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Application form

Please print clearly in English using BLOCK letters. Tick boxes where appropriate.

Enter your ID No. if you have studied at SIBT before

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Student details

Family name (as per passport):	
<input type="text"/>	
Given names (as per passport):	
<input type="text"/>	
Date of birth:	/ / (DD/MM/YY)
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Student address in Australia (if known):	
<input type="text"/>	
<input type="text"/>	
Postcode:	
Address overseas (must be applicant's address, not agent's address):	
<input type="text"/>	
<input type="text"/>	
Postcode:	
Student home phone (compulsory)	
<input type="text"/>	
Student mobile phone (compulsory):	
<input type="text"/>	
Student email (compulsory):	
<input type="text"/>	
What is your citizenship? (as per passport):	
<input type="text"/>	
What is your country of birth?	
<input type="text"/>	
Are you a citizen or permanent resident of Australia?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide evidence of citizenship or residency, eg a certified copy of your birth certificate, passport, citizenship certificate or visa. Unless verification is supplied, you will be classified as an international student.	

Education details

Please list your highest education qualification (this may include any course that you started but did not complete after leaving secondary school).

Name of qualification (eg. Year 12, HKALE or 'A' Levels):	
<input type="text"/>	
School/Institution:	
<input type="text"/>	
Country:	
Course Length:	Date completed:
<input type="text"/>	<input type="text"/>
Attach certified copies of academic transcripts for ALL secondary school and post secondary school qualifications. If you believe you have relevant employment experience, please attach details.	
Depending on where you studied and on the language of instruction, you may need to show us evidence of your English language ability.	
IELTS / TOEFL / Other (eg HKCEE, O levels, school results):	
<input type="text"/>	
Are you currently enrolled in another institution?	
Yes <input type="checkbox"/>	
Name of institution <input type="text"/>	
No <input type="checkbox"/>	

Course preferences

Study location	
<input type="checkbox"/> SIBT, Macquarie University	
<input type="checkbox"/> SIBT, Macquarie City Campus (Diploma of Business Administration, Commerce and Communication only)	
Pre-University level	
<input type="checkbox"/> Certificate IV in University Foundation Studies	
Stream:	Commerce <input type="checkbox"/>
	Information Technology <input type="checkbox"/>
	Mass Communication <input type="checkbox"/>
University level	
<input type="checkbox"/> Diploma of Arts	
<input type="checkbox"/> Diploma of Business Administration	
<input type="checkbox"/> Diploma of Commerce	
<input type="checkbox"/> Diploma of Communication	
<input type="checkbox"/> Diploma of Computing	
<input type="checkbox"/> Advanced Diploma of Business Administration	
<input type="checkbox"/> Advanced Diploma of Commerce	
<input type="checkbox"/> Advanced Diploma of Computing	

Course commencement

Please specify when you wish to commence studies

SIBT – Macquarie University	
Year	<input type="text"/> February <input type="checkbox"/> June <input type="checkbox"/> October <input type="checkbox"/>
SIBT – Macquarie City Campus	
Year	<input type="text"/> March <input type="checkbox"/> July <input type="checkbox"/> November <input type="checkbox"/>
Where do you intend to continue your Bachelor studies?	
<input type="checkbox"/> Macquarie University	
<input type="checkbox"/> Macquarie City Campus	
Which degree do you intend to study?	
<input type="text"/>	
How did you hear about SIBT? (please only tick ONE)	
<input type="checkbox"/> Recommended by a friend or relative	
<input type="checkbox"/> Exhibition/seminar	
Name <input type="text"/>	
<input type="checkbox"/> Recommended by a school counsellor	
<input type="checkbox"/> Newspaper advertisement	
<input type="checkbox"/> SIBT website	
<input type="checkbox"/> Recommended by Macquarie University	
<input type="checkbox"/> Recommended by an agent (please specify which agent) <input type="text"/>	
<input type="checkbox"/> Other (please specify) <input type="text"/>	

International students

Passport number:	<input type="text"/>
Do you have a current Australian Visa?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Visa type – Student/PR/Visitor/Business):	<input type="text"/>
Do you require pre-course English tuition?	<input type="checkbox"/> Yes How many weeks? <input type="text"/> <input type="checkbox"/> No
Where would you like to study English?	<input type="checkbox"/> CME (Macquarie University) <input type="checkbox"/> ACL (Macquarie City Campus)
Disclaimer	
I grant SIBT permission to provide my parent(s) or guardian(s), if requested, with any information pertaining to my application to study, ongoing academic progress, results and attendance.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

Address for applications

Admissions Manager
Sydney Institute of Business and Technology
at Macquarie University
NSW 2109 Australia

Telephone +61 2 9850 6116 (Admissions)
Facsimile +61 2 9850 6223
Email admissions@sibt.nsw.edu.au
Web www.sibt.nsw.edu.au

PLEASE TURN OVER PAGE TO SIGN

Unsigned applications cannot be processed. (Agents may not sign on behalf of the applicant)

Application checklist

1. Complete one application form to apply to SIBT, Macquarie University, CME or ACL (if required).
2. Include certified* copies of all academic qualifications (school, college, university).
3. Include certified* copy of English language proficiency.
4. Include certified* translation of any documents that are not in English.
5. If you have changed your name then official documents must be included.

* A certified copy is a photocopy signed by an authorised officer to acknowledge that it matches the original document exactly.

Authorised officers are:

- The SIBT office in Sydney
- An authorised SIBT representative (refer to www.sibt.nsw.edu.au)
- The institution that issued the documents
- A Justice of the Peace or Public Notary
- An Australian Embassy, Consulate or Education Centre.

