



Student Enrolment Form

Personal Details

Have you previously studied at Richmond School of Business (RSB)?			No <input type="checkbox"/> Yes <input type="checkbox"/>		Student ID			
Title	Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Other <input type="checkbox"/>		Date of Birth		Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>		
Family Name					Given Name			
Country of Birth					Citizenship			
Passport No.				Country of Issue				USI Number
At the time of this application, are you in residing Australia?						Yes <input type="checkbox"/> No <input type="checkbox"/>		
Please provide name of your current education provider (if applicable)								

Australian Address and Contact Details

Street				Suburb				
State		Postcode			Country			
Mobile Phone				Email Address				

Address in Home Country

Address								
Suburb			State			Country		
Postcode				Phone number				

Authorised Agent Details (If applicable)

Agency Name				Contact Person			
Email				Telephone No.			

Course Type	
Is the student taking this course as	Principal Course <input type="checkbox"/> Concurrent Course <input type="checkbox"/>
Please note that the students who apply to study a course at RSB as a concurrent course will be responsible to meet the course requirements of their principal provider in addition to RSB course requirements.	

Course Selection	
<input type="checkbox"/> BSB50215 Diploma of Business	<input type="checkbox"/> BSB60215 Advanced Diploma of Business
<input type="checkbox"/> BSB51918 Diploma of Leadership and Management	<input type="checkbox"/> BSB61015 Advanced Diploma of Leadership and Management
<input type="checkbox"/> BSB80515 Graduate Certificate of Management (Learning)	<input type="checkbox"/> BSB80615 Graduate Diploma of Management (Learning)
Preferred Intake Date	

English Language Proficiency			
Is English your first language?	Yes <input type="checkbox"/> No <input type="checkbox"/>	What is your first language?	
Have you completed any secondary or tertiary studies where English was the language of ?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Please indicate if you have taken any of the following English tests:			
IELTS <input type="checkbox"/>	TOEFL <input type="checkbox"/>	PTE <input type="checkbox"/>	Other <input type="checkbox"/>
Overall Score		Test Date	
To check if you have met RSB English Language Entry Requirements, please refer to RSB Website www.rsb.edu.au			

Educational Background			
Institution/School	Name of Qualification	Location	Year Completed

RPL/Credit Transfer	
Do you wish to apply for RPL/ Credit Transfer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have studied or are currently studying at another academic institution, you may be eligible for credit transfer/RPL towards your qualification at RSB. For further information, please refer to the Credit Transfer Policy and Procedure available at our website www.rsb.edu.au	

Overseas Student Health Cover

Would you like RSB to arrange health cover for you?

No ☐ Yes ☐ Single ☐ Couple ☐ Family ☐

Support Services

Do you have a disability, impairment or long-term medical condition which may affect your studies?

No ☐ Yes ☐ Hearing ☐ Vision ☐ Learning ☐ Mobility ☐ Medical ☐ Other ☐

If you wish to apply for reasonable adjustment upon commencement at RSB, please refer to the Student Assessment Policy and Procedure available on RSB's website www.rsb.edu.au for further information.

Student Declaration

I declare that I have read RSB policies and procedures on www.rsb.edu.au and that the information submitted on and with this form is complete and accurate in all respects. I acknowledge that the provision of incorrect information may result in the withdrawal by RSB of any place which may be offered. I agree to release and indemnify RSB and its officers, employees, agents, partners and contractors from and against any liability, claim, action, demand, loss or expense (including legal costs) arising out of or in any way connected with the provision of incorrect information. I acknowledge that I am bound by the statutes and regulations of RSB and I agree to pay all fees charged directly to me arising from this enrolment.

Student Checklist

I have:

- ☐ Completed all sections of the application form
- ☐ Attached certified copy of passport and current Australian visa (if applicable)
- ☐ Attached certified copies of academic transcript(s) and certificate(s) translated into English (if applicable)
- ☐ Attached evidence of English language proficiency
- ☐ Read and signed the student declaration

Name

Signature

Date

Please return this form to:

Richmond School of Business

Level 2, 197-207 Church Street, PARRAMATTA NSW 2150

Email: admin@rsb.edu Phone: +61 2 8844 1000

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Ph: +61 2 8844 1000 | Email: admin@rsb.edu

ABN: 98 620 121 593 | RTO ID: 45432 | CRICOS Code: 03717E

Student Enrolment Form v2.0 Aug 2020

Important Information

How to Apply

1.	Complete the application form or apply online by visiting www.rsb.edu.au . Offshore international students must apply through authorised agents. To find a list of our approved partners, please visit www.rsb.edu.au . Some offshore students will be requested to complete an additional GTE form which is available on RSB website. RSB Admissions Officer will inform agents if this extra step is required.
2.	Provide certified* copies of academic transcripts and certificates translated into English (if applicable), evidence of English language proficiency, passport and visa (if applicable). <small>*Documents can be certified by our representative, authorised agent, Justice of the Peace, Public Notary, Australian Embassy or Consulate.</small>
3.	Submit your completed Enrolment Application to an authorised education agent or send to RSB by email admin@rsb.edu.au
4.	After acceptance of Offer of Enrolment and payment of applicable fees, international students will receive a Confirmation of Enrolment (CoE) in order to apply for a student visa.
5.	To enrol in the course, students must sign the offer acceptance.

Course Fee and Duration

For information about tuition fees, please refer to the School's Website (www.rsb.edu.au) or contact your agent.

CRICOS Code	Course Title	Hours per week	Application Fee	Tuition Fee	Material Fee	Course Length
098265J	Diploma of Business	20	\$250	\$8,000	\$95	52 weeks
098268F	Advanced Diploma of Business	20	\$250	\$8,000	\$95	52 weeks
098267G	Diploma of Leadership and Management	20	\$250	\$8,000	\$95	52 weeks
098269E	Advanced Diploma of Leadership and Management	20	\$250	\$10,500	\$95	78 weeks
102742B	Graduate Certificate of Management (Learning)	20	\$250	\$9,500	\$250	26 weeks
102743A	Graduate Diploma of Management (Learning)	20	\$250	\$11,500	\$250	52 weeks

Supplementary Fees and Charges

Unit Re-assessment - Per Unit of Competency	\$300.00	Change of Enrolment / CoE (per CoE)	\$250.00
RPL – Per Unit of Competency	\$350.00	Change of Class Group (per change)	\$150.00
Replacement Certificate / Statement of Attainment	\$50.00	Replacement Student ID Card	\$30.00
Re-issue Enrolment Offer after Expiry Date	\$250.00	Debit Card Transaction Fee	\$0.88
Exceeding 100 pages printing quota – Per additional 50 pages	\$5.00	Credit Card payment surcharge (min. \$0.88)	3%
		Payer Dishonour	\$12.00