

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

(A.) Course Details																																				
Term (Intake) Month /Year																																				
Select	Course Title and Code										Duration																									
<input type="checkbox"/>	CPC31320 - Certificate III in Wall and Floor Tiling										24 months																									
<input type="checkbox"/>	CPC31020 - Certificate III in Solid Plastering										24 months																									
<input type="checkbox"/>	SIT30816 - Certificate III in Commercial Cookery										12 months																									
<input type="checkbox"/>	SIT40516 - Certificate IV in Commercial Cookery										6 months																									
<input type="checkbox"/>	SIT50416 - Diploma of Hospitality Management										6 months																									
<input type="checkbox"/>	SIT50416 - Diploma of Hospitality Management (Commercial Cookery Stream - Stand-alone Qualification)										12 months (3Days a week Study)																									
<input type="checkbox"/>	SIT50416 - Diploma of Hospitality Management (Food & Beverage Stream - Stand-alone Qualification)										12 months																									
<input type="checkbox"/>	BSB40120 - Certificate IV in Business										7 months																									
<input type="checkbox"/>	BSB50120 - Diploma of Business										12 months																									
<input type="checkbox"/>	BSB50420- Diploma of Leadership & Management										12 months																									
<input type="checkbox"/>	BSB60420 - Advanced Diploma of Leadership & Management										10 months																									
<input type="checkbox"/>	SIT60316 - Advanced Diploma of Hospitality Management										10 months																									
<input type="checkbox"/>	SIT60316 - Advanced Diploma of Hospitality Management										6 months																									
<input type="checkbox"/>	SIT60316 - Advanced Diploma of Hospitality Management										3 months (Fastest Track-2Day online study + 2Days face to face study per week)																									
<input type="checkbox"/>	SIT60316 - Advanced Diploma of Hospitality Management										(Flexible 7-week to 6-months) (Online study + 14Day attendance) - available to non-student-visa-holders only																									
<input type="checkbox"/>	Fast Track Dual Qualification: Advanced Diploma of Hospitality Management (SIT60316) + Diploma of Hospitality Management (SIT50416) concurrently										6 months (4Days a week study)																									
<input type="checkbox"/>	General English (ELICOS (098010K))										9 months (30-week study)																									
<input type="checkbox"/>	General English (ELICOS (098010K))										6 months (20-week study)																									
<input type="checkbox"/>	General English (ELICOS (098010K))										3 months (10-week study)																									
<input type="checkbox"/>	General English 5-9 Weeks (ELICOS (098010K))									 weeks (min 5-week study)																									
<input type="checkbox"/>	Package with Bachelor of Business (SCU TEQSA PRV12043) – available to onshore students only and can be packaged with Advanced Diploma or Diploma courses at PCBT only.										1.5 - 2 year																									
<input type="checkbox"/>	Package with 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 - 2 year																									
(B.) Personal Details																																				
Title:		<input type="checkbox"/> Mr		<input type="checkbox"/> Miss		<input type="checkbox"/> Mrs		<input type="checkbox"/> Ms		<input type="checkbox"/> Indeterminate																										
Given Name(s):		<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																																		
Last Name:		<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																																		
Gender:		<input type="checkbox"/> Male						<input type="checkbox"/> Female		<input type="checkbox"/> Unisex		Date of Birth:		<table border="1"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>				D	D	M	M	Y	Y	Y	Y											
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Country of Birth:		<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																																		

Nationality:	<input type="text"/>	First Language:	<input type="text"/>
Passport Number:	<input type="text"/>	Expiry Date:	<input type="text"/>
Email Address:	<input type="text"/>	Mobile No.:	<input type="text"/>

(C.) Address

Address if in Australia:

Suburb:

State: **Post Code:**

Address if Overseas:

Suburb:

State: **Country:** **Post Code:**

(D.) Emergency Contact Details

Name:

Number: **Relationship:**

(E.) Overseas Student Health Cover (OSHC) Details

Do you already have OSHC? If Yes then please provide details:

Provider's Name: **Type:** Single Couple Family

Membership Number: **Expiry Date:**

Do you want PCBT to arrange OSHC for you?

