



Enrolment Form

Personal Details

Family Name _____ Given Names _____
 Male Female
 Nationality _____ Date of Birth _____
 Home Address _____
 City _____ State _____
 Country _____ Post Code _____
 Telephone Number (H) _____ (W) _____

Family Details

Home Address _____
 City _____ State _____
 Country _____ Post Code _____
 Telephone Number (H) _____ (W) _____

Educational Details

Educational Level Achieved _____ Year _____ (on entry to College)
 Last Educational Institution attended _____
 (Subjects taken and results if available)

Subject	Result	Subject	Result

Course Details

Name of Course _____
 Length of Course _____ Course Commencement Date _____

Accommodation Details

Do you require assistance with accommodation No Yes
 Type of Accommodation Homestay Share House
 Do you require airport pickup No Yes

Employment History

(to be completed if you have any previous work experience)

Years	Employer	Position	Duration

Overseas Students Only

Home Country Address _____
 City _____ State _____
 Country _____ Post Code _____
 Telephone Number (H) _____ (W) _____

Language Skills (I - Intermediate, U - Upper Intermediate, A - Advanced, P - Proficient)

English Level	IELTS	TOEIC	TOEFL

Note please attach passport sized photo and supporting documentation to the enrolment form. Read the terms and conditions and sign this form on the reverse side.

Terms and Conditions

Australian Students - Terms and Conditions

Cairns Business College will enrol students on the following conditions:

- Tuition fees must be paid in advance, unless written arrangements are made with the Principal or the Director of Studies. If the fees are in arrears, the student's enrolment may be cancelled at the discretion of the Principal or the Director of Studies.
- By accepting an enrolment to the college, you agree to abide by the Student Code of Conduct. The Cairns Business College believes that students are both citizens and members of the academic community. As citizens, the students should enjoy the freedom of speech and peaceful assembly. As members of the academic community, they are subject to the obligations which accrue to them by virtue of membership.
- The work submitted by students enrolled at the Cairns Business College is presumed to be their own. Each student is individually responsible for understanding and maintaining a standard of scholastic honesty.
- Scholastic dishonesty includes but is not limited to: cheating; plagiarising; submitting the same or substantially the same work in order to meet the requirements of more than one module; or collaborating on assignments. Any violation of this Student Code of Conduct - Scholastic Honesty Policy will be referred to the Scholastic Discipline Committee.
- Students suspended from the college and/or course, will forfeit all fees.
- Students must keep the College informed as soon as they change their residential and postal address as well as their current contact telephone number.
- Students who are absent from the school are still required to pay the fees due.
- The Cairns Business College reserves the right to cancel or defer any course, and to alter timetables, and class location without notice. If the Cairns Business College cancels, terminates or defers any course and is unable to offer a suitable alternative course, fees will be refunded or transferred to the new school.

International Students - Terms and Conditions

- Cairns Business College will enrol students on the following conditions: In your home country all matters relating to your student visa are managed by the Immigration Section of the Australian Diplomatic Mission. This may be known as the Australian High Commission, the Australian Consulate or the Australian Embassy. The Australian Department of Immigration and Citizenship (DIAC) will manage your student visa when you arrive in Australia. You will be permitted to work in Australia to supplement your income. There are several conditions which apply. To access your work rights you must apply for a Work Rights Visa for an additional fee to be paid to DIAC in Australia. AusAID students and dependants are exempted from the fee. You cannot apply for the Work Rights Visa until you have commenced your course at the Cairns Business College.
- During your course you will be permitted to work a maximum of 20 hours per week.
 - If your course includes student holidays, during these holidays there is no limit on the number of hours you are permitted to work.
 - If your spouse will be joining you in Australia, he/she may be permitted to work. They must apply for a Work Rights Visa.

Your student visa includes the following conditions. You must:

- Study full-time while in Australia.
- Satisfy course requirements by achieving a record of satisfactory academic performance;
- Satisfy course requirements by attending at least 80% of all your scheduled classes;
- Have sufficient funds to cover your tuition fees and expenses while in Australia;
- Not work more than 20 hours per week during scheduled school terms;
- Be continually covered by the compulsory Overseas Student Health Cover for all of your time in Australia;
- Inform Cairns Business College of Administration immediately if you change address;
- Change of education provider is subject to individual's visa conditions;
- Inform DIAC if you change your student status;
- Inform DIAC if you withdraw from the course that you are enrolled in;
- Extend your student visa before it expires.
- Tuition Fees must be paid in advance, unless written arrangements are made with the Principal or the Director of Studies. If the fees are in arrears, the student's enrolment may be cancelled and the Immigration Department informed as visa requirements have not been fulfilled. This will be at the discretion of the Principal.
- Students are required to provide the College with a copy of their Overseas Student Health Cover card. At least 15 days before the expiry of their Overseas Student Health Cover card, students are requested to get the card renewed either by payment to the Cairns Business College, or directly to the nearest Overseas Student Health Cover office.

