



Business college of Sydney

Business College of Sydney

Telephone: +61 02 8385 5818

Email: admin@bcs.edu.au

Address:

Level 1, 12 Bulter Road Hurstville, NSW 2220

RTO: 46283 CRICOS Number: 04288B

ABN: 12667713206



International Student Application Form

Courses Details

SELECT	COURSES					DURATION		TUITION FEE	
	English for Academic Purpose					How many weeks? _____		Date to start: _____	
	BSB40120 Certificate IV in Business					52 weeks		Onshore: A\$6,000 Offshore: A\$8,000	
2026				18/May	20/Jul	07/Sep	12/Oct	30/Nov	
2027	1/Feb	22/Mar	26/Apr	14/Jun	19/Jul	06/Sep	11/Oct	29/Nov	
2028	31/Jan	20/Mar	24/Apr	12/Jun	24/Jul	11/Sep	16/Oct	04/Dec	
2029	29/Jan	19/Mar	30/Apr	18/Jun	23/Jul	10/Sep	15/Oct	03/Dec	
	BSB50120 Diploma of Business					52 weeks		Onshore: A\$6,000 Offshore: A\$8,000	
2026				18/May	20/Jul	07/Sep	12/Oct	30/Nov	
2027	1/Feb	22/Mar	26/Apr	14/Jun	19/Jul	06/Sep	11/Oct	29/Nov	
2028	31/Jan	20/Mar	24/Apr	12/Jun	24/Jul	11/Sep	16/Oct	04/Dec	
2029	29/Jan	19/Mar	30/Apr	18/Jun	23/Jul	10/Sep	15/Oct	03/Dec	
	BSB60120 Advanced Diploma of Business					78 weeks		Onshore: A\$9,000 Offshore: A\$12,000	
2026					20/Jul	24/Aug	12/Oct	16/Nov	
2027	01/Feb	08/Mar	26/Apr	31/May	19/Jul		11/Oct		
2028	31Jan	06/Mar	24/Apr	29/May	24/Jul	28/Aug	16/Oct	20/Nov	
2029	29/Jan		30/Apr		23/Jul	27/Aug	15/Oct	19/Nov	

BSB40420 Certificate IV in Human Resource Management					52 weeks			Onshore: A\$6,000 Offshore: A\$8,000	
2026				18/May	20/Jul	07/Sep	12/Oct	30/Nov	
2027	1/Feb	22/Mar	26/Apr	14/Jun	19/Jul	06/Sep	11/Oct	29/Nov	
2028	31/Jan	20/Mar	24/Apr	12/Jun	24/Jul	11/Sep	16/Oct	04/Dec	
2029	29/Jan	19/Mar	30/Apr	18/Jun	23/Jul	10/Sep	15/Oct	03/Dec	
BSB50320 Diploma of Human Resource Management					52 weeks			Onshore: A\$6,000 Offshore: A\$8,000	
2026				18/May	20/Jul	07/Sep	12/Oct	30/Nov	
2027	1/Feb	22/Mar	26/Apr	14/Jun	19/Jul	06/Sep	11/Oct	29/Nov	
2028	31/Jan	20/Mar	24/Apr	12/Jun	24/Jul	11/Sep	16/Oct	04/Dec	
2029	29/Jan	19/Mar	30/Apr	18/Jun	23/Jul	10/Sep	15/Oct	03/Dec	
BSB60320 Advanced Diploma of Human Resource Management					78 weeks			Onshore: A\$9,000 Offshore: A\$12,000	
2026					20/Jul	24/Aug	12/Oct	16/Nov	
2027	01/Feb	08/Mar	26/Apr	31/May	19/Jul		11/Oct		
2028	31/Jan	06/Mar	24/Apr	29/May	24/Jul	28/Aug	16/Oct	20/Nov	
2029	29/Jan		30/Apr		23/Jul	27/Aug	15/Oct	19/Nov	
BSB80120 Graduate Diploma of Management (Learning)					52 weeks			Onshore: A\$8,000 Offshore: A\$10,000	
2026					20/Jul	24/Aug	12/Oct	16/Nov	
2027	01/Feb	08/Mar	26/Apr	31/May	19/Jul	23/Aug	11/Oct	15/Nov	
2028	31/Jan	06/Mar	24/Apr	29/May	24/Jul	28/Aug	16/Oct	20/Nov	
2029	29/Jan	05/Mar	30/Apr	04/Jun	23/Jul	27/Aug	15/Oct	19/Nov	

