

STUDENT APPLICATION FORM (INTERNATIONAL) AND PRE-TRAINING REVIEW FORM

Thank you for your interest in enrolling in GBCA. Please ensure that you answer ALL of the following questions to ensure correct processing of your enrolment. Please tick where appropriate

Agent / Agency Details	
Agent Name:	Agency Name:
Office Address:	
Telephone:	Email:
Personal Details	
First Name (IN CAPITAL):	
Family Name (IN CAPITAL):	
Date of Birth (DD/MM/YYYY):	___/___/___ Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Are you under 18?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, do you require GBCA to arrange: (please tick relevant box) <input type="checkbox"/> Welfare support arrangements <input type="checkbox"/> Homestay accommodation <input type="checkbox"/> Airport pick up
Country of Birth:	
City/Town of Birth:	
Current Address (Overseas):	
Country:	State: Postcode:
Phone Number:	Mobile Number:
Email Address:	
Address in Australia (if applicable):	
Suburb:	State: Postcode:
Emergency Contact (in Australia)	
Surname:	Given Name/s:
Relationship to Student:	Contact Number:
Overseas Emergency Contact	
Surname:	Given Name/s:
Relationship to Student:	Contact Number:

English Courses	
<input type="checkbox"/> 10362NAT Certificate I in Spoken and Written English (CRICOS 092187M)	<input type="checkbox"/> 10364NAT Certificate III in Spoken and Written English (CRICOS 092189J)
<input type="checkbox"/> 10363NAT Certificate II in Spoken and Written English (CRICOS 092188K)	<input type="checkbox"/> 10365NAT Certificate IV in Spoken and Written English (Further Studies) (CRICOS 092190E)
Vocational Courses	
<input type="checkbox"/> FNS30315 Certificate III Accounts Administration (CRICOS 088907G)	<input type="checkbox"/> BSB51915 Diploma of Leadership & Management (CRICOS 090860K)
<input type="checkbox"/> FNS40215 Certificate IV Bookkeeping (CRICOS 088906G)	<input type="checkbox"/> BSB60215 Advanced Diploma of Business (CRICOS 090862G)
<input type="checkbox"/> BSB50215 Diploma of Business (CRICOS 090861J)	<input type="checkbox"/> PSP50916 Diploma of Interpreting (LOTE- English) (CRICOS 091761E)
	<input type="checkbox"/> ICT50115 Diploma of Information Technology (CRICOS 093799G)
Package Courses to Bachelor Degrees at University of Canberra (Melbourne campus)	
<input type="checkbox"/> BSB50215 Diploma of Business (CRICOS 090861J)	<input type="checkbox"/> ICT50115 Diploma of Information Technology (CRICOS 093799G)
Please indicate the month and year you would wish to start the course: ___/___	
Do you wish to apply for Credit Transfer (CT)?	<input type="checkbox"/> Yes (Evidence is required) <input type="checkbox"/> No
<i>Explanation: Have you previously undertaken formal learning that you think might be used to provide credit towards this course? Formal learning means a recognised course for which you have received a qualification and/or a statement of attainment or statement of results? Please refer to GBCA's Credit Transfer Policy and Procedure.</i>	
Do you wish to apply for Recognition of Prior Learning (RPL)?	<input type="checkbox"/> Yes (A separate process is required) <input type="checkbox"/> No
<i>Explanation: Have you previously gained work skills/experience, or other life skills/experience that might be used to provide recognition of prior learning (RPL) towards this course? Please refer to GBCA's Recognition of Prior Learning Policy and Procedure.</i>	
Passport / Current Visa	
Name as Shown on Passport:	Passport No.:
Nationality:	Issue Authority:
Date of Issue:	Date of Expiry:
Current Visa subclass (if applicable):	Visa No.:

Origin / Language Background / Support

Country of birth: Australia Other, please specify: _____

Main language spoken at home: English as first language Other, please specify: _____

How well do you speak English? Very well Well Not well Not at all

English Test score (IELTS or equivalent) No Yes, Band/Score: _____
Test date: _____

Are you Aboriginal or Torres Strait Islander? No Yes, Aboriginal Yes, Torres Strait Islander

Do you suffer from any disabilities? Yes No (Skip the next question)

Please indicate the areas of disability, impairment or long-term condition:

Hearing/Deaf Mental Illness
 Physical Acquired Brain Impairment
 Intellectual Vision
 Learning Medical Condition
 Other

Do you require additional learning support from the college? No Yes, please specify: _____

Educational / Employment History

What is your highest completed school level? Year 12 or equivalent Year 11 or equivalent Year 10 or equivalent Year 9 or equivalent Year 8 or below

What year did you complete this school level? _____

Are you still attending secondary school? Yes No

Have you SUCCESSFULLY completed any of the following qualifications? Yes No

If yes, please enter one of these Prior Education Achievement Recognition Identifiers any applicable qualification level.
 A – Australian E – Australian equivalent I – International
 Note: if you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use:

- A – Australian
- E – Australian equivalent
- I – International

A E I

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

Which best describes your current employment status?

