



Application Form (International Student)

CANTERBURY BUSINESS COLLEGE

Level 6, 29-37 Bellevue St, Surry Hills, NSW 2010, AUSTRALIA
CRICOS Provider Code: 01899K / RTO No: 6554 / ABN: 58 083 780 330
(T) + 61 2 9280 3733 (W) www.cbc.nsw.edu.au
(E) reception@canterburybc.com.au / info@cbc.nsw.edu.au

PERSONAL INFORMATION - To avoid delays in processing your application, complete ALL of your details

First Name(s)		Family Name(s)	
Date of Birth	day month year	Gender	☐ Male ☐ Female ☐ Unspecified
Telephone/Mobile		Email ID	
Country of Birth		Nationality	
Visa Type		Visa Expiry Date	day month year
Passport Number		Passport Expiry Date	day month year
Facebook ID			
Address in Australia		Home Country Address	
Unit No/Street Name		Unit No/Street Name	
Suburb/City		Suburb/City	
Post Code State		Post Code State	
Emergency Contact Details			
Name		Relationship	Phone

DISABILITY SUPPORT

Do you have a disability, impairment or long term medical condition which may affect your studies?

☐ Yes ☐ No *if yes, please specify:*

SUPPORT

Do you have any special needs that we should plan support for? ☐ Yes ☐ No *If yes, please provide some details:*

ENGLISH PROFICIENCY

Level of English

☐ Beginner ☐ Intermediate ☐ Upper Intermediate ☐ Advanced

Do you have an IELTS / TOEFL / PTE / Other (Specify) Scores?

☐ Yes ☐ No *if yes, please specify test name/score/date:*

PREVIOUS EDUCATION / ACADEMICS

Please list details of your previous education and training

Qualification (Year 10-12, Diploma, Degree etc.)

Institution Name - Country

Year Completed

Other/s:

ACADEMIC COURSES OFFERED (Nationally Recognised Training) - Please tick at least one

Information & Communication Technology - ICT		Duration (weeks)	Business Services - BSB	Duration (weeks)
ICT40120 Certificate IV in Information Technology		65	BSB50120 Diploma of Business	52
CRICOS Code: 106664A Please choose one -			CRICOS Code 106643F	
☐ General	☐ Programming	☐ Database Development	BSB60120 Advanced Diploma of Business	78
			CRICOS Code 106644E	
ICT50220 Diploma of Information Technology		65	BSB50420 Diploma of Leadership and Management	52
CRICOS Code: 106646C Please choose one -			CRICOS Code 104139E	
☐ General	☐ Advanced Programming		BSB60420 Advanced Diploma of Leadership and Management	78
☐ Cyber Security	☐ Database and Data Management		CRICOS Code 106645D	
Tourism, Travel and Hospitality - SIT		Duration (weeks)	BSB40920 Certificate IV in Project Management Practice	39
SIT40521 Certificate IV in Kitchen Management *		78	CRICOS Code 107923A	
CRICOS Code 109643D			BSB50820 Diploma of Project Management	65
SIT40721 Certificate IV in Patisserie *		78	CRICOS Code 107924M	
CRICOS Code 109460M			Course Commencement Date	
SIT50422 Diploma of Hospitality Management *		78	Start (year) Intake (month)	
CRICOS Code 114624J			Jan Feb Apr May July Aug Oct Nov	
SIT60322 Advanced Diploma of Hospitality Management *		78		
CRICOS Code 114625H				

* Upon successful completion of SIT40521 or SIT40721 the duration of SIT50422 and SIT60322 is 6 months each. For more information please visit - www.cbc.nsw.edu.au

Enrolment subject to meeting entry requirements.



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RECOGNITION OF PRIOR LEARNING (RPL) / CREDIT TRANSFER

Are you seeking RPL / Credit Transfer for studies completed? ☐ Yes ☐ No

If yes, please download and submit a "RPL / Credit Transfer Application Form" with your application.

OVERSEAS STUDENT HEALTH COVER (OSHC)

*The Australian Government requires all students on student visa to have Overseas Student Health Cover.