APPLICATION DETAILS

Class Timetable

- Day class: Mon to Fri
 Evening class: Mon to Fri
 Weekend: Sat and Sun

APPLICATION DETAILS

Level 2 56-58 York Street, Sydney NSW

APPLICANT DETAILS

Student current location

- In Australia
 Overseas

Family Name:		Given Name:	
Nationality:		Gender:	<input type="checkbox"/> Male / <input type="checkbox"/> Female
Date of Birth		Country of Birth:	
USI (Unique Student Identifier):			
Passport Number:		Email:	

Have you previously been enrolled at Business College of Sydney?

- NO
 YES - Student Number:

Contact Details:

Address:			
Postcode:			
Telephone:		Mobile:	
Person who contact in an emergency:			
Name:			
Address:			
Postcode:			
Telephone:		Mobile:	

EDUCATION AND EXPERIENCE

Have you SUCCESSFULLY completed any of the following Qualifications?

- NO
 YES - *Tick ANY applicable boxes (you may indicate more than one)*
- Bachelor Degree or Higher Degree
 - Advance Diploma or Associate Degree
 - Diploma (or Associate Diploma)
 - Certificate IV (or Associate Certificate/Technician)
 - Certificate III (or Trade Certificate)
 - Certificate II
 - Certificate I
 - Certificate other than these

Please list any Qualifications or Work Experience you have completed and the Year of completion. (attach resume if appropriate)

Qualification Experience	or	Work	Completion Year
1.			
2.			
3.			
4.			

Is English your First Language?

YES

NO - *Please Answer Questions Below*

Do you wish to apply for course credit through recognition of qualifications and statements of attainment issued by another Australian RTO (National Recognition) or credit transfer?

NO

YES - *Certified copies of transcripts from previous qualifications must be provided with this form.*

Do you wish to apply for course credit through Recognition of Prior Learning?

NO

YES - *You will be contacted to discuss this further.*

Do you speak a language other than English at home? *If more than one language, indicate than one that is spoken most often.*

NO, English only

YES, please specify:

How well do you speak English?

Very well Well Not well Not at all

Have you completed a degree or diploma with in the last 2 years where the sole language of was instruction in English?

NO

YES, please state degree and institution

1.
2.
3.

Have you undertaken English Language test within the last 2 years?

IELTS TOEFL PTE CAE Other, please specify:

Score:

Date of Test

Tell us the reason(s) you want to take this course

Career Academic Personal Other, please specify:

Where did you hear about us?

Do you have any disability that will affect in your learning environment?

NO

Yes - Please indicate the area of disability, impairment or long-term condition. (*tick as many as apply*)

Hearing Learning Visual Mental Illness Intellectual Chronic Illness

Physical Acquired brain injury Other, please specify:

Do you request for any special needs / support?

NO

YES, please specify:

Please make sure you refer to the specific entry requirements that apply to the course you are enrolling for. These requirements are detailed in the student information section of the Handbook.

Do you require pick up from Airport to your place accommodation?

NO

Yes - AUD 200 (one way) *fees are subject to change.

Do you hold a current Australia Visa?

NO

YES - Visa Type:

Expiry Date:

Have you been refused a visa from any country including Australia for any reason?

NO

YES - *You will be asked to provide full details and copies of any documents.*

Do you require OSHC cover service from us?

YES - Please provide me with the service. Single Couple Family

OSHC Start Date:

NO - I already have OSHC or I will provide my own

DOCUMENT CHECKLIST

ONSHORE Application:

Please make sure you have every box ticked off for timely processing of an application.

