



STUDENT ENROLMENT FORM

Campus: Bankstown

Personal Details

Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of Birth	
Family Name				
Given Names				
Nationality			Passport Number	
Visa	<input type="checkbox"/> Student	<input type="checkbox"/> Tourist	<input type="checkbox"/> Working Holiday	
	<input type="checkbox"/> Other			
Visa Number				

Contact Details

Overseas Address			
Post Code		Overseas Phone	
Australian Address			
Suburb		Post Code	
State		Mobile Phone	
Email			

Disability

Do you have a disability, impairment, or long-term condition? Yes No

If Yes, please specify

Emergency Contact Information

Name		Relationship	
Address		Mobile number	

Programs

General English	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	Start Date		Weeks of Study	
English for Academic Purposes		<input type="checkbox"/> Afternoon	Start Date		Weeks of Study	

Vocational Programs

BSB80120 - Graduate Diploma of Management (Learning) (104690D) *	<input type="checkbox"/> Start Date		Weeks of Study	
BSB80320 - Graduate Diploma of Strategic Leadership (104684B) **	<input type="checkbox"/> Start Date		Weeks of Study	
FNS60222 - Advanced Diploma of Accounting (110357M) ***	<input type="checkbox"/> Start Date		Weeks of Study	
BSB60420 - Advanced Diploma of Leadership and Management (104724K) ****	<input type="checkbox"/> Start Date		Weeks of Study	
BSB50420 – Diploma of Leadership and Management (104298A)	<input type="checkbox"/> Start Date		Weeks of Study	
BSB50120- Diploma of Business (104723M)	<input type="checkbox"/> Start Date		Weeks of Study	
CHC52015- Diploma of Community Services (107911E)	<input type="checkbox"/> Start Date		Weeks of Study	
FNS50222 - Diploma of Accounting (110358K) *****	<input type="checkbox"/> Start Date		Weeks of Study	
FNS40222 - Certificate IV in Accounting and Bookkeeping (109998K)	<input type="checkbox"/> Start Date		Weeks of Study	
Do you wish to apply for Credit Transfer or Recognition of Prior Learning?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

*BSB80120 Graduate Diploma of Management (Learning)- Pre-requisite of Completion of the BSB61015 Advanced Diploma of Leadership and Management/ BSB60420 Advanced Diploma of Leadership and Management (or equivalent) or a bachelor's degree (or equivalent)

**BSB80320 Graduate Diploma of Strategic Leadership- Pre-requisite of Completion of the Diploma or Advanced Diploma qualification in related fields of study and 3 years equivalent full-time relevant workplace or experience at a significant level of leadership and management responsibility and/or complexity in an enterprise. or Completion of the bachelor's degree in related fields of study and 2 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.

****BSB60420 Advanced Diploma of Leadership and Management
Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions) OR
Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise

***FNS50222 Advanced Diploma of Accounting- Pre-requisite of Completion of FNS50222 Diploma of Accounting or Completion of FNS50217 Diploma of Accounting or equivalent. provided the elective unit BSBTEC402 Design and produce complex spreadsheets (or equivalent) has been completed.

***** FNS50222 Diploma of Accounting- Pre-requisite of Completion of the FNSSS00014 Accounting Principles Skill Set or Completion of FNS40222 Certificate IV in Accounting and Bookkeeping or equivalent; or its superseded versions (FNS40217 Certificate IV in Accounting and Bookkeeping) or their equivalent.

Overseas Student Health Cover (OSHC)

What type of OSHC will you be requiring?

Single Couple Family

If you do not want SCBS to arrange OSHC on your behalf, please advise the following details:

Who is your provider?

Membership Number Membership Expiry Date

English Language Proficiency

Test IELTS PTE TOEFL

Date of Test

Overall Score

Component Score Writing Reading Speaking Listening

Language Programs

CRICOS Code	Course Title	Hours p/w	Application Fee	Tuition Fees	Material Fees	Course Length
092866K	General English	20	\$250	\$335 p/w	\$10p/w	12 weeks
092867J	English for Academic Purposes	20	\$250	\$325 p/w	\$10p/w	24 weeks

VET Programs

CRICOS Code	Course Title	Hours p/w	Application Fee	Tuition Fees	Material Fees	Course Length
I04690D	BSB80120 Graduate Diploma of Management (Learning)	20	\$250	\$14,000	\$250.00	52 weeks
I04684B	BSB80320 Graduate Diploma of Strategic Leadership	20	\$250	\$14,000	\$250.00	52 weeks
I10357M	FNS60217 Advanced Diploma of Accounting	20	\$250	\$11,000	\$199	78 weeks
I04724K	BSB60420 Advanced Diploma of Leadership and Management	20	\$250	\$11,000	\$199	78 weeks

