



Sunshine College of Management
18 Withers Street, Sunshine, Vic 3020
Phone: 03 9311 5180
Fax: 03 9312 7625
EMAIL: info@scm.vic.edu.au
Web: www.scm.vic.edu.au

STUDENT ENROLMENT FORM – (International Student)

Personal Details		
<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (DD/MM/YYYY): _____	
Family Name:	Given Name/s:	
Nationality:	Passport Number:	
Country of Birth	Town of Birth	
Address in home country:		
	Post Code:	Home Country Telephone Number:
Address in Australia (if applicable):		
	Post Code:	
Australian Telephone Number:	Mobile Phone:	
Facsimile:	Email Address	
Visa (Please tick): <input type="checkbox"/> Student <input type="checkbox"/> Tourist <input type="checkbox"/> Working holiday <input type="checkbox"/> Other:	Visa Number:	
Highest academic qualification		
Year qualification obtained	IELTS or TOEFL Score (if available)	
How did you hear about Sunshine College of Management Pty Ltd		
<input type="checkbox"/> Family <input type="checkbox"/> Internet <input type="checkbox"/> Friend <input type="checkbox"/> Other: _____		
Next to Kin / Emergency Contact Number		
Name:	Relationship to you:	
Address:		
Home Phone: ()	Work: ()	
Email:	Mobile :	



Choose your Qualification	CRICOS Code	Course Length	Total Fees
<input type="checkbox"/> BSB50215 DIPLOMA OF BUSINESS	087202D	51 Weeks	\$8,000.00
Payment	<input type="checkbox"/> AS per study periods* {\$2,000 – Term 1 (13 wks) + \$2,000 – Term 2 (14wks) +\$2,000 Term 3 (12wks) + 1,500 Term 4 (6wks) +(\$200 Application fee non-refundable + \$300 Materials Fee non-refundable)		
<input type="checkbox"/> FDF30510 CERTIFICATE III IN RETAIL BAKING- (CAKE AND PASTRY)	076472F	51 Weeks	\$10,000.00
Payment	<input type="checkbox"/> As Per study periods* \$2,500- Term 1 (11 wks)+ \$2,500- Term 2 (11 wks) + \$2,250- Term 3 (11 wks)+ \$2,250- Term 4 (12 wks) + (\$200 Application fee non-refundable + \$300 Materials Fee non -refundable)		
<input type="checkbox"/> BSB60215 ADVANCED DIPLOMA OF BUSINESS	087485K	52 Weeks	\$10,000.00
Payment	<input type="checkbox"/> As Per study periods* \$2,500- Term 1 (11 wks)+ \$2,500- Term 2 (11 wks) + \$2,250- Term 3 (11 wks)+ \$2,250- Term 4 (12 wks) + (\$200 Application fee non-refundable + \$300 Materials Fee non -refundable)		
<input type="checkbox"/> SIT30816 Certificate III in Commercial Cookery	094137A	52 Weeks	\$11,500.00
Payment	<input type="checkbox"/> As Per study periods* \$2,625- Term 1 (10 weeks) + \$2,625- Term 2 (10 weeks) + \$2,625- Term 3 (9 weeks) + \$2,625- Term 4 (11 weeks) + (\$200 Application fee non-refundable + \$800 Materials Fee non -refundable)		
<input type="checkbox"/> SIT40516 Certificate IV in Commercial Cookery	094138M	80 Weeks	\$17,500.00
Payment	<input type="checkbox"/> As Per study periods* \$2,750- Term 1 (10 weeks) + \$2,750- Term 2 (11 weeks) + \$2,750- Term 3 (8 weeks) + \$2,750- Term 4 (11 weeks) + \$2,750- Term 5 (8 weeks) + \$2,750- Term 6 + (10 weeks) +(\$200 Application fee non-refundable + \$800 Materials Fee non -refundable)		
<input type="checkbox"/> SIT50416 - Diploma of Hospitality Management	091031F	75 Weeks	\$19,500.00
Payment	<input type="checkbox"/> As Per study periods* \$3084- Term 1 + \$3084- Term 2 + \$3084- Term 3 + \$3084- Term 4 + \$3084- Term 5 + \$3080- Term 6 + (\$200 Application fee non-refundable + \$800 Materials Fee non -refundable)		
<input type="checkbox"/> SIT60316 Advanced Diploma of Hospitality Management	091111F	94 Weeks	\$21,500.00
Payment	<input type="checkbox"/> As Per study periods* \$2,929- Term 1 (9 weeks) \$2,929- Term 2 (11 weeks) + \$2,929- Term 3 (8 weeks) + \$2,929- Term 4 (13 weeks) + \$2,929- Term 5 (15 weeks) + \$2,929- Term 6 (9 weeks) + \$2,926- Term 7 (10 weeks) +(\$200 Application fee non-refundable + \$800 Materials Fee non -refundable)		
<input type="checkbox"/> 22251VIC Certificate II in EAL (Access)	086350M	26 Weeks	\$5000.00
Payment	\$5000.00 AS per study periods* {\$2,250 – Term 1 (13 wks) + \$2,250 – Term 2 (12wks)+(\$200 Application fee non-refundable + \$300 Materials Fee non-refundable)		
<input type="checkbox"/> 22253VIC Certificate III in EAL (Access)	086351K	26 Weeks	\$5000.00
Payment	\$5000.00 AS per study periods* {\$2,250 – Term 1 (13 wks) + \$2,250 – Term 2 (11wks)+(\$200 Application fee non-refundable + \$300 Materials Fee non-refundable)		

