



Bedford College

Baptist Business College Ltd (ABN 99 000 049 187)
NTIS Code: 90301
CRICOS Code: 01589B

Postal Address: Private Bag 8, Glebe NSW 2037
Street Address: 54 Parramatta Road, Glebe NSW 2037
Website: www.bedford.edu.au

Telephone: 61 2 8572 3260
Facsimile: 61 2 8572 3261
Email: info@bedford.edu.au

Application for Enrolment – International Student

Proposed Commencement Date: February 20____ April ____ July 20____

Please Attach \$400 Enrolment Deposit

OFFICE USE ONLY

Received By: _____

Signature: _____

Date: _____

Personal Details

Male Female Date of Birth (dd/mm/yy): _____

Family Name: _____ Given Name: _____

Nationality: _____ Passport Number: _____

Address in home Country: _____

Address in Australia (if Available): _____

Home Phone: _____ Mobile Phone: _____

Email Address: _____ Fax: _____

Visa (please tick): Student Tourist Working Holiday Other _____ IELTS OR TOEFL score (if available): _____

2012 Courses and Fees Schedule (please note that fees may be subject to change without notice)

Accounting Courses

- | | |
|---|---|
| <input type="checkbox"/> Diploma of Accounting (FNS50204)
CRICOS Number: 066646E (48 Weeks)
a. In Full (x1) \$14,940 b. Per Term (x4) \$3,735 | <input type="checkbox"/> Certificate IV in Financial Services (Bookkeeping) (FNS40207)
CRICOS Number: 067942M (36 Weeks)
a. In Full (x1) \$11,220 b. Per Term (x3) \$3,740 |
| <input type="checkbox"/> Certificate III in Financial Services (Accounts Clerical) (FNS30304)
CRICOS Number: 066645F (24 Weeks)
a. In Full (x1) \$7,590 b. Per Term (x2) \$3,795 | |

Business Courses

- | | |
|---|---|
| <input type="checkbox"/> Diploma of Business (BSB50207)
CRICOS Number: 066642J (48 Weeks)
a. In Full (x1) \$14,940 b. Per Term (x4) \$3,795 | <input type="checkbox"/> Certificate IV in Business (BSB40207)
CRICOS Number: 066641K (36 Weeks)
a. In Full (x1) \$11,220 b. Per Term (x3) \$3,740 |
| <input type="checkbox"/> Certificate III in Business (BSB30107)
CRICOS Number: 066640M (24 Weeks)
a. In Full (x1) \$7,590 b. Per Term (x2) \$3,795 | |

Child Care Courses

- | | |
|---|--|
| <input type="checkbox"/> Diploma of Children's Services (Early Childhood Education and Care) (CHC50908)
CRICOS Number: 067944J (Compulsory pre-requisite 24 weeks Cert III as below) (24 Weeks)
a. In Full (x1) \$6,480 b. Per Term (x2) \$3,240 | |
| <input type="checkbox"/> Certificate III in Children's Services (Centre Based Care) (CHC30708)
CRICOS Number: 067943K (24 Weeks)
a. In Full (x1) \$6,480 b. Per Term (x2) \$3,240 | |

Payment Details

(All Payments must be made in Australian Dollars Only)

Enrolment Fee \$400 (non refundable) _____
Tuition Fee (as above) _____
Textbook Fee _____
Student Health Cover _____
Total Fee Enclosed/Transferred: _____

Attachment Checklist

Proof of English proficiency:
 IELTS TOEFL OTHER: _____
Academic Transcripts: _____

Terms and Conditions of Enrolment – International Student

ENTRY REQUIREMENT

- High school graduation (Year 12 certificate equivalent)
- Age 18 years and over
- IELTS 5.5 or equivalent

ENROLMENT AND ACCEPTANCE

- All applications will be assessed by the Registrar of the College
- Payment of Enrolment Deposit of **\$400** is required to secure a place in the course
- An eCoE will be issued on receipt of the tuition fee – as outlines on previous page
- A minimum of one (1) term tuition fee is required on enrolment

Please Note: (The **\$400** Enrolment Deposit applies to all courses and is additional to the tuition fees outlines on previous page.

TEXTBOOKS & CONSUMABLES

Textbooks and consumables are additional to the course costs. Approximate cost is \$600.

ACADEMIC COURSE PROGRESS AND ATTENDANCE

It is a condition of your student VISA, that you demonstrate a satisfactory level of academic achievement each term – a minimum level of 60% is considered satisfactory in each unit (subject). You are also required to achieve a satisfactory level of class attendance for the duration of your course. The College is required to notify the Department of Immigration and Citizenship (DIAC) of students who fail to comply with these regulations. A full copy of the Academic Course and Attendance Policy is available for download on the College website.

