

## 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					
<input type="checkbox"/> Married		<input type="checkbox"/> Single		<input type="checkbox"/> In a de facto relationship	
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?				If yes what language do you speak?	
<input type="checkbox"/> Yes		<input type="checkbox"/> No			
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"/> Employed-unpaid worker in a family business			
<input type="checkbox"/> Unemployed – Seeking full-time work		<input type="checkbox"/> Unemployed-seeking part-time work		<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																		
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: <a href="mailto:info@ibma.edu.au">info@ibma.edu.au</a>	or	Level 10 420 Pitt Street, Haymarket, NSW 2000																
Application Document Checklist																		
	Copy of valid passport (International Students only)																	
	Copy of valid visa (International Students only)																	
	High School Certificate																	
	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 <a href="http://www.ibma.edu.au">www.ibma.edu.au</a> . 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																		
<b>Fee protection:</b> IBMA protects the fees that are paid in advance by both domestic and international students. <b>For domestic students, fee protection is ensured through:</b> <ul style="list-style-type: none"> <li>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.</li> </ul> <b>For international student fee protection is ensured as follows:</b> <ul style="list-style-type: none"> <li>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.</li> </ul> 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"> <li>To pay only 50% of my tuition fees upfront</li> <li>To pay more than 50% of my tuition fees upfront</li> <li>To pay only first term tuition fees</li> </ul>																		
Application Fees (Non-Refundable)		A\$250.00																
Please <b>tick</b> 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)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">BSB50120 Diploma of Business (Leadership)</td><td style="width: 50%;">FNS40222 Certificate IV in Accounting and Bookkeeping</td></tr> <tr><td>BSB40520 Certificate IV in Leadership and Management</td><td>FNS50222 Diploma of Accounting</td></tr> <tr><td>BSB50420 Diploma of Leadership and Management</td><td>FNS60222 Advanced Diploma of Accounting</td></tr> <tr><td>BSB60420 Advanced Diploma of Leadership and Management</td><td>FNS50922 Diploma of Banking Services Management</td></tr> <tr><td>BSB40920 Certificate IV in Project Management Practice</td><td>FNS60622 Advanced Diploma of Banking Services Management</td></tr> <tr><td>BSB50820 Diploma of Project Management</td><td></td></tr> <tr><td>BSB60720 Advanced Diploma of Program Management</td><td></td></tr> <tr><td>BSB80120 Graduate Diploma of Management (Learning)</td><td></td></tr> </table>	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)		
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Material Fee (10% of course fee)																		
Overseas Student Health Cover – (Refer to <a href="http://www.nib.com.au">www.nib.com.au</a> )																		
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 10 420 Pitt Street, Haymarket, NSW 2000	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Account Name: IBMA Education Pty Ltd</td></tr> <tr><td>BSB: 032718</td></tr> <tr><td>Account: 467108</td></tr> <tr><td>Swift Code: WPCAUS2S</td></tr> </table>	Account Name: IBMA Education Pty Ltd	BSB: 032718	Account: 467108	Swift Code: WPCAUS2S	VISA or Master Card only												
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<b>Please proceed to the next page</b>																		

## Student Application for Enrolment

### 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.

## Student Application for Enrolment

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 <a href="http://www.ibma.edu.au">www.ibma.edu.au</a> .			
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	/ /