



IIB INTERNATIONAL STUDENT ENROLMENT FORM

- EMAIL TO admissions@iib.edu.au
- OR IN PERSON OR BY MAIL Level 2, 436-450 Kent Street Sydney NSW 2000

▪ Is this the first time you have enrolled at Institute of Intellect Blending (IIB);	<input type="checkbox"/> Yes <input type="checkbox"/> No
▪ Application type;	<input type="checkbox"/> Offshore (Overseas Student) <input type="checkbox"/> Onshore (Overseas Student in Australia)
▪ Is your Enrolment;	<input type="checkbox"/> VET only <input type="checkbox"/> ELICOS only <input type="checkbox"/> ELICOS and VET (Packaged)

APPLICANT DETAILS

Title: <input type="checkbox"/> Mr. <input type="checkbox"/> Miss. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other:	GENDER: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Given Name:	Date of Birth:
Middle Name:	Family Name:
* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want [name of RTO] to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.	
City of Birth:	Country of Birth:
Passport No.:	Expiry Date:

VISA DETAILS	Has your visa ever been cancelled or refused? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently residing in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Dependents:
Which visa will you study under at IIB? <input type="checkbox"/> Student <input type="checkbox"/> Tourist/Visitor <input type="checkbox"/> Working <input type="checkbox"/> Holiday <input type="checkbox"/> Other:	
Are you lodging your visa in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No, specify Country & City:	
Agent Name:	Agent contact No:

CURRENT ENGLISH LEVEL	OVERSEAS STUDENT HEALTH COVER (OSHC)
Have you completed an ELICOS course? <input type="checkbox"/> Yes <input type="checkbox"/> No Level achieved:	I require IIB to arrange OSHC: <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you completed any of the following tests? <input type="checkbox"/> IELTS <input type="checkbox"/> TOEFL <input type="checkbox"/> TOEIC <input type="checkbox"/> Cambridge <input type="checkbox"/> PTE Year of test: Test result:	If Yes, OSHC Cover Type: <input type="checkbox"/> Single <input type="checkbox"/> Couple <input type="checkbox"/> Family Duration in Months <input type="text"/>

AUSTRALIAN CONTACT DETAILS

Number and Street:		
Suburb:	State/Territory:	Postcode:
Postal Address As above <input type="checkbox"/>	Number and Street:	
Suburb:	State/Territory:	Postcode:
Mobile:	Email:	

OVERSEAS CONTACT DETAILS

Number and Street:	
Town/City:	State/Territory:
Postcode:	Country:
Mobile:	Email:

EMERGENCY CONTACT DETAILS

Name:	Relationship:
Full Address:	
Phone:	Email:

RPL (RECOGNITION OF PRIOR LEARNING)

Are you seeking Recognition of Prior Learning? Yes No

Are you seeking Credit Transfer? Yes No

SPECIAL NEEDS

IIB is committed to helping students with Special Needs.

Please make any comments that may assist us in ensuring that your needs are addressed by us:

ELICOS COURSES – PLEASE SELECT AS REQUIRED

Abb'	Course name	Weeks	CRICOS	Select
GE	General English – Starter, Elementary, Pre-Intermediate, Intermediate, Upper-Intermediate, Advanced.	72	096191E	<input type="checkbox"/>
IELTS	IELTS – Foundation, Advanced.	24	096192D	<input type="checkbox"/>
PTE	Pearson Test of English	12	096194B	<input type="checkbox"/>
EAP	English for Academic Purposes – Intermediate to Advanced	36	106446M	<input type="checkbox"/>
Morning: 9:00am - 2:30pm		Evening: 4:00 - 9:30pm		Preferred Start Date:
Continuing to Vocational Course?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
NOTE: You must achieve the English level entry requirements.				

