



## Student Enrolment Form

Personal Details							
Have you previously studied at Richmond School of Business (RSB)?				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"/>		
Are you an Aboriginal person or Torres Strait Islander?					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"/>
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Please note that the students who apply to study a course at RSB as a concurrent course will be responsible to meet the course requirements of their principal provider in addition to RSB course requirements.

## Course Selection

<input type="checkbox"/> CPC30220 Certificate III in Carpentry	<input type="checkbox"/> CPC33020 Certificate III in Bricklaying and Blocklaying
<input type="checkbox"/> CPC50220 Diploma of Building and Construction (Building)	<input type="checkbox"/> BSB50120 Diploma of Business
<input type="checkbox"/> BSB60120 Advanced Diploma of Business	<input type="checkbox"/> BSB50420 Diploma of Leadership and Management
<input type="checkbox"/> BSB60420 Advanced Diploma of Leadership and Management	<input type="checkbox"/> ICT50220 Diploma of Information Technology
<input type="checkbox"/> ICT60220 Advanced Diploma of Information Technology (Telecommunications Network Engineering) & (Cyber Security)	<input type="checkbox"/> RII60520 Advanced Diploma of Civil Construction Design
<input type="checkbox"/> BSB80120 Graduate Diploma of Management (Learning)	

Preferred Intake Date	
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## 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			

To check if you have met RSB English Language Entry Requirements, please refer to RSB Website [www.rsb.edu.au](http://www.rsb.edu.au)

## Educational Background

Institution/School	Name of Qualification	Location	Year Completed

## RPL/Credit Transfer

Do you wish to apply for RPL/ Credit Transfer? Yes  No

If you have studied or are currently studying at another academic institution, you may be eligible for credit transfer/RPL towards your qualification at RSB. For further information, please refer to the Credit Transfer Policy and Procedure available at our website [www.rsb.edu.au](http://www.rsb.edu.au)

## Overseas Student Health Cover

Would you like RSB 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 RSB, please refer to the Student Assessment Policy and Procedure available on RSB's website [www.rsb.edu.au](http://www.rsb.edu.au) for further information.

## Student Declaration

I declare that I have read RSB policies and procedures on [www.rsb.edu.au](http://www.rsb.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 RSB of any place which may be offered. I agree to release and indemnify RSB 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 RSB, 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:**

Richmond School of Business

Level 1, 37 George Street, PARRAMATTA NSW 2150

Email: [admin@rsb.edu](mailto:admin@rsb.edu) Phone: +61 2 8844 1000**Important Information****How to Apply**

1. Complete the application form or apply online by visiting [www.rsb.edu.au](http://www.rsb.edu.au). Offshore international students must apply through authorised agents. To find a list of our approved partners, please visit [www.rsb.edu.au](http://www.rsb.edu.au). Some offshore students will be requested to complete an additional GTE form which is available on RSB website. RSB 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).  
\*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 RSB by email [admin@rsb.edu.au](mailto:admin@rsb.edu.au)
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.rsb.edu.au](http://www.rsb.edu.au)) or contact your agent.

CRICOS Code	Course Title	Hours per week	Application Fee	Tuition Fee	Material Fee	Course Length
CPC30220	Certificate III in Carpentry	20	\$250	\$34,000	\$2000	104 weeks
CPC33020	Certificate III in Bricklaying and Blocklaying	20	\$250	\$34,000	\$2000	104 weeks
CPC50220	Diploma of Building and Construction (Building)	20	\$250	\$20,000	\$2000	78 weeks
107611F	Diploma of Business	20	\$250	\$8,000	\$250	52 weeks
107612E	Advanced Diploma of Business	20	\$250	\$8,000	\$250	65 weeks
104377B	Diploma of Leadership and Management	20	\$250	\$8,000	\$250	52 weeks
107613D	Advanced Diploma of Leadership and Management	20	\$250	\$10,500	\$250	78 weeks
112219E	Diploma of Information Technology	20	\$250	\$12,000	\$150	78 weeks

**Richmond School of Business**

Suite 1, Level 1, 37 George Street, PARRAMATTA NSW 2150

Ph: +61 2 8844 1000 Email: [admin@rsb.edu.au](mailto:admin@rsb.edu.au) ABN: 98 620 121 593 RTO ID:45432 | CRICOS Code: 03717E

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I12220A	Advanced Diploma of Information Technology (Telecommunications Network Engineering) & (Cyber Security)	20	\$250	\$12,000	\$150	52 weeks
I14257E	R1160520 Advanced Diploma of Civil Construction Design	20	\$250	\$20,000	\$2000	104 Weeks
I07614C	Graduate Diploma of Management (Learning)	20	\$250	\$11,500	\$500	52 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

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