

STUDENT APPLICATION FORM

PERSONAL DETAILS

Have you previously studied at GBCA?	Yes	No	<i>If yes, please provide Student ID Number</i>				
Title	Mr	Ms	Miss	Mrs	Other	Nationality	
Family Name					Country of Birth		
Given Name					Passport Number		
Gender	Male	Female	Unspecified		Expiry Date		
Date of Birth					At the time of application are you in Australia?	Yes	No
Telephone					Please provide name of your current education provider (<i>if applicable</i>)		
Email Address					Home Country Address		
Address in Australia (<i>if known</i>)					Suburb/City		
Suburb/City					Postcode	State	
Postcode	State				Postcode	State	

AUTHORISED AGENT DETAILS (IF APPLICABLE)

Agency Name	Contact Person
Email Address	Telephone number

COURSE(S) SELECTION

- | | |
|--|--|
| BSB50420 Diploma of Leadership & Management
(CRICOS 104270B) | CHC50121 Diploma of Early Childhood Education and Care
(CRICOS 108237D) |
| CHC30121 Certificate III in Early Childhood Education and Care
(CRICOS 108236E) | CHC52021 Diploma of Community Services
(CRICOS 113761H) |
| CHC33021 Certificate III in Individual Support
(CRICOS 113757D) | ICT50220 Diploma of Information Technology
(CRICOS 106680A) |
| CHC43131 Certificate IV in Disability Support
(CRICOS 113762G) | PSP50922 Diploma of Interpreting
(CRICOS 113758C) |

INTAKES Month Year

ENGLISH PROFICIENCY

Is English your first language? Yes No *If no, what is your first language?*

Please indicate if you have taken any of the following English tests:

IELTS	PTE	Other	Overall Score	Test Date
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EDUCATION BACKGROUND

Institution/School	Name of Qualification	Location	Year completed

ADVANCED STANDING

Do you wish to apply for Credit Transfer (CT) or Recognition of Prior Learning (RPL)? Yes No
(If yes, please attach evidence for relevant qualification, work experience if applicable)

PRE-ENROLMENT LLN QUESTIONS

1. Basic Reading Comprehension
 Read the sentence: "Students must submit assignments online before the due date."
Question: What should the student do?
Answer:
2. Basic Writing Ability
Question: Write one sentence explaining why you want to study this course.
Answer:
3. Basic Numeracy
Question: If your class starts at 9:00 AM and lasts 2 hours, what time does it finish?
Answer:
4. Understanding Instructions
Question: If your assignment is due on Friday, when should you submit?
Answer:
5. Self-Assessment (Confidence Check)
Question: How confident are you in reading and writing in English?
Answer:

DIGITAL LITERACY

This course will require you to use the internet, email, word, excel and powerpoint. In a few sentences, please describe your experience and proficiency using computers for internet searching, document preparation, email communication and any additional functions.

Please tick all the statements which apply to you

I have access to a computer for internet, email & word processing

I am confident using the internet to search for information, navigate websites and can move within and around screens

I am confident using emails

I am confident with making basic presentations with PowerPoint (or similar, e.g. Slideshare)

I am confident with basic word processing

SUPPORT SERVICES

Are you Aboriginal or Torres Strait Islander? Yes No

Do you suffer from any disabilities? Yes No *If yes, please indicate the areas of disability:*

OTHERS

I have a Unique Student Identification (USI), and my USI is
(If you do not have a USI, you can create one using the following link <https://www.usi.gov.au/students/get-a-usi> and inform GBCA of your USI number.)

I authorise GBCA to apply an USI for me.

I would like GBCA to arrange my Overseas Student Health Cover – OSHC *(applicable to international students only)*

I would like to pay more than 50% of tuition fee before commencing the course.

I would like to select the payment plan for the remaining tuition fee:

Monthly Quarterly

ACKNOWLEDGEMENT AND CONSENT

Guarantee Statement

GBCA is a member of the Australian Council for Private Education and Training (ACPET)'s Australian Student Tuition Assurance Scheme (ASTAS). Should GBCA be unable to provide your course there are measures in place to ensure you can continue to study, or, receive a refund of any unused tuition fees. For more information, please visit www.acpet.edu.au.

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-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 Home Affairs, 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 admissions@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 admissions@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.

10. More information

For more information, please refer to GBCA's Policy 25 Privacy Policy at <https://gbca.edu.au/> under tab Student Services, Student Policies section.

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.

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Refund Policy (extracted). For full policy, please refer to <https://gbca.edu.au/> under tab Student Services, Student Policies section.) 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 in case of 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** in case of student default or withdraw will be made according to the following refund table.

Reason for refund	Refund amount	Other conditions applied
Student was refused an Australian Student Visa and has not started the course (refusal letter required). The student was outside of Australia at the time of visa refusal	Total course fee minus the lesser of: <ul style="list-style-type: none"> • 5% of the amount of course fees received by GBCA before the default day, or • \$500 	3 and 4
Student refused an Australian Student Visa and the course has started (refusal letter required to determine default date). (Only applied to students whose were in Australia at the time of course commencement and their student visa was refused and they had commenced their courses)	100% refund of unused tuition fee according to the calculation in clause 5.20	1, 2, 4 and 5
GBCA fails to start course or the course ceases to be provided after it starts (provider default)	100% refund of unused tuition fee according to the calculation in clause 5.20	2 and 5
Withdrawals notified in writing and received by GBCA more than 4 weeks before the course commencement date (student default)	70% refund of fees paid	1, 3 and 4
Withdrawals notified in writing and received by GBCA at least 4 weeks before, on or after the course commencement date or student did not commence study at campus location identified (student default)	25% refund of fees paid	1, 3 and 4
Withdrawals notified in writing and received by GBCA after the course commencement date or student did not commence study at campus location identified (student default)	No refund of fees paid	
Student visa cancelled due to actions of student	No refund of fees paid	
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 misbehavior / breach of the GBCA's Student Code of behavior. 	No refund of fees paid	
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	

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Other conditions

1. Indicates amount minus \$500 refund processing fee;
2. 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).
3. 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; misbehaviour by the student.
4. Refunds for OSHC purchased from other agencies will need to be applied for directly with the supplier.
5. Materials fee are not refundable after a course commencement date.

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

Refunds for **domestic students** will be made according to the following refund table.

GBCA fails to start or cancels its course (provider default)	100% refund of course fee*
Withdrawal notified in writing and received by GBCA before, on or after course commencement (student default)	No refund
* A refund processing fee of \$500 will be deducted	
1 unspent tuition fees are calculated from the last date of attendance until the end date of the period to which the payment relates.	

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 the unusual circumstance where an international student has not entered into a student acceptant 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 <https://gbca.edu.au> under tab Student Services, Student Policies section.)

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 acceptance agreement and the availability of complaints and appeals processes, do not remove students' right to take action under Australia's consumer protection laws.

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 <https://gbc.edu.au> under tab Student Services, Student Policies and Forms section)

(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.

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

Student Name

Signature

Date

For student under 18 at the time of application:

Parent/Legal guardian Name

Signature

Date