VOCATIONAL COURSES – PLEASE SELCT AS REQUIRED

Code	Abb'	Qualification Name	Years	Terms	Weeks	CRICOS	Select
BSB40120	CIVB	Certificate IV in Business	1.5	6	78	106751B	<input type="checkbox"/>
BSB50120	DB	Diploma of Business	1.5	6	78	105662M	<input type="checkbox"/>
BSB60120	ADB	Advanced Diploma of Business	2.0	8	104	105663K	<input type="checkbox"/>
BSB50420	DLM	Diploma of Leadership & Management	1.5	6	78	106752A	<input type="checkbox"/>
BSB60420	ADLM	Advanced Diploma of Leadership & Management	2.0	8	104	106753M	<input type="checkbox"/>
BSB80120	GDM	Graduate Diploma of Management	1.0	4	52	108282K	<input type="checkbox"/>
BSB50820	DPM	Diploma of Project Management	2.0	8	104	104586D	<input type="checkbox"/>
ICT50220	DIT	Diploma of Information Technology	1.5	6	78	108283J	<input type="checkbox"/>
ICT60220	ADIT	Advanced Diploma of Information Technology	2.0	8	104	108284H	<input type="checkbox"/>

UNIQUE STUDENT IDENTIFIER (USI)

From 1 January 2015, we IIB 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 NCVET. 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. You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/>.



Unique Student Identifier number:

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AVETMISS DATA – 8.0

- | | |
|---|---|
| <p>1. In which country were you born? <input type="checkbox"/> Australia
<input type="checkbox"/> Other Please Specify:</p> <p>2. Are you of Aboriginal or Torres Strait Islander origin?
<input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander</p> <p>3. Do you speak a language other than English at home?
<input type="checkbox"/> No, English Only
<input type="checkbox"/> Yes, Other – Please Specify:</p> <p>4. Do you consider yourself to have a disability, impairment or long-term condition?
<input type="checkbox"/> No (go to question 6)
<input type="checkbox"/> Yes (go to question 5)</p> <p>5. If YES, then please indicate the areas of disability, impairment or long-term condition, you may indicate more than one area:
 <input type="checkbox"/> Hearing/Deaf Impairment <input type="checkbox"/> Acquired Brain Impairment
 <input type="checkbox"/> Physical <input type="checkbox"/> Vision
 <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning
 <input type="checkbox"/> Mental illness <input type="checkbox"/> Medical Condition
 <input type="checkbox"/> Other</p> <hr/> <p>6. What is your highest COMPLETED school level?
 <input type="checkbox"/> Year 12 or Equivalent. <input type="checkbox"/> Year 11 or Equivalent
 <input type="checkbox"/> Year 10 or Equivalent <input type="checkbox"/> Year 9 or Equivalent
 <input type="checkbox"/> Year 8 or Equivalent
 <input type="checkbox"/> Never Attended School - Go to Question 8</p> <p>7. Are you still attending secondary school? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> | <p>8. Have you attempted or completed any of the following qualifications? <input type="checkbox"/> No <input type="checkbox"/> Yes, select:</p> <p><input type="checkbox"/> Bachelor Degree or Higher Degree
 <input type="checkbox"/> Advanced Diploma or Associate Degree
 <input type="checkbox"/> Diploma (or Associate Diploma)
 <input type="checkbox"/> Certificate IV (or Advanced Certificate Technician)
 <input type="checkbox"/> Certificate III (or Trade Certificate)
 <input type="checkbox"/> Certificate II
 <input type="checkbox"/> Certificate I
 <input type="checkbox"/> Other education (including certificates or overseas qualifications not listed above) :</p> <p>9. Of the following categories, which BEST describes your current employment status?
 <input type="checkbox"/> Full-Time Employee <input type="checkbox"/> Part-Time Employee
 <input type="checkbox"/> Self-Employed - Not Employing Others
 <input type="checkbox"/> Self-Employed - Employing Others
 <input type="checkbox"/> Employed - Unpaid Worker in a Family Business
 <input type="checkbox"/> Unemployed - Seeking Full-Time Work
 <input type="checkbox"/> Unemployed - Seeking Part-Time Work
 <input type="checkbox"/> Not Employed - Not Seeking Employment</p> <p>10. Your major reason for study?
 <input type="checkbox"/> To get a Job
 <input type="checkbox"/> To Develop my Existing Business
 <input type="checkbox"/> To Start my Own Business
 <input type="checkbox"/> To Try for a Different Career
 <input type="checkbox"/> To Get a Better Job or Promotion
 <input type="checkbox"/> It Was a Requirement of My Job
 <input type="checkbox"/> I Wanted Extra Skills for My Job
 <input type="checkbox"/> To Get into another Course of Study
 <input type="checkbox"/> For Personal Interest, Self-Development or Other Reason
 <input type="checkbox"/> To get skills for community/voluntary work
 <input type="checkbox"/> Other reasons:</p> |
|---|---|

