburb	State	Post Code			
Country	Phone	Mobile			
Email					

Next of kin/Emergency Contact's Name					
Relationship with the student			Phone		

Student's marital status	<input type="checkbox"/> Married	<input type="checkbox"/> Single	<input type="checkbox"/> In a de facto relationship
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Student's Visa Information (if applicable)			
Do you have a visa that allows you to study at IBMA			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, what is the visa subclass	

Student's Education			
What is the highest level of education that you have completed?			Year Completed
School/College/University			
Date of Completion		Country	
Do you want to apply for recognition of prior learning (RPL)?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Do you want to apply for credit transfer?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No		

Student's English			
Do you speak a language other than English at home?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes what language do you speak?			
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

Student Services			
Do you require airport pickup on arrival?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Flight number	Date of arrival	Time of Arrival	
Do you require assistance finding home stay accommodation?			<input type="checkbox"/> Yes <input type="checkbox"/> No

Disability			
Do you consider yourself to have a disability, impairment or long-term condition?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Please describe disability			

Employment			
<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Self-Employed	<input type="checkbox"/> Employer
<input type="checkbox"/> Unemployed – Seeking full-time work		<input type="checkbox"/> Unemployed-seeking part-time work	<input type="checkbox"/> Employed-unpaid worker in a family business
		<input type="checkbox"/> Unemployed-not seeking employment	

Study Reason			
<input type="checkbox"/> To get a job	<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> To get into another course of study	
<input type="checkbox"/> To develop my existing business		<input type="checkbox"/> It was a requirement of my job	<input type="checkbox"/> For personal interest or self-development
<input type="checkbox"/> To start my own business		<input type="checkbox"/> I wanted extra skills for my job	<input type="checkbox"/> To try a different career

Other reasons

Student Application for Enrolment

Course Name: Please tick			
<input type="checkbox"/>	BSB51918 Diploma of Leadership and Management		
<input type="checkbox"/>	BSB61015 Advanced Diploma of Leadership and Management		
<input type="checkbox"/>	FNS40217 Certificate IV in Accounting and Bookkeeping		
<input type="checkbox"/>	FNS50217 Diploma of Accounting		
<input type="checkbox"/>	FNS60217 Advanced Diploma of Accounting		
<input type="checkbox"/>	FNS50915 Diploma of Banking Services Management		
<input type="checkbox"/>	FNS60615 Advanced Diploma of Banking Services Management		
<input type="checkbox"/>	BSB80615 Graduate Diploma of Management (Learning)		
Please forward completed application to			
Email: info@ibma.edu.au		or	Level 3, 178-180 Queen Street, Campbelltown, NSW 2560
Application Document Checklist			
<input type="checkbox"/>	Copy of valid passport (International Students only)		
<input type="checkbox"/>	Copy of valid visa (International Students only)		
<input type="checkbox"/>	High School Certificate		
<input type="checkbox"/>	Proof of English language Proficiency (International Students only)		
You must bring all originals on orientation day for verification.			
Please attach any additional documents to support your application			
If you are applying for RPL, please read IBMA's recognition of Prior Learning Policy in the student handbook available on our website www.ibma.edu.au . Note for international students gaining course credit will affect the length of their visa (VET students only). Please contact Department of Home Affairs (DHA) for more information.			
Fee details			
Fee protection: IBMA protects the fees that are paid in advance by both domestic and international students. For domestic students, fee protection is ensured through: <ul style="list-style-type: none"> Institute of Business and Management (IBMA) does not require a student to ever pay more than AUD1500 in advance for services not yet provided, either prior to course commencement or at any stage during their course. Fees will be paid off during the course in instalments according to a set payment plan. For international student fee protection is ensured as follows: <ul style="list-style-type: none"> All course fees will be held in a separate bank account that can only be drawn down when the student commences. The course fees are held separately from the day -to-day operating expense accounts, so that if a refund is payable before the student commences, the refund can be made in full and in a timely way without impact on the financial operations of the business or recourse to the tuition protection system. International Students: Payment of fees upfront rules as per ESOS act was explained to me; I also understand that I have the option to choose one of the following payment modes: <ul style="list-style-type: none"> To pay only 50% of my tuition fees upfront To pay more than 50% of my tuition fees upfront To pay only first term tuition fees 			
Application Fees (Non-Refundable)			A\$250.00
Please tick next to the course you are applying to enroll in.	<input type="checkbox"/>	BSB51918 Diploma of Leadership and Management	
	<input type="checkbox"/>	BSB61015 Advanced Diploma of Leadership and Management	
	<input type="checkbox"/>	FNS40217 Certificate IV in Accounting and Bookkeeping	
	<input type="checkbox"/>	FNS50217 Diploma of Accounting	
	<input type="checkbox"/>	FNS60217 Advanced Diploma of Accounting	
	<input type="checkbox"/>	FNS50915 Diploma of Banking Services Management	
	<input type="checkbox"/>	FNS60615 Advanced Diploma of Banking Services Management	
	<input type="checkbox"/>	BSB80615 Graduate Diploma of Management (Learning)	
Material Fee (10% of course fee)			
Overseas Student Health Cover – (Refer to www.nib.com.au)			
Accommodation Placement - \$300.00 (optional) (Non-Refundable)			
Accommodation (optional)			
Airport Pick-up Fee - \$300.00 (optional, Refundable if cancelled 4 Weeks before arrival. IBMA will charge \$50 refund processing fees)			
Level 3, 178-180 Queen Street, Campbelltown, NSW 2560		Account Name: IBMA Education Pty Ltd BSB: 032718 Account: 467108 Swift Code: WPACAU2S	VISA or Master Card only
In signing this Enrolment form you agree:			
You have read IBMA's enrolment terms and conditions, outlined throughout the policies and student handbook under Student Services, available at www.ibma.edu.au .			
That the information provided on this form is true, correct and complete.			
That you have read understood and agree to IBMA's Privacy and Personal Information Policy. Policy statement available on our website.			
That you have been provided with detailed information about the fees and charges associated with your course enrolment including information on tuition fees, administration fees, material fees, payment terms and the applicable Fees, Charges and Refund Policy.			
You understand that the deposit / enrolment fee is non-refundable.			
To provide IBMA's with up to date and accurate contacts details and notify them if anything changes.			
To be bound by IBMA's Student Code of Conduct, and other student policies as well as National and State legislation, regulations including any variations that are made from time to time. (Please refer to IBMA policies)			
That payment of fees upfront rules as per the ESOS act was explained to you and you have understood.			
Student's Signature		Date	/ /