York Business Institute



ENROLMENT FORM

ABN 50 606 511 353 | CRICOS CODE 03549E | RTO NO 45033

ENROLMENT FORM

Please complete and forward your application to:

In Person or by Mail:
L4 - L5, 72 Bathurst St, Sydney
NSW 2000 AUSTRALIA

By e-mail:
info@york.edu.au

For more details, please call: +61 2 8316 6600

York Business Institute

York English College

PART A: PERSONAL DETAILS

USI:

** Please go to Part J to complete USI application if you do not already have one and you would like YBI to apply on your behalf*

Title: ◯ Mr. ◯ Ms. ◯ Mrs. ◯ Other: _____ Gender: ◯ Male ◯ Female

First Name: _____

Last Name: _____

Date of Birth: _____ Nationality: _____

Passport No: _____ Expires on: _____

Mobile: _____

Email: _____

Australian Address: _____

Suburb: _____ State: _____ Postcode: _____

Overseas Address (Must be applicant's address)**:** _____

_____

Postcode: _____ Country: _____

Emergency Contact Name: _____

Relationship: _____ Mobile Phone: _____

PART B: VISA DETAILS

Are you currently residing in Australia ? ◯ Yes ◯ No

Which visa type do you plan to study under at York Business Institute ?

◯ Student ◯ Tourist/Visitor ◯ Working Holiday ◯ Other _____

Are you lodging your Visa Application in Australia ? ◯ Yes ◯ No

If no , please specify : City _____ Country _____

Has your visa been cancelled/refused before ? ◯ Yes ◯ No

Number of Dependants: _____

PART C: OVERSEAS STUDENT HEALTH COVER

Do you require Overseas Student Health Cover (OSHC) ? ◯ Yes ◯ No

**OSHC is compulsory for International Students*

PART D: ACCOMMODATION AND AIRPORT PICK-UP

Do you require accommodation to be organised ? ◯ Yes ◯ No

◯ Homestay ◯ Single Room ◯ Share Room ◯ Student Residence

If accommodation is required, you must complete an Accommodation Application Form, this will be sent to you with the letter of offer.

Do you require airport transfer on arrival ? (AUD$200 One-way) ◯ Yes ◯ No

PART E: CURRENT ENGLISH LEVEL

◯ Beginner ◯ Elementary ◯ Pre-Intermediate ◯ Intermediate

◯ Upper-Intermediate ◯ Advanced ◯ Other: _____

Have you ever completed any of the following English tests? ◯ Yes ◯ No
(IELTS , TOEFL, TOEIC, Cambridge Tests, PTE)

Name of Test: _____ Year of Test: _____ Test Score: _____

PART F: LLND ASSESSMENT

As per the RTOs Standards, prior to enrolment, the skills and competencies of prospective VET students, including their language, literacy and numeracy proficiency and digital literacy must be assessed.

If required, applicants will be provided with the LLND test link during the enrolment process.

ENGLISH COURSE (ELICOS)	Duration	CRICOS Code
◯ General English (GE)	Maximum 65 Weeks	109129M
◯ Cambridge Test Preparation (CTP)	12 - 46 Weeks	112452G
◯ English for Academic Purposes (EAP)	12 - 40 Weeks	114959H
◯ PTE-Academic Test Preparation (PTE)*	Maximum22 weeks	118010G

Weekly Intake: classes commence every Monday.

Preferred Starting Date: ____ /____ /_____

Preferred Shift: ◯ Morning Shift ◯ Evening Shift (currently not available for EAP & PTE)

Preferred Duration: ___ Weeks (GE) ___ Weeks (CTP) ___ Weeks (EAP) ___ Weeks (PTE)

Will you be continuing your studies in Australia at a vocational or Tertiary level?

