

## Student Enrolment Form

### Personal Details

|  |   |                  |  |            |  |  |  |
|--|---|------------------|--|------------|--|--|--|
| Have you previously studied at Chambers School of Business (CSB)?      |   |                  | No <input type="checkbox"/> Yes <input type="checkbox"/> |            | Student ID   |  |  |
| Title  | Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Other <input type="checkbox"/> | Date of Birth    |  | Gender     | Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> |  |  |
| Family Name  |   | Given Name       |  |            |  |  |  |
| Country of Birth   |   | Citizenship      |  |            |  |  |  |
| Passport No.   |   | Country of Issue |  | USI Number |  |  |  |
| At the time of this application, are you in residing Australia?        |   |                  |  |            | Yes <input type="checkbox"/> No <input type="checkbox"/>                                     |  |  |
| Please provide name of your current education provider (if applicable) |   |                  |  |            |  |  |  |

### Australian Address and Contact Details

|              |          |               |  |  |  |  |  |
|--------------|----------|---------------|--|--|--|--|--|
| Street       |          | Suburb        |  |  |  |  |  |
| State        | Postcode | Country       |  |  |  |  |  |
| Mobile Phone |          | Email Address |  |  |  |  |  |

### Address in Home Country

|          |  |              |  |         |  |
|----------|--|--------------|--|---------|--|
| Address  |  |              |  |         |  |
| Suburb   |  | State        |  | Country |  |
| Postcode |  | Phone number |  |         |  |

### Authorised Agent Details (if applicable)

|             |  |                |  |
|-------------|--|----------------|--|
| Agency Name |  | Contact Person |  |
| Email       |  | Telephone No.  |  |

### Course Type

|  |   |  |
|--|---|--|
| Is the student taking this course as   | Principal Course <input type="checkbox"/> | Concurrent Course <input type="checkbox"/> |
| <i>Please note that the students who apply to study a course at CSB as a concurrent course will be responsible to meet the course requirements of their principal provider in addition to CSB course requirements.</i> |   |  |

| Course Selection  |  |
|---|--|
| <input type="checkbox"/> BSB50120 Diploma of Business                       | <input type="checkbox"/> BSB60120 Advanced Diploma of Business         |
| <input type="checkbox"/> BSB80120 Graduate Diploma of Management (Learning) | <input type="checkbox"/> SIT40521 Certificate IV in Kitchen Management |
| <input type="checkbox"/> SIT50422 Diploma of Hospitality Management         |  |
| Preferred Intake Date   |  |

| English Language Proficiency  |                                |                              |                                |                             |
|---|--------------------------------|------------------------------|--------------------------------|-----------------------------|
| Is English your first language?   | Yes <input type="checkbox"/>   | No <input type="checkbox"/>  | What is your first language?   |                             |
| Have you completed any secondary or tertiary studies where English was the language of ?  |                                |                              | Yes <input type="checkbox"/>   | No <input type="checkbox"/> |
| Please indicate if you have taken any of the following English tests:   |                                |                              |                                |                             |
| IELTS <input type="checkbox"/>  | TOEFL <input type="checkbox"/> | PTE <input type="checkbox"/> | Other <input type="checkbox"/> |                             |
| Overall Score   |                                | Test Date                    |                                |                             |
| <i>To check if you have met CSB English Language Entry Requirements, please refer to CSB Website <a href="http://www.csb.edu.au">www.csb.edu.au</a></i> |                                |                              |                                |                             |

| Educational Background |                       |          |                |
|------------------------|-----------------------|----------|----------------|
| Institution/School     | Name of Qualification | Location | Year Completed |
|                        |                       |          |                |
|                        |                       |          |                |
|                        |                       |          |                |
|                        |                       |          |                |

| RPL/Credit Transfer  |                              |                             |
|--|------------------------------|-----------------------------|
| Do you wish to apply for RPL/ Credit Transfer?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| <i>If you have studied or are currently studying at another academic institution, you may be eligible for credit transfer/RPL towards your qualification at CSB. For further information, please refer to the Credit Transfer Policy and Procedure available at our website <a href="http://www.csb.edu.au">www.csb.edu.au</a></i> |                              |                             |

## Overseas Student Health Cover

Would you like CSB to arrange health cover for you? No  Yes  Single  Couple  Family

## Support Services

Do you have a disability, impairment or long-term medical condition which may affect your studies?

