

# PCBT Enrolment Application Form

Please write clearly in black ink using capital letters in English  
Include one set of supporting documents with this application including certified English translation copies where required  
All supporting documents for this application must be certified as true copies of originals.  
Ensure that you sign the declaration at the end of this form.

Perth College of Business & Technology (PCBT),  
DISCOVER YOUR FUTURE  
A: 110 Brown Street, East Perth 6004 WA, Australia  
W: www.pcbt.wa.edu.au  
RTO Code: 52014 CRICOS Code: 03051J

Please note that delays may occur in the processing of this application if the application is incomplete.

<b>(A.) Course Details</b>		
Term (Intake)	Month .....	Year .....
Select	Course Title and Code	Duration
<input type="checkbox"/>	General English – ELICOS (Elementary) (098010K)	30-42 Weeks
<input type="checkbox"/>	General English – ELICOS (Elementary, Pre-Intermediate) (098010K)	20-28 Weeks
<input type="checkbox"/>	General English – ELICOS (Elementary, Pre-Intermediate, Intermediate) (098010K)	10-14 Weeks
<input type="checkbox"/>	General English– ELICOS (098010K)	..... Weeks
<input type="checkbox"/>	CPC31320 Certificate III in Wall and Floor Tiling - 24 Months	104 Weeks
<input type="checkbox"/>	SIT30816 Certificate III in Commercial Cookery - 12 Months	52 Weeks
<input type="checkbox"/>	SIT40516 Certificate IV in Commercial Cookery - 6 Months	26 Weeks
<input type="checkbox"/>	SIT50416 Diploma of Hospitality Management - 6 Months	26 Weeks
<input type="checkbox"/>	SIT60316 Advanced Diploma of Hospitality Management- 9 months	38 Weeks
<input type="checkbox"/>	SIT60316 Advanced Diploma of Hospitality Management - 6 months (No holiday)	26 Weeks
<input type="checkbox"/>	Fast Track Dual Qualification: Advanced Diploma of Hospitality Management (SIT60316) + Diploma of Hospitality Management (SIT50416) Together: 6 months (No holiday)	26 Weeks
<input type="checkbox"/>	BSB40215 Certificate IV in Business - 6 Months	25 Weeks
<input type="checkbox"/>	BSB50215 Diploma of Business - 8 Months	38 Weeks
<input type="checkbox"/>	BSB51918 Diploma of Leadership & Management - 12 Months	52 Weeks
<input type="checkbox"/>	BSB61015 Advanced Diploma of Leadership & Management - 12 Months	52 Weeks
<input type="checkbox"/>	Package with Bachelor of Business (SCU TEQSA PRV12043) or Bachelor of IT (SCU TEQSA PRV120) – available to onshore students only and can be packaged with Advanced Diploma or Diploma courses at PCBT only.	1.5 year to 2 year
<b>(B.) Personal Details</b>		
Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Miss
	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms
	<input type="checkbox"/> Indeterminate	
Given Name(s):		
Last Name:		
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
	<input type="checkbox"/> Unisex	Date of Birth:
		D D M M Y Y Y Y
Country of Birth:		
Nationality:		First Language:
Passport Number:		Expiry Date:
		D D M M Y Y Y Y
Email Address: .....	Mobile No.: .....	
<b>(C.) Contact Details</b>		
Address (Overseas Country)		
City:		
Country:		
Post Code:		