◯ Yes ◯ No ◯ Not Sure

Name of Institution : _____ Starting Date : _____

Name of Course/Year of study (for schools) : _____

VOCATIONAL COURSES	Duration	CRICOS Code
◯ BSB30120 Certificate III in Business	52 Weeks	104594D
◯ BSB40120 Certificate IV in Business	26 Weeks	106420K
◯ BSB50120 Diploma of Business	52 Weeks	106421J
◯ BSB60120 Advanced Diploma of Business	52 Weeks	106422H
◯ SIT30622 Certificate III in Hospitality	52 Weeks	110401A
◯ SIT50422 Diploma of Hospitality Management	91 Weeks	110402M
◯ SIT60322 Advanced Diploma of Hospitality Management	104 Weeks	110403K
◯ BSB40420 Certificate IV in Human Resource Management	52 Weeks	104595C
◯ BSB50320 Diploma of Human Resource Management	78 Weeks	104596B
◯ BSB60320 Advanced Diploma of Human Resource Management	78 Weeks	104597A
◯ FNS40222 Certificate IV in Accounting & Bookkeeping	52 Weeks	110813C
◯ FNS50222 Diploma of Accounting	52 Weeks	110399A
◯ FNS60222 Advanced Diploma of Accounting* ** Duration will be 52 weeks if packaging with Diploma of Accounting*	78 Weeks	110400B
◯ ICT40120 Certificate IV In Information Technology	78 Weeks	103298J
◯ ICT50220 - Diploma of Information Technology	104 Weeks	105623G
◯ ICT60220 Advanced Diploma of Information Technology	104 Weeks	105624F
◯ BSB40920 - Certificate IV in Project Management Practice	52 Weeks	115456A
◯ BSB50820 - Diploma of Project Management	52 Weeks	115457M
◯ BSB60720 - Advanced Diploma of Program Management	78 Weeks	117020B

◯ RII50520 - Diploma of Civil Construction Design	78 Weeks	118009M
◯ RII60520 - Advanced Diploma of Civil Construction Design	78 Weeks	115458K
◯ CPC30220 - Certificate III in Carpentry	104 Weeks	119383C
◯ CPC50320 - Diploma of Building and Construction (Management)	52 Weeks	119384B
◯ CPC30620 - Certificate III in Painting and Decorating	52 Weeks	120090F
◯ CPC31320 - Certificate III in Wall and Floor Tiling	52 Weeks	120519D

INTAKE DATES

2026 Main Intake	2026 Mid-Intake	2027 Main Intake	2027 Mid-Intake
◯ ~~12 January~~	◯ ~~09 February~~	◯ 11 January	◯ 08 February
◯ ~~13 April~~	◯ ~~11 May~~	◯ 12 April	◯ 10 May
◯ ~~13 July~~	◯ ~~10 August~~	◯ 12 July	◯ 09 August
◯ 12 October	◯ 09 November	◯ 11 October	◯ 08 November

Preferred Starting Date: **Other:** ____ /____ /_____

PART G: ENTRY REQUIREMENTS

What is your highest COMPLETED school level? (Tick 1 box only)

If you're currently enroled in secondary education, the Highest school level completed refers to the highest school level you have actually completed and not the level you're currently undertaking.

◯ Year 12 or equivalent
◯ Year 11 or equivalent
◯ Year 10 or equivalent
◯ Year 9 or equivalent
◯ Year 8 or below
◯ Never attended school

Note: *Please make sure you refer to the specific entry requirements that apply to the course you are applying for. These requirements are detailed in the student handbook and our website www.york.edu.au. All our courses require applicants to be 18 years or older and have proficiency in English equivalent to the level of IELTS 6.0 or higher.*

PART H: ADDITIONAL INFORMATION

Have you SUCCESSFULLY completed any of the following qualifications?