Would you like the college to arrange OSHC for you?

☐ if Yes, Duration in years / in months ☐ Single ☐ Couple ☐ Family (Please tick one)
☐ if No, Do you have an existing health cover? ☐ Yes ☐ No

UNIQUE STUDENT IDENTIFIER (USI)

Do you have a Unique Student Identifier Number (USI)?

☐ Yes ☐ No

USI (if Yes)

NOTE: If No, you can create your own USI by visiting - www.usi.gov.au or if you would like **Canterbury Business College** 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 <<https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>>. You also need to provide some additional information at the end of this form on page 5.

I [NAME] _____

authorise **Canterbury Business College** 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 (which may include sensitive information) pursuant to the information detailed at <<https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>>.

Student's Signature

Date

day		month		year			
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STUDENT SERVICES

Accommodation & Airport Pickup

Do you want the college to organise accommodation?

☐ Yes

☐ No

if yes, how many weeks: _____

Do you want the college to organise an Airport Pickup service?

☐ Yes

☐ No

if yes, provide arrival details: _____

PAYMENT DETAILS (All fees are payable in Australian Dollars)

Enrolment Fee

Tuition Fee (1st Installment)

OSHC

Accommodation Placement

Fee Airport Pickup Other

(Specify)

PRIVACY

Student Personal Information & Privacy Notice

As a registered training organisation (RTO), CBC collects your personal information so it can process and manage your enrolment in vocational education and training (VET) course. This information may also be applied for planning, communication, research, evaluation, and marketing activities. The student's personal information is stored securely, and can only be accessed by authorised CBC staff.

CBC will manage the student's personal information according to the Commonwealth Privacy Act and its Information Privacy Principles, and the NSW Privacy and Personal Information Protection Act 1998. The student's personal information may be disclosed to Commonwealth and State Government Agencies. The student may request access to his/her information that CBC holds and correct it if the student believes the information is inaccurate, incomplete, or out of date.

CBC is required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information that we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analyzing, and communicating research and statistics about the Australian VET sector. We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

For additional information please refer to *Privacy Notice (Schedule 1)* on page 4 and *Privacy - Student Personal Information* in the Student handbook.

Student Declaration and Consent

The information provided is true and accurate and can be verified by the college independently.

That I have read the Student Handbook and understand my rights and obligations, total course fee, and the refund policy.

I understand the course structure, the units of competency, and the training that will be provided to complete the course successfully.

I consent to the collection, use, and disclosure of my personal information in accordance with the Privacy Notice as mentioned in Schedule 1 on page 4.

I acknowledge I have read, understood & accept the terms and conditions of enrolment mentioned on page 3.

I authorise my agent to act on my behalf in matters relating to this application (if applicable).

Student's Signature

Date

day		month		year			
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Generic information for prospective students

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STUDYING IN SYDNEY

Sydney is a beautiful vibrant city that boasts the famous Sydney Harbour Bridge and the Opera House. It has a multicultural society, offers a high standard of living, excellent health and educational facilities, and cosmopolitan shopping centres. Canterbury Business College is conveniently located close to Central Station, other public transport, Darling Harbour, Chinatown etc.

LIVING EXPENSES

The twelve-month living cost is calculated as AUD\$21,041 plus 35% for each family dependant. (Note: School-age dependants are required to pay tuition fees for their education in Australia).

RECOGNITION OF PRIOR LEARNING

RPL is the process that recognizes skills and experience you currently have regardless of where and when the learning occurred. To apply for Recognition of Prior Learning, you will need to complete the RPL form, which can be requested by emailing at info@canterburybc.com.au. Along with the completed RPL form, please scan and attach all the supporting evidence. RPL procedures are detailed in the RPL Application form. For further information on CBC's RPL process, please refer to, the student handbook posted on our website www.cbc.nsw.edu.au.

CONTACT HOURS / TERM

Study periods are divided into terms. Please contact the Institute for a detailed breakdown on terms and breaks for all qualifications. As per DHA regulations, overseas students are required to study a minimum of 20 contact hours per week as a full-time student. CBC classes may range from Mon, Tue & Wed or Wed, Thur & Fri. Please note that all programs are in full-time mode and cannot be undertaken part-time or via distance education.

