

ACTB Enrolment Form (International Students)

ENROLMENT FORM: Please complete the details and return to ACTB by email with supporting documents

1. Personal details

First Name _____
Surname _____
Date of Birth ____ / ____ / ____ ☐ Male ☐ Female ☐ X
Where are you applying from? ☐ Onshore ☐ Offshore
Home Address _____

State _____ Postcode _____ Country _____
Telephone _____
Mobile _____
Email _____
Citizenship (as per passport) _____
Country of Birth _____
Emergency Contact: Name _____
Email (required): _____
Mobile/Telephone: (Country Code) _____ (Phone number) _____
Relationship to you: _____

2. Residency or Visa details

☐ Australian resident / citizen ☐ 485 or Bridging visa
☐ Tourist / Visitor visa ☐ Working visa ☐ Student visa
☐ Other (please specify) _____

3. Education

What is your highest COMPLETED school level? (Tick ONE box only)

☐ Never attended school ☐ Below Year 8 ☐ Year 8 ☐ Year 9
☐ Year 10 ☐ Year 11 ☐ Year 12

Are you still attending secondary school? ☐ Yes ☐ No

In which YEAR did you complete the above school level? _____

Have you COMPLETED any of the following qualifications?

☐ Certificate I ☐ Certificate II ☐ Certificate III (or Trade Certificate)
☐ Certificate IV (or Advanced Certificate/Technician)
☐ Diploma ☐ Advanced Diploma or Associate Degree
☐ Bachelor Degree / Higher Degree ☐ Certificates other than above

Unique Student Identifier (USI), if known: _____

What is the main reason for undertaking this course? (Tick ONE box only)

☐ To get a job 01 ☐ To develop my existing business 02
☐ To start my own business 03 ☐ To try for a different career 04
☐ To get a better job or promotion 05 ☐ It was a requirement of my job 06
☐ I wanted extra skills for my job 07 ☐ To get another course of study 08
☐ Other reasons 09
☐ For personal interest or self-development 10

Have you ever undertaken any of the following English tests?

IELTS, TOEFL, TOEIC, Cambridge, ISLPR ☐ Yes ☐ No

Name of test _____

Year of test _____ Score (overall) _____

4. How did you find out about ACTB?

☐ Friend ☐ Website ☐ Internet ☐ Brochure ☐ Advertisement

☐ Agent / Lawyer (Please provide agent's details below)

Agent's name: _____

Agency: _____

5. Program choice (You can select more than one option)

Student Programs (Full-time, On-campus)

Preferred campus: ☐ BRISBANE

- | | | |
|--------------------------|----------|-----------------------------------------------------|
| <input type="checkbox"/> | BSB20120 | Certificate II in Workplace Skills |
| <input type="checkbox"/> | BSB30120 | Certificate III in Business |
| <input type="checkbox"/> | BSB40120 | Certificate IV in Business |
| <input type="checkbox"/> | BSB40920 | Certificate IV in Project Management Practice |
| <input type="checkbox"/> | BSB50120 | Diploma of Business |
| <input type="checkbox"/> | BSB50420 | Diploma of Leadership & Management |
| <input type="checkbox"/> | BSB50820 | Diploma of Project Management |
| <input type="checkbox"/> | BSB60120 | Advanced Diploma of Business |
| <input type="checkbox"/> | BSB60420 | Advanced Diploma of Leadership & Management |
| <input type="checkbox"/> | BSB60520 | Advanced Diploma of Marketing & Communication |
| <input type="checkbox"/> | BSB60720 | Advanced Diploma of Program Management |
| <input type="checkbox"/> | BSB80120 | Graduate Diploma in Management (Learning) |
| <input type="checkbox"/> | CHC33021 | Certificate III in Individual Support |
| <input type="checkbox"/> | CHC30121 | Certificate III in Early Childhood Education & Care |
| <input type="checkbox"/> | CHC50121 | Diploma of Early Childhood Education & Care |
| <input type="checkbox"/> | RII60520 | Advanced Diploma of Civil Construction Design |
| <input type="checkbox"/> | SIT30821 | Certificate III in Commercial Cookery |
| <input type="checkbox"/> | SIT40521 | Certificate IV in Kitchen Management |
| <input type="checkbox"/> | SIT50422 | Diploma of Hospitality Management |
| <input type="checkbox"/> | 10747NAT | Advanced Diploma of Applied Blockchain |
| <input type="checkbox"/> | 10849NAT | Diploma of Applied Blockchain |

What is your preferred start date? _____

6. Fee payment option (Applies to courses longer than 24 weeks duration)

Students can choose to pay more than 50 per cent of their tuition fees before they start their course. Providers cannot require students to pay more than 50 per cent of their tuition fees before they start the course (if courses are longer than 24 weeks in duration)

☐ I wish to pay the full fee in advance (for courses longer than 24 weeks duration)

7. Additional information

Do you speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often)

☐ No, English only ☐ Yes, I speak _____

How well do you speak/read/write/listen in English?