- Completed an application form with ensuring of provided valid email address/ current contact detail, Australian address and answer all relevance questions.
- Provided a certify copies of the main application's passport, and every dependent who is included in the application.
- Provided detail of academic history record and a certify copies of transcripts which you have taken in Australia.
- Provided a certify copies of English language proficiency evident such as IELTS, TOEFL, PET, or CAE test result or proved of an offer enrollment as package course with other ELICOS providers.
- Provided a certify copies of completion of Australian Year 12 or international equivalent.
- Provided signed of Financial Declaration form by the student and the agent.

OFFSHORE Application:

Please make sure you have every box ticked off for timely processing of an application.

- Completed an application form with ensuring of provided valid email address/ current contact detail, Australian address and answer all relevance questions.
- Provided a certify copies of the main application's passport, and every dependent who is included in the application.
- Provided detail of academic history record and a certify copies of transcripts which you have taken in your home country or other countries outside Australia.
- Provided a certify copies of English language proficiency evident such as IELTS, TOEFL, PET, or CAE test result or proved of an offer enrollment as package course with other ELICOS providers.
- Provided signed of Financial Declaration form by the student and the agent with a certify copies of the bank account balance or funding sources such as bank loan letter or Australian sponsor funding source detail support letter.
- Provided a current bank statement. When another person or business is providing funds, show evidence of the relationship and any history of financial support provided to the student or any other students.

Please note that Business College of Sydney cannot issue any offer letter without above documents.

COE will only be issued if the following documents are in place:

- Evidence of minimum payment - receipt from the bank.
- Signed Student Agreement to confirm acceptance an enrollment offer with agree term and condition which attached to the offer letter

All documents must certify English Language translation and please email to: admin@australianprime.edu.au

1. Signed of Checklist Confirmation completion:

Date:

2. Signed of Counselors/Agent's name:

Date:

FEES

Tuition Fee (from first page of application)

A\$

COE Re-issuance Charges (Excepting Visa rejection)

A\$ 100

Application Fee (not refundable)

A\$ 500

Admin. Processing fee for refund

A\$ 200

RPL application fee (not refundable)

A\$ 100

Repeat unit fee a unit of competency for Certificate IV course

A\$ 400

Repeat unit fee a unit of competency for Diploma or higher course

A\$ 625

Material fee (per course)

A\$ 300 to A\$ 800

Assessment resit fee

A\$ 150

Late payment fee

A\$ 150

Homestay Assistant fee - optional (not refundable)

A\$ 250

Airport meeting – optional (not refundable)

A\$ 150

OSHC

A\$ _____

Total Fees

A\$ _____

Please make your payment by Bank Draft to Business College of Sydney PTY LTD, no obligation is created on Business College of Sydney PTY LTD until funds are cleared and an official receipt is issued.

Acceptance Procedure:

1. As soon as decision is made on your eligibility you will be informed of the outcome.
2. If your application is successful you will receive a copy of this countersigned Student Written Agreement and a Letter of Offer stating the course, for which you have been accepted, courses fee to be paid, commencement date and Overseas Student Health Cover information.

When you have paid your fees a Confirmation of Enrolment will be sent to you, and Business College of Sydney PTY LTD will have DIBP advised within 14 days.

REFUNDS

1 The Applicant confirms that all the information provided in this application is complete and correct.

2 The Applicant agrees to be bound by AUSTRALIAN PRIME EDUCATION & TRAINING PTY LTD rules and regulations in force from time to time and otherwise to follow acceptable codes of behaviour, attendance and academic performance and show a concern for other students.

3 All fees and charges must be paid in full prior to course commencement unless a “payment plan” is arranged with AUSTRALIAN PRIME EDUCATION & TRAINING PTY LTD. Student tuition fees are safeguarded through the use of insurance and assurance schemes mandated by Australian Legislation.

4 Refund application form must be completed and submitted to AUSTRALIAN PRIME EDUCATION & TRAINING PTY LTD. Refunds will be refunded within 28 days of receipt of a refund application form and will include a statement explaining how the refund was calculated.