◯ Bachelor Degree or Higher Degree
◯ Advanced Diploma or Associate Degree
◯ Diploma (or Associate Diploma)
◯ Certificate IV (or Advanced Certificate/Technician)
◯ Certificate III (or Trade Certificate)
◯ Certificate II
◯ Certificate I
◯ Other education (including certificates or overseas qualifications not listed above)
◯ I've never completed any qualifications

PART I: EDUCATION & EXPERIENCE

Do you intend to claim Recognition of Prior Learning (RPL) Or credit transfer towards this course? ◯ Yes ◯ No

Have you enrolled in a similar course elsewhere? ◯ Yes ◯ No

Have you been employed in the area covered by the Course applied for? ◯ Yes ◯ No

(If your answer is 'Yes' on any of these questions, you may be eligible for Recognition of Prior Learning. Please contact us for further information and attached certified copies of any relevant documents.)

Tell us the reason you want to take our course:
◯ Career ◯ Academic ◯ Personal ◯ Other _____

Where did you hear about us?
◯ Agents ◯ Advertising ◯ Word of mouth ◯ Other _____

Do you have any disabilities that will effect your learning?
◯ Yes, please specify below. ◯ No

◯ Hearing (Deaf) ◯ Learning ◯ Acquired brain impairment
◯ Physical ◯ Mental Illness ◯ Medical Condition
◯ Intellectual ◯ Vision ◯ Other _____

** For more information to assist with answering the disability questions, please go to our website to download the Disability Supplement document.*

Why have you chosen to enrol at York Business Institute? Do you have sufficient information, knowledge and understanding of courses offered at YBI and their requirements?

Language and Cultural Diversity in which country were you born?
◯ Australia ◯ Other (Please specify): _____

Do you speak a language other than English at home?
◯ No, English Only ◯ Yes (Please specify): _____

Are you Aboriginal or Torres Strait Islander origin?
◯ No ◯ Aboriginal ◯ Torres Strait Islander

Do you have the following computer knowledge and skills to complete the course?

◯ Basic Word processing
◯ Basic Email knowledge
◯ Basic Excel Spreadsheet knowledge
◯ PowerPoint presentation knowledge
◯ Use of Skype, Webcam, Mobile (for Online students)

Do you need any Language and Literacy (LLND) support? If the college identifies you need additional LLND support during the LLND test, will you be happy to undertake recommended additional support program?

Does your preferred learning style align with the delivery methods, proposed learning strategies and training materials of the course?
◯ Yes ◯ No

What do you hope to achieve with this qualification and what are your career plans after you finish studying?

◯ Get a job
◯ Get a promotion
◯ Upgrade of enhance my skills
◯ Establish a business
◯ Continue on for more studies at a higher level
◯ Learn more about this industry
◯ Increase my confidence
◯ Expand my knowledge
◯ Other (please specify) _____

Do you have any knowledge of this industry or experience with this type of course for which you will study?

◯ No

◯ Yes. Please describe below and know that you may be asked for further evidence.

_____

PART J: PAYMENT DETAILS

Name of Bank: Commonwealth Bank Australia
Account Name: York Business Institute
Account Number : 1150 3126
Bank SWIFT Code: CTBAAU2S
BSB : 062 016
Reference : Student Name and ID

PART K: USI APPLICATION THROUGH YBI

If you would like us to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at here.

You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I [NAME] _____authorise [insert RTO name] _____ to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

☐ *I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at Privacy Information.*

Town/City of Birth _____
(please write the name of the Australian or overseas town or city where you were born)

We will also need to verify your identity to create your USI.

Please provide details for **one** of the forms of identity below (numbered 1 to 8).

Please ensure that the name written in 'Personal Details' section is exactly the same as written in the document you provide below.

