

## ENROLMENT FORM (INTERNATIONAL)

### APPLICANT DETAILS

Family name:		Given name:	
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>	Gender: Male: <input type="checkbox"/> Female: <input type="checkbox"/>		Date of birth:
Residential address:			Mobile:
Email:			USI:
I do not have USI, I agree with Sydney Metro College staff to create USI on behalf of me <input type="checkbox"/>			
OSHC Provider :	Membership number:	Date of expiry:	

### NATIONALITY, PASSPORT AND VISA DETAILS

Nationality:	Country of birth:	Country of current residence:
Passport number:	Date of issue:	Date of expiry:
Type of Australian visa held: Visa granted <input type="checkbox"/> Bridging visa <input type="checkbox"/> Visa - subclass:	Date of issue:	Date of expiry:

### NAME OF EMERGENCY CONTACT

Family name:	Given name:	Contact No:
Relationship to Student:		Email:

### AGENCY DETAILS

Place stamp below (if applicable)	
	Counsellor Name: _____ Agency Name: _____ Address: _____ Phone: _____ Email: _____

### PREVIOUS QUALIFICATIONS

Have you successfully completed any of the qualifications in the following column? Yes <input type="checkbox"/> No <input type="checkbox"/>	If <b>yes</b> , select the applicable boxes: Year 10 or Equivalent <input type="checkbox"/> Year 11 or Equivalent <input type="checkbox"/> Year 12 or Equivalent <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate III <input type="checkbox"/> Certificate IV <input type="checkbox"/> Diploma <input type="checkbox"/> Advanced Diploma <input type="checkbox"/> Bachelor Degree or Higher <input type="checkbox"/> In which year, did you complete the highest level of qualification? _____
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### ENGLISH LANGUAGE PROFICIENCY

Have you taken a recognised English language test such as IELTS or TOEFL? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please complete the details below and provide a copy of the test results.		
English Test: IELTS <input type="checkbox"/> TOEFL <input type="checkbox"/>	Results (score):	Date of test:
Requires LLN support?    Yes <input type="checkbox"/> No <input type="checkbox"/>		

WHICH CAMPUS WILL YOU BE STUDYING AT?     SYDNEY                       MELBOURNE

**COURSE ENROLMENT DETAILS**

BSB40215 Certificate IV in Business (CRICOS Code: 088103K - 23 weeks)	\$4400*	<input type="checkbox"/>
BSB50215 Diploma of Business (CRICOS Code: 088104J - 49 weeks)	\$8800*	<input type="checkbox"/>
BSB60215 Advanced Diploma of Business (CRICOS Code: 088105G - 23 weeks)	\$4400*	<input type="checkbox"/>
FNS40615 Certificate IV in Accounting (CRICOS Code: 090522F – 52 weeks)	\$8800*	<input type="checkbox"/>
FNS50215 Diploma of Accounting (CRICOS Code: 090523E – 52 Weeks)	\$8800*	<input type="checkbox"/>
FNS60215 Advanced Diploma of Accounting (CRICOS Code: 090524D – 52 Weeks)	\$8800*	<input type="checkbox"/>
<b>* Does not include Enrolment and Material Fees. For the full list of fees and charges associated with each program, see the relevant Course Information Sheet.</b>		

