

International Student Application Form

Throughout this document, Sydney City College of Management will be referred to as SCCM.

The information you provided to SCCM will remain private and confidential under the requirements of the privacy Act 1988. Your personal details will be used for the purpose of processing your enrolment and facilitating the training, and assessment services requested by you. Your personal information will not be released unless required by law or approval is provided by you. Your information will never be sold to a third party. Your information may be provided to a third party who has entered into a legally binding agreement with SCCM to provide services to either you or SCCM and who agrees to keep your personally information confidential except as required by law.

Your personal information will be collected and used for the purpose of collection of data for statistical information under the requirements of the Data Provision Requirements 2012 and in line with current AVETMISS requirements however, this information is reported in a manner that does not identify you.

Please (✓) relevant boxes where required Please complete the form in

0. Course Applying For

Course 1

Course 2

Course 3

Expected Start Month:/..... (MM/YYYY)

Applying For RPL? Yes NO

Campus Location:

****Please refer to the page 6 for location and fees details.***

1 Personal Details

Family Name:

Given Name:

Title:

Date of Birth:

Marital Status:

Phone:

Email Address:

****Complete Section 2 if ticked "married", if ticked "not married" continue to Section 3***

2 Spouse Details

Family Name:

Given Name:

Date of Birth:

3 Residential Address

Street address:

Suburb/ Town/ City:

State:

Postal Code:

Country:

4 Postal Address

Tick if Same as residential Street

Address:

Suburb/Town/City:

State/Province:

Postal Code:

Country:

5 Nationality, Passport and Visa Detail

Passport No:

Nationality on Passport:

Country of Birth:

Country of Residence:

Date of issue:

Date of Expiry:

Have you ever been applied or granted Australian visa in last 5 years Yes No

****If Yes Provide Details***

Visa Status: Granted No Granted

Visa Subclass:



...continue number 5, Passport/ visa details

Visa Reference

Visa Number:

Date Granted:

6 Next of Keen/ Emergency Contact

Family Name:

Given Name:

Contact Phone No:

Email:

Relationship to the applicant:

7 Previous Qualification Details

1. Have you successfully completed any of the following qualifications in the following column?

Yes No

2. Please tick as applicable
Year 11 or Equivalent

Year 12 or Equivalent

Certificate III

Certificate IV

Diploma

Advanced Diploma

Bachelor's degree of Higher

***You must provide all supporting documents**

Qualification 1

Qualification:

Name of The Institution:

Country:

Year of Completion:

Qualification 2

Qualification:

Name of The Institution:

Country:

Year of Completion:

Qualification 3

Qualification:

Name of The Institution:

Country:

Year of Completion:

***If you have more than three qualification illustrate please attached the evidence and email it to admissions@sccm.edu.au**

Student Declaration

I declare that I have provided all relevant details of the qualifications I have previously completed.

Student Signature:

Date:

8 Agent Information Section

Has an Agent or Representative of SCCM assisted with this application? Yes No

If Yes Specify:

Agent Name /Company

Contact Name:

Contact Address

Contact Number

Agent Shield *if Applicable*

9 English language Proficiency

Have you taken a recognised English language test such as IELTS/TOFEL/PTE or any other acceptable form of english test? Yes No

IELTS Score:

TOFEL Score:

PTE Score:

Other Form of Test acceptable to the institution

Provide details

10 Disability Information

Do you consider yourself to have a disability, impairment or a long-term health condition?

Yes No

If **yes**, please indicate the areas of disability, impairment or long-term health condition:

Hearing/Deaf

Physical

Intellectual

Mental Illness

Vision

Medical Condition

Learning

Other

Please provide details if ticked any of above:

11 Employment

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

Self-employed - employing others

Employed - unpaid worker in a family business

Unemployed - seeking full-time work

Unemployed - seeking part-time work

Not employed - not seeking employment

For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

12 Reason for Study

To get a job

To start my own business

To try a different career

It was a requirement of my job

To get into another course of study

To develop my skills and knowledge

To develop my existing business

I wanted extra skills for my job

To get a better job or promotion

I wanted extra skills for my job

Other:

13 Overseas Student Health Cover

Would you like SCCM to organise your OSHC?