4.1

Withdrawal for visa refusal in writing and received by Australian Prime Education and Training before course commencement	100% refund of tuition fees
Withdrawal for visa refusal in writing and received by Australian Prime Education and Training after course commencement	100% refund of the unused tuition fees
Withdrawal notified in writing and received by Australian Prime Education and Training 28 days or more prior to course commencement	50% of the tuition fees will be forfeited.
Withdrawal notified in writing and received by Australian Prime Education and Training less than 28 days prior to course commencement	70% of the tuition fees will be forfeited.
Withdrawal notified in writing and received by Australian Prime Education and Training on the course commencement date or after the course commences	No refund of tuition fees.
Student's enrolment is terminated for failure to comply with Australian Prime Education and Training 's policies and procedures and DHA's visa requirements or supplied incorrect, false, fake, or misleading information/documents	No refund of tuition fees.

5 This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia’s consumer protection laws.

6 In the unlikely event that AUSTRALIAN PRIME EDUCATION & TRAINING PTY LTD is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by AUSTRALIAN PRIME EDUCATION & TRAINING PTY LTD at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement. If AUSTRALIAN PRIME EDUCATION & TRAINING PTY LTD is unable to provide a refund or place you in an alternative course the Tuition Protection Service (TPS) will be responsible for providing refunds or providing assistance to locate an alternative.

7 Fees not listed in the refund section (part 4) are not refundable. Prior to a student enrolling fees may be altered without notice. Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course. If a course length is extended by the student then any fee increases will be required to be paid for the extended component of the course.

8 Students wishing to defer the commencement of studies or suspend their studies must complete deferral or suspension form and submit to AUSTRALIAN PRIME EDUCATION & TRAINING PTY LTD. AUSTRALIAN PRIME EDUCATION & TRAINING PTY LTD may decide to suspend or cancel a student's enrolment on its own initiative as a response to misbehaviour by the student. Deferral of commencement, suspension of enrolment and cancellation of enrolment have to be reported to DIBP and may affect the status of a student visa.

9 Students must notify AUSTRALIAN PRIME EDUCATION & TRAINING PTY LTD of changes of address, telephone number, email address and fax number within 7 days they occur. Failure to do this may mean student do not receive important information which may affect their course, their enrolment or the visa.

Student declaration

I understand the terms of this Contract and the refund conditions and confirm that I have been fully advised of the fees, refund conditions and conditions of enrolment and agree to be a student at AUSTRALIAN PRIME EDUCATION & TRAINING PTY LTD. Information is collected on this form and during your enrolment in order to meet AUSTRALIAN PRIME EDUCATION & TRAINING PTY LTD obligations under the ESOS Act and the National Code 2007; and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service (TPS). In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

GENUINE TEMPORARY ENTRANT (GTE) ASSESSMENT

1. How did you find Business College of Sydney? Please provide details.

2. What are the reasons for choosing the undertake selected course(s)?

3. Please explain how the course(s) you have chosen will benefit to your future plan.

4. What are the reasons for choosing Business College of Sydney over other providers in Australia?

5. What are the reason for choosing to study in Australia rather than in your home country?

6. How many years since you last studied? If there is a gap in your studies, please explain what you have been doing in this gap.

7. Have you previously studied any courses in Australia?

8. Relationship Status

- Single Engaged De Facto Separated Divorced Widowed
 Married - How long? _____ Years _____ Months

9. Do you have dependents?

NO

YES - How many? _____

Will any dependent?

Travel to Australia

Remain at home

10. Have you or your dependents had any previous visa application rejections?

NO

YES - Please provide the reasons:

TERMS AND CONDITIONS - INTERNATIONAL STUDENTS

Conditions of Enrolment – International Students

1. Unique Student Identifier (USI)

All students studying nationally recognised training in Australia from 1 January 2015 will be required to have a Unique Student Identifier (USI). A USI is an account (or reference number) made up of numbers and letters. The USI will allow students online access to their training records and results (transcript) through their online USI account. Each student will need a USI to obtain their certificate or qualification from their registered training organisation when studying nationally recognised training in Australia. For more information visit www.usi.gov.au or ask at Reception. You can either apply yourself for your USI or ask at Reception and we can do it on your behalf or assist.