1. Australian Driver's Licence

State: _____ Licence Number:_____

2. Medicare Card

Medicare card number_____

Individual reference number (next to your name on Medicare card): _____

Card colour: (select which applies)

☐ **Green** Expiry date __MM__/__YYYY__ (format MM/YYYY)

☐ **Yellow**

☐ **Blue** Expiry date __DD__/__MM__/__YYYY__ (format DD/MM/YYYY)

3.Australian Birth Certificate

State/Territory_____
Details vary according to State/Territory (see note above)

4. Australian Passport

Passport number_____

5. Non-Australian Passport (with Australian Visa)

Passport number _____

6. Immicard

Immicard Number _____

7. Citizenship Certificate

Stock number _____Acquisition date __DD__/__MM__/__YYYY__

8. Certificate of Registration by Descent

Acquisition date __DD__/__MM__/__YYYY__

Please note:

In accordance with section 11 of the Student Identifiers Act 2014, YBI will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose.

PART L : ENROLMENT TERMS & CONDITIONS

ACADEMIC PROGRESS

Students must maintain satisfactory (at least 50%) academic progress at all times. All the courses are scheduled 20 contact hours per week. VET courses are delivered 13.5 hours face-to-face in classroom and 6.5 hours via online. Students must participate in scheduled classes in accordance with course timetables to make satisfactory course progress, and if they don't satisfactorily progress in their course, they will be in breach of a condition of their visa. All of our courses will be delivered 100% Online as a temporary measure in response to the COVID-19 outbreak or any other pandemic. Institute reserves the right to change class timetable at any time. Adequate notice will be provided where possible.

ORIENTATION & COURSE COMMENCEMENT

Please ensure that you attend the ORIENTATION SESSION on the date specified in the offer letter prior to the Course commencement date. If a student fails to commence the course within 14 days of the nominated course start date, the Institute will notify Department of Home Affairs via PRISM. Any student who cannot commence the course due to visa rejection or any other circumstances after being issued a visa, the student must inform the Institute immediately.

Attendance Monitoring

ELICOS students must attend 20 hours per week. All ELICOS students must attend a minimum of 80% at all times during their enrolment periods. Students must also maintain satisfactory academic progress at all times. Please note that students will also be required to maintain Academic Progress in consultation with the Academic Manager.

All VET students must attend their schedule classes to maintain satisfactory academic progress. They must have a minimum of 80% participation at all times throughout their enrolment periods. If an overseas student is making satisfactory progress in their course without attending scheduled classes then the course duration will be shortened to the minimum duration required given the student's existing skills and knowledge, while maintaining the minimum scheduled course contact hours (20 hours) per week. Please note that, the regulator (ASQA) may, at any time, require a training provider (YBI) to implement policies and procedures to monitor minimum attendance requirements and if students don't meet these requirements, they will be in breach of a condition of their visa.

OVERSEAS STUDENT HEALTH COVER (OSHC)

All International Students are required to pay Overseas Student Health Cover (OSHC) and maintain cover for the full length of their visa. It is also the student's responsibility to check the conditions of this health cover.

Rates (Single)
3 Months.....$127.50
6 Months.....$255.00
9 Months.....$382.50
12 Months.....$510.00
24 Months.....$1020.00
Note: Fees are subject to change. Please contact the OSHC provider for the current rates

INDICATIVE COST OF LIVING IN AUSTRALIA ($AUD)

According to www.studyinaustralia.gov.au, The figure below is an estimate only to give an indication of the basic rate of living costs under the Migration regulations. The cost can vary significantly depending on where you live in Australia.

Cost of Living (excluding tuition fees) .....$29,710 a year
**This includes clothing, food, accommodation, transportation, entertainment and travel cost.*
You should be prepared in case your living costs are greater than the figure above.

FEES

A non-refundable Enrolment/Application fee and CoE issuing fee (exclusive of Tuition fees and material fees) are required at the time of enrolment and this guarantees your place in the course. The enrolment deadline is 10 working days after the commencement of the course.

