



**Written Agreement (Domestic Student)**

PART A – APPLICATION INFORMATION			
SELECT COURSE	QUALIFICATION	COURSE DURATION	TUITION FEE
<input type="checkbox"/>	BSB20115 Certificate II in Business	26 Weeks	A\$8,000
<input type="checkbox"/>	BSB30115 Certificate III in Business	26 Weeks	A\$6,000
<input type="checkbox"/>	BSB40215 Certificate IV in Business	26 Weeks	A\$6,000
<input type="checkbox"/>	BSB50215 Diploma of Business	26 Weeks	A\$8,000
<input type="checkbox"/>	BSB60215 Advanced Diploma of Business	26 Weeks	A\$8,000
<input type="checkbox"/>	BSB52415 Diploma of Marketing and Communication	39 Weeks	A\$12,000
<input type="checkbox"/>	BSB61315 Advanced Diploma of Marketing and Communication	39 Weeks	A\$12,000
<input type="checkbox"/>	FNS40217 Certificate IV in Accounting and Bookkeeping	39 Weeks	A\$12,000
<input type="checkbox"/>	FNS50217 Diploma of Accounting	31 Weeks	A\$10,000
<input type="checkbox"/>	FNS60217 Advance Diploma of Accounting	44 Weeks	A\$14,000
<input type="checkbox"/>	BSB42015 Certificate IV in Leadership and Management	52 Weeks	A\$12,000
<input type="checkbox"/>	BSB51918 Diploma of Leadership and Management	52 Weeks	A\$12,000
<input type="checkbox"/>	BSB61015 Advanced Diploma of Leadership and Management	52 Weeks	A\$12,000

Please refer to SIBN website for the entry requirements specific to these qualifications <http://www.sibn.nsw.edu.au/pages/courses.php>

All of our courses will be delivered at Level 5, 56-58 York Street Sydney NSW 2000. Delivery Mode: Mixed (75% face-to-face and 25% online)

Please also be noted that you (the student) are responsible for keeping a copy of the written agreement as supplied by SIBN, and receipts of any payments of tuition fees or non-tuition fees.

**Personal details**

Family Name ..... Given Name .....

Nationality .....  Male  Female Date of Birth ...../...../.....

Passport Number ..... USI (Unique Student Identifier) .....

**Home Country Contact Details**

Address .....

Telephone ..... Mobile .....

Email .....

**Australian Contact Details**

Address .....

Telephone ..... Mobile .....

Email ..... Health problems .....

**Person to Contact in an Emergency**

Name ..... Relationship .....

Telephone ..... Mobile .....

Email .....

**Written Agreement (Domestic Student)****For the course of:**

- Certificate III in Business, Certificate IV in Business, Diploma of Business and Advanced Diploma of Business
- Diploma of Marketing and Communication, Advanced Diploma of Marketing and Communication
- Certificate IV in Accounting and Bookkeeping, Diploma of Accounting and Advanced Diploma of Accounting
- Certificate IV in Leadership and Management, Diploma of Leadership and Management and Advanced Diploma of Leadership and Management

Commencement Date in 2020 :06 January 10 February 06 Apr 11 May 06 July 10 August 05 October 09 NovemberCommencement Date in 2021 :04 January 08 February 05 Apr 10 May 05 July 09 August 04 October 08 NovemberCommencement Date in 2022 :03 January 07 February 04 Apr 09 May 04 July 08 August 03 October 07 November

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**PART B – EDUCATION AND EXPERIENCE**

Have you enrolled in a similar course elsewhere?  Yes  No  
 (If you have you may be eligible for a credit transfer or Recognition of Prior Learning – contact the Director of Studies for further information)

Have you been employed in the area covered by the course applied for?  Yes  No  
 (If you have you may be eligible for Recognition of Prior Learning – contact the Director of Studies for further information)

Where did you hear about us? .....

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 information handbook. All courses require applicants 18 years or above.

**Other information we must collect from you.**

The following information is required as part of a Registered Training Organisations delivering involvement in the Vocational Education and Training Sector Information provided by students may be made available to Commonwealth and State agencies and third parties employed by these agencies pursuant to obligations under the Australian Quality Training Framework. Students are entitled to view their own personal information held by The Registered Training Organisation. Please apply to the Academic Coordinator if you wish to view your own records.

