



Application checklist

1. Complete this application form to apply to SIBT.
2. Include certified* copies of all academic qualifications (school, college, university).
3. Include certified* copy of English language proficiency (for Australian students this may be your high school results and UAI).
4. Include certified* translation of any documents that are not in English.
5. If you have changed your name then official documents must be included.

* A certified copy is a photocopy signed by an authorised officer to acknowledge that it matches the original document exactly.

Authorised officers are:

- The SIBT office in Sydney
- An authorised education agent (refer to www.sibt.nsw.edu.au)
- The institution that issued the documents
- A Justice of the Peace or Public Notary

Refund policy and Enrolment Conditions for local students

FEES

- 1) Provision has been made to safeguard payments made in advance as follows:
 - a) All course fees paid before the course commences will be deposited into the Sydney Institute of Business and Technology Student Fees Account;
 - b) When the student arrives the Institute will withdraw funds from the Student Fees Account in accordance with statutory requirements.
- 2) All fees and charges will be payable in advance as determined by the Institute from time to time. Students will not be permitted to commence or continue their course at the beginning of any semester until all outstanding fees or charges are paid.
- 3) Fees are correct as at March 2007. The Institute reserves the right to vary its fees at any time.
- 4) Where a student is permitted to study less than a full semester load (4 units) the student will pay the current per unit fee for each unit undertaken.

OTHER CONDITIONS

- 1) The student is required to attend all classes and undertake all tests and examinations during a course and abide by all rules and regulations of the Institute that are in force at any time.
- 2) The Institute may by written notice vary such conditions of enrolment as may be necessary to comply with any law, regulation or amendment thereof, of the Commonwealth of Australia or the State of New South Wales.
- 3) The Contract between the Applicant and the Institute is governed by the laws of the Commonwealth of Australia and the State of New South Wales.
- 4) In the event of circumstances requiring urgent medical care where it is not possible to contact the parent/guardian, the Institute is authorised as a matter of urgency to seek appropriate medical care.
- 5) Additional articulation conditions or quotas may apply from time to time. Any additional conditions will be included in your letter of offer.
- 6) All students are required to notify SIBT of a change of address while enrolled in the course.

REFUND POLICY

- 1) For the purposes of the Refund Policy only, a course is defined as one semester of study in any program of SIBT.
- 2) If an applicant accepts a place offered by SIBT and pays the fees, it means a binding contract is created between the student and SIBT.
- 3) Notification of withdrawal from unit/s or course of study must be made in writing to SIBT. The cancellation fee will be calculated as shown in the table on this page.
- 4) All fees paid including any course fees collected by education agents on behalf of SIBT, except the non-refundable enrolment fee, are subject to this refund policy.
- 5) SIBT reserves the right not to offer a course previously made available at its own discretion. Where a student is unable to enrol in a similar course at SIBT and the enrolment is cancelled then all fees paid will be refunded.
- 6) In the event that SIBT ceases to provide a course of study, SIBT's Statement of Tuition Assurance will apply to Australian citizens, permanent residents or holders of an Australian permanent humanitarian visa who are enrolled in higher education courses it offers, as required by the *Higher Education Support Act (HESA) 2003*. SIBT is a member of the ACPEP Australian Student Tuition Assurance Scheme (ASTAS), which ensure that students displaced from any course conducted by SIBT, will be efficiently relocated with minimal disruption to studies in a comparable course with another ACPEP member participating in ASTAS, or another approved provider.
- 7) All refunds under this policy will be paid within four (4) weeks after receiving a written claim from the student.
- 8) 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.

DEFERRAL

If a student wishes to defer enrolment until a later semester SIBT will hold the fees paid until commencement, without penalty. Deferrals will only be accepted until the end of week 4, except in exceptional circumstances such as medical, compassionate or other unforeseen situations. Documentary evidence must be supplied. Students who defer and then subsequently withdraw from the course will be liable to the refund policy from the date of application for deferral. Maximum deferral is 3 semesters or 12 months, except in exceptional circumstances.

DECLARATION

I declare that the information I have supplied on this form is, to the best of my understanding and belief, complete and correct. I understand that the giving of false or incomplete information may lead to the refusal of my application or cancellation of enrolment. I have read and understood the published course information in the brochure or website and I have sufficient information about SIBT to enrol. I give permission to obtain official records from any educational institution attended by me and from Macquarie University following studies at SIBT. I authorise SIBT to provide any personal information required by Macquarie University to facilitate the issue of a student ID card and I authorise both institutions to retain my photo image for identification purposes. I authorise SIBT to supply any relevant official records to educational institutions to which I am seeking admission. I authorise SIBT to provide information including personal and contact details, course enrolment details and changes, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme. In other instances information collected on this form and during my enrolment can be disclosed without my consent where authorised or required by law. I accept liability for payment of all fees as explained in this brochure or website and I agree to abide by the refund policy as specified. I also understand that fees may rise. I agree to abide by the SIBT academic rules and policies as published on the website from time to time.

Signature

Date

If student is under 18 years of age signature of Parent or Guardian is also required

Signature

Date

Representative stamp

REFUND POLICY

NOTIFICATION PERIOD

Before Course Commencement Date

More than 10 weeks
More than 4 weeks and up to 10 weeks
4 weeks or less

After Course Commencement Date

4 weeks or less
More than 4 weeks

Enrolment fee is non-refundable

CANCELLATION FEE

	Certificate (VTE courses)	Diploma/Advanced Diploma (Higher Education courses)
More than 10 weeks	AU\$500	Nil
More than 4 weeks and up to 10 weeks	30% of the course fees	Nil
4 weeks or less	60% of the course fees	Nil
4 weeks or less	AU\$500 plus 70% of the course fees	AU\$500
More than 4 weeks	100% of the course fees	100% of the course fees