

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 process your enrolment and facilitating he is 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 BLOCK letters

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 NCVET 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 NCVET policies and protocols (including those published on NCVET’s website at www.ncver.edu.au).

For more information about NCVET’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)

<p>Please complete this section if you believe you are eligible to apply for Recognition of Prior (RPL) or for credit transfer.</p> <p><i>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></p>	<p>I want to apply for a credit transfer for the following unit/s:</p> <p>I want to apply for RPL for the following unit/s</p> <p>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.</p>
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Overseas Student Health Cover

All international students are required to pay Overseas Student Health Cover (OSHC). 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 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.

Enter your Unique Student Identifier (USI) here:



20 Student Declaration

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

Office Use Only

<p>SCCM MARKETING AND ADMISSIONS OFFICER DECLARATION <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></p>
Name:
Signature:
Date:

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 or 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.

Sydney City College of Management International Student Course Fees and Charges Guide

Course name	Course Code	Tuition Fee per year	Enrolment Fee	Material Fee	Estimated Total Course Cost
*BSB42015 Certificate IV Leadership and Management (30 weeks academic + 9 weeks Holiday)	095740M	8,100	250	378	8,728 (3 Terms)
*BSB50618 Diploma of Human Resources Management (60 weeks academic + 18 weeks holiday)	098674C	10,800	250	349	16,799 (6 Terms)
***BSB51918 Diploma of Leadership and Management (Academic weeks 40 + 12 Weeks Holiday)	095742J	10,800	250	444	11,494 (4 Terms)
*BSB61015 Advanced Diploma Leadership and Management (Academic weeks 60 + 18 Weeks Holiday)	095743G	10,800	250	500	16,950 (6 Terms)
***FNS40217 Certificate IV of Accounts and Bookkeeping (Academic weeks 40 + 12 Weeks Holiday)	097798K	10800	250	349	11399 (4 Terms)
***FNS50217 Diploma of Accounting (Academic weeks 40 + 12 Weeks Holiday)	097799J	10800	250	400	11,450 (4 Terms)
*FNS60217 Advanced Diploma of Accounting (Academic weeks 60 + 18 Weeks Holiday)	097800K	10800	250	500	16,950 (6 Terms)
***ICT40418 Certificate IV in Information Technology Networking (Academic weeks 40 + 12 Weeks Holiday)	099864M	12000	250	349	12,599 (4 Terms)
***ICT50118 Diploma of Information Technology (Academic weeks 50 + 15 Weeks Holiday)	099828D	12000	250	400	15,650 (5 Terms)
*ICT60515 Advanced Diploma of Computer Systems Technology (Academic weeks 60 + 18 Weeks Holiday)	096686D	12000	250	500	18,750 (6 Terms)
**SIT40516 Certificate IV in Commercial Cookery (Academic weeks 60 + 18 weeks Holiday)	0101828	10000	250	750	16,000 (6 Terms)
***SIT50416 Diploma of Hospitality Management (Academic weeks 60 + 18 weeks Holiday)	0101829	10000	250	750	16,000 (6 Terms)
*SIT60316 Advanced Diploma of Hospitality Management (Academic weeks 80 + 24 Weeks Holiday)	097802G	10,000	250	500	20,750 (8 Terms)
***BSB80615 Graduate Diploma of Management (Learning) (Academic weeks 40 + 12 weeks Holiday)	0101830	15000	250	750	16,000 (4 Terms)

* Course only available in Parramatta Campus.

** Course only available in City Campus.

*** Course available in both Campuses.