



**Brisbane College of Horticulture**

**Office use only**

Stud. ID No. \_\_\_\_\_ Date Enrolled: \_\_\_\_\_

*Tick when sighted, entered and set-up*

ID Checked  Database  ACC'ts  Visa Info Checked

Student File  LL&N Assess  Passport Checked

Passport No: \_\_\_\_\_ Country Issues: \_\_\_\_\_ Exn: \_\_\_\_\_

### International Students - Enrolment Form

**I am enrolling into:** (Tick the course)

- |                                                               |          |
|---------------------------------------------------------------|----------|
| <input type="checkbox"/> Certificate III in Horticulture      | AHC30710 |
| <input type="checkbox"/> Diploma of Horticulture              | AHC50410 |
| <input type="checkbox"/> Certificate III in Business          | BSB30115 |
| <input type="checkbox"/> Diploma in Leadership and Management | BSB51915 |
| <input type="checkbox"/> Advanced Diploma in Business         | BSB60215 |

#### Student Contact Details

Surname: \_\_\_\_\_ Given name: \_\_\_\_\_

Date of Birth (dd/mm/yy): \_\_\_\_\_ Gender (M/F) \_\_\_\_\_

Home address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### International Document Details

Passport No: \_\_\_\_\_ Country of Issue \_\_\_\_\_ Nationality \_\_\_\_\_

Visa No (if applicable): \_\_\_\_\_ Details: \_\_\_\_\_

#### Emergency Details

Contact Name: \_\_\_\_\_ Relation \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone: \_\_\_\_\_

**Personal Details:**

Country of birth:  Australia Other (please specify)\_\_\_\_\_

Are you a permanent Australian Resident? Yes No

Are you in Australia on a Visa? Yes No

If so, what type of Visa \_\_\_\_\_

Do you speak a language other than English at home? (If Yes, please specify)\_\_\_\_\_

Have you completed an English Language Test in the last 24 months? Yes / No

Name of the test: \_\_\_\_\_ Score: \_\_\_\_\_

Do you think you will require assistance with your English during the course?\_\_\_\_\_

Are you of Aboriginal or Torres Strait Islander origin?

No Yes – Aboriginal Yes – Torres Strait Islander

**Please Note: You are under no obligation to answer the following medical questions.**

Do you consider yourself to have a disability, impairment or long-term condition?

Yes No

If Yes – indicate the areas of disability, impairment or long-term condition:

Hearing/Deaf  Physical  Intellectual  Mental Illness  Vision

Acquired Brain Impairment  Medical Condition Other:\_\_\_\_\_

Do you think you will require additional assistance during the course? YES NO

**What is your highest COMPLETED school level? (tick one only)**

Completed Year 12  Completed Year 11  Completed Year 10  Completed Year 9 or lower

In what year did you complete that school level?:\_\_\_\_\_

Are you still attending secondary school? Yes No

Have you successfully completed any of the following qualifications? Yes No

- If Yes – tick all applicable boxes
- Diploma or Associate Diploma
  - Certificate IV or Advanced Certificate / Technician
  - Certificate III or Trade Certificate
  - Certificate II
  - Certificate I

Other Training course (specify course name & date)\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Of the following categories, which best describes your current employment status?  
(Tick one only)

- |                                                               |                                                                |
|---------------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Full-time employee                   | <input type="checkbox"/> Part-time employee                    |
| <input type="checkbox"/> Self employed – not employing others | <input type="checkbox"/> Employer                              |
| <input type="checkbox"/> Employed – unpaid family worker      | <input type="checkbox"/> Unemployed – seeking f/t work         |
| <input type="checkbox"/> Unemployed – seeking part-time work  | <input type="checkbox"/> Not employed – not seeking employment |

**Payment Details: (please tick)**

- Cash     
  Cheque     
  M/C     
  VISA     
  Money Order

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Card Holders Name \_\_\_\_\_

Card Holders Signature \_\_\_\_\_

Amount: \$ \_\_\_\_\_

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Expiry Date \_\_\_\_\_ / \_\_\_\_\_

3 Digit Validation Code  
\* **Located on the back of the card.**

**REFUND POLICY**  
 BNB International College Pty Ltd will safeguard any money paid by you in advance of your course. BNB International College Pty Ltd will refund you any money paid by you in full in the event we cancel or discontinue a course. If you withdraw from a course due to illness, (verified by a medical certificate) we will refund any course fees paid less an administrative fee of \$150. Should you withdraw for any other reason other than illness, with less than two week's notice you will forfeit 50% of your course cost. **If you fail to commence the course or withdraw during the course you will forfeit all monies paid and no refund will be made available.**

