

International Student Application Form



This confidential Enrolment Form asks for personal information about you. The main purpose for collecting this information is for administrative, regulatory and/or research purposes and to ensure our course is suitable for your needs. All staff at Southern Academy of Business and Technology are required by law to protect the information provided on this Enrolment Form. More information about privacy is included in the notice at the end of this form.

1. Personal Details

Surname:			Title: <input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs
Given			Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want SABB to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.			
Date of Birth:	__ / __ / ____	Country and City of Birth:	
Marital Status:	<input type="checkbox"/> Never Married <input type="checkbox"/> Married <input type="checkbox"/> Other:	Work/Home Phone:	
Email Address:		Mobile Phone:	
Address in your home country:	Address in Australia (if known):		
	Unit No:	Street No:	Street Name:
	State:	Suburb:	Postcode:
Emergency Contact Name :		Emergency Contact Number :	
Delivery Locations. (Subject to availability)	<input type="checkbox"/> Sydney	<input type="checkbox"/> Campbelltown	<input type="checkbox"/> Adelaide

2. Course Options – please tick (☑) the course you wish to enroll into

CRICOS Course	Course Name	Duration
<input type="checkbox"/> 095040F	BSB40215 Certificate IV in Business	52 Weeks
<input type="checkbox"/> 095041E	BSB50215 Diploma of Business	52 Weeks
<input type="checkbox"/> 095043C	BSB60215 Advanced Diploma of Business	52 Weeks
<input type="checkbox"/> 099316F	FNS40217 Certificate IV in Accounting and Bookkeeping	52 Weeks
<input type="checkbox"/> 099317E	FNS50217 Diploma of Accounting	52 Weeks
<input type="checkbox"/> 099318D	FNS60217 Advanced Diploma of Accounting	52 Weeks
<input type="checkbox"/> 098896M	BSB51918 Diploma of Leadership and Management	78 Weeks
<input type="checkbox"/> 096820C	BSB61015 Advanced Diploma of Leadership and Management*	52 Weeks
<input type="checkbox"/> 096821B	FNS50315 Diploma of Finance and Mortgage Broking Management	78 Weeks
<input type="checkbox"/> 096822A	FNS60615 Advanced Diploma of Banking Services Management*	78 Weeks
<input type="checkbox"/> 096823M	ICT50118 Diploma of Information Technology**	65 Weeks
<input type="checkbox"/> 096824K	ICT60215 Advanced Diploma of Network Security**	52 Weeks

* Not available in Adelaide Campus | **Not available in Campbelltown Campus

Which intake do you wish to commence your course (month and year)?	Month:	Year:
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Have you studied with Southern Academy of Business and Technology before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Do you wish to apply for Credit (Credit Transfer) ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If YES, certified copies of transcripts from previous qualifications must be provided with this form, along with a Credit Application Form.</i>	

Do you wish to apply for Recognition of Prior Learning (RPL) ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If you indicate YES, you will be contacted to discuss this further. Please note that there is a cost associated with RPL application and assessment.</i>	

3. English Proficiency

How well do you speak English? Very Well Well Not Well Not at all

Have you completed an accredited English language ability test (IELTS/PTE/TOEFL) in the last 2 years? Yes No

If Yes, please provide details: Test Name Test Score Test Date: __/__/____

Have you studied an accredited English language course in Australia? Yes No - If Yes, please provide details:

Provider: _____ Course: _____ Duration: _____ Year: _____

4. Overseas Student Health Cover (OSHC)

Do you require SABB to arrange OSHC for you? Yes No If yes, which cover do you require? Single Family

5. Visa and Passport details

Do you already have an Australian Visa that allows you to study here?	<input type="checkbox"/> Yes, If yes, what type of visa? <input type="checkbox"/> Subclass 500 <input type="checkbox"/> Other:
	<input type="checkbox"/> No Which DHF office will you apply? City: _____ Country: _____

Passport Number: Nationality: Expiry Date: __/__/____

6. Education History

Name of Qualifications	Year Completed	Course Provider	Country

7. Agent Details (If Applicable)

Agent Name:	Telephone:
Email:	Agent Representative:

8. Unique Student Identifier (USI)

From 1 January 2015, we, Southern Academy of Business and Technology can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device.

Please enter your unique student identifier (if you already have one)

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9. Privacy Notice

Under the Data Provision Requirements 2012, Southern Academy of Business and Technology is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER). Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Southern Academy of Business and Technology for statistical, regulatory and research purposes. Southern Academy of Business and Technology may disclose your personal information for these purposes to third parties, including: Commonwealth and State or Territory government departments and authorised agencies;

- NCVER;
- Organisations conducting student surveys;
- and Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including programme administration, regulation, monitoring and evaluation.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

10. Student Declaration (Student to complete)

- I declare that the information I have provided is true and correct. I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment or the withdrawal of any offer made by Southern Academy of Business and Technology.
- I understand that my RTO, Southern Academy of Business and Technology is required to submit data sourced from this enrolment form to the national VET administrative collection as a regulatory reporting requirement. The information contained on my enrolment form may be used by my RTO or the following third parties for administrative, regulatory and/or research purposes:
 - o Government departments and agencies and authorised VET related bodies.
 - o VET regulators.

If you would like Southern Academy of Business and Technology to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I, _____ authorise Southern Academy of Business and Technology to apply pursuant to sub-section 9 (2) of the Student Identifiers Act 2014, for a USI on my behalf.

- I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>
- I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.
- Upfront payment of fees rules as per ESOS act was explained to me; I understand that I have option to pay more than 50% of my tuition fees.
- I Would like to pay more than 50% of my tuition fees (Please tick if you would like to pay more than 50 % of your tuition fees)

Student Signature: _____

Date: / /

Printed Name: _____

Application Checklist:

Provide a copy of the following documents with your application form (you will need to bring the originals to your orientation day for verification): Please tick those that you are providing.

- Valid passport copy
- Proof of English Language Proficiency
- High School certificate or other relevant certificates
- Valid visa (if you have one)
- Genuine Temporary Entrant (GTE) Assessment Form
- Any other relevant documents to support your application e.g. resume

Note : Please send the completed and signed application form along with the supporting documents to info@sabt.edu.au