

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 If yes what language do you speak?

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 ☐ Employed-unpaid worker in a family business

☐ 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 get into another course of study

☐ To develop my existing business ☐ It was a requirement of my job ☐ For personal interest or self-development

☐ To start my own business ☐ I wanted extra skills for my job ☐ To try a different career

☐ Other reasons

Student Application for Enrolment

Course Name: Please tick				
☐	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			
Please forward completed application to				
Email: info@ibma.edu.au		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 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: - 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: - 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: - 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		
	☐			
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 10 420 Pitt Street, Haymarket, NSW 2000	Account Name: IBMA Education Pty Ltd		VISA or Master Card only	
	BSB: 032718			
	Account: 467108			
	Swift Code: WPACAU2S			
Please proceed to the next page				

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:
[Write Here]
- 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:
[Write Here]

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

Student's current studies and transfer information:	
Are you currently studying, or do you have a current Confirmation of Enrolment (CoE) with another provider?	☐ Yes ☐ No
If YES, please consult an IBMA Admissions Officer.	
Did you have a CoE with another provider, that was canceled or withdrawn, with the CoE end date being AFTER the course commencement date at IBMA?	☐ Yes ☐ No
If YES, please consult an IBMA Admissions Officer.	
Do you currently have any valid CoEs with another provider, that commences after the course commencement date at IBMA?	☐ Yes ☐ No
If YES, please consult an IBMA Admissions Officer.	

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	