



Brisbane College of Horticulture

International Students - Enrolment Form

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: _____ Exp: _____

I am enrolling into: (Tick the course)

- | | |
|---|----------|
| <input type="checkbox"/> Certificate III in Horticulture | AHC30716 |
| <input type="checkbox"/> Certificate IV in Horticulture | AHC40416 |
| <input type="checkbox"/> Diploma of Horticulture | AHC50416 |
| <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 |

CAMPUS

- Brisbane:** 6/31 Black Street, Milton QLD 4064
- Cairns:** 1/15 Lake Street Cairns QLD 4870

SECTION 1: 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 : _____

USI number: _____

If you do not have a USI number, would you like BCH to create you one? (Please circle one) Yes / No

SECTION 2: INTERNATIONAL DOCUMENT DETAILS

Passport No: _____ Country of Issue _____ Nationality _____

Visa No (if applicable): _____ Details: _____

Home address (overseas): _____

Suburb: _____ Postcode _____

SECTION 3: EMERGENCY DETAILS

Contact Name: _____ Relation _____

Address: _____

Suburb: _____ Postcode _____

Telephone: _____

SECTION 4: PERSONAL DETAILSCountry 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? (Please circle one) 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? (Please circle one) Yes / No

SECTION 5: PREVIOUS STUDIES AND EMPLOYMENT**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 |

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

PRIOR TO ENROLMENT

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

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

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_____