Refund policy and enrolment conditions for overseas students

Fees

- Provision has been made to safeguard payments made in advance as follows:
 - a) All course fees paid before the course commences will be deposited into the Sydney Institute of Business and Technology Student Fees Account;
 - b) Where applicable, the Overseas Student Health Cover (OSHC) will be withdrawn from the Student Fees Account and paid to the health insurance provider before the student arrives;
 - c) When the student arrives the Institute will withdraw funds from the Student Fees Account in accordance with statutory requirements.
- All fees and charges will be payable in advance as determined by the Institute from time to time. Students will not be permitted to commence or continue their course at the beginning of any semester until all outstanding fees or charges are paid.
- Fees are correct as at June 2008. The Institute reserves the right to vary its fees at any time.
- Where a student is permitted to study less than a full semester load (4 units) the student will pay the current per unit fee for each unit undertaken.

Other Conditions

- The student is required to attend all classes and undertake all tests and examinations during a course and abide by all rules and regulations of the Institute that are in force at any time.
- The Institute may by written notice vary such conditions of enrolment as may be necessary to comply with any law, regulation or amendment thereof, of the Commonwealth of Australia or the State of New South Wales.
- The Contract between the Applicant and the Institute is governed by the laws of the Commonwealth of Australia and the State of New South Wales.
- In the event of circumstances requiring urgent medical care where it is not possible to contact the parent/guardian, the Institute is authorised as a matter of urgency to seek appropriate medical care.
- SIBT follows the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students. A description of the ESOS Framework is available at http://aei.dest.gov.au/AEI/ESOS/NationalCodeExplanatoryGuide/PartA/Part_A.htm
- Additional articulation conditions or quotas may apply from time to time. Any additional conditions will be included in your letter of offer.
- All prospective overseas students must be aware that any school-age dependants who come to Australia with them must attend school whilst in Australia and may be required to pay full fees if enrolled in a government or non-government school.
- All students are required to notify SIBT of a change of address while enrolled in the course.

Refund policy for overseas students

- For the purposes of the Refund Policy only, a course is defined as one semester of study in any program of SIBT.
- If an applicant accepts a place offered by SIBT and pays the fees, it means a binding contract is created between the student and SIBT.

- Notification of withdrawal from a unit/s or course of study must be made in writing to SIBT. The cancellation fee will be calculated as shown in the table on this page.
- All fees paid including any course fees collected by education agents on behalf of SIBT, except the non-refundable enrolment fee, are subject to this refund policy.
- Where a visa renewal is rejected due to a breach in visa conditions, a student must withdraw from SIBT and the cancellation fee will be calculated as shown in the table on this page.
- SIBT reserves the right not to offer a course previously made available at its own discretion. Where a student is unable to enrol in a similar course at SIBT and the enrolment is cancelled then all fees paid will be refunded.
- In the event that SIBT ceases to provide a course of study, SIBT is a member of the ACPET Overseas Student Tuition Assurance Scheme (OSTAS) which ensures that students displaced from any course conducted by SIBT, will be efficiently relocated with minimal disruption to studies in a comparable course with another ACPET member participating in OSTAS, or another approved provider. If ACPET cannot place students in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place students in a suitable alternative course or, if this is not possible, students will be eligible for a refund as calculated by the Fund Manager.
- All refunds under this policy will be paid within four (4) weeks after receiving a written claim from the student.
- This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

Notification Period	Cancellation Fee
Visa refusal (Proof of refusal necessary)	AU\$200
Before Course Commencement Date	
More than 10 weeks	AU\$500
More than 4 weeks and up to 10 weeks	30% of the course fees
4 weeks or less	60% of the course fees
After Course Commencement Date	
4 weeks or less	AU\$500 plus 70% of the course fees
More than 4 weeks	100% of the course fees
International student enrolment fee is non-refundable	

Deferral

If a student wishes to defer enrolment until a later semester SIBT will hold the fees paid until commencement, without penalty. Deferrals will only be accepted until the end of week 4, except in exceptional circumstances such as medical, compassionate or other unforeseen situations. Documentary evidence must be supplied. Students who defer and then subsequently withdraw from the course will be liable to the refund policy from the date of application for deferral. Maximum deferral is 3 semesters or 12 months, except in exceptional circumstances.

Declaration

I declare that the information I have supplied on this form is, to the best of my understanding and belief, complete and correct. I understand that the giving of false or incomplete information may lead to the refusal of my application or cancellation of enrolment. I have read and understood the published course information in the brochure or website and I have sufficient information about SIBT to enrol. I give permission to obtain official records from any educational institution attended by me and from Macquarie University following studies at SIBT. I authorise SIBT to provide any personal information required by Macquarie University to facilitate the issue of a student ID card and I authorise both institutions to retain my photo image for identification purposes. I also authorise SIBT to supply any relevant official records to educational institutions to which I am seeking admission. I understand that information is collected on this form and during my enrolment in order for SIBT to meet its obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visa and their obligations under Australian immigration laws generally. I authorise SIBT to provide information including personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach by me of my student visa conditions to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form and during my enrolment can be disclosed without my consent where authorised or required by law. I accept liability for payment of all fees as explained in this brochure or website, and I agree to abide by the refund policy as specified. I also understand that fees may rise. I agree to abide by the SIBT academic rules and policies as published on the website from time to time. I have also read the section relating to cost of living and I understand that living expenses in Australia may be higher than in my own country and I confirm that I am able to meet these costs.

Signature

Date

If applicant is under 18 years of age the signature of a Parent or Guardian is required.

Signature

Date

Representative stamp