

Application for Admission

An upper-intermediate level of English is required for entry to all vocational courses (IELTS5.5 or equivalent). Please refer to <https://ssbt.nsw.edu.au/> for preferred pathways to [SSBT vocational courses](#).

Personal Details

<input type="checkbox"/> Overseas Student in Australia	<input type="checkbox"/> NSW Housing Resident Student	<input type="checkbox"/> Resident Student <input type="checkbox"/> Aboriginal/Torres Strait Islander	<input type="checkbox"/> Concession / Welfare / Disability If YES, please specify:
First name:		Title: Mr/Mrs/Miss/Ms/Dr	
Surname:		Middle name/s:	
Street Address:		Phone/Mobile:	
Suburb/ Post Code:		Email:	
Country:		Is the student registered or intending to register in an apprenticeship or traineeship for this qualification in NSW? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Date of birth:		If yes, which type? New entrant <input type="checkbox"/> Existing worker <input type="checkbox"/>	
Unique Student Identifier (USI), if known:		Overseas Address	
		Emergency Contact name and number in Australia:	
Passport No.	Nationality	Country of birth	Expiry date

Visa type if you are in Australia: Student visa Tourist Working holiday other (please specify): | |

If applying for a student visa, at which DIBP office or embassy will you apply? City: | | Country: | |

Visa Number: | |

Have you ever had an Australian visa application refused before: | | (Please note that inaccurate answer to this question will render you not eligible for a potential refund) If you answered YES please explain: | |

Previous Studies, Credit Transfer and Recognition of Prior Learning

Please list any Australian courses completed:

Provider	Course code and name
Provider	Course code and name
Please provide details of your highest qualification: <input type="checkbox"/> Year 12 <input type="checkbox"/> Undergraduate degree <input type="checkbox"/> Post-graduate qualification	
Provider	Qualification Year

Are you seeking Credit Transfer (CT) or Recognition of Prior Learning (RPL) for your previous studies?

Yes No

If yes, please note there is a cost associated with CT/RPL application and assessment. Please contact ASG or SSBT for details.

English Proficiency

Is English your first language? Yes No

Have you completed a formal English language test such as IELTS in the last two years? Yes No

If yes, please complete below:

Test: | | Score: | |

Date: | / | / | Have you studied an accredited English language course in Australia? Yes No If yes,

please complete below:

Provider	Course	Exit level
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Have you completed SSBT's English Language Assessment Test? → Yes No If yes, please complete below:

Which test did you take? <input type="checkbox"/> Online <input type="checkbox"/> Paper-based	Score	Date / /
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English Course Preferences (Offered by Apple Study Group – CRICOS # 02910A)

Please select which course/s you are applying for:

[General English](#)

[IELTS preparation course](#)

[English for Academic purpose](#)

Duration	Weeks	Start date	
	Weeks		
	Weeks		

Qualification code & Name → → → **PLEASE CLICK BELOW ON EACH COURSE FOR DETAILED INFORMATION PRIOR TO FINALISING YOUR APPLICATION!**

- | | |
|---|---|
| <input type="checkbox"/> SIT30816- Certificate III in Commercial Cookery *Apprenticeships
<input type="checkbox"/> SIT60316- Advanced Diploma of Hospitality Management
<input type="checkbox"/> BSB30415- Certificate III in Business Administration
<input type="checkbox"/> BSB40515- Certificate IV in Business Administration
<input type="checkbox"/> BSB50415- Diploma of Business Administration
<input type="checkbox"/> BSB60215- Advanced Diploma of Business
<input type="checkbox"/> BSB41415- Certificate IV in Project Management Practice
<input type="checkbox"/> BSB51415- Diploma of Project Management
<input type="checkbox"/> BSB61015- Advanced Diploma of Leadership & Management
<input type="checkbox"/> # Please note that choice will depend on availability! | <input type="checkbox"/> CHC30113- Certificate III in Early Childhood Education and Care
<input type="checkbox"/> CHC50113- Diploma of Early Childhood Education and Care
<input type="checkbox"/> ICT50118- Diploma of Information Technology
<input type="checkbox"/> ICT60315 Advanced Diploma of Information Technology Business Analysis
<input type="checkbox"/> TAE80316 Graduate Certificate in Digital Education
<input type="checkbox"/> BSB80615- Graduate Diploma of Management (Learning)
<input type="checkbox"/> FNS40217 Certificate IV in Accounting and Bookkeeping
<input type="checkbox"/> FNS50217 Diploma of Accounting
<input type="checkbox"/> FNS60217 Advanced Diploma of Accounting
<input type="checkbox"/> BSB42415 Certificate IV in Marketing and Communication
<input type="checkbox"/> BSB52415 Diploma of Marketing and Communication |
|---|---|

