Institute of Business and Management NSW
ACN: 633 864 892 | ABN: 78 633 864 892
Suite 102, Level 10, 420 Pitt Street, Haymarket NSW 2000
National Provider No: 46112 | CRICOS No: 04206J

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)

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 ☐ Married ☐ Single ☐ In a de facto relationship

Student's Visa Information (if applicable)

Do you have a visa that allows you to study at IBM NSW

☐ Yes ☐ 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)? ☐ Yes ☐ No

Do you want to apply for credit transfer? ☐ Yes ☐ No

Student's English

Do you speak a language other than English at home? ☐ Yes ☐ No If yes what language do you speak? _____

How well do you speak English? ☐ Very Well ☐ Well ☐ Not well ☐ Not at all

Student Services

Do you require airport pickup on arrival? ☐ Yes ☐ No

Flight number		Date of arrival		Time of Arrival	

Do you require assistance finding home stay accommodation? ☐ Yes ☐ No

Disability

Do you consider yourself to have a disability, impairment or long-term condition? ☐ Yes ☐ No

Please describe disability _____

Employment

☐ Full-time ☐ Part-time ☐ Self-Employed ☐ Employer ☐ Employed-unpaid worker in a family business

☐ Unemployed – Seeking full-time work ☐ Unemployed-seeking part-time work ☐ Unemployed-not seeking employment

Study Reason

☐ To get a job ☐ To get a better job or promotion ☐ To get into another course of study

☐ To develop my existing business ☐ It was a requirement of my job ☐ For personal interest or self-development

☐ To start my own business ☐ I wanted extra skills for my job ☐ To try a different career

☐ Other reasons

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Student Application for Enrolment

Course Name: Please tick	
☐	BSB40820 Certificate IV in Marketing and Communication
☐	BSB50620 Diploma of Marketing and Communication
☐	BSB60520 Advanced Diploma of Marketing and Communication
☐	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

Fee protection:

IBM NSW protects the fees that are paid in advance by both domestic and international students.

For domestic students, fee protection is ensured through:

- 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.

For international student fee protection is ensured as follows:

- 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.

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:

- 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.	☐	BSB40820 Certificate IV in Marketing and Communication	
	☐	BSB50620 Diploma of Marketing and Communication	
	☐	BSB60520 Advanced Diploma of Marketing and Communication	
	☐	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

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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:

  [Write Here]

- 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:

  [Write Here]

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 IBMNSWs 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.

Student Application for Enrolment

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	