CANCELLATION AND REFUNDS

A refund of tuition fees will only be granted in accordance with the refund policy set out below:

Refund Conditions and Application Process

Fees paid prior to the course commencement date will only be refunded as detailed below:

- Refund applications must be made in writing on the Application for Refund Form; and set out the reasons for the application; and be accompanied by supporting documents as may be appropriate; and be forwarded directly to Student Admissions at IIB.
- If you defer commencement date of a course and then cancel the course, the original start date before your request for deferment(s), will be used as the original course start date to determine whether a refund is to be made.
- Refund will normally be made in the currency of the student's country of permanent residence and payable in that country. Refunds will be made in Australian Dollars (AUD) for the on-shore applicants in Australia.
- Payment of refunds will not be made in cash directly to the student but transferred to the nominated bank account or through the appointed agent.
- Course Fees are not transferable to another student or institution.
- Refunds will be made to the bank details nominated in the Application for Fees Refund form.
- Bank charges are deducted for refunds made by bank draft or electronic transfer.
- Refund applications will not be processed where the signature on the Application for Refund Form does not match the student's signature as shown on other documents provided by the student for admission to the College and the Student agreement.
- All debts to IIB must have been paid before any refund can be calculated with any outstanding amounts to be deducted from the refund.
- Where a student is dissatisfied with a decision to provide or not to provide a refund, he or she may appeal that decision in accordance with the Complaints and Appeals Procedures of IIB.

Refund Conditions - Visa Refusal

- If a visa application to study in Australia is refused by the DHA because of reasons considered as unlawful by the DHA, including but not limited to fraudulent, and/or forged documents, and/or incomplete and/or incorrect information, no refund whatsoever of any money paid to the college will be made. The reasons on visa refusal letter are to be taken into consideration to determine whether refusal is because of unlawful reasons.
- If a visa application is refused by the DHA before or after the course commences because of reasons other than the ones stated in clause 1 of this section, IIB will process refund in accordance with the Australian Government Education Services for Overseas Students (Calculation of Refund) Specification 2014.
- The application for a refund must be made in writing to IIB together with a copy of visa rejection notification from the Australian Embassy/ High Commission/ Department of Home Affairs.
- In any case of visa refusal, Administration and Processing Fee for Refunds of \$250 will be applied by IIB

Refund Conditions - Student Default

- No refund of tuition fees will be made where a student's enrolment is cancelled for any of the following reasons:
 - o Failure to maintain satisfactory course progress
 - o Failure to maintain satisfactory attendance
 - o Failure to pay course fees
 - o Any behaviour identified as resulting in enrolment cancellation as outlined in IIB's Deferral, Suspension or Cancellation of an Overseas Student Enrolment Policy.
- The student will be deemed to have defaulted if he/she cancels their course prior to commencement, does not commence the course on the commencement date, and/or fails to comply with Terms and Conditions of Enrolment and/or conditions of their visa conditions.
- In cases where the student defaults prior to commencement, IIB will refund fees paid by or on behalf of the student in accordance with the Cancellation and Refund Policy within 28 days after receiving written notice.
- Administration and Processing Fee for Refunds of \$250 will be applied in any case of student default.
- The amounts of refund depend on the date when the written notification for cancellation is received by the College and are given below:

Written notice is received	Amount to be refunded
<ul style="list-style-type: none"> more than 28 days prior to the commencement of the first course 	<ul style="list-style-type: none"> 75% of the fees paid in advance minus administration and processing charge
<ul style="list-style-type: none"> more than 14 days and less than 28 days prior to the commencement of the first course 	<ul style="list-style-type: none"> 50% of the fees paid in advance minus administration and processing charge
<ul style="list-style-type: none"> less than 14 days prior to the commencement of the course 	<ul style="list-style-type: none"> 25% of the fees paid in advance minus administration and processing charge
<ul style="list-style-type: none"> after the course commencement date 	<ul style="list-style-type: none"> No refund
<ul style="list-style-type: none"> visa refusals 	<ul style="list-style-type: none"> Full refund less \$250

If a student defaults after the course commencement, breaches his/her visa conditions, does not pay fees on time, or has their enrolment suspended or cancelled, no fees will be refunded to the student.

