



# ENROLMENT FORM

IS THIS THE FIRST TIME YOU HAVE ENROLLED AT THIS ORGANISATION?

YES ☒

NO ☐

COURSE COMMENCEMENT DATE: \_\_\_\_\_

COURSE COMPLETION DATE: \_\_\_\_\_

UNIQUE STUDENT IDENTIFIER: \_\_\_\_\_ (get your USI at: [www.usi.gov.au](http://www.usi.gov.au))

**NOTE:** PLEASE PROVIDE A COPY OF THE ID USED TO OBTAIN YOUR USI.

TITLE: MR ☒ MISS ☒ MRS ☒ MS ☒ OTHER ☒ \_\_\_\_\_

GENDER: MALE ☒ FEMALE ☒

FAMILY NAME: \_\_\_\_\_ GIVEN NAME: \_\_\_\_\_

DATE OF BIRTH: (DD/MM/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_



## ADDRESS OF USUAL RESIDENCE:

NUMBER AND STREET: \_\_\_\_\_

SUBURB: \_\_\_\_\_ STATE/TERRITORY: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ WORK: \_\_\_\_\_ MOBILE: \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ FAX: \_\_\_\_\_



## POSTAL ADDRESS:

NUMBER AND STREET: \_\_\_\_\_

PO BOX OR ROADSIDE DELIVERY BOX: \_\_\_\_\_

SUBURB: \_\_\_\_\_ STATE/TERRITORY: \_\_\_\_\_ POSTCODE: \_\_\_\_\_



NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SUBURB: \_\_\_\_\_ STATE/TERRITORY: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

PHONE: \_\_\_\_\_



## EMPLOYER:

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SUBURB: \_\_\_\_\_ STATE/TERRITORY: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

PHONE: \_\_\_\_\_

ARE YOU ENROLLING IN UNITS OF COMPETENCY?

YES ☒ NO ☒

I WILL BE STUDYING (TICK ONE BOX ONLY)

FULL TIME ☒



# ENROLMENT FORM

SELECT THE COURSE YOU WANT TO ENROLL, YOU CAN SELECT MULTIPLE FOR PACKAGED COURSE

SELECT THE COURSES	COURSE CODE & TITLE	CRICOS COURSE CODE	COURSE DURATION
<input type="checkbox"/>	ICT50220 Diploma of Information Technology (Advanced Programming and Front end Web development)	106633H	78 WEEKS
<input type="checkbox"/>	BSB50820 Diploma of Project Management	106636E	78 WEEKS
<input type="checkbox"/>	ICT60220 Advanced Diploma of Information Technology (Telecommunications network engineering and IT strategy and organizational development)	106635F	104 WEEKS
<input type="checkbox"/>	RII60520 Advanced Diploma of Civil Construction Design	106638C	104 WEEKS
<input type="checkbox"/>	BSB60720 Advanced Diploma of Program Management	106637D	78 WEEKS
<input type="checkbox"/>	BSB80120 Graduate Diploma of Management (Learning)	103491H	104 WEEKS
<input type="checkbox"/>	SIT40516 Certificate IV in Commercial Cookery	107962E	78 WEEKS
<input type="checkbox"/>	SIT40516 Certificate IV in Commercial Cookery (Fast Track)	107962E	26-39 WEEKS
<input type="checkbox"/>	SIT40416 Diploma of Hospitality Management	107964C	78 WEEKS
<input type="checkbox"/>	SIT60316 Advanced Diploma of Hospitality Management	107965B	117 WEEKS



# ENROLMENT FORM

SELECT THE COURSE YOU WANT TO ENROLL, YOU CAN SELECT MULTIPLE FOR PACKAGED COURSE

SELECT THE COURSES	COURSE CODE & TITLE	CRICOS COURSE CODE	COURSE DURATION
<input type="checkbox"/>	SIT40516 Certificate IV in Commercial Cookery + SIT50416 Diploma of Hospitality Management	107962 & 107964C	104 WEEKS
<input type="checkbox"/>	SIT50416 Diploma of Hospitality Management + SIT60316 Advanced Diploma of Hospitality Management	107964C & 107965B	143 WEEKS
<input type="checkbox"/>	SIT40516 Certificate IV in Commercial Cookery + SIT50416 Diploma of Hospitality Management + SIT60316 Advanced Diploma of Hospitality Management	107962E & 107964C & 107965B	156 WEEKS



# ENROLMENT FORM

Student Visa Applicants:

Overseas students must provide evidence of English language qualifications.

PROFICIENCY IN ENGLISH:

☒ Very well      ☒ Well      ☒ Not Well      ☒ Not at all

Have you undertaken an English Language Proficiency Test in last 2 years?

☒ Yes      ☒ No

Please tick the relevant Proficiency Test you have undertaken and write score as highlighted:

☒ IELTS (Academic): minimum overall band of \_\_\_\_\_ list of individual band score

Listening \_\_\_\_\_ Reading \_\_\_\_\_ Writing \_\_\_\_\_ Speaking \_\_\_\_\_

☒ Pearson Test of English (Academic): minimum score \_\_\_\_\_ list of individual band score

Listening \_\_\_\_\_ Reading \_\_\_\_\_ Writing \_\_\_\_\_ Speaking \_\_\_\_\_

☒ Cambridge English Advanced (CAE) score of: \_\_\_\_\_

☒ Certificate in Advanced English (CAE) of \_\_\_\_\_ or equivalent \_\_\_\_\_

☒ Occupational English Test (OET) score of PASS: \_\_\_\_\_

☒ TOEFL Paper Based (PB) score of: \_\_\_\_\_

☒ TOEFL Internet Based Test (IBT) score of: \_\_\_\_\_

Passport No: \_\_\_\_\_

Have you previously held a Visa for study in Australia? YES ☒ NO ☒

Are you applying for your visa from Australia? YES ☒ NO ☒

If not, which country will you apply for your visa from? YES ☒ NO ☒

Do you have an Education consultant or immigration Lawyer? YES ☒ NO ☒

Name of Agent \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone \_\_\_\_\_

Email address \_\_\_\_\_



# ENROLMENT FORM



## STUDENT DECLARATION

I have read and accepted the terms and conditions of the fees and refund policy as described in the Pre-enrolment Information.

I give permission for Sydney Business & Development Institute to review and report my training progress with representatives from the Department of Education and Training, Department of Industry and my employer (if applicable).

I understand that I can authorise others to receive this information only by completing a Participant Records Access Form.

The information provided by you may be used by or on behalf of the State or Commonwealth Governments for statistical purposes, conducting surveys, enrolment, educational or strategic planning purposes.

I acknowledge that I have read the above and understand the information provided. I confirm that this information is true and correct.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



## DOCUMENT CHECKLIST

- ☒ Completed Enrolment Application Form
- ☒ Certified copy of education transcripts
- ☒ Certified copy of your passport
- ☒ Certified copy of your IELTS score or other English Proficiency Test
- ☒ Certified copy of your Visa stamp page (if applicable)
- ☒ Relevant employment details (if applicable)
- ☒ Overseas Student Health Cover if available
- ☒ Onshore Student Address proof is required (e.g., driver licence, bank statement)

## OFFICE USE ONLY

Checked student details for accuracy ☒

Received By: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_