

# ENROLMENT FORM

Please complete and forward your application to:

**In Person or by Mail:** L1, 338 Pitt St, Sydney NSW 2000 AUSTRALIA  
**By e-mail:** info@berkeley.edu.au  
**For more details, please call:** +61 2 8316 6666



## PART A: PERSONAL DETAILS

USI:

Title:  Mr.  Ms.  Mrs.  Other: \_\_\_\_\_ Gender:  Male  Female

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Passport No: \_\_\_\_\_ Expires on: \_\_\_\_\_

**Australian Address:** \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

**Overseas Address (Must be applicant's address):** \_\_\_\_\_

Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

**Emergency Contact Name:** \_\_\_\_\_

Relationship: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Will you be continuing your studies in Australia at a vocational or Tertiary level?

Yes  No  Not Sure

Name of Institution : \_\_\_\_\_ Starting Date : \_\_\_\_\_

Name of Course/Year of study (for schools) : \_\_\_\_\_

## VOCATIONAL COURSES

	Duration	CRICOS Code
<input type="radio"/> BSB40515 Certificate IV in Business Administration	52 Weeks	099874J
<input type="radio"/> BSB50415 Diploma of Business Administration	47 Weeks	087311K
<input type="radio"/> BSB60215 Advanced Diploma of Business	47 Weeks	087538B
<input type="radio"/> BSB51415 Diploma of Project Management	52 Weeks	097682M
<input type="radio"/> BSB61218 Advanced Diploma of Program Management	78 Weeks	097683K
<input type="radio"/> BSB42415 Certificate IV in Marketing and Communication	52 Weeks	099875G
<input type="radio"/> BSB52415 Diploma of Marketing and Communication	78 Weeks	099876G
<input type="radio"/> BSB61315 Advanced Diploma of Marketing and Communication	78 Weeks	099877F

## PART B: VISA DETAILS

Are you currently residing in Australia ?  Yes  No

Which visa type do you plan to study under at Berkeley Business Institute ?

Student  Tourist/Visitor  Working Holiday  Other \_\_\_\_\_

Are you lodging your Visa Application in Australia ?  Yes  No

If no, please specify : City \_\_\_\_\_ Country \_\_\_\_\_

Has your visa been cancelled/refused before ?  Yes  No

Number of Dependents: \_\_\_\_\_

## PART C: OVERSEAS STUDENT HEALTH COVER

Do you require Overseas Student Health Cover (OSHC) ?  Yes  No

*\*OSHC is compulsory for international Students*

## PART D: ACCOMMODATION AND AIRPORT PICK-UP

Do you require accommodation to be organised ?  Yes  No

Homestay  Single Room  Share Room  Student Residence

*If accommodation is required, you must complete an Accommodation Application Form, this will be sent to you with the letter of offer.*

Do you require airport transfer on arrival ? (AUD\$200 One-way)  Yes  No

## PART E: CURRENT ENGLISH LEVEL

Beginner  Elementary  Pre-Intermediate  Intermediate

Upper-Intermediate  Advanced  Other: \_\_\_\_\_

Have you ever completed any of the following English tests?  Yes  No (IELTS, TOEFL, TOEIC, Cambridge Tests, PTE)

Name of Test: \_\_\_\_\_ Year of Test: \_\_\_\_\_ Test Score: \_\_\_\_\_

## PART F: EDUCATION & EXPERIENCE

Do you intend to claim Recognition of Prior Learning (RPL)  Yes  No Or credit transfer towards this course?

Have you enrolled in a similar course elsewhere?  Yes  No

Have you been employed in the area covered by the Course applied for?  Yes  No

*(If your answer is 'Yes' on any of these questions, you may be eligible for Recognition of Prior Learning. Please contact us for further information and attached certified copies of any relevant documents.)*

Preferred Starting Date:

Other: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

2019 Intakes	2019 Mid-Intakes	2019 Mid-Intakes	2020 Intakes
<input type="radio"/> 07 January	<input type="radio"/> 04 February	<input type="radio"/> 18 February	<input type="radio"/> 06 January
<input type="radio"/> 08 April	<input type="radio"/> 06 May	<input type="radio"/> 20 May	<input type="radio"/> 06 April
<input type="radio"/> 08 July	<input type="radio"/> 08 August	<input type="radio"/> 18 August	<input type="radio"/> 06 July
<input type="radio"/> 07 October	<input type="radio"/> 04 November	<input type="radio"/> 18 November	<input type="radio"/> 06 October

*\*Apply to all courses      \* For Business and Marketing only      \*For Project Management only*

## PART G: ENTRY REQUIREMENTS

What is your highest COMPLETED school level? (Tick 1 box only)

If you're currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have actually completed and not the level you're currently undertaking.

