

Student Application for Enrolment

Personal details

Mr	Mrs	Ms	Other	M	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			
Passport No		Expiry date		IBMA ID	
USI		I authorize IBMA to assist me in gaining my USI (please tick)			

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							
Married		Single		In a de facto relationship			

Student's Visa Information (if applicable)			
Do you have a visa that allows you to study at IBMA			
Yes	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)?		Yes	No
Do you want to apply for credit transfer?		Yes	No

Student's English			
Do you speak a language other than English at home?		Yes	No
How well do you speak English?		Very Well	Well
		Not well	Not at all

Student Services			
Do you require airport pickup on arrival?		Yes	No
Flight number	Date of arrival	Time of Arrival	
Do you require assistance finding home stay accommodation?		Yes	No

Disability			
Do you consider yourself to have a disability, impairment or long-term condition?		Yes	No
Please describe disability			

Employment			
Full-time	Part-time	Self-Employed	Employer
Unemployed – Seeking full-time work		Unemployed-seeking part-time work	
		Unemployed-not seeking employment	

Study Reason			
To get a job		To get a better job or promotion	
To develop my existing business		It was a requirement of my job	
To start my own business		I wanted extra skills for my job	
		For personal interest or self-development	
		To try a different career	

Other reasons

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Course Name: Please tick			
BSB50120 Diploma of Business (Leadership) BSB40520 Certificate IV in Leadership and Management BSB50420 Diploma of Leadership and Management BSB60420 Advanced Diploma of Leadership and Management BSB40920 Certificate IV in Project Management Practice BSB50820 Diploma of Project Management BSB60720 Advanced Diploma of Program Management BSB80120 Graduate Diploma of Management (Learning)		FNS40222 Certificate IV in Accounting and Bookkeeping FNS50222 Diploma of Accounting FNS60222 Advanced Diploma of Accounting FNS50922 Diploma of Banking Services Management FNS60622 Advanced Diploma of Banking Services Management	
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. (Please refer to the IBMA Student Handbook for the respective tuition fees for all courses)	BSB50120 Diploma of Business (Leadership)	FNS40222 Certificate IV in Accounting and Bookkeeping	
	BSB40520 Certificate IV in Leadership and Management	FNS50222 Diploma of Accounting	
	BSB50420 Diploma of Leadership and Management	FNS60222 Advanced Diploma of Accounting	
	BSB60420 Advanced Diploma of Leadership and Management	FNS50922 Diploma of Banking Services Management	
	BSB40920 Certificate IV in Project Management Practice	FNS60622 Advanced Diploma of Banking Services Management	
	BSB50820 Diploma of Project Management		
	BSB60720 Advanced Diploma of Program Management		
	BSB80120 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		VISA or Master Card only
	BSB: 032718		
	Account: 467108		
	Swift Code: WPACAU2S		
Please proceed to the next page			

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Student Wellbeing – Please complete the following section (REQUIRED)

Why do we ask for this information:

We want to ensure you feel safe, welcome, and supported during your training. The information you provide here will help us connect you with appropriate support services. Your information will be kept private and only shared with your consent, unless there is a serious safety concern.

1. Study Skills and Learning Support

- Do you feel confident managing your study workload and assessments?
☐ Yes ☐ Somewhat ☐ No
- Would you like help with: (tick any that apply)
☐ Time management
☐ Study techniques
☐ Coping with assessment stress
☐ Using learning technology (e.g. student portal, online tools)
☐ Other:

2. Health and Wellbeing Needs

- Do you have any health, mental health, or personal needs we should be aware of to support your learning?
☐ Yes ☐ No

If yes, please describe how we can help:
- Would you like information about:
☐ Counselling or mental health services
☐ Local health or wellbeing services
☐ Other:

3. Financial Wellbeing

- Are you experiencing financial challenges that might affect your study?
☐ Yes ☐ No
- Would you like information about:
☐ Financial counselling
☐ Payment plan options
☐ Emergency assistance

4. Community or Cultural Support

- Would you like information about culturally specific or community support services (e.g. First Nations support, multicultural services, youth support)?
☐ Yes ☐ No

If yes, please provide details or preferences:

5. Safety and Respect

- Do you feel safe and respected in your learning and placement environment?
☐ Yes ☐ Somewhat ☐ No
- Would you like to speak with someone about any concern (e.g. bullying, harassment, discrimination, violence)?
☐ Yes ☐ No

6. Consent

- ☐ I give consent for the IBMA's student support team to contact me about my responses.
- ☐ I understand my information will be kept private and only shared if needed to protect safety.

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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 used and are accustomed to using a laptop or desktop computer, which is a necessary skill level in order to complete IBMA's assessment.			
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	/ /