*Office use only*

Receipt No: \_\_\_\_\_

Receipt Issued: \_\_\_\_\_

Payment Taken By: \_\_\_\_\_

**BNB International College Pty Ltd (BNB)**  
**Important Information – Please read and ensure you understand the following**

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**PRIOR TO ENROLMENT**

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BNB, as an RTO is required to provide the below info to students prior to enrolment:

**TRAINING**

Information on Training Services provided by BNB is available from the office via phone or in written format. Prior to enrolling into your chosen course, ensure you have a full understanding of the structure of the course. All courses are delivered in line with State and any National requirements utilising equipment that complies with all safety standards. Courses are delivered as a theory lesson with a practical component and all participants must ensure they can undertake the training. All costs, durations and outcomes are available from the office or on the website.

**ASSESSMENT**

Assessments of units will be conducted at a time agreed to by both parties after the following requirements are met.

- Successfully complete all required training, and
- Paid any outstanding monies owed,

Additional assessment processes will be explained to you at the time of training. Should you have any additional questions regarding your assessment method or have any concerns please discuss these with an BNB Staff Member.

**SUPPORT SERVICES AND SPECIAL NEEDS**

BNB will take every possible action to ensure we support you throughout your training and assessment process. If at any point throughout your course you require any assistance or support please discuss these needs with BNB staff and we will do our best to help. If you have any special needs, including Language, literacy and numeracy, learning, mobility, visual impairment or hearing please notify staff prior to enrolment to allow us to cater for your needs. **If you do not notify us of any condition that may affect your learning, we will not be able to assist you if the need arises.**

**YOUR RIGHTS**

As part of your training and assessment, you have various rights. BNB wants to ensure your time spent with us is both beneficial and enjoyable. If at any point you feel harassed, discriminated or feel abused, please notify the Principal immediately either face to face, via phone or in writing. If you feel you need to complain about an aspect of service or training and assessment you may do so verbally or in writing. Appeals on any decision made by BNB may be lodged to the Principal and must be done so in writing. For more information on your rights, please talk to the staff.

**PRIVACY POLICY**

In compliance with the Privacy Act, the information requested on this enrolment form will only be used for the process of enrolment and maintaining the student records. All information will be kept confidential and access to this information is only available to you, the Principal and the trainer. If you want to view your files at any time, lodge the request with your trainer.

**MEDIA RELEASE**

At times during the course, staff / contractors may take photos/video for use in promotional activity. By signing this form, you acknowledge your acceptance in participating in such activities.

**RULES AND REGULATIONS**

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1. To complete your enrolled course students must be able to fulfil the following obligations:
  - Demonstrate to the Trainer and Assessor through attendance and assessment, both written and theory that academic and professional skills have been obtained to a satisfactory and competent level.
  - Satisfy all academic, administrative and financial obligations to the organisation.
2. No food is to be taken into classrooms, and smoking is not permitted in the organisation's premises
3. Students must promptly notify BNB of any change of name, address and contact details.
4. BNB may take telephone messages for students if requested and if it is an emergency. Mobile phones must be switched off during class.
5. Students may be suspended or expelled from BNB at the Principal's discretion for:
  - non or late payment of fees
  - failure to uphold or maintain any of BNB Policies and Procedures
  - Serious misconduct or breach of legislation

**REFUND POLICY**

BNB will safeguard any money paid by you in advance of your course. BNB will refund you any money paid by you in full in the event we cancel or discontinue a course. If you withdraw from a course due to illness, (verified by a medical certificate) we will refund any course fees paid less an administrative fee of 20 % of your course cost. Should you withdraw for any other reason other than illness, with less than two week's notice you will forfeit 50% of your course cost. **If you fail to commence the course you will forfeit all monies paid.**

***Do not sign below if you feel you have not received information on all of the above points. Please ask BNB Staff to explain or provide written information on the above before enrolling and signing below.***

**Student Declaration**

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I, \_\_\_\_\_ have read, understand and agree to the following:

- a) I will follow all the study instructions and Rules and Regulations as outlined on this page as well as all policies in the student handbook
- b) I release and hold harmless BNB, its Principal, staff and agents in respect of any property loss or personal injury that I may sustain whilst participating in my course.

I declare truly and solemnly that's the information provided on this enrolment form is true and correct.

**Student's signature** \_\_\_\_\_ **Date:** \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_