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

Which best describes your main reason for undertaking this course?

To get a job
 To develop my existing business
 To start my own business
 To try for a different career
 To get a better job or promotion
 It was a requirement of my job
 I wanted extra skills for my job
 To get into another course of study
 For personal interest or self-development
 Other reasons

Are you currently enrolled in any Australian provider? Yes No
 (If Yes, please specify your provider): _____

Do you plan to leave your current provider? Yes No
 If Yes, when did you last attend class: ____/____

Reason of leaving your provider: _____

Please attach evidence of cancellation/letter of release (if any)

(If applicable) I have USI, and my USI is _____.

Previous Education (Most recent ones)

Institution (Name and Location)	Years attended (e.g. 2009 – 2013)	Degree/Award Attained

Work Experience

Employer (Name and Location)	Years employed	Position Held

Others

Have you purchased Overseas Student Health Cover (OSHC)? Yes (*Please attach evidence*) No.

If No, do you wish GBCA to arrange your OSHC? Yes No

Do you wish to pay more than 50% of tuition fee before commencing the course? Yes No

Please indicate amount: AUD _____

Guarantee Statement:

International Students studying in Australia are protected by the Education Services for Overseas Students Framework. Should GBCA be unable to provide your course there are measures in place to ensure you can continue to study in Australia, or, receive a refund of any unused tuition fees. Australian CRICOS providers are not allowed to collect more than 50 per cent of the total tuition fees for the whole course before you start, unless your course is 24 weeks or less or you have chosen to do so. Any money you pay to a provider that is not directly related to your course, such as for home stay accommodation, is not protected under the TPS.

For further information provided by the Australia Government visit:

<https://tps.gov.au/StaticContent/Get/StudentInformation/>

<https://tps.gov.au/Home/NotLoggedIn>

[https://internationaleducation.gov.au/Regulatory-](https://internationaleducation.gov.au/Regulatory-Information/Documents/ESOSFrameworkfactsheetfinaldraft9May2014(2).pdf)

[Information/Documents/ESOSFrameworkfactsheetfinaldraft9May2014\(2\).pdf](https://internationaleducation.gov.au/Regulatory-Information/Documents/ESOSFrameworkfactsheetfinaldraft9May2014(2).pdf)

Student Privacy Statement:

1. Why the Global Business College of Australia (GBCA) collects personal information
Personal information collected by GBCA is for the primary purpose of providing the requested course of study. This includes information used
 - For administrative purposes and to correspond with you
 - To meet legal obligations and respond to emergency situations;
 - To inform you about your course or other GBCA courses, events and services;
 - To facilitate or verify the allocation of a Unique Student Identifier.
 Information may also be collected for the following related secondary purposes
 - For the purposes of quality assurance and course evaluation
 - For the purposes of undertaking GBCA commissioned research and student elections
 - To invite you to participate in the GBCA Alumni upon completion of your course
2. To whom do we disclose the information we collect?
Information may be disclosed to the following types of organisations, upon written application where there is a specific reason and where the disclosure is required or authorised by law:
 - Government departments eg. Department of Immigration and Border Protection (DIBP), VET Regulators (ASQA), National Centre for Vocational Education Research (NCVER), State Department of Education and Training.
 - External organisations contracted for the purposes of undertaking GBCA commissioned research for the benefit of GBCA and the student body; Contracted service providers which the GBCA uses to perform services on its behalf; To an employer or organisation sponsoring a student's study;
 - To the parent or authorised representative of a student who is a minor (under 18);
 - Other tertiary educational institutions for results, course completion or certificate verification to facilitate your subsequent application to that institution.
3. What happens if you choose not to provide information for primary and related secondary purposes?
 - Your enrolment and study cannot proceed if you choose not to provide enrolment information.
 - If you have reason to restrict the release of personal information collected by GBCA in any of the ways explained above, you may contact the Manager, Student Administration by emailing: admission@gbca.edu.au.
4. Accessing your personal information
You have a right to access personal information that GBCA holds about you, subject to any exceptions in relevant legislation. If you wish to access your personal

information or enquire as to how it is handled, please contact the Manager, Student Administration by emailing admission@gbca.edu.au.

