

## 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                            |  | 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                     |                                                          |                                                       |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | BSB50420 Diploma of Leadership and Management                       |                                                          |                                                       |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | BSB60420 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"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | FNS50920 Diploma of Banking Services Management                     |                                                          |                                                       |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | FNS60620 Advanced Diploma of Banking Services Management            |                                                          |                                                       |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | BSB80120 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 <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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                     |                                                          |                                                       |
| <p>Fee protection:</p> <p>IBMA protects the fees that are paid in advance by both domestic and international students.</p> <p><b>For domestic students, fee protection is ensured through:</b></p> <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> <p><b>For international student fee protection is ensured as follows:</b></p> <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> <p>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:</p> <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 tick next to the course you are applying to enroll in.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/>                                            | BSB50420 Diploma of Leadership and Management            |                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <input type="checkbox"/>                                            | BSB60420 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"/>                                            | FNS50920 Diploma of Banking Services Management          |                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <input type="checkbox"/>                                            | FNS60620 Advanced Diploma of Banking Services Management |                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <input type="checkbox"/>                                            | BSB80620 Graduate Diploma of Management (Learning)       |                                                       |
| 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 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                                                |                                                          |                                                       |
| 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 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                                                     |                                                       |