☐ Very well ☐ Well ☐ Not well ☐ Not at all

Are you of Aboriginal or Torres Strait Islander origin?

☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander

Do you require any special learning support? ☐ Yes ☐ No

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

If yes, please provide details, so we can provide appropriate support (you may indicate more than one area):

<input type="checkbox"/> Hearing impaired 11	<input type="checkbox"/> Learning 14	<input type="checkbox"/> Vision impaired 17
<input type="checkbox"/> Physical 12	<input type="checkbox"/> Mental illness 15	<input type="checkbox"/> Medical condition 18
<input type="checkbox"/> Intellectual 13	<input type="checkbox"/> Acquired brain impairment 16	<input type="checkbox"/> Other 19

8. International students must attach copies of the following:

- ☐ Passport details page ☐ Evidence of English proficiency
☐ Latest Academic qualification from home country or Australia
☐ OSHC details, if you are already in Australia

9. Student declaration

I declare that the information I have provided on this form is complete and accurate. I understand that my enrolment is subject to my compliance with all the College policies and procedures, which I have read and understood. I have read and understood information related to ACTB courses, fees, location, policies and procedures and other relevant information available in the Student Handbook available from the ACTB website: <http://www.actb.com.au>. I will pay all the applicable fees as they become due and accept that non-payment of fees may result in a cancellation of my enrolment and trigger a debt-recovery process through a third party. I agree that I will be liable for any costs associated with debt-recovery. I understand that information collected on this form may be used by ACTB in accordance with the Privacy Policy. I agree to abide by the policies, rules and regulations of ACTB as relevant to my enrolment at ACTB. I understand that additional information relevant to my enrolment is available in the Student Handbook at: <http://www.actb.com.au/student-handbook/>.

Student signature _____ **Date** _____

CONDITIONS OF ENROLMENT

Fees: All fees are payable in Australian dollars. Students will not be permitted to commence or continue their course until all outstanding fees have been paid. ACTB reserves the right to cancel a student's enrolment for non-payment of fees, where fees are overdue by >14 days. ACTB reserves the right to change fees at any time, subject to CRICOS/relevant authority approval.

Refund policy: Refund of fees will only be granted in accordance with the refund policy set out below. Enrolment fees & Material Fees are non-refundable under any circumstances, except in the unlikely circumstances where ACTB is unable to provide the course. Tuition Fees will be refunded as follows:

Full Refund

ACTB has a fee refund policy for situations where special circumstances exist. We will make a full refund of course fees paid (less applicable Cancellation Fee and Enrolment Fee) in the following circumstances:

- **Visa Not Granted:** Where an application for a Student visa is unsuccessful ACTB, reserves the right to charge a Cancellation Fee of AUD\$500. Refund of any balance of pre-paid Tuition Fees will be made within 14 days. A request of refund in writing and proof of visa refusal, from the Australian Government, must be sent to ACTB.
- **Provider Default:**
 - In the unlikely event that ACTB is unable to start your course on the agreed starting date OR deliver your course full, you will be offered a full refund of all the course money you have paid to date. The refund will be paid to you within 14 days from the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by ACTB at no extra cost to you. You have the right to choose whether you would prefer a full refund of the unspent course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement.
 - If ACTB is unable to provide a refund or place you in an alternative course the Australian Government's Tuition Protection Service (TPS) will assist you with your placement in an alternative course or manage any applicable refunds. The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study.
 - ACTB reserves the right to cancel or postpone any courses prior to their scheduled commencement dates, if necessary. In such circumstances, if a Student is unable to enrol in a similar course at ACTB all fees will be refunded within 14 days.

Partial Refund

ACTB will make a partial refund of any Tuition Fees paid to ACTB before the Course Start date in the following circumstances (all amounts are less or subject to payment of the Cancellation Fee of \$500 per COE):

- Withdrawal at least 10 weeks prior to agreed course start date - Full refund of tuition.
- Withdrawal at least 6 weeks prior to agreed course start date - 75% refund of tuition.
- Withdrawal at least 4 weeks prior to agreed course start date - 50% refund of tuition.
- Withdrawal at least 2 weeks prior to agreed course start date - 25% refund of tuition.
- Withdrawal less than 2 weeks prior to agreed course start date - 10% refund of tuition.

No Refund

If a Student withdraws from, cancels or fails to attend a program or course on or after the agreed course start date, with the exception of visa refusal, ACTB will not refund any of the tuition fees paid for the course package or stand-alone course.

For Packaged Courses (2 or more courses) - The Student will be required to pay a Cancellation Fee of up to \$500 per CoE, in addition to 50% of the principal course tuition fees and any outstanding balances for the current course they are withdrawing from.

For Stand-alone Courses (enrolled in 1 course only) - The Student will be required to pay a Cancellation Fee of up to \$500 in addition to full payment of any remaining tuition fees for that course.