Shift Choice: Mornings Evenings Weekends Online (Residents Only)

Campus: [Sydney Burwood](#) [Sydney CBD](#)

Intake: Jan Feb Mar Apr May Jul Aug Oct Nov Dec **Year:** | |

Homestay and Airport Pick-up

Would you like to book homestay accommodation? : Yes No If yes, please indicate your preferences below:
 Homestay (with meals) Home share (without meals)
 Duration: | | Would you like to book our airport pick-up service? Yes No

Overseas Student Health Cover

Do you require SSBT or ASG to arrange Overseas Student Health Cover for you? Yes No

Enrolment Procedure

- Step 1 Complete and sign this form, attach a copy of your passport, evidence of English, other relevant documents for your study, Visa copy and obtained a release if you have not completed six months of your principle course and submit to admission@ssbt.nsw.edu.au
- Step 2 SSBT or ASG will issue a Letter of Offer/Student Agreement for you to sign and return.
- Step 3 Arrange your payment by bank transfer or credit card (Visa or MasterCard) then send your payment receipt to SSBT or ASG.
- Step 4 If you are an international student applying for a Student Visa, SSBT or ASG will issue your Confirmation of Enrolment (eCoE). Other applicants will be sent a statement/receipt as confirmation of their enrolment.
- Step 5 Pre-arrival and orientation information will be sent to you prior to your course commencement.

Student or Legal guardian Declaration (If Student is under 18)

- In signing this Enrolment Form you agree:**
- ✓ That the information you have provided on this form is true, correct and complete.
 - ✓ That you have been provided with appropriate and sufficient information to make an informed decision about your enrolment in this course.
 - ✓ That you have read and understood SSBT or ASG's Information Privacy Policy.
 - ✓ That you have been provided with detailed information about the fees and charges associated with your course enrolment including information on tuition fees, administration fees, materials fees, payment terms and the applicable Refund Policy.
 - ✓ To provide SSBT or ASG with up to date and accurate contact details and notify them if anything changes.
 - ✓ To be bound by SSBT or ASG's Student Code of Conduct, and other student policies and procedures as well as National and State legislation and regulations including any variations that are made from time to time.

CONSENT TO USE AND DISCLOSURE OF PERSONAL INFORMATION TO THE DEPARTMENT OF EDUCATION & COMMUNITIES AND OTHER GOVERNMENT AGENCIES

- ✓ Understand and agree that personal information (information or an opinion about me) collected from me, my parent or guardian, such as my name, Unique Student Identifier, date of birth, contact details, training outcomes and performance, or sensitive personal information (including my ethnicity or health information) (together Personal Information) collected by Sydney School of Business and Technology may be disclosed to the Department of Industry, Skills and Regional Development (Department).
- ✓ The Department may disclose my Personal Information to other Australian government agencies, including those located in States and Territories outside New South Wales.
- ✓ The above government agencies may use my Personal Information for any purpose relating to the exercise of their government functions, including but not limited to the evaluation and assessment of my training, the determination of my eligibility to receive subsidised training or for any Fee Exemptions or Concessions. My Personal Information may also be disclosed to other third parties if required by law.
- ✓ I consent to the collection, use and disclosure of my Personal Information in the manner outlined above.
- ✓ I also acknowledge and agree that the Department may contact me by telephone email or post during or after I have ceased subsidised training with Sydney School of Business and Technology for the purposes of evaluating and assessing my subsidised training.

Name | |
 Signature | X | Date | |

Agent Declaration

I have assessed the applicant as a genuine temporary entrant (GTE) and a genuine student as defined by the Department of [Home Affairs](#). The applicant is genuine in making this application and has every intention of completing all programs listed in the application.

Staff member name | |
 Signature | X | Date | |

OFFICE USE ONLY

<input type="checkbox"/> Letter of Offer signed and attached	<input type="checkbox"/> Age confirmed and passport attached	<input type="checkbox"/> Evidence of English level attached	<input type="checkbox"/> Process created
COE, receipt or statement to:		Consultant:	