ASSESSMENT METHODS

CBC's learning methodologies comprise a combination of assessment tools to assess its students - such as direct observation, practical demonstration, written tests, report writing, oral tests, projects, simulation etc.

DISCIPLINARY & DISMISSAL PROCEDURES

An offense involving the breach of CBC's rules and regulations can lead to dismissal or instant removal. For further information on CBC's disciplinary & dismissal process, please refer to, the student handbook on our website www.cbc.nsw.edu.au under Downloads / Links section.

COMPLAINT HANDLING PROCEDURE

CBC's complaints process is made up of formal and informal, academic and non-academic appeals processes. If you consider that the response to a disciplinary or misconduct decision is unsatisfactory or unfair, you reserve the right to seek further recourse. For more details on CBC's complaints & appeals procedures, please refer to, the student handbook on our website www.cbc.nsw.edu.au under Downloads / Links section.

SUPPORT SERVICES

CBC offers a wide range of student support/welfare guidance services in both academic and personal areas. These services are available free of charge to all enrolled students and include

- understanding of Student visa conditions and requirements, Course information, OSHC, assistance with accommodation, employment services
- Knowledge of medical and health services options
- Learning support (language, numeracy, and literacy assistance) / Computing services

CBC does not offer professional counseling service to students. The Director / Manager student services (DSS / MSS) act as the first point of contact and provide support to students on matters and issues that fall within their capacity. However, if the student needs professional counseling or support services, then DSS / MSS will seek and recommend professional counseling agencies.

ACCOMMODATION

It is the students' obligation to keep their residential address updated with CBC at all times. If a student requires the Institute to arrange homestay or other types of accommodation, the Student Services staff can be contacted for assistance.

- Hostel - approx. AUD \$300~\$375/week
- Homestay - approx. AUD \$375~\$420/week
- Shared Rent - approx. AUD \$225~\$300/week

REFUND POLICY

- As per the ESOS Act 2000 and ESOS Regulations 2001, a student will be issued a full refund in the event where CBC is unable to offer the course. All refund requests must be made in writing using the refund form which may be collected from the college's reception or website. The form must be signed by the student.
- In the event of a visa refusal, the enrolment fee is non-refundable.
- Tuition Fee, Overseas Student Health Cover, Accommodation deposit and Airport pick up fee are refundable in full where:
 - The student has provided evidence of medical OR compassionate reasons due to which the student is unable to commence the course. OR

- Australian Embassy refuses visa - A refund based on visa rejection will require a copy of the visa rejection notice from the Australian Embassy / High Commission / DHA-.
- CBC is notified of the course cancellation 28 days or more before the course commencement and or before entering into Australia.
- A student does not qualify for a refund where -
 - a student visa is granted on CBC's confirmation of enrolment (COE), even if this is a packaged COE with another provider, except when there are compelling/compassionate circumstances.
 - Is enrolled in CBC's packaged course and / or has commenced their ELICOS studies in Australia.
 - Withdraws from a course that has already commenced.
 - Has provided misleading information to CBC or its approved representatives and or any commonwealth agencies of Australia.
- Under compassionate circumstances, such as bereavement (e.g., Death in the family) CBC will make a decision of a refund on a case to case basis
- The tuition fee is non-transferable to other institution or student but may be transferred to another course within CBC.
- CBC reserves the right to withdraw a course if the student numbers are too low. In the unlikely event, that CBC is unable to deliver the course in full, unused tuition fees will be refunded. Alternatively, enrolment may be offered in a different course at CBC.
- The average processing time for a refund is four weeks from the receipt of a completed refund application.
- All refunds will be payable in the same currency in which the fees were paid. CBC will forward the refund to the applicant in his / her country of origin unless the student has enrolled through CBC's registered agent where a refund will be paid through the agent. A student may request the college to provide a refund statement that demonstrates how the refund amount was calculated.
- In the unlikely event that CBC is unable to provide a refund or place a student in an alternative course, (provider default) Canterbury Business College will notify this default to the Tuition Protection Service (TPS) Director. The TPS Director will then allocate the student a period within which they are able to choose an alternative course from the options provided.
- CBC reserves the right to change its fees and conditions in accordance with changes in the current economic and/or legal conditions and may alter course timetables and class locations within reason at any time without notice.
- An increase in tuition fees will not apply to students who have paid and or have already commenced their course. If a student believes that these changes are unreasonable, they have the right to access CBC's complaints and appeals processes and to also take further action under Australia's consumer protection laws.
- The written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.
- A student discontented with the refund decision handled by CBC has the right to pursue other legal remedies. This includes independent complaints & appeals handling services provided by Overseas Students Ombudsman. For further information, please visit www.oso.gov.au.