Year 12 or equivalent

Year 9 or equivalent

Year 11 or equivalent

Year 8 or below

Year 10 or equivalent

Never attended school

**Note:** Please make sure you refer to the specific entry requirements that apply to the course you are applying for. These requirements are detailed in the student handbook and our website [www.berkeley.nsw.edu.au](http://www.berkeley.nsw.edu.au). All our courses require applicants to be 18 years or older and have proficiency in English equivalent to the level of IELTS 5.5 or higher.

## PART H: ADDITIONAL INFORMATION

Have you SUCCESSFULLY completed any of the following qualifications?

Bachelor Degree or Higher Degree       Certificate III (or Trade Certificate)  
 Advanced Diploma or Associate Degree       Certificate I  
 Diploma (or Associate Diploma)       Certificate II  
 Certificate IV (or Advanced Certificate/Technician)  
 Other education (including certificates or overseas qualifications not listed above)  
 I've never completed any qualifications

**Tell us the reason you want to take our course:**

Career       Academic       Personal       Other \_\_\_\_\_

**Where did you hear about us?**

Agents       Advertising       Word of mouth       Other \_\_\_\_\_

**Do you have any disabilities that will effect your learning?**

Yes, please specify below.       No

Hearing (Deaf)       Acquired brain impairment  
 Physical       Vision  
 Intellectual       Medical Condition  
 Learning       Other \_\_\_\_\_  
 Mental Illness

Why have you chosen to enrol at Berkeley Business Institute? Do you have sufficient information, knowledge and understanding of courses offered at BBI and their requirements?

**Language and Cultural Diversity**

**In which country were you born?**

Australia       Other (Please specify): \_\_\_\_\_

**Do you speak a language other than English at home?**

No, English Only       Yes (Please specify): \_\_\_\_\_

**Are you Aboriginal or Torres Strait Islander origin?**

No       Aboriginal       Torres Strait Islander

Do you have the following computer knowledge and skills to complete the course?

Basic Word processing  
 Basic Email knowledge  
 Basic Excel Spreadsheet knowledge  
 PowerPoint presentation knowledge  
 Use of Skype, Webcam, Mobile (for Online students)

Do you need any Language and Literacy (LLN) support? If BBI identifies you need additional LLN support during the placement test, will you be happy to undertake recommended additional support program?

Does your preferred learning style align with the delivery methods, proposed learning strategies and training materials of the course?

Yes       No

What do you hope to achieve with this qualification and what are your career plans after you finish studying?

Get a job       Learn more about this industry  
 Get a promotion       Increase my confidence  
 Upgrade of enhance my skills       Expand my knowledge  
 Establish a business       Other (please specify)  
 Continue on for more studies at a higher level \_\_\_\_\_

Do you have any knowledge of this industry or experience with this type of course for which you will study?

No  
 Yes. Please describe below and know that you may be asked for further evidence.  
 \_\_\_\_\_

## PART I: PAYMENT DETAILS

**Name of Bank:** Commonwealth Bank Australia      **BSB :** 062 037  
**Account Name:** Berkeley Business Institute      **Reference :** Student Name and ID  
**Account Number :** 1024 9628      **Bank SWIFT Code:** CTBAU2S

## ENROLMENT TERMS & CONDITIONS

### ACADEMIC PROGRESS

Students must maintain satisfactory academic progress at all times. All the courses are scheduled 20 hours per week (15 hours of face-to-face classroom based and 5 hours of Online based delivery). Students are expected to attend classes regularly to maintain satisfactory (50%) course progress each term.