By accepting an enrolment to the College, you agree to abide by the Student Code of Conduct. The Cairns Business College believes that students are both citizens and members of the academic community. As citizens, the students should enjoy the freedom of speech and peaceful assembly. As members of the academic community, they are subject to the obligations which accrue to them by virtue of membership. The work submitted by students enrolled at the Cairns Business College is presumed to be their own. Each student is individually responsible for understanding and maintaining a standard of scholastic honesty. Scholastic dishonesty includes but is not limited to: cheating; plagiarising; submitting the same or substantially the same work in order to meet the requirements of more than one module; or collaborating on assignments. Any violation of this Student Code of Conduct - Scholastic Honesty Policy will be referred to the Scholastic Discipline Committee.

- Students suspended from the college and/or course, will forfeit all fees.
- Students must keep the College informed as soon as they change their residential and postal address as well as their current contact telephone number.
- Students who are absent from classes are still required to pay the fees due.
- The Cairns Business College reserves the right to cancel or defer any course, and to alter timetables, and class location without notice. If the Cairns Business College cancels, terminates or defers any course and is unable to offer a suitable alternative course, fees will be refunded or transferred to the new school.

Refund Policy

Australian Students

Cairns Business College's policy on the refund of tuition fees has been determined in accordance with the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students ("the National Code"), The Education for Overseas Students Act 2007 (ESOS ACT 2007), and Education Services for Overseas Student Regulations 2007 (ESOS Regulations 2007).

- Should any enrolled student withdraw prior to a course commencement the Tuition Fee in Advance shall not be refunded.
- Should any enrolled student withdraw prior to course commencement the Accommodation Placement Fee shall not be refunded.

Should a student who has paid fees in respect of a course decide to withdraw and gives a notice of withdrawal in writing up to twenty-eight days or more before the proposed course commencement date a refund of 90% of the course fees will be given.

Equity in Education Policy

Cairns Business College is committed to the goals of equal opportunity in education and employment. The Cairns Business College aims to provide a study and work environment for staff and students that fosters fairness, equity and respect for social and cultural diversity, and that is free from unlawful discrimination, harassment and vilification as determined by legislation.

In fulfilling this commitment the Cairns Business College (CBC) shall:

- foster an all school culture which values and responds to the rich diversity of its students and staff;
- provide equal opportunity by removing barriers to participation and progression in education and employment so that all students and staff have the opportunity to fully contribute to CBC life;
- offer programs which aim to overcome past disadvantage for members of staff and student equity groups;
- promote clear and accountable educational and management policies and practices to engender trust between managers, staff and students;
- enhance the quality of students' learning through the provision of culturally, socially and gender inclusive education in areas such as curricula, teaching methods, assessment and review provisions, written and audio-visual material and support services;
- Ensure that its staff and students are aware of their rights and their responsibilities as CBC members.

To achieve these goals the Cairns Business College and depends on the continued support and co-operation of all members of the CBC community.

The Principal as Chief Executive Officer is responsible for compliance with all relevant legislation. The Principal is assisted by the Board of Directors and the Director of Studies.

Procedures for Resolution of Grievances

Should there be any occasion when an issue, complaint or problem arises, please confront the issue as quickly as possible, rather than continue unhappily. The following steps are available:

1 Discuss or resolve the difficulty with the student or staff member(s) in question, for example:

If the issue concerns class work or a course the problem should be discussed with your teacher

If the issue concerns accommodation it should be discussed with the Homestay Co-ordinator

If the issue concerns fees it should be discussed with administration

If the issue concerns changes to some aspect of CBC life it should be discussed with a teacher

If the issue concerns a financial dispute see the Cairns Business College refund policy which is determined in accordance with the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the "National Code"), the Education for Overseas Students Act 2007 (ESOS ACT 2007), and Education Services for Overseas Student Regulations 2007 (ESOS Regulations 2007).

2 Either person may nominate a support person to accompany them at any stage of the process.

3 If a resolution cannot be reached, discuss the difficulty with the Director of Studies, a senior member of staff nominated by the Director of Studies, or in the absence of the Director of Studies, a person nominated by the Principal. An interpreter may be used to help resolve the issue. A mediator with knowledge of the student's culture or a mediator or support person may be brought in to help with the resolution process. The mediator will be brought in at the student's expense.