**Language and Cultural diversity**

1. In which country were you born?  
 Australia  Other – please specify.....
2. Do you speak a language other than English at home?  
 No, English only - Go to the question 3  
 Yes,  Other – Please specify.....
3. How well do you speak English  
 Very well  
 Well  
 Not well  
 Not at all
4. Are you of Aboriginal or Torres Strait Islander Origin?  
 No  
 Yes, Aboriginal  
 Yes, Torres Strait Islander

**Disability**

5. Do you consider yourself to have a disability, impairment or long-term condition?  
 Yes  
 No
6. If **YES** then please indicate the areas of disability, impairment or long-term condition (you may indicate more than one area)  
 Hearing/deaf  
 Physical  
 Intellectual  
 Learning  
 Mental Illness  
 Acquired Brain Impairment  
 Vision  
 Medical Condition  
 Other

**Schooling**

7. What is your highest **COMPLETED** school level? (Tick one box only)  
 Year 12 or equivalent  
 Year 11 or equivalent  
 Year 10 or equivalent  
 Year 9 or equivalent  
 Year 8 or below  
 Never attended school
8. In which year did you complete the above school level?.....
9. Are you still attending secondary school?  
 Yes  
 No

## Written Agreement (Domestic Student)

### Previous qualifications achieved

10. Have you successfully completed any of the following qualifications?

- Yes  
 No

11. If **YES** then tick **ANY** applicable boxes

- Bachelor Degree or higher degree  
 Advanced Diploma or Associate Degree  
 Diploma (or Associate Diploma)  
 Certificate IV (or Advanced Certificate/Technician)  
 Certificate III (or Trade Certificate)  
 Certificate II  
 Certificate I  
 Certificates other than the above

### Employment

12. Of the following categories, which **BEST** describes your current employment status?  
 (Tick **ONE** box only.)

- Full-time employee  
 Part-time employee  
 Self employed – not employing others  
 Employer  
 Employed – unpaid worker in a family business  
 Unemployed – seeking full-time work  
 Unemployed – seeking part-time work  
 Not employed – not seeking employment

### Study reasons

Of the following categories, which **BEST** describes your main reason for undertaking this course/traineeship/apprenticeship  
 (Tick **ONE** box only)

- |   |  |
|---|--|
| <input type="checkbox"/> To get a job                     | <input type="checkbox"/> It is a requirement of my job       |
| <input type="checkbox"/> To develop my existing business  | <input type="checkbox"/> I require extra skills for my job   |
| <input type="checkbox"/> To start my own business         | <input type="checkbox"/> To get into another course of study |
| <input type="checkbox"/> To try for a different career    | <input type="checkbox"/> For personal interest               |
| <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> For self development                |
|   | <input type="checkbox"/> Other reasons                       |

### PART C – FEES

Tuition Fee (from first page of application)	A\$
Application Fee (not refundable)	A\$ 200
Material fee (per term)	A\$ 50
Assessment resit fee	A\$ 50
Late payment fee (per week)	A\$ 100

**Total Fees** A\$ .....

Please make your payment by Bank Draft to IBN College Pty Ltd T/A SIBN No obligation is created on SIBN until funds are cleared and an official receipt is issued.

\* Materials Fee is including Study Materials

### Acceptance Procedure:

- As soon as decision is made on your eligibility you will be informed of the outcome
- If your application is successful you will receive a copy of this countersigned Student Written Agreement and a Letter of Offer stating the course, for which you have been accepted, courses fee to be paid and commencement date.

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### PART D – PAYMENTS & REFUNDS

#### Payment schedule

A deposit is required prior to course commencement and the instalment payment is due on the first day of each term.