Students who fall behind in the payment of their fees or fail to pay their tuition fee on the due date, may be charged a late payment fee of $120.00 per term or may be refused training and assessment services and any requests until such times as the fees are paid and up-to-date. Should fees remain overdue for more than one day after the due date YBI will inform the student of their intention to report them for non-payment of fees to DHA via PRISMS.
For more information regarding fees and payments please refer to
https://www.york.edu.au/pre-enrolment/fees-payment/

FEE REFUND POLICY

The request for refund must be made in writing to the Principal Executive Officer by using the Refund Application Form.
• No refunds will be paid to a third party unless it is indicated at the time the Refund Application Form is lodged, that any refunds due are payable to a third party.
• Where a refund is approved, York Business Institute will make payment of refunds within 28 days of receipt of the Refund Application Form
• In the case of default by York Business Institute, the provisions of the ESOS Act 2000 and the ESOS Regulations 2019 apply. For further information about the ESOS Act please see
https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx

Enrolment Fee and Tuition Fees		
Enrolment fee and CoE Issuing Fee		No refund
Visa refused (except for fraud, forge or misleading documents)	Offshore applications	Refund less $500 administration fee.
	Onshore applications	· Prior to course commencement: Refund full tuition fee; $500 Administration fee applies. · After course commencement: Refund unused tuition fee; $500 Administration fee applies.
		No refund will be given if AAT is undertaken.
Withdrawal at least 28 days (prior to agreed start date)		70% refund of tuition fees less $500 administration fee and CoE issuing fee
Withdrawal less than 28 days (prior to agreed start date)		50% refund of tuition fees less $500 administration fee and CoE issuing fee
Withdrawal after the agreed start date		No refund
Visa cancelled due to actions of the student including due to fraud, forge or misleading documents		No refund
Does not commence (i.e. Does not arrive, or has not arranged with us for a later start because of health or compassionate reason)		No refund
Visa extension is refused		Return of unused tuition fees less $500 administration fee and CoE issuing fee
Withdrawal from study - enrolled/current students		Refund of unused tuition fees less $500 administration fee and CoE issuing fee (of the following term/s)* *Deferment, Suspension or Cancellation of Enrolment Application Form must be received at least 28 days prior to the commencement of the following term/s *No refund will be given after an approved deferment or suspension.
Compulsory Health Insurance (Student visa holders only)		Refer to OSHC provider's refund policy
Airport Pick-up		Full Refund only if service cancelled 3 business days prior to flight arrival
Visa refused but when RTO is able to deliver the course online and student can continue study online from offshore		Return of unused tuition fees less $500 administration fee and CoE issuing fee when withdrawal has been requested prior to the agreed start date

RTO DEFAULT
• Under the Tuition Protection Service (TPS) framework, if York Business Institute is unable to fulfill its obligations to complete a course. The TPS framework will facilitates the placement of students in the first instance, and where this is not possible, provides a refund of unexpended tuition fees (i.e. tuition the student has paid for but has not been delivered by the provider).
• York Business Institute defaults if the course they offer does not start on the agreed starting day.
• York Business Institute defaults if the course stops being provided after it starts and before it is completed or the course is not provided fully to the student because the registered provider has had a sanction imposed.
• If York Business Institute defaults, YBI will refund to the student within 14 days after the default day and receipt of your Refund Application Form.
• York Business Institute will give the student a statement that explains how the refund amount has been worked out. York Business Institute dispute resolution processes does not circumscribe the student's right to pursue other legal remedies.
• This agreement and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.
• The Standards for RTOs require the Institute to inform students considering enrolment of their right to a statutory cooling off period. A statutory cooling off period (which is 10 days) is a period of time provided to a consumer to allow them to withdraw from a consumer agreement, where that agreement was established through unsolicited marketing or sales tactics. These include tactic such as door-to-door sales and telemarketing. A statutory cooling off period allows a consumer to withdraw from a sales agreement within 10 days of having received a sale contract without penalty.
It must be noted that our Institute does not engage in unsolicited marketing or sales tactics and therefore a statutory cooling off period in not applicable to our students who have enrolled into a course. For refund option in other circumstances, students must refer to the refund policy.
• The refund policy is subject to review from time to time.
• The Institute recommends that you read the ESOS Framework Information, which provides legislative protection for International students, available at
https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx

York Business Institute is solely responsible for the delivery of its courses, for the issuance of their certifications, and for its compliance.