Independent mediators are available upon request or ring Dispute Resolution Branch, Department of Justice and Attorney General on 1800 017 288.

4 If the difficulty has still not been resolved either person from step 2 may make a written request for resolution of the matter to the Director of Studies or a senior member of staff nominated by the Director of Studies. The matter is now considered a grievance. Written requests will only be accepted if steps 1 and 2 have been completed

5 The Director of Studies may then attempt to resolve the grievance through further negotiation or mediation, or may advise the complainant in writing that the grievance is considered to be frivolous and/or vexatious, and that no enquiry is to be made.

6 If the grievance has not been resolved nor the complaint dismissed the Director of Studies will convene a College Grievance Committee, which would be established on an ad hoc basis and would usually consist of 2-3 people for each case.

7 The outcome of the College Grievance Committee's deliberations will be communicated in writing to both parties involved in the grievance. This communication should normally include an offer from the Director of Studies or a senior member of staff nominated by the Director of Studies to debrief or otherwise provide further assistance to either party. All written communications should be signed by the parties and photocopies will be kept in order to provide evidence of the receipt of the document.

8 The Director of Studies or a senior member of staff nominated by the Director of Studies may monitor, or be directed by the College Grievance Committee to monitor, the resolution of the dispute for a maximum period of one month, and may wish to make further recommendations (in writing) should the settlement not resolve the dispute to the satisfaction of both parties.

9 A grievance case would be considered closed upon receipt by the Director of Studies of a written withdrawal of the grievance by the complainant or of a written agreement between both parties.

10 Decisions by the College Grievance Committee, the Director of Studies or the senior member of staff nominated by the Director of Studies may be appealed in writing to the Principal.

11 The Principal shall then investigate the matter, and may establish a Grievance Appeal Panel to consider the matter, which would be established on an ad hoc basis and would usually consist of 2-3 people for each case. If a student visa student is concerned about the actions of this School/College they may approach the State Authority for CRICOS Registration. In Queensland this is the Department of Education. The Director-General of the Department of Education has the power to suspend or cancel the school's/College's registration if a breach of the requirements of registration provision is proved.

12 The decision shall be communicated in writing to both parties.

13 The decision of the Principal or the Grievance Appeal Panel shall be considered final. These procedures do not limit a student's rights to follow other legal remedies. After the process has been completed if a Student Visa student is concerned about the action of Cairns Business College please contact in writing Qld Department of Education, Senior Education Officer, Office of Non-State Education PO Box 33, BRISBANE, Albert St, QLD, 4002.

Declaration of applicant

a) I declare that the information that I have provided on this application is true and accurate in every detail.

b) I have read and fully understand and agree to abide by the Conditions of Enrolment as set out in this application.

c) I understand that upon acceptance of this application a binding contract exists between Cairns Business College and the applicant or the applicants guarantor, the terms of which apply to this and any subsequent course.

d) I agree that Cairns Business College may disclose my personal information to registration authorities, service providers, affiliated education institutions or credit reporting agencies that perform services on our behalf.

e) I agree to Cairns Business College identifying and publishing my name and any of my images captured in Cairns Business College promotional materials.

f) I understand that this agreement does not remove the right to take further action under Australia's consumer protection laws.

Signature of Applicant _____

Date _____

Signature of Parent/Guardian if applicant is under 18 _____

Guarantee

I, the undersigned, having read and understood the conditions stated herein, agree to guarantee payment of all course fees and course costs incurred by the applicant:

Signature of Applicant's Guarantor _____

Date _____

Signature of Name of Applicant's Guarantor (Please print in full) _____

Address of Guarantor _____

Occupation of Guarantor _____

Applicant Checklist

- Complete all sections of the Application Form
- Read and Understand all Conditions of Enrolment including the refund policy
- You should include:
 - Certified copies of your academic records/qualifications/ employment details
 - Application Fee
- Please forward your completion application to
The Admissions Office
Cairns Business College
PO Box 12283
CAIRNS DELIVERY CENTRE QLD 4870
AUSTRALIA
- International Telephone +61 7 4054 8692
- International Facsimile +61 7 4031 4984
- email study@cbcaustralia.com
- website www.cbcaustralia.com

Cairns Business College Provider Code 0095
Cairns Business College CRICOS Code 00202A

FOR OFFICE USE ONLY

Receipt	Accept	St No	St date

CBC QP Form 42C/61C - 2007