Yes (If yes then please provide details and copy of passport/s)

No (Note: PCBT will arrange BUPA OSHC only)

If Yes, Duration:Months **Type:** Single Couple Family

Do you have a disability, impairment or permanent medical condition that can affect your studies? Yes No (skip to next step)

Hearing Vision Learning Mobility Other Medical Conditions _____

(F.) Educational Details (Please provide details of your qualifications):

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? Yes (attach copies) No

(G.) English Proficiency: 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:

(H.) Visa Details															
Do you currently hold any type of Australian Visa?		<input type="checkbox"/> Yes		<input type="checkbox"/> No											
Visa Type: _____	Subclass: <table border="1" style="display: inline-table; width: 40px; height: 20px;"><tr><td> </td><td> </td><td> </td></tr></table>				Expiry Date:	<table border="1" style="display: inline-table; width: 100px; height: 20px;"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>		D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y								
(I.) Agent/Marketing															
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													
(J.) Agent Details (if applying through an agent)															
Agent Trading/OR Legal Name:															
Agent's Employee Name:															
Email Address:															
Contact Number:															
Agent Stamp:															

(K.) Table of Refunds				
Type	Timeframe	Tuition Fees Refunded	Non-Tuition Fees	Documents
VISA Refusal	Before the Course Commences	Full Refund	Material Fees- Refunded Application Fee- Non-refundable	Refund Request Proof of VISA Refusal
VISA Refusal	After the course has commenced	Deposit – (Weekly tuition fee × weeks in default period) = Refund amount	Material Fees- No Refund Application Fee- Non-refundable	Refund Request Proof of VISA Refusal
VISA Cancellation based on Breach of Conditions	At any time	Nil.	Material Fees- No Refund Application Fee- Non-refundable	Refund Request Proof of VISA Refusal
Withdrawal, Transfer or Enrolment Cancellation	Greater than 28 days before commencement of the course	Full Refund – Agent Fees (if applicable)	Material Fees- Refunded Application Fee- Non-refundable	Refund Request Letter of Offer DSC Form
	Less than 8-28 days before commencement of the course	75% Refund of Term 1, Full Refund of Subsequent Terms – Agent Fees (if applicable)	Material Fees- Refunded Application Fee- Non-refundable Cancellation Fee of \$250 Applies	Refund Request Letter of Offer DSC Form
	Less than 0-7 days before commencement of the course	50% Refund of Term 1, Full Refund of Subsequent Terms – Agent Fees (if applicable)	Material Fees- Refunded Application Fee- Non-refundable Cancellation Fee of \$250 Applies	Refund Request Letter of Offer DSC Form
	After the course has commenced	Nil.	Material Fees- Non-refundable Application Fee- Non-refundable Cancellation Fee of \$250 Applies	Nil
Default by Perth College of Business & Technology	At any time	Please refer to New calculation under section 7 of the Education Services for Overseas Students (https://internationaleducation.gov.au/Regulatory-Information/Pages/National-Code-2018-Factsheets.aspx)		Nil

(L.) Attachment Checklist		
Provide all the relevant documents. Incomplete applications will cause delays in processing:		
<input type="checkbox"/>	Certified evidence of English language proficiency like IELTS, TOEFL, PTE and ELICOS, etc.	Release letter from current Institute (if there for less than 6 months)
<input type="checkbox"/>	Certified documented evidence of Year 12 education or equivalent (with certified translation, if not in English)	Evidence of Overseas Health Cover (if applicable)
<input type="checkbox"/>	Certified copy of Passport	Certified copies of documents to be assessed for Recognition of Prior Learning (RPL) if required
<input type="checkbox"/>	Copy of Visa (if applicable)	Other _____

(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/>)

AND Read policies on <https://pcbt.wa.edu.au/downloads/>

- 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-students/> 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. 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 and on their website <https://pcbt.wa.edu.au/downloads/>
- I declare to abide by PCBT Policies and Procedures and Code of Conduct on <https://pcbt.wa.edu.au/downloads/>

USI (To get one visit www.usi.gov.au or ask PCBT Staff)

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Signature of Student:

Date:

D	D	M	M	Y	Y	Y	Y
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PCBT Student ID (if former/current PCBT students): PCBTS