Qualification	Deposit	Instalment	Instalments
<u>BSB20115 Certificate II in Business</u>	N/A	N/A	N/A
<u>BSB30115 Certificate III in Business</u>	\$1,500	\$1,500 per 13 weeks	2
<u>BSB40215 Certificate IV in Business</u>	\$1,500	\$1,500 per 13 weeks	2
<u>BSB50215 Diploma of Business</u>	\$1,500	\$1,500 per 13 weeks	2
<u>BSB60215 Advanced Diploma of Business</u>	\$1,500	\$1,500 per 13 weeks	2
<u>BSB52415 Diploma of Marketing and Communication</u>	\$1,500	\$1,500 per 13 weeks	3
<u>BSB61315 Advanced Diploma of Marketing and Communication</u>	\$1,500	\$1,500 per 13 weeks	3
<u>FNS40217 Certificate IV in Accounting and Bookkeeping</u>	\$1,500	\$1,500 per 13 weeks	3
<u>FNS50217 Diploma of Accounting</u>	\$1,500	\$1,500 per 10 weeks	3
<u>FNS60217 Advance Diploma of Accounting</u>	\$1,500	\$1,500 per 11 weeks	4
<u>BSB42015 Certificate IV in Leadership &amp; Management</u>	\$1,500	\$1,500 per 13 weeks	4
<u>BSB51918 Diploma of Leadership &amp; Management</u>	\$1,500	\$1,500 per 13 weeks	4
<u>BSB61015 Advanced Diploma of Leadership &amp; Management</u>	\$1,500	\$1,500 per 13 weeks	4

- The Applicant confirms that all the information provided in this application is complete and correct.
- The Applicant agrees to be bound by SIBN rules and regulations in force from time to time and otherwise to follow acceptable codes of behaviour, attendance and academic performance and show a concern for other students.
- All fees and charges must be paid in full prior to course commencement unless a "payment plan" is arranged with SIBN. Student tuition fees are safeguarded through the use of insurance and assurance schemes mandated by Australian Legislation.
- Refund applications form must be completed and submitted to SIBN. Refunds will be refunded within 28 days of receipt of a refund application form and will include a statement explaining how the refund was calculated.

#### 4.1 Tuition Fee & Material fee

- Withdrawal notified in writing and received by SIBN 28 days or more prior to course commencement  
70% refund of tuition fee  
100% refund of material fee
- Withdrawal notified in writing and received by SIBN less than 28 days prior to course commencement and before the commencement date  
50% refund of tuition fee  
100% refund of material fee
- Withdrawals notified in writing and received by SIBN on the commencement date or after the course commences  
No refund of tuition fee.  
No refund of material fee.

- 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.

- In the unlikely event that SIBN is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by SIBN at no extra cost to you. You have the right to choose whether you would prefer a full refund of 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 SIBN is unable to provide a refund or place you in an alternative course our Tuition Assurance Scheme (TAS) ACPET will place you in a suitable alternative course at no extra cost to you.
- Fees not listed in the refund section (part 4) are not refundable. Prior to a student enrolling fees may be altered without notice. Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course. If a course length is extended by the student then any fee increases will be required to be paid for the extended component of the course.
- Students wishing to defer the commencement of studies or suspend their studies must complete deferral or suspension form and submit to SIBN. SIBN may decide to suspend or cancel a student's enrolment on its own initiative as a response to misbehaviour by the student.
- Students must notify SIBN of changes of address, telephone number, email address and fax number immediately they occur.



IBN College Pty. Ltd. T/A SIBN  
ABN: 62 138 825 224  
RTO No.: 91746 CRICOS Provider No.: 03248G  
Address: Level 5, 56-58, York St., Sydney, NSW 2000  
Tel.: +612 9299 8766 Fax.: +612 9299 8722  
E Mail: [admin@sibn.nsw.edu.au](mailto:admin@sibn.nsw.edu.au)  
Web: <http://www.sibn.nsw.edu.au>

## Written Agreement (Domestic Student)

### Student declaration

I understand the terms of this Contract and the refund conditions and confirm that I have been fully advised of the fees, refund conditions and conditions of enrolment and agree to be a student at SIBN.

Applicant Signature .....

Date ..... / ..... /.....

### PART E –PROVIDER ACCEPTANCE

Accepted by IBN College Pty Ltd T/A SIBN

Signed.....

Date ..... / ..... /.....

Name of the authorised SIBN employee accepting the application .....