Address (if in Australia)													
Suburb													
State:				Post Code:									
<b>(D.) Emergency Contact Details</b>													
Name:													
Number:						Relationship:							
<b>(E.) Overseas Health Cover (OSHC) Details</b>													
Do you already have OSHC? If Yes then please provide details:													
Provider's Name:						Type: Single		Couple		Family			
Membership Number:						Expiry Date:		D		D M M Y Y Y Y			
Do you want PCBT to arrange OSHC for you?													
<input type="checkbox"/> Yes (If yes then please provide details and copy of passport/s) <input type="checkbox"/> No (Note: PCBT will arrange BUPA OSHC only)													
If Yes, Duration: .....Months						Type:		<input type="checkbox"/> Single		<input type="checkbox"/> Couple		<input type="checkbox"/> Family	
Do you have a disability, impairment or permanent medical condition that can affect your studies?						<input type="checkbox"/> Yes		<input type="checkbox"/> No (skip to next step)					
<input type="checkbox"/> Hearing		<input type="checkbox"/> Vision		<input type="checkbox"/> Learning		<input type="checkbox"/> Mobility		<input type="checkbox"/> Other Medical Conditions _____					
<b>(F.) Educational Details (Please provide details of your qualifications:</b>													
Highest Level (Select one only)						Completion Year		Country Completed this Course					
<input type="checkbox"/> Year 12 or equal		<input type="checkbox"/> Certificate II		<input type="checkbox"/> Certificate III									
<input type="checkbox"/> Certificate IV		<input type="checkbox"/> Diploma		<input type="checkbox"/> Advanced Diploma									
<input type="checkbox"/> Bachelor		<input type="checkbox"/> Masters		<input type="checkbox"/> Other									
Do you want to apply for Credit Transfer or RPL?						<input type="checkbox"/> Yes (attach copies)		<input type="checkbox"/> No					
<b>(G.) English Proficiency</b>													
Please provide details any English test / course taken:													
IELTS Overall Score ..... Test Date:		TOEFL iBT Score ..... Test Date:		PTE (Pearson Test of English) Score ..... Test Date:		Cambridge English Score ..... Test Date:							
ELICOS Level <input type="checkbox"/> Completed <input type="checkbox"/> Offered <input type="checkbox"/> CoE issued		PCBT English Placement Test Level <input type="checkbox"/> Elementary: <input type="checkbox"/> Pre-Intermediate: <input type="checkbox"/> Intermediate: <input type="checkbox"/> Certificate 3 & 4: <input type="checkbox"/> Diploma/Advanced Diploma:		Others or Exempted. Explain:		OET (Occupational English Test) Score Type: ..... L: R: W: S: Test Date:							
<b>(H.) Visa Details</b>													
Do you currently hold any type of Australian Visa?						<input type="checkbox"/> Yes			<input type="checkbox"/> No				
Visa Type: _____				Subclass: _____		Expiry Date:		D		D M M Y Y Y Y			
<b>(I.) Agent/Marketing</b>													
How did you hear about Perth College of Business & Technology?													
<input type="checkbox"/> Agent <input type="checkbox"/> Exhibitions <input type="checkbox"/> Events <input type="checkbox"/> Facebook <input type="checkbox"/> Google Search <input type="checkbox"/> Government Websites				<input type="checkbox"/> Instagram / Linked In / Google+ <input type="checkbox"/> PCBT Students Provide ID Please _____ <input type="checkbox"/> PCBT Staff provide name please _____ <input type="checkbox"/> Newspapers / Magazine <input type="checkbox"/> Radio									



**(M.) General Information**

**1. Before Enrolment: Please make sure you have read and understood the following information before Enrolling: (<https://pcbt.wa.edu.au/how-to-apply/>)**

- PCBT Pre-Application and Enrolment Policy Procedure
- PCBT Refund Policy and Procedure
- Deferment, Cancellation and Suspension policy and procedures
- ESOS Act (International Offshore Students Only)
- PCBT Enrolment Agreement
- PCBT Students Handbook, including pre and post enrolment policies, procedures and forms
- PCBT Prospective Student Genuine Temporary Entrant Policy and Procedure (International Offshore Students Only)
- Special Admission requirements to PCBT

**2. Entry Requirement:**

Please visit <https://pcbt.wa.edu.au/future-student/admission-requirements/> for the most updated admissions requirements

**3. Campus Location: <https://pcbt.wa.edu.au/contact/>**

**PCBT College Main Campus physical address:**  
 110 Brown Street, East Perth 6004 WA, Australia  
**The PCBT Commercial Kitchen physical address:**  
 Panorama-PCBT: 249 James St Northbridge, WA 6003  
**PCBT Wall and Floor Tiling Warehouse physical address:**  
 187 Collins Place, West Perth 6005 WA

**4. Study & Assessments Mode**

Mode of study at PCBT is face to face. Assessment is competency based.