2. Orientation

In order to complete your enrolment successfully, you must attend orientation. International Students will receive an orientation information which explaining the orientation process as part of their COE package.

3. Overseas Students Health Cover (OSHC)

When you enrol with Business College of Sydney, you are required by law to have Overseas Student Health Cover (OSHC). For more information visit: www.nib.com.au/overseas-students.

4. Tuition Protection Services (TPS)

The Tuition Protection Service (TPS) is initiative of the Australian Government to assist International Students whose education providers are unable to fully deliver their course study.

5. Code of Conduct

Students must abide by the Institute rules at all times. This includes conduct during time spent on the Institute premises, in class and in accommodation arranged by Business College of Sydney. We reserve the right to discipline or expel students.

Student Declaration

I am aware of the extent of the tuition and living costs associated with studying in the course and I am prepared to meet these costs. I have read and understood my responsibilities regarding the Overseas Student Health Cover and my student visa requirements.

I will be bound by the rules and procedures of Business College of Sydney, (as varied from time to time), and to

pay the prescribed tuition fees for which I am liable. I am aware that failure to pay the charge when it becomes due could lead to suspension from the course and the cancellation of my student visa.

I understand that my personal information may be shared with the Australian Government, designated authorities and the Tuition Protection Services. This information may include personal and contact details, course enrolment details and changes and circumstances of any suspected breach by the student of a student visa condition.

I understand that if my attendance is not satisfactory and does not improve after being warned, The Institute is required to inform the appropriate government departments of this and my visa may be cancelled.

I accept that as an international student, I am only allowed to defer commencement or suspend my studies for medical reasons (in which case a doctor's certificate will be required) or in the case of exceptional compassionate circumstances.

I understand that if I provide incorrect or incomplete information, this may result in cancellation of my enrolment.

I understand that I am obliged to notify Business College of Sydney within seven days of any change of address while I am enrolled in the course.

I have read, understood and agree to abide by the conditions of the agreement outlined above and acknowledge and understand Business College of Sydney's Refund Policy.

I acknowledge Business College of Sydney's right to change its fees and conditions cancel or defer courses, and to alter course timetable at any time without notice.

I am aware that school aged dependents accompanying me will be required to pay full fees at a private government school in Australia.

I understand that Business College of Sydney reserves the right to change any terms or conditions under the Australia Legislative and State Acts.

I understand that by completing this application, I am giving written consent for Business College of Sydney to independently verify the information supplied by me and any agents in this form and provide further documents as required.

I declare that I am a Genuine Temporary Entrant and Genuine Student. (See detail on <http://www.homeaffairs.gov.au/Trav/Stud/More/Genuine-TemporaryEntrant>).

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. If you do not provide this information, we will be

unable to process your enrolment.

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 the NCVER and other bodies handle your personal information

The 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.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), 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.

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

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

For more information about how the 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 us using the contact details listed below.

DESE 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 DESE will handle your personal information, please refer to the DESE VET Privacy Notice at

<https://www.dese.gov.au/national-vet-data/vet-privacy-notice>

I certify that all information I have provided on this form is true and correct.

"This agreement, and the availability of complaints and appeals processes, does not remove the right of the students to take action under Australia's consumer protection laws"

Student's Signature Here:

Date:

Agent Declaration

As an authorization of Business College of Sydney agent, I/We take full responsibility for verifying any of the information provided in this application on behalf of Business College of Sydney and that Business College of Sydney may take action under that agreement, including the cancellation of the agreement for any false or misleading information or breach of the Code of Conduct.

Agent's Signature Here:

Date:



Business College of Sydney

Telephone: +61 02 8385 5818

Email: admin@bcs.edu.au

Address: Level 2, 56-58 York Street, Sydney, NSW Australia 2000

RTO: 46283 CRICOS Number: 40288B

ABN: 12667713206