**2017 COURSE START DATE**

BUSINESS COURSE	ACCOUNTING COURSE
<p><b>BSB40215 CERTIFICATE IV IN BUSINESS</b></p> <p>Apr 10 <input type="checkbox"/> Apr 24 <input type="checkbox"/> May 8 <input type="checkbox"/> May 22 <input type="checkbox"/> Jun 5 <input type="checkbox"/>            Jul 3 <input type="checkbox"/> Jul 17 <input type="checkbox"/> 31 Jul <input type="checkbox"/> Aug 14 <input type="checkbox"/> Aug 28 <input type="checkbox"/>            Sep 25 <input type="checkbox"/> Oct 9 <input type="checkbox"/> Oct 23 <input type="checkbox"/> Nov 6 <input type="checkbox"/> Nov 20 <input type="checkbox"/></p>	<p><b>FNS40615 CERTIFICATE V IN ACCOUNTING</b></p> <p>Apr 10 <input type="checkbox"/> May 15 <input type="checkbox"/> Jul 3 <input type="checkbox"/> Jul 24 <input type="checkbox"/> Aug 7 <input type="checkbox"/>            Aug 21 <input type="checkbox"/> Aug 31 <input type="checkbox"/> Oct 9 <input type="checkbox"/> Sep 25 <input type="checkbox"/>            Oct 16 <input type="checkbox"/> Nov 6 <input type="checkbox"/></p>
<p><b>BSB50215 DIPLOMA OF BUSINESS</b></p> <p>Jan 16 <input type="checkbox"/> Feb 20 <input type="checkbox"/>            Apr 10 <input type="checkbox"/> May 15 <input type="checkbox"/>            Jul 3 <input type="checkbox"/> Aug 7 <input type="checkbox"/>            Sep 25 <input type="checkbox"/> Oct 30 <input type="checkbox"/></p>	<p><b>FNS50215 DIPLOMA OF ACCOUNTING</b></p> <p>Apr 10 <input type="checkbox"/> May 1 <input type="checkbox"/> May 22 <input type="checkbox"/> Jun 5 <input type="checkbox"/>            3 Jul <input type="checkbox"/> Jul 24 <input type="checkbox"/> Aug 21 <input type="checkbox"/>            Sep 25 <input type="checkbox"/> Oct 16 <input type="checkbox"/> Nov 6 <input type="checkbox"/> Nov 20 <input type="checkbox"/></p>
<p><b>BSB60215 ADVANCED DIPLOMA OF BUSINESS</b></p> <p>Apr 10 <input type="checkbox"/> Apr 25 <input type="checkbox"/> May 15 <input type="checkbox"/> May 30 <input type="checkbox"/>            Jul 3 <input type="checkbox"/> Jul 18 <input type="checkbox"/> Aug 7 <input type="checkbox"/> Aug 22 <input type="checkbox"/>            Sep 25 <input type="checkbox"/> Oct 10 <input type="checkbox"/> Oct 30 <input type="checkbox"/> Nov 14 <input type="checkbox"/></p>	<p><b>FNS60215 ADVANCED DIPLOMA OF ACCOUNTING</b></p> <p>Apr 10 <input type="checkbox"/> May 1 <input type="checkbox"/> May 22 <input type="checkbox"/> Jun 5 <input type="checkbox"/>            3 Jul <input type="checkbox"/> Jul 24 <input type="checkbox"/> Aug 21 <input type="checkbox"/>            Sep 25 <input type="checkbox"/> Oct 16 <input type="checkbox"/> Nov 6 <input type="checkbox"/> Nov 20 <input type="checkbox"/></p>

*Note that SMC will try our best to accommodate your preference, however your preferred timetable is not guaranteed. Also note that timetables are subject to change at the discretion of Sydney Metro College.*

**Do you intend to apply for RPL or CT? Please note that if you have met unit of competency requirements in a unit within your chosen course of study, Sydney Metro College is obliged to recognise that unit under the Australian Qualification Framework. YES  NO**

SYDNEY CAMPUS CLASS TIMETABLE	
BUSINESS COURSE	ACCOUNTING COURSE
<p><b>BSB40215 CERTIFICATE IV IN BUSINESS</b></p> <p>Session 1: Monday – Tuesday (8:00am – 4:00pm) <input type="checkbox"/> Session 2: Monday – Wednesday (4:30pm – 9:30pm) <input type="checkbox"/></p>	<p><b>FNS40615 CERTIFICATE V IN ACCOUNTING</b></p> <p>Session : Wednesday-Thursday (8:00am – 4:00pm) <input type="checkbox"/></p>
<p><b>BSB50215 DIPLOMA OF BUSINESS</b></p> <p>Session 1: Wednesday – Thursday (8:00am – 4:00pm) <input type="checkbox"/> Session 2: Friday – Saturday (8:00am – 4:00pm) <input type="checkbox"/> Session 3: Monday – Wednesday (4:30pm – 9:30pm) <input type="checkbox"/></p>	<p><b>FNS50215 DIPLOMA OF ACCOUNTING</b></p> <p>Session 1: Wednesday-Thursday (8:00am – 4:00pm) <input type="checkbox"/> Session 2: Monday – Wednesday (4:30pm – 9:30pm) <input type="checkbox"/></p>
<p><b>BSB60215 ADVANCED DIPLOMA OF BUSINESS</b></p> <p>Session 1: Monday – Tuesday (8:00am – 4:00pm) <input type="checkbox"/> Session 2: Monday – Wednesday (4:30pm – 9:30pm) <input type="checkbox"/></p>	<p><b>FNS60215 ADVANCED DIPLOMA OF ACCOUNTING</b></p> <p>Session : Wednesday-Thursday (8:00am – 4:00pm) <input type="checkbox"/></p>
<p><i>Note that we will try our best to accommodate your preference, however your preferred timetable is not guaranteed. Also note that timetables are subject to change at the discretion of Sydney Metro College.</i></p>	