**5. Deferment, Suspension or Cancellation Policy**

- Students who wish to defer or temporarily suspend their enrolment can apply to do so only if the course in which they were enrolled is unavailable, their visa is delayed or refused or there are compassionate or compelling circumstances (as defined in the Deferral, Suspension and Cancellation Policy). The date for cancellation of enrolment is the date that PCBT receives the student’s written application for cancellation of enrolment.
- In the event that a student has not paid the applicable tuition fee, the amount PCBT may retain shall be a debt that is due and payable by the student, together with any expenses, costs or disbursements incurred by PCBT in recovering outstanding monies, including but not limited to debt collection agency fees and legal costs.
- PCBT may cancel the enrolment of a student if there is a breach of PCBT’s Policies and Procedures.

**6. Complaints and Appeals**

PCBT has an internal complaints and appeals policy and always takes complaints and appeals seriously. The procedures for complaints and appeals will be fair, objective and accessible. However, it does not prevent the student from taking action under Australian Consumer’s Protection Laws.

**7. Fee Refunds**

PCBT will refund fees for applicants as follows: The applicant will apply for a refund using PCBT Refund Request Form available from student support services and online at PCBT’s website. This form can be submitted to PCBT student support services team or via email at [admissions@pcbt.wa.edu.au](mailto:admissions@pcbt.wa.edu.au). Refunds will be made within 28 days of the date of receipt of the Refund Request Form. Any commission paid to an agent in relation to the student’s recruitment shall be deducted from the refund.

**8. Provider Transfer**

Students who have not completed six months of their principal course on their current student visa may require a release letter from their principal provider, as per the Education Service for Overseas Students (ESOS) Act 2000. If you require a letter of release from your current provider you are required to provide the letter of release to PCBT before your enrolment at PCBT can be confirmed.

**(N.) Declaration and Agreement**

**In signing this Application Enrolment Form, I agree that I have read and understood the following**

The terms and conditions of enrolment and agree to be bound by them.

- I declare that I have financial capacity to meet tuition fees, course material fee and tools fee.
- I agree to pay fees as they become due. I understand that my qualification will be withheld until my account is finalised.
- I understand that I am required to have a Unique Student Identifier (USI) and I authorize PCBT to apply for my USI on my behalf unless provided.
- The college has permission to use any photographic and / or video image on which I may appear on marketing and advertising materials.
- The information on this form is true and correct. This information may be used for monitoring, program planning and statistical purposes.
- I understand that attendance has to be regular and assessments need to be submitted on time to ensure successful progression through the course.
- I understand that in the event of my enrolment cancellation any further submissions of assessments will not be marked, and a Statement of Attainment will be issued for the competent units completed.
- I declare that I will notify the college any change of contact details within 7 working days.
- I declare that I will be solely responsible for meeting the conditions listed on my current student visa and liaise with The Department of Home Affairs and my agent (if applicable).
- If I am intending to change education provider, I should contact my current education provider for information. (In most circumstances the new education provider will be restricted from enrolling you if you have not completed six months of the main course of study for which your visa was granted).
- If I want to change provider before completing the first six months of my main course of study, I must contact my current education provider for permission and receive a release letter. (You will need a letter of offer from the new provider in order to apply for a letter of release from your original education provider).
- I declare that I have also read and understand the ESOS act 2000, 2004, 2008, and amendments provided by the PCBT.
- I declare to abide by PCBT Policies and Procedures and Code of Conduct

USI (To get one visit [www.usi.gov.au](http://www.usi.gov.au) or ask PCBT Staff) 

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Signature of Student: Date: 

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