



PERSONAL DETAILS

Family Name _____

Given Names _____

Date of Birth (d/m/y) ___/___/___ Gender: M F

Country of Birth _____

Nationality _____

Email _____

Address in home country _____

Address in Australia (if different from above) _____

Phone _____

EMERGENCY CONTACT IN AUSTRALIA

Name _____

Relationship to student _____

Phone _____

COURSE INFORMATION

Course Preference _____

Start date _____ Finish date _____

Highest Educational Qualification at time of application _____

Name of Institution _____

Country/State _____

Year Awarded _____ Language of Instruction _____

INTERNATIONAL STUDENTS ONLY

Passport Number (if known) _____

Expiry date (d/m/y) _____ Visa type _____

If you are currently studying in Australia, please provide the following information:

Medibank Membership No. _____ Expiry date _____

ENGLISH PROFICIENCY

Depending on where you studied and on the language of instruction you may need to show evidence of your English language ability. Please provide evidence of your English qualifications (see Terms and Conditions overleaf)

IELTS _____ TOEFL(Score) _____ Other _____

ACCOMMODATION DETAILS

Not Required Homestay Hostel

Airport Meeting Service – do you wish to be met on arrival?

Yes No

REFERRAL DETAILS

Where did you find out about our College?

Agent Website Newspaper Friend Other

PAYMENT DETAILS

Registration Fee A\$ _____

Tuition Fee A\$ _____

Resource Fee A\$ _____

OSHC A\$ _____

Accommodation Placement Fee A\$ _____

Accommodation Fee wks A\$ _____

Airport Transfer A\$ _____

Total Payment Due A\$ _____

METHOD OF PAYMENT

Bank Transfer Bank Cheque Credit Card

Bank Details:

ANZ, 8 St Georges Terrace Perth
Acc Name: Sterling Business College Pty Ltd
Acc No: 494252258
Branch No: 016-104

Credit Card No: _____

Type of card: Visa Mastercard American Express

Expiry date: ___ / ___

Name of Cardholder _____

DECLARATION

I declare the information I have supplied on this form is, to the best of my knowledge and belief, complete and correct. I understand that giving false or incomplete information may lead to the refusal of my application or cancellation of enrolment. I confirm that I have read and understood the Refund Policy and Terms and Conditions overleaf. I confirm that the terms and conditions of this offer have been explained to me in my own language, and/or that copies of the documents were available to me, in my own language. I understand that this agreement does not remove the right to take further action under Australia's consumer protection laws. I understand that any information gathered by Sterling Business College relating to me may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code. I give permission for Sterling Business College to access the Entitlement Verification On-line website to determine my eligibility for study (international students only).

Signed _____ Date _____
(by enrollee (or parent or guardian if enrollee is under 18 years old))

Send your completed application form to:

Sterling Business College
PO Box 3081
Perth Adelaide Tce WA 6832
Tel: +61 8 9221 0000
Fax: +61 8 9221 4044
Email: sbc@sterlingcollege.com
Website: www.sterlingcollege.com

Course dates 2007

OFFICIAL COURSE INTAKE DATES

5 February 2007
23 April 2007
30 July 2007
15 October 2007
Office Skills – Courses start weekly.

PUBLIC HOLIDAYS 2007

26 January, 5 March, 6 April, 9 April, 25 April, 4 June, 1 October.

Terms and Conditions

FEES

All fees and charges are payable in Australian dollars prior to commencement of the semester in accordance with the Sterling Business College schedule of fees.

All fees listed are correct at the time of printing, but Sterling Business College reserves the right to vary its fees at any time. Sterling Business College also reserves the right to recover from the student or pass on any government charges, including any GST that may be levied on services provided by Sterling Business College. Course fees are GST exempt.

STUDENT OBLIGATIONS

The student must attend all classes, tests and assessments during the course and abide by the rules and regulations of Sterling Business College. Sterling Business College reserves the right to terminate a student's enrolment at any stage without any refund if the student fails to abide by the rules and regulations of the college or if the conduct of the student is such that their continued presence would, in the opinion of the Principal, be detrimental to the satisfactory conducting of the course.

VISA CONDITIONS (for students studying on international student visas)

Student visa holders are not permitted to study part time. Sterling Business College is required to report to the Australian Government any student who does not attend classes or who is not making satisfactory academic progress. Such a student may then be asked by the Government to leave the country.

Student visa holders are required to pay for Overseas Student health Cover (OSHC) for the period of their stay in Australia. Sterling Business College is able to arrange OSHC for students who request this service.

Students must meet the minimum English language proficiency requirement for entry into the college. English proficiency will be assessed and if this reveals that the English language skills are insufficient, the student will be required to enrol (at their own expense) in an ELICOS course prior to the commencement of studies at Sterling Business College.

Dependants of Sterling Business College international students are able to seek enrolment at a government or non-government school. Annual fees range from \$4 000 for primary education to \$15 000 for secondary education.

OTHER CONDITIONS

Sterling Business College may, by written notice, vary conditions of enrolment as may be necessary to comply with any law, regulation or amendment of the Australian Government and the State of Western Australia.

In circumstances where a student under 18 years of age requires urgent medical care and it is not possible for the College to contact the parent/guardian, Sterling Business College is authorised to arrange appropriate medical treatment in accordance with the advice of qualified medical practitioners.

REFUND POLICY

Based on one semester (20 weeks) as the maximum unit of time.

Reason for Refund/Notification Period	Refund (based on semester fees)
Visa refusal (proof of refusal necessary)	Full refund, less \$200 registration/administration fee
Course duration 10 weeks or less	
More than 10 weeks before commencement date	Full refund, less \$100 registration/administration fee
More than 4 weeks and up to 10 weeks before commencement date	70% of tuition fees
4 weeks or less before commencement date or at any time after course commences	No refund
Course duration greater than 10 weeks	
More than 10 weeks before commencement date	Full refund, less \$200 registration/administration fee
More than 4 weeks and up to 10 weeks before commencement date	70% of tuition fees
4 weeks or less before commencement date	40% of tuition fees, less \$300 registration/ administration fee
4 weeks or less after commencement date	30% of tuition fees, less \$300 registration /administration fee
More than 4 weeks after commencement date	No refund
Serious breach of international student visa conditions or Sterling Business College rules	No refund of semester fees and not less than 40% of fees applicable to a subsequent semester
Provider withdrawal of offer, failure to provide program offered or termination of an education service	The provider default provisions of the Commonwealth ESOS Act 2000 apply (international students only)

Notification of cancellation must be made in writing to Sterling Business College. If Sterling Business College cancels an enrolment or course before the starting date, then a full refund is given. In all other respects Sterling Business College guarantees to abide by the Ethics, Refund and Transfer policies of the Western Australian Private Education and Training Industry Association.

There are no refunds for public holidays or time missed during any course.

Sterling College reserves the right to alter any of the fees and conditions listed in this document at any time without notice.