104298A	BSB50420 Diploma of Leadership and Management	20	\$250	\$9,600	\$160	52 weeks
10791IE	CHC52015 Diploma of Community Services	20	\$250	\$20,000	\$1000	104 weeks
110358K	FNS50217 Diploma of Accounting	20	\$250	\$9,600	\$160	52 weeks
104723M	BSB50120 Diploma of Business	20	\$250	\$9,600	\$160	52 weeks
109998K	FNS40217 Certificate IV in Accounting and Bookkeeping	20	\$250	\$8,000	\$120	52 weeks

Additional Fees & Charge

Item	Fee
Enrolment Fees (Non- Refundable)	\$250.00
Re-issue or Replacement of Student ID card	\$30.00
Re-Issue or Replacement of Certificate/ Statement of Attainment	\$50.00
Re-Issue of CoE after expiry Date or Cancellation	\$250.00
Assessment Resubmission Fee (after 2nd Attempt) or Late Submission Fee	\$50.00/ assessment
Assessment Re-Submission (after the end of term)	\$100.00/ assessment
Assessment late submission fee after issuance of ITR	\$150.00/ assessment
Appeal of Assessment / Re-assessment	No charges
Change of Class Group or Campus	\$200.00/ Change
RPL – Per Unit of Competency	\$350.00
Administration Fee (if applicable)	\$250.00
Late Payment of Tuition Fees	\$100.00/ instalment
Debit Card Transaction Fee	\$0.88
Credit Card payment surcharge (min. \$0.88)	\$3%

Please note all supplementary fees are payable in advance of the process of request.

Documents Checklist

Following mandatory documents must be provided with the complete enrolment form.

- Personal details passport page Current Visa (Onshore Students)
 OSHC Health Insurance Highest education qualification transcript and certificate

Following documents must be provided (if applicable).

- English Proficiency Certificate Course documents translation (Non-English)
 GTE Form (offshore students) Cancelled COE and should be released from PRISMS where applicable

Declaration

- I have reviewed and understood all pre-enrolment information provided online at <https://www.scsb.nsw.edu.au/>
- I understand that the payment I provide applies to the course I have chosen, and I will be provided further information from SCSB to finalise my enrolment;
- I acknowledge that providing false information and/or failing to disclose any information relevant to my application for enrolment and /or failure to complete an application for enrolment form may result in the withdrawal of any offer;
- I understand that it is my responsibility to provide all relevant and required documentation as specified in the International Student admission requirements;
- I can view current policies and procedures online at <https://www.scsb.nsw.edu.au/> and I can contact SCSB to request a hard copy to be sent to me;
- The fees related to the application are not the total fees. Payment of fees will be included in the student enrolment agreement once my application has been accepted;
- I acknowledge I have read, understand, and agree to SCSB's student refund policy located online <http://www.scsb.nsw.edu.au/wp-content/uploads/2022/01/SCSB-International-Student-Tuition-Fee-and-Refund-Policy-v-2.2-January-2022.pdf>.
- I understand that fees may be subject to change at any time, and I will be responsible for paying the amended amount;
- I understand that if SCSB rejects my application before providing a student enrolment agreement the application fee/ material fee will not be refunded;
- I understand that satisfactory course progression and attendance is mandatory and failure to complete my course in the specified time may result with disciplinary action involving the Department of Home Affairs (DHA);
- I will abide by the Rules and Regulations of SCSB;
- I understand that plagiarism of someone else's work is against SCSB policy and if found to have occurred will result in disciplinary action;
- I have the financial capacity to meet tuition fees, and agree to pay fees on or before the due date;
- SCSB is required, under section 19 of the ESOS Act to report to the Secretary of the Department of Education about changes to student's enrolment; and any breach by students of student visa conditions relating to attendance or course progress.
- I understand that I would need to undertake the Language Literacy and Numeracy (LLN) test to assess my LLN level for entry into a VET course.

I declare that I have read the above terms and conditions and completely understand my obligations

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Student Name

Agent Name

Signature

Signature

Date



SOUTHERN CROSS

School of Business

Southern Cross School of Business (SCSB)

Bankstown Campus

Level 6, 2 Meredith Street

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Southern Cross School of Business

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[Enrolment Form v2.8 December 2022](#)