



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 | No |
| Are you an Aboriginal person or Torres Strait Islander? | | | Yes | No |
| 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. | | |

Campus Location

| |
|---|
| <input type="checkbox"/> Sydney <input type="checkbox"/> Melbourne |
|---|

| 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 | | | |
| 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 RSB English Language Entry Requirements, please refer to RSB Website www.rsb.edu.au</i> | | | |
| Educational Background | | | |
| Institution/School | Name of Qualification | Location | Year Completed |
| | | | |
| | | | |
| | | | |
| | | | |
| RPL/Credit Transfer | | | |
| Do you wish to apply for RPL/ Credit Transfer? | | Yes | No |
| <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 RSB. For further information, please refer to the Credit Transfer Policy and Procedure available at our website www.rsb.edu.au</i> | | | |
| Overseas Student Health Cover | | | |
| Would you like RSB to arrange health cover for you? | No <input type="checkbox"/> | Yes <input type="checkbox"/> | Single <input type="checkbox"/> Couple <input type="checkbox"/> Family <input type="checkbox"/> |

Richmond School of Business

Sydney Campus: Suite 1, Level 1, 37 George Street, PARRAMATTA NSW 2150 | Ph: +61 2 8844 1000
 Melbourne Campus: Suite 1, Level 8, 168 Exhibition Street, Melbourne, VIC 3000 | Ph: +61 3 9119 6096
 Email: admin@rsb.edu.au ABN: 98 620 121 593 RTO ID:45432 | CRICOS Code: 03717E

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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 for further information.

Student Declaration

I declare that I have read RSB policies and procedures on 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

Name

Signature

Date

Please return this form to:

Richmond School of Business

Sydney Campus: Level 1, 37 George Street, PARRAMATTA NSW 2150

Email: admin@rsb.edu Phone: +61 2 8844 1000

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Important Information

How to Apply

| | |
|----|--|
| 1. | Complete the application form or apply online by visiting 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 . 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 |
| 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) or contact your agent.

| CRICOS Code | Course Title | Hours per week | Application Fee | Tuition Fee | Material Fee | Course Length |
|-------------|--|----------------|-----------------|-------------|--------------|---------------|
| 112917A | Certificate III in Carpentry | 20 | \$250 | \$34,000 | \$2000 | 104 weeks |
| 112916B | Certificate III in Bricklaying and Blocklaying | 20 | \$250 | \$34,000 | \$2000 | 104 weeks |
| 112918M | 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 |
| 112220A | Advanced Diploma of Information Technology (Telecommunications Network Engineering) & (Cyber Security) | 20 | \$250 | \$12,000 | \$150 | 52 weeks |
| 114257E | Advanced Diploma of Civil Construction Design | 20 | \$250 | \$20,000 | \$2000 | 104 Weeks |
| 107614C | Graduate Diploma of Management (Learning) | 20 | \$250 | \$11,500 | \$500 | 52 weeks |

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| 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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