5. Privacy Policy
GBCA has a Privacy Policy which outlines the ways in which we intend to meet our privacy commitments. GBCA also has a Complaints and Appeals Policy and Procedure, which provide the procedures for making complaints in details.
6. Statement on GBCA Photography
GBCA may on occasion take and publish photographs of students involved in GBCA activities on and off campus for educational and promotional purposes, and may publish photographs in hard copy or via electronic media or on the GBCA's website. Such photos may be viewed by the general public. GBCA will only use for information when you give GBCA a written consent to do so. If you object to your photograph being taken or wish to restrict its use, please notify the photographer at the event.
7. For Students for Whom a Unique Student Identifier is required:
GBCA is also collecting information for the purpose of being able to apply for a Unique Student Identifier on your behalf, or verify a Unique Student Identifier that you have supplied, under the Student Identifiers Act 2014. GBCA will disclose this information to the Student Identifiers Registrar.
Detail of how the Student Identifiers Register will collect, store and use your information is detailed in the Student Identifiers Registrar Privacy Policy.
8. More information,
For more information, please refer to GBCA's Policy 25 Privacy Policy at <http://gbca.edu.au/students>

Terms and Conditions of Enrolment

General

A prospective and/or enrolled international student acknowledges and agrees to the Terms and Conditions of Enrolment on signing the Offer and Acceptance Agreement.

The Terms and Conditions of Enrolment apply equally to a new and/or continuing student unless otherwise specified.

An application for refund for an international student must be authorised by the Chief Executive Officer (CEO) of GBCA or his or her nominee.

GBCA reserves the right to amend the Terms and Conditions of Enrolment at any time.

Where fees are paid by a party on behalf of the student, GBCA reserves the right to notify that party.

GBCA is obliged to inform the Department of Immigration and Border Protection and Department of Education of any change of status where a student completes his or her program early, transfers to another provider, is excluded on academic grounds and fails to meet his or her visa conditions, defers or intermits his or her study or otherwise change the expected completion date of his or her study.

GBCA must not receive more than 50% of the total tuition fees for the program prior to program commencement where total program duration is more than 24 weeks unless the applicant is willing to do so.

Refund Policy (extracted). For full policy, please refer to <http://gbcu.edu.au/students/>

Student default: Refers to the circumstances where:

- the student does not start the course on the agreed course commencement date (and has not previously withdrawn); or
- the student withdraws from the course at the location (either before or after the agreed course commencement date); or
- GBCA refuses to provide, or continue providing, the course to the student at the location because of one or more of the following:
 - the student failed to pay the due amount to the course provider;
 - the student breached a condition of his/her student visa;
 - misbehavior by the student

Provider default: Refers to the circumstances where GBCA fails to start the course or the course ceases to be provided after commencement and no alternative course can be offered and accepted by the student.

Default day: Refers to the date specified on the student visa refusal letter, in the event that an international student is refused an Australian student visa. This day is not included in the count for the purposes of refund calculations.

Electronic Confirmation of Enrolment (CoE): This definition only applies for students who are in student visa at the time of enrolment. This is an official document printed via the PRISMS system on behalf of the Australian government confirming the enrolment of a student in a course. This document is required for an international student to apply for a student visa **Course Commencement Date for international students:** Refers to the start date indicated in the first eCoE issued by GBCA to a student, OR the commencement date in the eCoE for which the student visa is granted. This does not refer to the deferred or subsequent eCoE.

Course Fees: The payment received by GBCA for providing the course to the students, which includes: tuition fees, course material fees and enrolment fee

Other Fees: Other fees include, but are not limited to Overseas Student Health Cover (OSHC) and homestay/airport pickup fees (where applicable).

Non-tuition fees: Non-tuition fees cover items not directly related to tuition; this includes Material Fees.

The refund application will be processed within 20 working days of receipt of application. If application is successful, the refund will be paid to the student or another person nominated in writing by the student. If a credit card was used to make payment(s), GBCA will refund the amount on to that credit card.

Refunds will be paid in Australian dollars (AUD\$) and a written statement detailing how any refund amount has been calculated will be provided.