MELBOURNE CAMPUS CLASS TIMETABLE	
BUSINESS COURSE	ACCOUNTING COURSE
<p><b>BSB40215 CERTIFICATE IV IN BUSINESS</b></p> <p>Session : Monday – Tuesday (9:00am – 5:00pm) <input type="checkbox"/></p>	<p><b>FNS40615 CERTIFICATE V IN ACCOUNTING</b></p> <p>Session : Thursday- Friday (8:00am – 4:00pm) <input type="checkbox"/></p>
<p><b>BSB50215 DIPLOMA OF BUSINESS</b></p> <p>Session : Monday – Tuesday (9:00am – 5:00pm) <input type="checkbox"/></p>	<p><b>FNS50215 DIPLOMA OF ACCOUNTING</b></p> <p>Session : Thursday- Friday (8:00am – 4:00pm) <input type="checkbox"/></p>
<p><b>BSB60215 ADVANCED DIPLOMA OF BUSINESS</b></p> <p>Session : Monday – Tuesday (9:00am – 5:00pm) <input type="checkbox"/></p>	<p><b>FNS60215 ADVANCED DIPLOMA OF ACCOUNTING</b></p> <p>Session : Thursday- Friday (8:00am – 4:00pm) <input type="checkbox"/></p>
<p><i>Note that we will try our best to accommodate your preference, however your preferred timetable is not guaranteed. Also note that timetables are subject to change at the discretion of Sydney Metro College.</i></p>	

Disability	
Do you consider yourself to have a disability, impairment or a long-term health condition? Yes <input type="checkbox"/> No <input type="checkbox"/>	If <b>yes</b> , please indicate the areas of disability, impairment or long term health condition: Hearing/Deaf <input type="checkbox"/> Mental Illness <input type="checkbox"/> Vision <input type="checkbox"/> Physical <input type="checkbox"/> Learning <input type="checkbox"/> Medical condition <input type="checkbox"/> Intellectual <input type="checkbox"/> Other: _____

Declaration: I declare all information I have given in this form is true and correct, including documentation provided in support of my application.		
Student Name:	Student Signature:	Date:

## SYDNEY METRO COLLEGE TERMS AND CONDITIONS

1.0 Overseas Students are required to provide their current Australian address to the College at all times. All student details are required to be updated every 3 months after the time of commencement. A College staff member will contact you on a regular basis to ensure all details are correct. 2.0 All due care is to be taken with College equipment, facilities and property at all times 3.0 COLLEGE reserves the right to expel students for serious breaches of discipline 4.0 Course Entry Requirements For entry into a COLLEGE program, international students must be: • 18 years of age or older at the time of course commencement • Fulfil any specific course requirements as listed in the programs Course Information Sheet • Satisfy English Language requirements\* \*International students (from countries where English is not the first language) are expected to have a minimum English Language standard and are required to have one of the following prior to enrolling in a qualification: • At least 50% completion of any AQF Certificate IV or Diploma qualification within Australia • Achieved an IELTS band score of 5.5 • Achieved an IELTS band score of 5.0 plus must have completed Upper intermediate ELICOS (At least 10 weeks) • Achieved an IELTS score of 4.5 plus must have completed Upper intermediate ELICOS (At least 20 weeks) • Successfully completed at least 38 weeks of ELICOS study in Australia • Successfully completed a COLLEGE English language test Depending on the student's country of origin, there may be additional English Language requirements that the student needs to meet to obtain a student visa. For more information, please check the Department of Immigration and Border Protection (DIBP) website: www.immi.gov.au/students 5.0 Application Fees All COLLEGE course applicants must pay a \$250 non-refundable application fee. This can be paid at the same time as paying for Tuition Fees. For more information on the breakdown of fees, please see the relevant courses Course Information Sheet. 6.0 Tuition Fees Tuition Fees DO NOT cover application fees, material fees i.e. student workbooks, accommodation, living expenses, uniforms, stationery and equipment. No student is required to pay more than 50% of the total course fees before the agreed commencement date. No amount adding to