YES NO

Would you like SCCM to organise your OSHC for your family as well. Yes No

Provide the details of Members who you want to include in your cover as below

Single Couple Family

Person 1

First name:

Given Name:

Date of Birth:

Person 2

First Name:

Given Name:

Date of Birth:

14 Accommodation and Airport Pickup

Please tick if you want SCCM to organise following for you

Airport pickup (\$100 Airport Pick up Fees)

Accommodation placement (\$250.00 (One off fee payable to SCCM))

Shared Rental Homestay Other:

Budget per week:

Number of weeks wanted:

15 Student Declaration

I declare all information I have given in this form is true and correct, including documentation provided in support of my application.

Student Name:

Student Signature

Date:

Privacy Notice

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating *Sydney City College of Management* student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

For more information about NCVER's Privacy Policy go to <https://www.ncver.edu.au/privacy>.

Tuition Fees

Tuition Fees DO NOT cover enrolment fees, material fees i.e. student workbooks, accommodation, living expenses, uniforms, stationery and equipment. The standard payment terms for the program are stipulated in the specific programs Course Information Sheet. Note that you may, should you wish, pay more than 50% of your tuition fees (including paying your full tuition fees upfront) before you start your course, however this is not a requirement. Please indicate your preferred payment terms below:

I am satisfied with the payment terms as a specified in the program course information Sheet.

I would like to pay more than 50% of my tuition fees upfront

For more information on the breakdown of fees, please see the relevant courses Course Information Sheet.

Course Credit (CT) and Recognition of Prior Learning (RPL)

Please complete this section if you believe you are eligible to apply for Recognition of Prior (RPL) or for credit transfer.

Please note, applying for this will impact your course duration so bear in mind that if this is approved then your course duration will be less than the time outlined on the course brochure. Depending on the amount that your course is reduced your fees may also be reduced.

I want to apply for a credit transfer for the following unit/s:

I want to apply for RPL for the following unit/s

If applying for a credit transfer, please attach a certified copy of the Statement of Attainment or Record of Results and Qualification for each unit.

Overseas Student Health Cover

All international students are required to pay Overseas Student Health Cover (OHSC). It is the student's responsibility to check the conditions of this health cover. Please inform us now by ticking on the appropriate box on page 2 of this form if you wish for us to arrange OSHC for you.

Payment

All fees are payable in Australian Dollars only. Payments can be made by bank deposit, bank cheque or internet transfer.

Consent for use of Photograph

I understand that during my studies at Sydney City College of Management I can be photographed (still or video) at any time at the college or outside the college (during extracurricular activities/excursions/graduations etc.) I agree to have my photographs used by Sydney City College of Management for any promotional materials. I understand that I can withdraw my consent at any time in writing.

Unique Student Identifier (USI)

can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER.

If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi/> on computer or mobile device.

Enter your Unique Student Identifier (USI) here:

CRICOS Course Code	Course Name	Campus location	Enrolment Fees	Tuition Fees	Material Fees	Total Estimated Fees
Leadership and Management Course						
095740M	BSB42015 Certificate IV Leadership and Management (Academic weeks 30 + 9 weeks Holiday)	Parramatta	\$250	\$ 8,100	\$ 350	\$ 8,700 (3 Terms)
104333C	BSB50420 Diploma of Leadership and Management (Academic weeks 40 + 12 Weeks Holiday)	City, Parramatta, Darwin	\$250	\$ 10,800	\$ 444	\$11,494 (4 Terms)
103565F	BSB60420 Advanced Diploma Leadership and Management (Academic weeks 80 + 24 Weeks Holiday)	Parramatta, Darwin	\$250	\$ 16,200	\$ 500	\$16,950 (6 Terms)
103567D	BSB50820 Diploma of Project Management (Academic weeks 40 +12 Weeks Holiday)	City, Parramatta, Darwin	\$250	\$14,000	\$ 400	\$14,650 (4 Terms)
103568C	BSB60720 Advanced Diploma of Program Management (Academic weeks 60 + 18 Weeks Holiday)	City, Parramatta, Darwin	\$250	\$21,000	\$ 500	\$21,750 (6 Terms)
103566 E	BSB80120 Graduate Diploma of Management (Learning) (Academic weeks 80 + 24 Weeks Holiday)	City, Parramatta, Darwin	\$250	\$ 24,000	\$ 500	\$24,750 (8 Terms)
Information Technology Course						
102792C	ICT40120 Certificate IV in Information Technology (Academic weeks 40 + 12 Weeks Holiday)	City, Parramatta, Darwin	\$250	\$ 12,000	\$ 400	\$12,650 (4 Terms)
102793B	ICT50120 Diploma of Information Technology (Academic weeks 50 + 15 Weeks Holiday)	City, Parramatta, Darwin	\$250	\$ 15,000	\$ 500	\$15,750 (5 Terms)
105040H	ICT60220 Advanced Diploma of Information Technology (Telecommunication Network Engineering / Cyber Security) (Academic weeks 80 + 24 Weeks Holiday)	City, Parramatta, Darwin	\$250	\$ 28,000	\$ 750	\$29,000 (8 Terms)
Accounting Course						
097798K	FNS40217 Certificate IV of Accounts and Bookkeeping (Academic weeks 40 + 12 Weeks Holiday)	City, Parramatta, Darwin	\$250	\$ 10,800	\$ 329	\$11,379 (4 Terms)
097799J	FNS50217 Diploma of Accounting (Academic weeks 40 + 12 Weeks Holiday)	City, Parramatta, Darwin	\$250	\$ 10,800	\$ 400	\$11,450 (4 Terms)
097800K	FNS60217 Advanced Diploma of Accounting (Academic weeks 60 + 18 Weeks Holiday)	City, Parramatta, Darwin	\$250	\$ 16,200	\$ 500	\$16,950 (6 Terms)
Hospitality Program						
0101828	SIT40516 Certificate IV in Commercial Cookery (Academic weeks 60 +18 weeks Holiday)	City, Parramatta, Darwin	\$250	\$ 22,250	\$ 1,000	\$23,500 (6 Terms)
105041G	SIT40716 Certificate IV in Patisserie (Academic weeks 60 +18 weeks Holiday)	City, Parramatta, Darwin	\$250	\$ 23,400	\$ 1,000	\$ 24,650 (6 Terms)
0101829	SIT50416 Diploma of Hospitality Management (Academic weeks 60 +18 weeks Holiday)	City, Parramatta, Darwin	\$250	\$ 15,000	\$ 500	\$15,750 (6 Terms)
097802G	SIT60316 Advanced Diploma of Hospitality Management (Academic weeks 80 + 24 Weeks Holiday)	City, Parramatta, Darwin	\$250	\$ 20,000	\$ 500	\$20,750 (8 Terms)
Event Management						
105043E	SIT50316 Diploma of Event Management (Academic weeks 40 + 12 Weeks Holiday)	City, Parramatta, Darwin	\$250	\$ 13,000	\$ 750	\$ 14,000 (4 Terms)
105044D	SIT60216 Advanced Diploma of Event Management (Academic weeks 40 + 12 Weeks Holiday)	City, Parramatta, Darwin	\$250	\$ 18,000	\$ 750	\$ 19,000 (4 Terms)
Project Management						
103567D	BSB50820 Diploma of Project Management (Academic weeks 40 + 12 Weeks Holiday)	City, Parramatta, Darwin	\$250	\$ 14,000	\$ 400	\$ 14,650 (4 Terms)
103568C	BSB60720 Advanced Diploma of Program Management (Academic weeks 60 + 18 Weeks Holiday)	City, Parramatta, Darwin	\$250	\$ 21,000	\$ 500	\$ 21,750 (8 Terms)