PAYMENT METHOD

Students can pay their fees via, bank cheque, credit card, cash or via Internet banking / telegraphic transfer.

Account name: Canterbury Business College
BSB Number: 082124 / Account Number: 561219811
Bank Name: National Australian Bank

THIRD PARTY ARRANGEMENT

CBC may engage Third Party Services in delivering training and assessment. For further information, please refer to Training & Assessment Strategies on the website www.cbc.nsw.edu.au.

COURSE PROGRESS POLICY

CBC will maintain and monitor student's academic progress throughout the qualification. CBC will put in place all essential student support services to assist students in achieving satisfactory results. Students are expected to achieve a minimum of 50% pass rate in every term. For more information, please read, the student handbook at www.cbc.nsw.edu.au.

TRANSFER BETWEEN PROVIDERS

CBC will not authorize student transfer prior to the student completing six months of their principal course. Students who have studied longer than this period can apply to withdraw from CBC, and no letters of release need to be sighted or produced to enroll at the new provider. For further information on CBC's provider transfer policies, please read, the student handbook at www.cbc.nsw.edu.au.

PERSONAL INFORMATION

Your right to privacy is important to CBC, and all personal information collected about you is treated as confidential. This statement applies to the collection of any personal information we collect on you. You may request access at any time to information we hold about you and ask us to correct it if you believe it is inaccurate, incomplete or out of date. We will only disclose your personal information if you request us to do so in writing, or where the law permits us to do so (Commonwealth and State agencies including ASQA and the Fund Manager of the ESOS Assurance Fund). In these circumstances, the minimum amount of information required or requested will be disclosed. For further information on CBC's privacy policies process, please read, the student handbook at www.cbc.nsw.edu.au under Downloads / Links section.

PRIVACY NOTICE (Schedule 1)

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market. The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at

<https://www.ncver.edu.au/privacy>.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at

<https://www.desegov.au/national-vet-data/vet-privacy-notice>.

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact Canterbury Business College to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

CBC contact details - reception@canterburybc.com.au | 02 9280 3733

For more information on CBC's Privacy Policy please refer to Student Handbook.



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UNIQUE STUDENT IDENTIFIER (USI)

Please provide details for ONE of the forms of identity below (numbered 1 to 8).

Please ensure that the name written in 'Personal Details' section is exactly the same as written in the document you provide below.

Town/City of Birth _____ (please write the name of the Australian or overseas town or city where you were born)

1. Australian Driver's Licence

State: _____ Licence Number: _____

2. Medicare Card

Medicare card number _____

Individual reference number (next to your name on Medicare card): _____

Card colour: _____ Expiry date ____/____/____ (format MM/YYYY)

3. Australian Birth Certificate

State/Territory: _____ Registration number: _____ Registration year: _____

4. Australian Passport

Passport number: _____

5. Non-Australian Passport (with Australian Visa)

Passport number: _____ Country: _____

6. Immicard

Immicard Number: _____

7. Citizenship Certificate

Stock number: _____ Acquisition date: ____/____/____ (dd/month/year)

8. Certificate of Registration by Descent

Acquisition date: ____/____/____ (dd/month/year)

Student's Signature

Date

day			month			year			
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In accordance with section 11 of the Student Identifiers Act 2014, CBC will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose.