



Student Application for Enrolment

Personal details

Mr	Mrs	Ms	Other	M	F
First Name		Family Name			
Note: If you have only one name, please enter the full name in the Family Name box.					
DOB		Country of Birth			
Passport No		Expiry date		IBM NSW ID	

USI		I authorize IBM NSW to assist me in gaining my USI (please tick)
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Student's Overseas Address (if applicable)					
Street name and number					
Suburb		State		Post Code	
Country		Phone		Mobile	
Email					

Student's Australian Address					
Street name and number					
Suburb		State		Post Code	
Country		Phone		Mobile	
Email					

Next of kin/Emergency Contact's Name					
Relationship with the student				Phone	

Student's marital status	<input type="checkbox"/> Married	<input type="checkbox"/> Single	<input type="checkbox"/> In a de facto relationship
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Student's Visa Information (if applicable)			
Do you have a visa that allows you to study at IBM NSW			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, what is the visa subclass	

Student's Education			
What is the highest level of education that you have completed?			Year Completed
School/College/University			
Date of Completion		Country	
Do you want to apply for recognition of prior learning (RPL)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you want to apply for credit transfer?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Student's English			
Do you speak a language other than English at home?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
How well do you speak English?		<input type="checkbox"/> Very Well	<input type="checkbox"/> Well
		<input type="checkbox"/> Not well	<input type="checkbox"/> Not at all

Student Services			
Do you require airport pickup on arrival?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Flight number	Date of arrival	Time of Arrival	
Do you require assistance finding home stay accommodation?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Disability			
Do you consider yourself to have a disability, impairment or long-term condition?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please describe disability			

Employment			
<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Self-Employed	<input type="checkbox"/> Employer
<input type="checkbox"/> Unemployed – Seeking full-time work		<input type="checkbox"/> Unemployed-seeking part-time work	
		<input type="checkbox"/> Unemployed-not seeking employment	

Study Reason			
<input type="checkbox"/> To get a job	<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> To get into another course of study	
<input type="checkbox"/> To develop my existing business		<input type="checkbox"/> It was a requirement of my job	<input type="checkbox"/> For personal interest or self-development
<input type="checkbox"/> To start my own business		<input type="checkbox"/> I wanted extra skills for my job	<input type="checkbox"/> To try a different career

Other reasons



Student Application for Enrolment

Course Name: Please tick			
		BSB80120 Graduate Diploma of Management (Learning)	
Please forward completed application to			
Email: info@ibmnsw.edu.au		or	Suite 102, Level 10, 420 Pitt Street, Haymarket, NSW 2000
Application Document Checklist			
	Copy of valid passport (International Students only)		
	Copy of valid visa (International Students only)		
	High School Certificate		
	Proof of English language Proficiency (International Students only)		
You must bring all originals on orientation day for verification.			
Please attach any additional documents to support your application			
If you are applying for RPL, please read IBM NSW's recognition of Prior Learning Policy in the student handbook available on our website www.ibmnsw.edu.au. Note for international students gaining course credit will affect the length of their visa. Please contact Department of Home Affairs (DHA) for more information.			
Fee details			
<p>Fee protection:</p> <p>IBM NSW protects the fees that are paid in advance by both domestic and international students.</p> <p>For domestic students, fee protection is ensured through:</p> <ul style="list-style-type: none"> Institute of Business and Management NSW (IBM NSW) does not require a student to ever pay more than AUD1500 in advance for services not yet provided, either prior to course commencement or at any stage during their course. Fees will be paid off during the course in instalments according to a set payment plan. <p>For international student fee protection is ensured as follows:</p> <ul style="list-style-type: none"> All course fees will be held in a separate bank account that can only be drawn down when the student commences. The course fees are held separately from the day -to-day operating expense accounts, so that if a refund is payable before the student commences, the refund can be made in full and in a timely way without impact on the financial operations of the business or recourse to the tuition protection system. <p>International Students: Payment of fees upfront rules as per ESOS act was explained to me; I also understand that I have the option to choose one of the following payment modes:</p> <ul style="list-style-type: none"> To pay only 50% of my tuition fees upfront To pay more than 50% of my tuition fees upfront To pay only first term tuition fees 			
Application Fees (Non-Refundable)			A\$250.00
Please tick next to the course you are applying to enroll in.		BSB80120 Graduate Diploma of Management (Learning)	
Material Fee (10% of course fee)			
Overseas Student Health Cover – (Refer to www.nib.com.au)			
Accommodation Placement - \$300.00 (optional) (Non-Refundable)			
Accommodation (optional)			
Airport Pick-up Fee - \$300.00 (optional, Refundable If cancelled 4 Weeks before arrival. IBM NSW will charge \$50 refund processing fees)			
Suite 102, Level 10, 420 Pitt Street, Haymarket NSW 2000	Account Name: IBM NSW PTY LTD		VISA or Master Card only
	BSB: 032-718		
	Account: 526470		
	Swift Code: WPACAU2S		
Please proceed to the next page			



Student Wellbeing Questionnaire

Why do we ask for this information:

Thank you for choosing to undertake your course with IBMNSW.

We want you to feel safe, welcome, and supported during your training. Your wellbeing matters to us. The information you provide here helps us connect you with the right support services if needed. Your responses are confidential. We will only share them if you give consent, or if there is a serious risk to your safety or someone else's safety.

1. Study Skills and Learning Support

- Do you feel confident managing your study workload and assessments?
☐ Yes ☐ Somewhat ☐ No
- Would you like help with: (tick any that apply)
 - ☐ Time management
 - ☐ Study techniques
 - ☐ Coping with assessment stress
 - ☐ Using learning technology (e.g. student portal, online tools)
 - ☐ Other:

2. Health and Wellbeing Needs

- Do you have any health, mental health, or personal needs we should be aware of to support your learning?
☐ Yes ☐ No

If yes, please describe how we can help:
- Would you like information about:
 - ☐ Counselling or mental health services
 - ☐ Local health or wellbeing services
 - ☐ Other:

3. Financial Wellbeing

- Are you experiencing financial challenges that might affect your study?
☐ Yes ☐ No
- Would you like information about:
 - ☐ Financial counselling
 - ☐ Payment plan options
 - ☐ Emergency assistance

4. Community or Cultural Support

- Would you like information about culturally specific or community support services (e.g. First Nations support, multicultural services, youth support)?
☐ Yes ☐ No

If yes, please provide details or preferences:

5. Safety and Respect

- Do you feel safe and respected in your learning and placement environment?
☐ Yes ☐ Somewhat ☐ No
- Would you like to speak with someone about any concern (e.g. bullying, harassment, discrimination, violence)?
☐ Yes ☐ No

6. Consent

- ☐ I give consent for the IBMANSWs student support team to contact me about my responses.
- ☐ I understand my information will be kept private and only shared if needed to protect safety.



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In signing this Enrolment form you agree:			
You have read IBM NSW’s enrolment terms and conditions, outlined throughout the policies and student handbook under Student Services, available at www.ibmnsw.edu.au .			
That the information provided on this form is true, correct and complete.			
That you have read understood and agree to IBM NSW’s Privacy and Personal Information Policy. Policy statement available on our website.			
That you have been provided with detailed information about the fees and charges associated with your course enrolment including information on tuition fees, administration fees, material fees, payment terms and the applicable Fees, Charges and Refund Policy.			
You understand that the deposit / enrolment fee is non-refundable.			
To provide IBM NSW with up to date and accurate contacts details and notify them if anything changes.			
To be bound by IBM NSW’s Student Code of Conduct, and other student policies as well as National and State legislation, regulations including any variations that are made from time to time. (Please refer to IBM NSW policies)			
That payment of fees upfront rules as per the ESOS act was explained to you and you have understood.			
Student’s Signature		Date	