COMPLAINTS AND APPEALS POLICY
Students have access to a Complaints and Appeals procedure if they feel they have been unjustly treated or have a serious complaint. Students who feel they have any type of complaint should first contact the Administration Manager. If necessary the complaint will be referred to the Principal Executive Officer in order to resolve the situation. A student dissatisfied with an activity or a decision regarding their academic outcomes can voice their concerns to the staff member concerned and, if appropriate, appeal to the Principal Executive Officer.

If students are still dissatisfied with the outcome of the complaint / grievance / appeal then students may lodge an external appeal or complain about the decision with the Overseas Students Ombudsman. The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their private education or training provider. See the Overseas Students Ombudsman website
http://www.ombudsman.gov.au/about/overseas-students or phone 1300 362 072 for more information.

STUDENT CODE OF CONDUCT
All people associated with York Business Institute have the same rights. The Institute's Code of Conduct sets clear standards of behaviour and defines the roles and responsibilities of members of the Institute in supporting these standards. It also specifies the mandatory consequences for student and staff actions that do not comply with these standards. Harassment, bullying and victimisation will not be tolerated at York Business Institute. Discrimination on any grounds is unacceptable. Students who feel that they are being sexually harassed or are the victims of any sort of racism should initially contact the Administration Manager. If the complaint is sufficiently serious, the Principal Executive Officer may establish a formal inquiry and/or refer to external authorities. Please read the Student Handbook (available online) for details.

PRIVACY NOTICE
Why we collect your personal information
As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.
How we use your personal information
We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information
We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information
The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

• administration of VET, including program administration, regulation, monitoring and evaluation
• facilitation of statistics and research relating to education, including surveys and data linkage
• understanding how the VET market operates, for policy, workforce planning and consumer information.
The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.
The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.
DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities.
For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at:
https://www.dese.gov.au/national-vet-data/vet-privacy-notice *(if you have any difficulties to accessing the notice please contact the college for a digital copy)*.

Surveys
You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information
At any time, you may contact YBI via Email (info@york.edu.au) to:
• request access to your personal information
• correct your personal information
• make a complaint about how your personal information has been handled
• ask a question about this Privacy Notice

For our Privacy Policy, please refer to the YBI Student Handbook available on website.

You can also call us at +61 2 8316 6600 Monday-Friday from 9am-6pm.

DISCLOSURE OF PERSONAL INFORMATION
Information is collected here in order to meet our obligations under the ESOS Act and the National Code, to ensure student compliance with the conditions of their visa and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2019 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students. Information collected about you on this form can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service (TPS).
In other instances information collected can be disclosed without your consent where authorised or required by law, this may include and the circumstance of any suspected breach by the student of a student visa condition.

CHANGE OF ADDRESS AND CONTACT DETAILS
Upon arriving in Australia you are required to advise us of your residential and email address, telephone number and of any subsequent changes to these contact details. It is your responsibility to ensure that you always update your contact details at the Institute to ensure you receive important information about your course, fee receipts and any other important information.

STUDENT DECLARATION
I have read and accept the conditions of enrolment including the cancellation and refund policy of the Institute as stated above. I declare that the information provided by me on this form is true and correct. I consent to the collection,use and disclosure of my personal information in accordance with the National VET Data policy.

PART M: DECLARATION

STUDENT INFORMATION

Applicant Name:

Guardian Name for Applicants Under 18

Applicant's Signature:

Guardian Signature for Applicants Under 18

Date: / /

This agreement must be signed by the student or their parent/legal guardian if the student is under 18 before/or at the same time course money is accepted.

REFERRAL / EDUCATIONAL AGENCY INFORMATION

Agency Name:

Agent's Signature:

Date: / /

AGENT STAMP

OFFICE USE ONLY

ACCEPTED BY York Business Institute