

How did you hear about us?

- Internet ihBC website Friend Other
 Education Agency: _____
 Counsellor: _____

APPLICATION FORM

PERSONAL DETAILS

Family Name: _____ Given Name: _____
 Preferred Name: _____ Gender: _____
 Nationality: _____ First/other languages spoken: _____
 Passport number: _____ Country of passport: _____
 Passport expiry date: _____ Date of Birth: _____
 Are you of Aboriginal or Torres Strait Islander origin? Yes No
 Address in Australia: _____ Emergency Contact: _____
 Mobile phone: _____ Email: _____
 What is your main reason to study? _____
 Do you suffer from any medical conditions?: _____
 What is your current employment status? _____
 Highest Academic Qualification Attained: _____ IELTS/TOEIC/TOEFL Score: _____
 Do you have any learning support needs? _____

VISA REQUIREMENT

- Student* Working Holiday Tourist
 Dependant Business Other
 Passport Number: _____
 Where will you apply for a visa? Onshore Offshore
 *Please attach passport copy for student visa applicants

OVERSEAS STUDENT HEALTH COVER (OSHC)

- Do you want ihBC to arrange your OSHC?
 Yes No
 Duration: _____ months (minimum 3 months)
 Cover Type: Single Dual Family* Multi Family*
 *Please attach copy of passport for all family members

ACCOMMODATION & AIRPORT TRANSFER

- Do you want ihBC to arrange your accommodation?
 (4 weeks minimum) Yes No
 Homestay Residential
 Start date: _____ Finish date: _____
 Do you smoke? Yes No
 Please give information if you have any allergies/illnesses or special requests: _____
 Do you require airport pickup? Yes Return
 Arrival Date: _____ Time: _____ Flight N^o: _____

UNIQUE STUDENT IDENTIFIER (USI)

- Do you have an Unique Student Identifier (USI)?
 Yes USI N^o: _____
 No - I give permission for ihBC to apply for a USI for me

CREDIT TRANSFER / RPL

- Are you applying for RPL or CREDIT TRANSFER?
 Yes* No
 *Please attach any qualifications or statements of attainment and see our **ihBC Academic Manager** in advance of your course

COURSES

BUSINESS

- Cert IV Diploma Adv. Diploma
Starting Dates:
 06 Nov 2017* 29 Jan 2018 26 Mar 2018
 21 May 2018 16 Jul 2018 10 Sep 2018
 05 Nov 2018 *ihBC Sydney City only

PROJECT MANAGEMENT

- Cert IV Diploma Adv. Diploma
Starting Dates:
 06 Nov 2017* 29 Jan 2018 26 Mar 2018
 21 May 2018 16 Jul 2018 10 Sep 2018
 05 Nov 2018 *ihBC Sydney City only

LOCATION

ihBC Sydney City

ihBC Darwin

STUDENT DECLARATION

I declare that all the information on this form is correct and that I have read, understood and accept ihBC's enrolment, cancellation and refund policies stated on the next page.

Full Name: _____ Signature: _____

STUDENT DECLARATION

Please attach to your application:

Current or intending student visa holder: Proof of identity (a copy of current passport page showing photograph, identification details and passport number). ; Evidence of Year 10 or an equivalent literacy and numeracy level. Copies of testamur/s and academic transcripts must be certified and translated into English.; Proof of English proficiency level. ; A copy of visa (if applicable).

DECLARATION

I declare that all the information supplied in this application form and supporting documentation is true and accurate.

I, the student, note the availability of pre-enrolment information at www.ihBC.edu.au and agree to the following:

- Acceptance to my course is subject to successful completion of a selection and/or interview process and I agree that ihBC (ih Business College) in its absolute discretion, may accept or reject my application to undertake the course.
- Once a place has been offered, it can only be secured when a deposit or full fee (as stated in the Course Dates and Fees Schedule) has been paid. I agree that if I do not pay the balance of fees 14 days prior to course commencement that my position in the course can be offered to another candidate. I am aware that application fees apply to submitting this application and are refundable only according to the ihBC Refund Policy.
- I am obligated to inform ihBC of a change of address while enrolled in a course.

REFUND POLICY

More than 28 working days written notice before the original course starts:

Full refund of tuition fees less any enrolment fees, additional fees, course deposit and accommodation booking fees. A \$200 Admin Fee applies to all refunds.

28 working days or less but greater than 14 working days written notice before the original course start date:

80% of tuition fees less any enrolment fees, additional fees, course deposit and accommodation booking fees. A \$200 Admin Fee applies to all refunds.

14 working days or less written notice before the original course start date: 0% refund. There is no refund of tuition or any fees for cancellation fewer than 14 working days before the original course start date.

NOTES TO REFUND POLICY:

- It may be possible, up to two weeks before a course starts, to transfer to a later course date
- Deposits are non refundable
- No refund will be issued if I do not commence a course for which I have paid or if I withdraw after I have commenced the course

- If my visa application is denied, a full refund of all unused Course fees and related fees, less the enrolment fee, will be made provided that ihBC receives a copy of the Australian Embassy rejection letter prior to course commencement and within 24 hours of the default date.

- ihBC will issue a full refund in the event of a course being cancelled or not completed by ihBC due to insufficient numbers or any other reason. In this event, the full refund will be paid within 2 weeks after the provider default date.

- If I request a refund I will do so in writing addressed to the General Manager, stating the reason for my request and including all dates and other necessary information that support this request. In the event that a refund is granted by ihBC, it shall be paid within 4 weeks of receipt of the written claim.

- A transfer request from/to ihBC within 6 months of the principal course is only accepted where a release letter is received/issued by ihBC and in accordance with Standard 3 of National Code 2007

- I have read the relevant pre-enrolment information available at www.ihBC.edu.au website that includes information about: Living and studying in Australia; The Education Services for Overseas Students (ESOS) Framework; Studying at ihBC; Fees and charges; Entry Requirements; Enrolment Process; Transferring to/from another provider; Refunds; Deferral, Suspension and Cancellation of enrolment; Academic progress and attendance requirements; Visa Conditions

- I acknowledge and agree that any testimonials by me or photos of me which are used by ihBC are property of the ih Business College and may be used for the Institute's promotional material, unless otherwise indicated in a written request

- I understand that the information collected about me on this form and during my enrolment can be provided, in certain circumstances, 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 or during my enrolment can be disclosed without my consent where authorised or required by law.