Refund calculation:

Refund Calculation: Provider Default and Student Visa Refusal After Course Commencement
The refund amount = weekly tuition fee x the number of weeks in the default period

The weekly tuition fee = total tuition fee for the course / number of calendar days in the course x 7. This amount is rounded up to the nearest whole dollar. The number of weeks in the default period = number of calendar days from the default day to the end of the period to which the payment relates / 7.

Refunds for international students will be made according to the following refund table

Student refused an Australian Student Visa and has not started the course (refusal letter required)	100% refund ^{**3}
Student refused an Australian Student Visa and has started the course (refusal letter required to determine default date)	100% refund ^{**3}
GBCA fails to start course or the course ceases to be provided after it starts (provider default)	100% refund ^{**}
Withdrawal notified in writing and received by GBCA 28 calendar days or more prior to course commencement (student default)	100% refund ^{1,2}
Withdrawal notified in writing and received by GBCA less than 28 calendar days prior to course commencement (student default)	50% refund ^{1,2}
Withdrawals notified in writing and received by GBCA on or after the course commencement date or student did not commence study at campus location identified (student default)	No refund of fees paid ¹

Student visa cancelled due to actions of student	No refund of fees paid ¹
Other circumstances including but not limited to: <ul style="list-style-type: none"> • Changes occur in student work hours, student changes/leaves work • It becomes inconvenient for a student to travel to class • A student moves to a different location • A student enrolment is cancelled for misbehaviour / breach of the GBCA's Student Code of behaviour. 	No refund of fees paid ¹
Student's enrolment is suspended or cancelled by GBCA due to the student being in breach of the student acceptance agreement (student default)	No refund of fees paid ¹
Legend: [*] indicates amount minus 5% of the course fees received (including non-tuition fee); or \$300; whichever is less. ^{**} indicates unspent tuition fee of weeks in default period (period from after default day and the end of the period to which the unspent tuition fee relates). ¹ Student defaults if the course starts at the location on the agreed starting day, but the student does not start the course on that day (and has not previously withdrawn); or the student withdraws from the course at the location (either before or after the agreed starting day); or GBCA refuses to provide, or continue providing, the course to the student at the location because of one or more of the following: student fails to pay an amount payable to GBCA for the course; the student breached a condition of his/her student visa; misbehavior by the student. ² A refund processing fee of \$300 will be deducted in cases that relate to student default (except when a student is refused a student visa) ³ Refunds for OSHC purchased from other agencies will need to be applied for directly with the supplier.	

Students may transfer on one occasion to another GBCA course commencing within 15 working days of their original course without penalty. Refunds following cancellation of a transferred course will attract a further penalty of 20% of the total course fees in addition to the refund guidelines outlined above.

In some exceptional circumstance, students may apply to GBCA to transfer to the next intake of the same GBCA course. GBCA may approve the case at its discretion without applying penalty. Refund following cancellation of the same course will attract a further penalty of 20% in addition to the refund guidelines outlined above. For the refund calculation purpose, the course commencement date will be the original course commencement date.

Fee refunds will be made 14 calendar days after demand when GBCA defaults and within 28 calendar days after demand when the student defaults.

Students study more than one (1) course at GBCA

Students applying to start another course with GBCA are not allowed to commence until:

- The minimum payment related to tuition fee and material fee required as per the offer letter has been paid; and
- Any outstanding debts have been paid; and
- Has attended orientation at GBCA

Regulations governing international students

GBCA does not require the student to pay more than 50 per cent of tuition fees before a course starts, unless it is for a short course of 25 weeks or less.

GBCA can accept more than 50 per cent of tuition fees before a course starts if the student, or the person responsible for paying the fees, chooses to pay more as indicated in the application form.

GBCA can request any remaining fees as per the payment plan set out in the written agreement with the student.

GBCA is obliged to inform the Department of Immigration and Border Protection (DIBP) in the events where an international student:

- completes his/her course(s) early;*
- or transfers to another provider;* or
- is excluded on academic grounds and consequently fails to meet his/her visa conditions;* or
- defers or suspends his/her study or otherwise changes the expected duration of his/her study.*

Should an international student, who commences the course whilst awaiting an approval for a student visa, decides to withdraw prior to receiving the visa approval, the student will not be entitled to a refund (refer to refund table in 5.21).

In the unusual circumstance where an international student has not entered into a student written agreement but already paid the tuition fees, the refund specifications as detailed in the refund table still apply.

