

## 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](mailto: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:***





## 20 Student Declaration

<b>I declare that the information provided is true and correct.</b>	
<b>I agree to the collection, use and disclosure of my personal information as per the Privacy Notice.</b>	
<b>Name of applicant</b>	
<b>Signature</b>	
<b>Date</b>	

## Office Use Only

<b>SCCM MARKETING AND ADMISSIONS OFFICER DECLARATION</b> <i>I have conducted an interview with the Student detailed in this Enrolment Form and have implemented Point 3.0 of SCCM's Student entry requirements, selection and orientation policy in full</i>
<b>Name:</b>
<b>Signature:</b>
<b>Date:</b>

## Document Checklist

Colour Scanned Passport Or Certified Copy Of Passport

Evidence of English Language Proficiency (IELTS, TOFEL, PTE, Cambridge English, OET, Study in English of Equivalent) If English is not your first language.

Academic Certificates and Transcripts

Completed and Signed Application Form

\*Student are advised that SCCM will not process the Student's application until the accurate information and proper documentation is not received.

## Application Submission

**Postal Address:**

**Admission Department, Level 2, 17 Macquarie Street, Parramatta, NSW 2150, Australia.**

Email: [admissions@sccm.edu.au](mailto:admissions@sccm.edu.au) or [Info@sccm.edu.au](mailto:Info@sccm.edu.au)

## Disability Supplement

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

**If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:**

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

'11 — Hearing/deaf'

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from,

at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

'12 — Physical'

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

'13 — Intellectual'

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

'14 — Learning'

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

'15 — Mental illness'

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

'16 — Acquired brain impairment'

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

'17 — Vision'

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

'18 — Medical condition'

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

'19 — Other'

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.



## Offshore Student Tuition Fee list

Applicable for enrolment in 2022

Course Name	Total Terms	Campus location	Tuition Fees	Material Fees	
<b>Leadership and Management Course</b>					
103993H	BSB40520 Certificate IV Leadership and Management	3 Terms	Parra	\$ 8,100	\$ 350
104333C	BSB50420 Diploma of Leadership and Management	4 Terms	Sydney, Parra, Darwin, Adelaide	\$ 10,800	\$ 444
103565F	BSB60420 Advanced Diploma Leadership and Management	6 Terms	Sydney, Parra, Darwin, Adelaide	\$ 16,000	\$ 500
103566E	BSB80120 Graduate Diploma of Management (Learning)	8 Term	Sydney, Parra, Darwin, Adelaide	\$ 24,000	\$ 500
<b>Information Technology Course</b>					
102792C	ICT40120 Certificate IV in Information Technology (Networking)	4 Terms	Sydney, Darwin,	\$ 12,000	\$ 400
105039A	ICT50220 Diploma of Information Technology	5 Terms	Sydney, Parra, Darwin, Adelaide	\$ 15,000	\$ 500
105040H	ICT60220 Advanced Diploma of Information Technology (Telecommunication Network Engineering / Cyber Security)	8 Terms	Sydney, Parra, Darwin, Adelaide	\$ 28,000	\$ 750
<b>Civil Construction Design</b>					
107765K	RII60520 Advanced Diploma of Civil Construction Design	8 Terms	Sydney, Parra, Darwin, Adelaide	\$25,000	\$2000
<b>Accounting Course</b>					
110008K	FNS40222 Certificate IV in Accounting and Bookkeeping	4 Terms	Sydney, Parra, Darwin, Adelaide	\$ 10,800	\$ 349
110442C	FNS50222 Diploma of Accounting	4 Terms	Sydney, Parra, Darwin, Adelaide	\$ 10,800	\$ 400
110443B	FNS60222 Advanced Diploma of Accounting	6 Terms	Sydney, Parra, Darwin, Adelaide	\$ 16,200	\$ 500
<b>Hospitality Program</b>					
110441D	SIT60322 Advanced Diploma of Hospitality Management	8 Terms	Sydney, Parra, Darwin, Adelaide	\$ 24,000	\$ 1000
110440E	SIT50422 Diploma of Hospitality Management	6 Terms	Sydney, Parra, Darwin, Adelaide	\$ 18,000	\$ 1000
<b>Commercial Cookery and Kitchen Management</b>					
106285A	SIT30816 Certificate III in Commercial Cookery	4 Terms	Sydney, Parra, Darwin, Adelaide	\$16,000	\$1,000
109540M	SIT40521 Certificate IV in Kitchen Management	6 Terms	Sydney, Parra, Darwin, Adelaide	\$ 22,500	\$1,000
<b>Baking</b>					
106286M	FBP30517 Certificate III in Baking	4 Terms	Sydney, Parra, Darwin, Adelaide	\$16,000	\$1,000
<b>Project Management</b>					
103567D	BSB50820 Diploma of Project Management	4 Terms	Sydney, Parra, Darwin	\$ 13,000	\$ 400
103568C	BSB60720 Advanced Diploma of Program Management	6 Terms	Sydney, Parra, Darwin	\$ 18,000	\$ 500
<b>Community Services</b>					
106563F	CHC52015 Diploma of Community Services	8 Terms	Sydney, Parra, Darwin, Adelaide	\$24,000	\$ 1,000

**\$ 250 Enrolment Fee is applicable for all**

### Disclaimers

- 1 Term is 3 Months Duration
- The amount is only applicable on offshore students who are currently residing outside Australia
- Material fee covers the cost of materials and other incidentals. This fee will vary according to the course being undertaken.
- All above fees are in Australian dollar and Sydney City College of Management reserves right to change tuition/material fee without any notice

**Sydney City College of Management Pty Ltd RTO ID:45203 CRICOS Code: 03620C ABN: 89 606 547 611**

Website: [www.sccm.edu.au](http://www.sccm.edu.au) Email: [admissions@sccm.edu.au](mailto:admissions@sccm.edu.au) Tel: 02 8872 0435

(Parra) Parramatta Campus: Level 2, 17 Macquarie St, Parramatta NSW 2150 City Campus: Level 1 303 Pitts Street, Sydney, NSW 2000

Darwin City College: 9 Searcy St, Darwin City, NT, 0800

Adelaide Campus: Level 8 50 Grenfell St, ADELAIDE, South Australia 5000

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