- No refunds will be issued for any deposits and payment plan fees paid on additional COEs at ACTB. Any pre-paid fees for future courses within a packaged program will not be refunded after the student has commenced their study at ACTB.
- In the event that an extension to the Student's visa is not granted and the course has commenced a refund will not be issued to the Student for the course duration that has already finished.
- In the event that the Student seeks and is granted approval by ACTB to transfer to another provider prior to completion of six months' study of the principal course, no refund of any course money paid in advance will be granted. Any outstanding fees for the course must be paid prior to release.
- In the event that the Student's enrolment is cancelled because of infringement of ACTB's disciplinary policy or breach of Student visa conditions or non-payment of fees, no refund of any course money will be granted.

Terms and Privacy Statement

1. ACTB reserves the right to change its fees and conditions, cancel or defer courses, and to alter course timetables at any time.
2. Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007 and for the purpose of operating as a Registered Training Organisation under the Australian Quality Training Framework administered by the Queensland government in the State of Queensland; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students (ESOS) Act 2000, the ESOS Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your 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 your enrolment can be disclosed without your consent where authorised or required by law. The College is required, under s19 of the ESOS Act 2000, to report certain changes to the student's enrolment and any breach by the student of a student visa condition relating to attendance or satisfactory academic performance. It is a requirement of AQF that students can access personal information held by ACTB and may request corrections to information that is incorrect or out of date. This agreement is made in accordance with the ESOS Act 2000, ESOS Regulations 2001 and the National Code 2007. This agreement and the availability of complaints and appeals processes does not remove the right to the student to take action under Australia's consumer protection laws.
3. Personal information collected as a result of your enrolment will be used by ACTB for general student administration and vocational education and training administration and regulation; as well as planning, reporting, communication, research, evaluation, financial administration (including debt recovery), auditing and marketing. Only authorised ACTB officers and other authorised persons (e.g., service providers) have access to this information. You agree that ACTB may use the email address supplied by the student as a point of contact for any information it deems necessary. You agree that ACTB will access Visa Entitlement Verification Online (VEVO) services at any time to confirm their visa status, work and study rights.
4. You agree that ACTB will release information pertaining to their enrolment (excluding academic records), attendance and account details to their education agent.
5. Photographs, videos and testimonials taken by ACTB may be used for marketing and promotional purposes, unless the student advises the college in writing that they do not wish their images to be used for the above purposes.
6. All students on student visas must attend at least 80% of their course, maintain satisfactory course progress at all times. Failure to do so may result in a cancellation of enrolment at ACTB and the student being reported to the Australian immigration authorities. Sick days are noted as absences and students are advised to present medical certificates for any absences due to sickness.
7. Student visa holders must keep ACTB informed regarding their current residential address and contact phone numbers at all times.
8. All students must adhere to ACTB's code of conduct and ACTB policies, rules and regulations. Details are available in the Student Handbook that can be downloaded from the ACTB website: www.actb.com.au. It is a condition of enrolment that students read, understand and follow the college rules and code of conduct. Students are advised to familiarise themselves with the details in the Student Handbook. Aggressive behaviour, bullying, racism, vandalism and/or conduct that threaten others is not tolerated. Failure to follow the college Code of Conduct may result in the student being: asked to leave the campus; reported to appropriate authorities; required to pay for any damages; suspended from the college for a specific period without refund of fees; or expelled for serious breaches. It is the student's responsibility to read and understand the information provided in the Student Handbook. The Student Handbook and other relevant information is publicly available on the college website.

WHAT YOU NEED TO DO

Step 1: Read the *Conditions of Enrolment* on Page 2

Step 2: Complete the enrolment details on Page 1 (or you can complete an online enrolment form at www.actb.com.au/enrol)

Step 3: Attach the following documents:

- Certified copy of your last completed qualification and copies of your academic results from your home country
- Certified copy of your last completed qualification and copies of your academic results from Australia, if relevant
- Copy of passport details page
- Results from any internationally recognised English language test (e.g IELTS/ TOEFL etc)

Step 4: Submit your completed enrolment form, with the above documents to Australian College of Technology and Business Pty Ltd:

- By email to: applynow@actb.com.au
- By fax to: +61 7 3852 6968
- In person at our office in Fortitude Valley
- By mail to: Australian College of Technology and Business, PO Box 1133, Kenmore, QLD 4069, Australia

Step 5: If your application is successful, you will receive an Offer letter and invoice for payment within **2 working days**. You must sign the "Acceptance of Offer" form and return a copy to us with proof of payment as soon as possible.

Step 6: After we receive your payment and signed Offer Letter, we will issue a 'Confirmation of Enrolment' (COE). If other conditions have been noted on your letter of offer, you will be required to meet the conditions before a COE can be issued.

Step 7: Come to the college on the first day of your course. We look forward to welcoming you.