over 50% is required until two weeks before the commencement of the second study period. This also applies to payments made through any third party. For more information on the breakdown of fees, please see the relevant courses Course Information Sheet. 7.0 Other Fees and Charges All other fees and charges related to each program, including material fees is stipulated in the specific programs Course Information Sheet 8.0 Transfer of Fees No fees will be transferred to other external institutions or persons. 9.0 Refund Policy COLLEGE will go over the Refund Policy with you in detail prior to enrolment. If your application is successful, COLLEGE will forward you a Letter of Offer and Student Acceptance Agreement. The agreement specifies COLLEGE's Refund Policy, and must be signed and agreed by you prior to COLLEGE accepting any fees or accepting your enrolment. As required by Australian Consumer Law, you are entitled to a cooling off period, where you are permitted to cancel your course without penalty (in writing or by email to studentservices@sydnymetrocollege.com) within 10 business days of accepting COLLEGE's offer. In this instance, a full refund of prepaid tuition fees will be provided, less the Application Fee. 10.0 Enrolment and Induction All confirmed Students are required to attend orientation prior to commencing their studies. Students will be informed on the details of their orientation once their enrolment is confirmed. 11.0 LL&N Support Sydney Metro College is committed to providing LL&N (Language, Literacy and Numeracy) support to students who may require it during their enrolment. These students may include those from linguistically and/or culturally diverse backgrounds, students with a disability and students whose first language is not English. For COLLEGE to best accommodate students, we ask that every student select one of the following:

I appreciate that COLLEGE is interested in my LLN standard, however I affirm that I do not require any assistance with LLN for the course I am choosing to undertake – Please finalise my enrolment. \*If you have selected this option your enrolment will progress in line with COLLEGE's selection procedures.

I am unsure if my LLN standard is sufficient for the level of study I am undertaking and I wish to undertake a LLN assessment for COLLEGE's determination\*If you have selected this option your enrolment will not be processed until a formal LLN assessment has been completed. COLLEGE staff will be in contact with you to arrange this assessment.

12.0 Attendance and Course Progress Regular attendance (at least 80% at all times) and satisfactory academic progress is a requirement for all students. International students must attend a full time study load (20 hours per week). COLLEGE monitors attendance and academic progress regularly. You will be assessed for satisfactory course progress at the end of each study period. If you have not achieved competency in at least 50% of the course requirements for that period, your teacher will work with you closely to help you achieve competency. If you do not achieve competency in at least 50% of the course requirements for a second consecutive term, you will be notified in writing that COLLEGE intends to report you to the Department of Immigration and Border Protection (DIBP) for unsatisfactory progress. If at any time your attendance drops below 80% in a term, then you will also be notified in writing that COLLEGE intends to report you to DIBP for unsatisfactory attendance. You may appeal against this decision within 20 working days. Please note that if you are reported for unsatisfactory course progress or attendance, DIBP may cancel your visa. 13.0 Re-assessment and Repeating Units of Competency for each Assessment Task, Students are

### SMD2 STUDENT ENROLMENT FORM (INTERNATIONAL)

Version: 1.7

Implemented: April 2017

To be reviewed: April 2018

Responsibility: Campus Manager

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provided with 3 opportunities to achieve a Satisfactory Result. Should a Student be unable to achieve a Satisfactory Result by their third attempt, they will be required to undertake a reassessment for that Task. The cost of Reassessment for each Assessment Task is \$50. Should a Student not achieve a Satisfactory Result following Re-assessment, the Student will be required to repeat the unit of competency in its entirety, in line with the Institute's Student Assessment, Reassessment and Repeating Units of Competency Policy. The cost to repeat a unit of competency is \$400 and is subject to timetable availability. 14.0 Credit Transfer (CT) and Recognition of Prior Learning (RPL) Enrolling students are encouraged to apply for recognition for competencies they have already achieved. Note that a shortening of overall course duration does not change the requirement for International students to be enrolled in full-time study. Detailed information on COLLEGE's CT/RPL process is provided prior to enrolment and is available at Reception.