Student Enrolment Form International

Version: 13.0 |September 2017|



* Study Period refers to the number of weeks in a term

RECOGNITION OF PRIOR LEARNING & CREDIT TRANSFERS	
I wish to apply for RPL	<input type="checkbox"/> Yes <input type="checkbox"/> No
I wish to apply for Credit Transfer	<input type="checkbox"/> Yes <input type="checkbox"/> I have attached my Credit Transfer Application Form <input type="checkbox"/> No

Language/Cultural Diversity

Your first language: Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often.) <input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other - Please specify	How well do you speak English? <input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all
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Overseas Student Health Cover (OSHC)

Do you have OSHC? Yes No

If Yes, who is your provider? _____, Membership No: _____ Expiry: ____/____/____
 (Please attach a copy of your membership details)

If No, do you want SCM to arrange OHSC on your behalf?
 Yes No

Please note: It is a requirement of your student visa approval that you show evidence of current OSHC for the duration of student visa. It is student's responsibility to get health coverage.

Disability

Do you consider yourself to have a disability, impairment or long-term condition?
 Yes No - Go to Next Question

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	<input type="checkbox"/> Physical	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Learning
<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Acquired Brain Impairment	<input type="checkbox"/> Vision	<input type="checkbox"/> Medical Condition

Emergency Contact Information

LOCAL

Name: _____ Contact No: _____
 Address: _____ Relationship: _____

INTERNATIONAL



Name: _____ Contact No: _____

Address: _____ Relationship: _____

MEDICAL CONTACT DETAILS

Doctor: _____ Contact No: _____

Address: _____

Schooling

What is your highest COMPLETED school level? (Tick ONE box only.)

<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 below	<input type="checkbox"/> Never attended school

In which YEAR did you complete that school level? Year _____

Are you still attending secondary school?

- Yes
 No

PREVIOUS Qualifications Achieved

Have you successfully completed any of the following qualifications?

- Yes
 No

<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"/> Certificates other than the above

If YES, then tick ANY applicable boxes

Please provide details and copies of completed certificates.

Qualification: _____ Year: _____ Location: _____

Qualification: _____ Year: _____ Location: _____

UNIQUE STUDENT IDENTIFIER

From January 1, 2015 all learners studying nationally recognised training in Australia are required to have a Unique Student Identifier.

Please enter your USI

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If you do not have a USI, you can apply at www.usi.gov.au SCM can apply to the Student Identifiers registrar on your behalf for a USI. You will be required to complete Unique Student Identifier Application Form

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	Employer
Employed - unpaid worker in a family business	Unemployed - seeking full-time work
Unemployed - seeking part-time work	Not employed - not seeking employment

Study Reason

Of the following categories, which BEST describes your main reason for undertaking this course? (Tick ONE box only.)

To get a job	To develop my existing business
To start my own business	To try for a different career
To get a better job or promotion	It was a requirement of my job
I wanted extra skills for my job	To get into another course of study
For personal interest or self-development	Other reasons :

OTHER FEES PAYABLE

- * Re-Issue of Testamurs / Statements of attainment - \$50 each copy
- * Reassessment Fee \$220.00 (after third attempt)
- * RPL Fee \$250.00 per unit
- * Re-Issue of Student Card \$20.00
- * Late payment of semester fees - \$250.00 per instalment
- * Unit re-enrolment fee \$500.00 (for students who exceed the maximum duration period)

Declaration –The information provided by me in this form is complete.

- * I understand that the payment I provide applies to the course I have chosen and I will be provided further information from Sunshine College of Management to finalising my enrolment.
- * I acknowledge that providing false information and /or failing to disclose any information relevant to my application for enrolment and /or failure to complete an application/Enrolment form may result in the withdrawal of any offer
- * I understand that it is my responsibility to provide all relevant and required documentation.
- * I can view current policies and procedures online at www.scm.vic.edu.au and I can contact Sunshine College of Management Pty Ltd. to request a paper copy to be sent to me.
- * The fees related to the application are not the total fees. Payment of fees will be included in the student enrolment agreement once my application has been accepted.
- * I understand that if SCM rejects my application before providing a student enrolment agreement the application fee will not be refunded.
- * I will abide by the Rules and Regulations of the College;
- * I have the financial capacity to meet tuition fees, and agree to pay fees as they become due;
- * The college has permission to use any photographic image on which you may appear on marketing and advertising materials;
- * Sunshine College of Management Pty Ltd is required, under s19 of the ESOS Act, to tell the Department about changes to student's enrolment; and any breach by students of student visa conditions relating to attendance or satisfactory academic performance;
- * I understand that SCM has access to my personal information for the purpose of verifying the USI number.

STUDENT NAME: _____

STUDENT SIGNATURE: _____

DATE: ____ / ____ / _____



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OFFICE USE ONLY

Documents attached:

Passport and Visa YES NO STAFF SIGNATURE: _____

IELTS or Equivalent YES NO STAFF SIGNATURE: _____

High School Certificate
(or Australian Qualification) YES NO STAFF SIGNATURE: _____

Payment Received? YES NO STAFF SIGNATURE: _____