- Where 2 or more courses are packaged, the conditions apply to all elements. The course start date for packaged courses is taken to be the start date of the first course in the package.
- The aforementioned course commencement date refers to the first day of the course enrolled, not the commencement of the term. No refunds will be issued after the course starts irrespective of instalment plan and term start dates.

Refund Conditions - Provider Default

- IIB reserves its right to cancel a course and/or enrolment prior to commencement date.
If IIB cancels a course prior to commencement date, cannot commence a course on agreed date and/or cannot deliver a course in full, these cases will be classified as Provider Default.
- In the unlikely event that IIB is unable to deliver a course in full, the student will be offered a refund in accordance with the Education Services for Overseas Students (Calculation of Refund) Specification 2014 which outlines minimum payment requirements in these circumstances. Refunds will be paid to students within 28 days of the default day.
- Situations where a provider default may occur include:
 - The course does not start of the agreed starting date which is notified in the Offer Letter.
 - The course stops being provided after it starts and before it is completed.
 - The course is not provided fully to the student because the college has a sanction imposed by a government regulator.
- Alternatively, the student may be offered enrolment in an alternative course by IIB at no extra cost to him/her. The student has the right to choose between a refund as outlined above, or to accept a place in another course. If the student agrees to accept an alternative (replacement) course or part of a course, to be provided to the student at IIB's expense, then IIB is relieved of its liability to make the payment.
- The student must advise IIB in writing whether or not they agree to the alternative arrangement.
- All refunds will include a statement explaining how the refund amount was calculated.
- If IIB is unable to provide a refund or place the student in an alternative course, the Tuition Protection Scheme (TPS) will place the student in a suitable alternative course at no extra cost to the student.
- If The TPS cannot place the student in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place the student in a suitable alternative course or, if this is not possible, the student will be eligible for a refund as calculated by the Fund Manager.

Appeals

Once a decision is made on a student's application for fee refund, the student will be notified in writing of the outcome, including reasons for the decision.

PRIVACY NOTICE

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How NCVER and other bodies handle your personal information

NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), Commonwealth authorities, state and territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>.

Surveys

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

Contact and further information

At any time you may contact the Institute of Intellect Blending to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- Privacy Notices and information is available:
 - https://iib.edu.au/student_services/forms-and-student-handbook
 - <https://www.nsw.gov.au/nsw-government/privacy-statement>
- Additional information is available by request:

Email: admissions@iib.edu.au

Phone: 02 8072 7651

Campus: L1 to 3, 436-450 Kent Street Sydney.

By signing this Notice, I agree that I have been issued and explained what this notice means and that I have been given this notice which includes any requirements under the State of NSW, Territory laws.

I have read the IIB Student Handbook and agree to its Policies & Procedures and contents available at www.iib.edu.au

- I hereby declare that the information supplied by me is true and correct.
- I have also attached the evidence of payment details of enrolment / application fee.
- I have read the Fee Management Policy and agree to abide by these terms.
- I give permission that any electronic image or audio taken of me while I am a student can be used by IIB on its websites, social media and in marketing material.

STUDENT NAME:

DATE:

STUDENT SIGNATURE:

Application Checklist – please “check all of the * boxes”

- * English Evidence: Attached certified copies of IELTS or English test scores score.
- * Passport: Attached a copy of your certified passport (front and back),
- * Course Suitability and Statement of Purpose Form: attached relevant employment documentation.
- Copy of Visa (if applicable) or birth certificate.
- Special needs checkbox page 2.
- Academic Qualifications: Attached certified copies of certified academic qualifications, work experience (if applicable)
- Resume and Employment Documentation (if required)
- Overseas Student Health Cover (if applicable).
- Financials (if required)

- * **I declare that I have read this document in its entirety and agree to its terms and conditions.**

ALLOCATED IIB MARKETINGSPECIALIST	
THIRD PARTY AGENT	
AMINISTRATION NOTES:	