

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

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## Student details

Family name (as per birth certificate):	
Given names (as per birth certificate):	
Date of birth:	/ / (DD/MM/YY)
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Home address:	
	Postcode:
Home telephone:	
Mobile telephone:	
Email:	
What is your citizenship? (as per passport):	
What is your country of birth?	
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, international fees and conditions apply.	

## 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, Diploma, Degree):	
School/Institution:	
Country:	
Course Length:	Date completed:
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.	
Are you currently enrolled in another institution?	
Yes <input type="checkbox"/>	
Name of institution _____	
No <input type="checkbox"/>	

## Course preferences

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

## Course commencement

Please specify when you wish to commence studies

<b>SIBT - Macquarie University</b>	
Year	<input type="checkbox"/> February <input type="checkbox"/> June <input type="checkbox"/> October <input type="checkbox"/>
<b>SIBT - Macquarie City Campus</b>	
Year	<input type="checkbox"/> February <input type="checkbox"/> June <input type="checkbox"/> October <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?	
How did you hear about SIBT? (please only tick ONE)	
<input type="checkbox"/> Recommended by a friend or relative	
<input type="checkbox"/> Recommended by Macquarie University	
<input type="checkbox"/> Recommended by an agent (please specify) _____	
<input type="checkbox"/> Recommended by a school careers counsellor	
<input type="checkbox"/> Exhibition/seminar	
Name: _____	
<input type="checkbox"/> Newspaper advertisement	
<input type="checkbox"/> SIBT website	
<input type="checkbox"/> Radio	
<input type="checkbox"/> Internet	
<input type="checkbox"/> Other (please specify) _____	

## Address for applications

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

Telephone 02 9850 6116 (Admissions)  
Facsimile 02 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

- Complete one application form to apply to SIBT, Macquarie University, CME or ACL (if required).
- Include certified\* copies of all academic qualifications (HSC and ATAR results, Diploma, Degree).
- Include certified\* copy of English language proficiency (if applicable).
- Include certified\* translation of any documents that are not in English (if applicable).
- Include a certified\* copy of documents proving Australian citizenship or permanent residency.
- 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](http://www.sibt.nsw.edu.au))
- The institution that issued the documents
- A Justice of the Peace or Public Notary

## Refund Policy and Enrolment Conditions for Local 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) 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 October 2007. 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
- Additional articulation conditions or quotas may apply from time to time. Any additional conditions will be included in your letter of offer
- All students are required to notify SIBT of a change of address while enrolled in the course.

### 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.

### Refund policy for local 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 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 are subject to this refund policy
- 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's Statement of Tuition Assurance will apply to Australian citizens, permanent residents or holders of an Australian permanent humanitarian visa who are enrolled in higher education courses it offers, as required by the Higher Education Support Act (HESA) 2003. SIBT is a member of the ACPET Australian
- Student Tuition Assurance Scheme (ASTAS), which ensure 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 ASTAS, or another approved provider
- 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	Certificate (VTE courses)	Cancellation Fee Diploma/Advanced Diploma (Higher Education courses)
<b>Before Course Commencement Date</b>		
More than 10 weeks	AU\$500	Nil
More than 4 weeks and up to 10 weeks		
4 weeks or less	30% of the course fees 60% of the course fees	Nil Nil
<b>After Course Commencement Date</b>		
4 weeks or less		
More than 4 weeks	AU\$500 plus 70% of the course fees 100% of the course fees	AU\$500 100% of the course fees

### 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.

Signature

Date

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

Signature

Date

Representative stamp