



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	☐ Married	☐ Single	☐ 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			
☐ 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
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
☐ 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



Student Application for Enrolment

Course Name: Please tick			
	☐	BSB80120 Graduate Diploma of Management (Learning)	
	☐		
	☐		
	☐		
	☐		
	☐		
	☐		
Please forward completed application to			
Email: info.ibmnsu@gmail.com		or	Suite 106, 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.ibmnsu.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.	☐	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 106, 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	
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.ibmnsu.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	