No  Yes  Hearing  Vision  Learning  Mobility  Medical  Other

*If you wish to apply for reasonable adjustment upon commencement at CSB, please refer to the Student Assessment Policy and Procedure available on CSB's website [www.csb.edu.au](http://www.csb.edu.au) for further information.*

## Student Declaration

I declare that I have read CSB policies and procedures on [www.csb.edu.au](http://www.csb.edu.au) and that the information submitted on and with this form is complete and accurate in all respects. I acknowledge that the provision of incorrect information may result in the withdrawal by CSB of any place which may be offered. I agree to release and indemnify CSB and its officers, employees, agents, partners and contractors from and against any liability, claim, action, demand, loss or expense (including legal costs) arising out of or in any way connected with the provision of incorrect information. I acknowledge that I am bound by the statutes and regulations of CSB and I agree to pay all fees charged directly to me arising from this enrolment.

## Student Checklist

I have:

- Completed all sections of the application form
- Attached certified copy of passport and current Australian visa (if applicable)
- Attached certified copies of academic transcript(s) and certificate(s) translated into English (if applicable)
- Attached evidence of English language proficiency
- Read and signed the student declaration

|                  |  |
|------------------|--|
| <b>Name</b>      |  |
| <b>Signature</b> |  |
| <b>Date</b>      |  |

### Please return this form to:

Chambers School of Business

Level 4, 79 George Street, PARRAMATTA NSW 2150

Email: [studentsupport@csb.edu](mailto:studentsupport@csb.edu) Phone: +61 2 8820 0205

#### Chambers School of Business

Level 04, 79 George Street, Parramatta NSW 2150

Ph: +61 2 8820 0205 | Email: [studentsupport@csb.edu](mailto:studentsupport@csb.edu)

ABN: 45 626 918 189 RTO ID: 45629 | CRICOS Code: 03867B

Student Enrolment Form July 2022

## Important Information

### How to Apply

|    |  |
|----|--|
| 1. | Complete the application form or apply online by visiting <a href="http://www.csb.edu.au">www.csb.edu.au</a> . Offshore international students must apply through authorised agents. To find a list of our approved partners, please visit <a href="http://www.csb.edu.au">www.csb.edu.au</a> . Some offshore students will be requested to complete an additional GTE form which is available on CSB website. CSB Admissions Officer will inform agents if this extra step is required. |
| 2. | Provide certified* copies of academic transcripts and certificates translated into English (if applicable), evidence of English language proficiency, passport and visa (if applicable).<br>*Documents can be certified by our representative, authorised agent, Justice of the Peace, Public Notary, Australian Embassy or Consulate.   |
| 3. | Submit your completed Enrolment Application to an authorised education agent or send to CSB by email <a href="mailto:studentsupport@csb.edu.au">studentsupport@csb.edu.au</a>  |
| 4. | After acceptance of Offer of Enrolment and payment of applicable fees, international students will receive a Confirmation of Enrolment (CoE) in order to apply for a student visa.   |
| 5. | To enrol in the course, students must sign the offer acceptance.   |

## Course Fee and Duration

For information about tuition fees, please refer to the School's Website ([www.csb.edu.au](http://www.csb.edu.au)) or contact your agent.

| CRICOS Code | Course Title                                    | Hours per week | Application Fee | Tuition Fee | Material Fee | Course Length |
|-------------|---|----------------|-----------------|-------------|--------------|---------------|
| TBA         | Diploma of Business                             | 20             | \$250           | \$6,000     | \$95         | 52 weeks      |
| TBA         | Advanced Diploma of Business                    | 20             | \$250           | \$7,500     | \$95         | 65 weeks      |
| TBA         | Graduate Diploma of Management (Learning)       | 20             | \$250           | \$8,000     | \$250        | 52 weeks      |
| TBA         | SIT40521 - Certificate IV in Kitchen Management | 20             | \$250           | \$14,700    | \$1500       | 78 weeks      |
| TBA         | Diploma of Hospitality Management               | 20             | \$0             | \$3,000     | \$0          | 26 weeks      |

## Supplementary Fees and Charges

|  |          |   |          |
|--|----------|---|----------|
| Unit Re-assessment - Per Unit of Competency                  | \$50.00  | Change of Enrolment / CoE (per CoE)         | \$250.00 |
| RPL – Per Unit of Competency                                 | \$350.00 | Change of Class Group (per change)          | \$150.00 |
| Replacement Certificate / Statement of Attainment            | \$50.00  | Replacement Student ID Card                 | \$30.00  |
| Re-issue Enrolment Offer after Expiry Date                   | \$250.00 | Debit Card Transaction Fee                  | \$0.88   |
| Exceeding 100 pages printing quota – Per additional 50 pages | \$5.00   | Credit Card payment surcharge (min. \$0.88) | 3%       |
|  |          | Payer Dishonour                             | \$12.00  |

### Chambers School of Business

Level 04, 79 George Street, Parramatta NSW 2150  
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