### OVERSEAS STUDENT HEALTH COVER (OSHC)

All International Students are required to pay Overseas Student Health Cover (OSHC) and maintain cover for the full length of their visa. It is also the student's responsibility to check the conditions of this health cover.

### Rates (Single)

3 Months.....	\$127.50
6 Months.....	\$255.00
9 Months.....	\$382.50
12 Months.....	\$510.00
24 Months.....	\$1020.00

Note: Fee maybe subject to change

### INDICATIVE COST OF LIVING IN AUSTRALIA (\$AUD)

According to [www.studyinaustralia.gov.au](http://www.studyinaustralia.gov.au), The figure below is an estimate only to give an indication of the basic rate of living costs under the Migration regulations. The cost can vary significantly depending on where you live in Australia.

Cost of Living (excluding tuition fees) .....\$20,290 a year

*\*This includes clothing, food, accommodation, transportation, entertainment and travel cost.*

You should be prepared in case your living costs are greater than the figure above.

### FEES

A non-refundable Enrolment/Application fee and CoE issuing fee (exclusive of Tuition fees and material fees) is required at the time of enrolment and this guarantees your place in the course. The enrolment deadline is 10 working days after the commencement of the course.

Students who fall behind in the payment of their fees or fail to pay their tuition fee on the due date, may be charged a late payment fee of \$120.00 per term or may be refused training and assessment services and any requests until such times as the fees are paid and up-to-date. Please note that students will be required to maintain academic course progress in consultation with the Course Coordinator. Should fees remain overdue for more than one day after the due date BBI will inform the student of their intention to report them for non-payment of fees to DHA via PRISMS. For more information regarding fees and payments please refer to <https://www.berkeley.nsw.edu.au/pre-enrolment/fees-payment/>

### FEE REFUND POLICY

The request for refund must be made in writing to the Principal Executive Officer by using the Refund Application Form.

- No refunds will be paid to a third party unless it is indicated at the time the Refund Application Form is lodged, that any refunds due are payable to a third party.
- Where a refund is approved, Berkeley Business Institute will make payment of refunds within 28 days of receipt of the Refund Application Form
- In the case of default by Berkeley Business Institute, the provisions of the ESOS Act 2000 and the ESOS Regulations 2001 apply. For further information about the ESOS Act please see <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

Enrolment fee .....No Refund

Tuition Fees	
Visa refused prior to course commencement (except for fraud, forge or misleading documents)	Full refund less enrolment fee and CoE issuing fee
Withdrawal at least 28 days (prior to agreed start date)	70% refund of tuition fees less enrolment fee and CoE issuing fee
Withdrawal less than 28 days (prior to agreed start date)	50% refund of tuition fees less enrolment fee and CoE issuing fee
Withdrawal after the agreed start date	No refund
Visa cancelled due to actions of the student including due to fraud, forge or misleading documents	No refund
Does not commence (i.e. Does not arrive, or has not arranged with us for a later start because of health or compassionate reason)	No refund
Visa extension is refused	Return of unused tuition fees
Withdrawal from study - current students	Refund of unused tuition fees (of the following term/s)* * Deferral, Suspension or Cancellation of Enrolment Application Form must be received at least 28 days prior to the commencement of the following term/s * No refund will be given after an approved deferral or suspension.
Compulsory Health Insurance (Student visa holders only)	Refer to OSHC provider's refund policy
Airport Pick-up	Full Refund only if service cancelled 3 business days prior to flight arrival