16.0 Cost of Living in Australia (AU\$) The figures below are estimates only to give an indication of living expenses in the city of Sydney for one person per year (excluding course fees): Accommodation/Electricity/Phone/Food \$18,610 Overseas Student Health Cover single cover) \$492 Travel/Incidentals \$2,000 Total \$21,102 17.0 How to Apply: A step-by-step guide 1) Choose the course you are interested in and check the course entry requirements 2) Apply for the course you wish to study by completing this Enrolment Form 3) Read the Terms and Conditions and sign both declarations to confirm your agreement 4) Ensure you have attached all relevant supporting information 5) Return your application form and necessary documents to a COLLEGE Marketing and Admissions Officer 6) You will then be booked in to have a meeting with a COLLEGE Marketing and Admissions Officer. At this meeting, the Marketing and Admissions Officer will go through pre-enrolment information with you and will assess your application for enrolment. 7) If your application is successful, you will receive a Letter of Offer, an invoice stating the cost of your studies and a Student Acceptance Agreement. 8) On payment of the invoice and receipt of your signed Student Acceptance Agreement, your enrolment will be confirmed and you will be provided with your Orientation details. 18.0 Payment All fees are payable in Australian Dollars only. Payments can be made by bank deposit, bank cheque or internet transfer. You can make your payment directly depositing into: Sydney Metro College Pty Ltd. BSB No.: 062016 Account No.: 1131 2901 Commonwealth Bank of Australia You can also make your payment by Bank Draft to Sydney Metro College Pty Ltd. No obligation is created on Sydney Metro College, until funds are cleared and an official receipt is issued.

19.0 Consent for use of Photograph I understand that during my studies at Sydney Metro College I can be photographed (still or video) at any time at the college or outside the college (during extracurricular activities/excursions/graduations etc.) I agree to have my photographs used by Sydney Metro College for any promotional materials. I understand that I can withdraw my consent at any time in writing. 20.0 Unique Student Identifier (USI) from 1st January 2015, all students studying Nationally Recognised Training in Australia will be required to have a Unique Student Identifier (USI). Your USI links to an online account that

contains all your training records and results (transcripts) that you have completed from 1st January 2015 onwards. Your results from 2015 will be available in your USI account in 2016. To register for a USI, see the Institute's Student Handbook or speak to the Institute's Student Services Team. You must provide your USI to the Institute's Marketing and Admissions Officer by your Orientation date. The Institute will not issue AQF certification documentation to an individual without being in receipt of a verified Student Identifier for that individual, unless an exemption applies under the Student Identifiers Act 2014. Where an exemption applies, the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET Transcripts prepared by the Registrar. 21.0 Privacy Policy The primary purpose in collecting your information is to fulfil our business commitments to you in providing education and training. We may use the information you provide to help improve the services we deliver to you, measure interest in our services, inform you of other products and services or to comply with requirements under the law. An applicant's information may be made available to Commonwealth and State Agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code. We shall not otherwise disclose your personal information to any other party without your consent and we do not sell personal information to third parties. 22.0 Complaints and Appeals COLLEGE endeavours to create a positive learning environment free of coercion, unfair treatment or harassment. Any circumstance caused by COLLEGE, its trainers, assessors or other staff, a third party providing services on COLLEGE's behalf (including the third party organisation itself, their trainers, assessors or other staff), or another learner of COLLEGE, which affects the well-being of a student, will be dealt with in a professional manner in line with published procedures. Students who are dissatisfied with decisions made by the Institute will be able to access the Institute's internal and external appeals processes. For COLLEGE's full Complaints and Appeals policy, refer to the Student Handbook. 23.0 Standards for Registered Training Organisations (RTOs) 2015 The Standards for Registered Training Organisations (RTOs) 2015 is in place to protect the interests of all students in Australia's VET system. The Standards guide nationally consistent, high-quality training and assessment services in the vocational education and training system. Sydney Metro College (the RTO) is responsible for the quality of the training and assessment in compliance with these Standards, and for the issuance of the AQF certification documentation.

## STUDENT DECLARATION

I declare all information I have given in this form is true and correct, including documentation provided in support of my application.

Student Name \_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## COLLEGE MARKETING AND ADMISSIONS OFFICER DECLARATION

I have conducted an interview with the Student detailed in this Enrolment Form and have implemented Point 3.0 of COLLEGE's Student entry requirements, selection and orientation policy in full.

Staff Name \_\_\_\_\_ Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

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