CONTACT DETAILS

Students are obliged to notify the College as soon as practicable of a change of address while enrolled in a course at Bedford. Students are provided with a College email address on course commencement and all regular communications between the College and the Student will be sent to this email address.

RECOGNITION OF PRIOR LEARNING

RPL is available to students on provision of verification at the beginning of a course. Students may apply for RPL if they believe they already have the skills and knowledge that will be taught and assessed in a subject. Please refer to the College RPL Policy on the website for more details. (International students should be aware that receiving RPL may affect the course cost, course duration and your student visa).

PERSONAL INFORMATION

On this form and during your course, information is collected about students in order to meet our obligation under the Education Services of Overseas Student (ESOS) Act and the National Code of Practice 2007. This is to ensure student compliance with VISA conditions and other obligations under Australian Immigration laws. Personal information about students may be shared with the Australian Government and designated authorities, including the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. This information includes personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach of student VISA conditions. In other instance information collected can be disclosed without students consent where authorised by law.

REFUND & CANCELLATION POLICY

- All cancellations **MUST BE MADE IN WRITING**
- If a student withdraws 28 days before the course start date, all tuition fees are refunded or transfers to another course.
- If a student withdraws less than 28 days before the start date, 50% of the tuition fee will be retained by or due to the College.
- If a student withdraws for any reason within fourteen (14) days before commencement, or the enrolment is terminated for failure to comply with College policy, bad behaviour, unsatisfactory progress, failure of examinations or unsatisfactory attendance, all fees for the full course are payable and are non-refundable
- If a student cancels the course after the commencement date, all tuition fees are retained by or due to the college
- If you cannot obtain a VISA to come to Australia, a refund of all tuition fees will be made on submission of documentary evidence from the relevant Australian Government Dept that the VISA was refused.
- A refund of tuition fees will be given if: The course does not start on the agreed starting day; or the course stops being provided after it starts and before it is complete; or the course is not provided fully to the student.

Note: All approved claims for refund are paid within 4 weeks of receipt of the written claim.

DEFERMENT, SUSPENSION OR CANCELLATION OF STUDIES

Under the National Code 2007, students may only defer to temporarily suspend their studies (including taking leave of absence) through formal agreement with the college and in certain limited circumstances i.e.

- Compassionate or compelling circumstances e.g. serious accident or injury where a medical certificate states that the student is unable to attend the course, or
- Misbehaviour by the student

Where the cancellation or suspension is initiated by the College, the College will notify the student of its intention to suspend or cancel the enrolment which may affect his/her student VISA. The College will also notify the Secretary, DEST as required under the ESOS Act. The student will then be provided with 20 working days to access the College internal grievance and appeals process. If the student accesses the College Grievance and Appeal Policy, the suspension or cancellation of enrolment will not take effect until the internal process is completed, unless extenuation circumstances relating to the welfare of the student apply.

GRIEVANCE AND APPEAL

The College has a Grievance and Appeal Policy in place to which all students have access via the College website. Nothing contained in this policy precludes students from taking action under Australia's Consumer Protection Laws.

INDEMNITY DECLARATION

The student, agrees and acknowledges that Bedford College shall not be liable in any manner whatsoever in the respect of any injury, loss or damage arising from the student's participation in or attendance at College or excursions or other activities arranged by the College whether or not such injury. Loss or damage arises from the intentional or negligent acts or omission of any employee, agent or student of the College.

Agreement

In signing this Application for Enrolment, you agree that:

- You have read and understood the Terms and Conditions of Enrolment and the course details for the course;
- You will abide by the Rules and Regulations of the College;
- You have the financial capacity to meet tuition fees, and agree to pay fees as they become due (full fee-paying students only);
- The College has permission to use any photographic image on which you may appear on marketing and advertising materials;
- The information provided in the Application for Enrolment and any accompanying documents is correct;
- Bedford College is obliged by statute to keep confidential student records on file for administrative purpose only.

Declaration

I declare that the information provided by me on this form, is correct. I confirm that I have read, and fully understand, and accept the TERMS AND CONDITIONS OF ENROLMENT and agree to be bound by them, and that I have the financial capacity to meet tuition fees and agree to pay fees as they become due.

Signature of Student: _____ Date: _____

Payment details

Fees may be paid by (International) bank cheque, telegraphic transfer or credit card (Visa or MasterCard). Payment details and a Credit Care Debit Authorisation Form are provided with the invoice. Please ensure that payment is made in Australian Dollars.

BEDFORD COLLEGE

Account Name:

Bank Name:

Branch Number (BSB):

Bank Account Number:

BANK DETAILS

Baptist Business College Ltd

Baptist Investment and Finance

704-922

1-0000-9201