An international student may not submit an application for refund at the same time of applying for a letter of release. A refund application will be accepted once the student has been granted a letter of release; in which case, the refund calculation will be based on the date the student was granted the letter of release.

Complaints and Appeals (For full policy, please refer to <http://gbcu.edu.au/students/>)

If a student is dissatisfied with the outcome of the refund application, he/she may access the process outlined in the Complaints and Appeals Policy and Procedure 7.

This policy, the Student Written Agreement and the availability of complaints and appeals processes, do not remove students' right to take action under Australia's consumer protection laws.

Document checklist

(Please select the required documents you have provided with this application):

- Certified passport copy.
- A set of certified educational qualifications (such as secondary school qualifications or the equivalent).
- Certified copy of English test results (e.g. IELTS Band scores).

Acknowledgement and Consent

I further acknowledge and provide unconditional consent to my testimonial and/or photograph and/or video to be used in GBCA website, newspaper, poster, television, flyer and/or any other marketing whilst I am a current or former student of GBCA.

Please tick: Yes No

Self-Declaration

I declare that the information on the student application form is to the best of my knowledge, accurate and complete at the time of this application.

I further acknowledge that any false information and not disclosing relevant information for application of this qualification will result in the refusal of my application at GBCA.

I understand that it is my full responsibility to provide all relevant and required documentation and answer all questions truthfully.

I declare that I am aware of and understand my financial obligations relating to studying in Australia and with GBCA. I declare that I have access to the funds required to cover all costs related to my study while in Australia.

I fully understand and agree with the terms and conditions of enrolment.

I have received/ accessed electronically/hard copies of all of the below:

- Refunds Policy
- Student Code of Behaviour
- Course Progress and Intervention Strategy Policy and Procedure
- Student Complaints and Appeals Policy and Procedure
- Deferral suspension and cancellation Policy and Procedure
- Student handbook
- ESOS Course Progress Policy and Procedures
- ESOS Framework factsheet

(These documents are available electronically at <http://gbc.edu.au/students/> under Student Policies and Student Handbook)

(If applicable) I authorize GBCA to verify my USI / apply USI on my behalf.

I further understand that the enrolment fee is **NON-REFUNDABLE and NON-TRANSFERABLE.**

Student Name:

Student Signature:

Date:

Appendix A. Pre-Training Review form

Have you reviewed the course outline on our Website or Fact Sheet?

Yes No (if no, please visit <http://gbca.edu.au/courses-programs/> to review course details)

Please list two (2) reasons why you want to study the selected course?

1.

2.

What relevant work experience do you have in the field that you want to study? (e.g. Project management)

What is your main career goal?

Do you have access to enough information to make an informed decision about your enrolment in this course at GBCA? Please tick the relevant box if you do.

- Entry requirements
- Content of your proposed course
- Duration of your proposed course
- How the course will be delivered?
- How assessment will be conducted during your course
- Student support services available at GBCA
- Student Handbook
- Complains and Appeals Policy and Procedure
- Course Fees and other charges you will incur
- GBCA Refunds policy

Do you regularly use any of these digital technologies? Check all that are applicable:

- Desktop or note book computer
- Tablet or smart phone
- Internet
- Applications like: Microsoft Word, Excel, Power Point
- Other: _____

How do you rate your skills in the use of the digital technologies listed?

- Beginner
- Limited
- Capable
- Advanced

How do you like to learn? Check all that are applicable.

- Being shown how to do something and then trying it myself with some supervision
- Researching and reading to find information I need.
- Learning in a structured way from someone who has the knowledge and experience
- Working with others on the same problem or activity
- Working in class with teacher and other students
- Working by myself in class

- Doing most of the work at home or in my own time
- Other (please specify): _____

Acknowledgement

Student Name: _____

Signature: _____

Date: _____

Official Use Only

Recruitment Officer Name:

Initial contact with student established:

Yes No

Method of contact:

Phone

Skype

Confirmation of student details:

Mobile no: _____

Email address: _____

Note:

Current study or/and work background:

What does the student want to achieve after completing the enrolled course with GBCA?

I acknowledge that I have contacted the student and verified the above student's details with him/her.

Signature: _____

Date: _____

Official Use Only

Application ID# _____

Data entered into WISENET on _____ by _____

Student ID# _____

Special program code (if applicable): _____

Comments (if applicable):

Student is suitable to undertake this course?

Yes No

Comments (If applicable): _____

Staff Name: _____

Signature: _____

Date: _____