#### RTO DEFAULT

- Under the Tuition Protection Service (TPS) framework, if Berkeley Business Institute is unable to fulfill its obligations to complete a course. The TPS framework will facilitate the placement of students in the first instance, and where this is not possible, provides a refund of unexpended tuition fees (i.e. tuition the student has paid for but has not been delivered by the provider).
  - Berkeley Business Institute defaults if the course they offer does not start on the agreed starting day.
  - Berkeley Business Institute defaults if the course stops being provided after it starts and before it is completed or the course is not provided fully to the student because the registered provider has had a sanction imposed.
  - If Berkeley Business Institute defaults, BBI will refund to the student within 14 days after the default day and receipt of your Refund Application Form.
  - Berkeley Business Institute will give the student a statement that explains how the refund amount has been worked out. Berkeley Business Institute dispute resolution processes does not circumscribe the student's right to pursue other legal remedies.
  - This agreement and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.
  - The Standards for RTOs require the Institute to inform students considering enrolment of their right to a statutory cooling off period. A statutory cooling off period (which is 10 days) is a period of time provided to a consumer to allow them to withdraw from a consumer agreement, where that agreement was established through unsolicited marketing or sales tactics. These include tactic such as door-to-door sales and telemarketing. A statutory cooling off period allows a consumer to withdraw from a sales agreement within 10 days of having received a sale contract without penalty.
- It must be noted that our Institute does not engage in unsolicited marketing or sales tactics and therefore a statutory cooling off period is not applicable to our students who have enrolled into a course. For refund option in other circumstances, students must refer to the refund policy.
- The refund policy is subject to review from time to time.
  - The Institute recommends that you read the ESOS Framework Information, which provides legislative protection for International students, available at <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

There are no Third Party arrangements with the delivery of courses at Berkeley Business Institute. Berkeley Business Institute is solely responsible for the delivery of all courses and for the issuance of their certifications. Berkeley Business Institute is also solely responsible for its compliance.

#### COMPLAINTS AND APPEALS POLICY

Students have access to a Complaints and Appeals procedure if they feel they have been unjustly treated or have a serious complaint. Students who feel they have any type of complaint should first contact the Administration Manager. If necessary the complaint will be referred to the Principal Executive Officer in order to resolve the situation. A student dissatisfied with an activity or a decision regarding their academic outcomes can voice their concerns to the staff member concerned and, if appropriate, appeal to the Principal Executive Officer.

If students are still dissatisfied with the outcome of the complaint / grievance / appeal then students may lodge an external appeal or complain about the decision with the Overseas Students Ombudsman. The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their private education or training provider. See the Overseas Students Ombudsman website <http://www.ombudsman.gov.au/about/overseas-students> or phone 1300 362 072 for more information.

#### STUDENT CODE OF CONDUCT

All people associated with Berkeley Business Institute have the same rights. Harassment, bullying and victimisation will not be tolerated at Berkeley Business Institute. Discrimination on any grounds is unacceptable. Students who feel that they are being sexually harassed or are the victims of any sort of racism should initially contact the Administration Manager. If the complaint is sufficiently serious, the Principal Executive Officer may establish a formal inquiry and/or refer to external authorities.

#### PRIVACY NOTICE

Under the Data Provision Requirements 2012, BBI is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on the enrolment form and your training activity data) may be used or disclosed by BBI for statistical, regulatory and research purposes. BBI may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring evaluation

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance

with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

#### DISCLOSURE OF PERSONAL INFORMATION

Information is collected here in order to meet our obligations under the ESOS Act and the National Code, to ensure student compliance with the conditions of their visa and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students. Information collected about you on this form can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service (TPS).

In other instances information collected can be disclosed without your consent where authorised or required by law, this may include and the circumstance of any suspected breach by the student of a student visa condition.

#### CHANGE OF ADDRESS AND CONTACT DETAILS

Upon arriving in Australia you are required to advise us of your residential and email address, telephone number and of any subsequent changes to these contact details. It is your responsibility to ensure that you always update your contact details at the Institute to ensure you receive important information about your course, fee receipts and any other important information.

## PART J: DECLARATION

#### STUDENT DECLARATION

I have read and accept the conditions of enrolment including the cancellation and refund policy of the Institute as stated above. I declare that the information provided by me on this form is true and correct. I consent to the collection, use and disclosure of my personal information in accordance with the National VET Data policy.

#### STUDENT INFORMATION

Applicant Name:

*Guardian Name for Applicants Under 18*

Applicant's Signature:

*Guardian Signature for Applicants Under 18*

Date:

/ /

This agreement must be signed by the student or their parent/legal guardian if the student is under 18 **before/or at the same time course money is accepted.**

#### REFERRAL / EDUCATIONAL AGENCY INFORMATION

Agency Name:

Agent's Signature:

Date:

/ /

AGENT  
STAMP

#### OFFICE USE ONLY

ACCEPTED BY Berkeley Business Institute