

4- OSHC Details:

Please provide the following information, if you hold a current Overseas Student Health Cover (OSHC);

Provider's Name:	
Membership Number:	
Membership Type:	<input type="checkbox"/> Single <input type="checkbox"/> Family
OSHC Expiry Date:	DD/MM/YYYY

Please provide the following information, if you would like PCBT to arrange OSHC for you;

Note: PCBT will arrange Medibank Private OSHC only. Other Health Cover options are available.

OSHC Duration:	<input type="checkbox"/> 12 Months <input type="checkbox"/> Other (please specify)
Membership Type:	<input type="checkbox"/> Single <input type="checkbox"/> Family

Please provide names to be included in OSHC (in case of family);

Name	Date of Birth	Relation
	DD/MM/YYYY	
	DD/MM/YYYY	
	DD/MM/YYYY	

[Please add \$429 (for single Medibank Private OSHC for 12 months) with your initial payment.]

[Please add \$858 (for family Medibank Private OSHC for 12 months) with your initial payment.]

5- Visa Details:

Do you currently hold an Australian Visa? Yes No

Visa Type:	
Visa Class:	
Visa Expiry Date:	DD/MM/YYYY

6- Qualification Details:

Highest Qualification (please attach copies)		Year of completion:
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7- Do you have any special needs that require consideration for your full participation in the course? If YES, please give details on separate sheet.

8- IELTS Band: _____

9- Are you applying for Credit Transfer/ Recognition of Prior Learning;

No Yes (Please attach copies)

10- Course Fee Details:

Course Code:	Course Title:	Course Duration:	Course Cost:
SIT30807	Certificate III in Hospitality (CC)	52 Weeks	\$11,898
SIT40407	Certificate IV in Hospitality (CC)	26 Weeks	\$5849
SIT50307	Diploma of Hospitality	26 Weeks	\$5849
BSB40207	Certificate IV in Business	25 Weeks	\$4750
BSB40407	Certificate IV in Small Business Management	25 Weeks	\$4750
BSB50207	Diploma of Business	25 Weeks	\$4750
51998	Course in Reading, Writing and Spelling English	10 Weeks	\$3000
91423NSW	Certificate III in Spoken and Written English	20 Weeks	\$6000

Application Fee \$250 and OSHC are no included in this Course Fee Details.

11- Agent Details:

Agent's Name:	
Contact Number:	
Email Address:	

Attachment Checklist:

Before mailing this form please ensure that it is complete and that the following attachments are included (if necessary).

- Certified evidence of English language proficiency (minimum overall band 5.5) in IELTS
- Certified documented evidence of Year 12 education or equivalent (with certified translation, if not in English)
- Certified copy of Passport and Student Visa (if applicable)
- Release letter from current RTO (if there for less than 6 months)
- Evidence of Overseas Health Care policy (if applicable)
- Certified copy of documents to be assessed for Recognition of Prior Learning (RPL) if required

I have read, understood and agreed to abide by the enrolment conditions as set out below and understand the PCBT refund policy as outlined on page 5: (Do not sign until you have read pages 4,5,6,7). Please keep pages 4,5,6,7).

Signed _____ Date _____

Enrolment Information Sheet	
Enrolment Procedure	Fill out the Student Enrolment form provided by PCBT and send it to admin@pcbtedu.com.au or Post: P O Box 6889 East Perth 6892 WA or in person at the College reception. PCBT will make contact by phone or email to confirm your enrolment.
Orientation Procedure	Attend the pre study orientation meeting that PCBT will schedule prior to commencement of studies. Students will be provided with information that will assist them in the successful completion of studies and achievement of competency.
Course Content	PCBT will provide training and assessment that leads to the achievement of competency in your relevant course of study. The classes will normally be delivered during day time, please refer to the timetable, prospectus and PCBT website (www.pcbtedu.com)
Fees and Charges and refund policy.	PCBT will only enrol students who have paid the fee. Students will also be required to pay text book fees as advised prior to commencement of studies. Please refer to PCBT website and prospectus
Language, Literacy and Numeracy	All students who advise PCBT staff of their special learning needs will be provided with the appropriate support and guidance with the aim of assisting the student to obtain competency in the course undertaken. This assistance provided by PCBT Staff will be within the principles of fairness and flexibility of workplace assessment and will be offered in a discrete manner.
Welfare and Guidance	All students experiencing any difficulty or concerns about their training experience should make contact with the OSCO where a range of solutions may be discussed and provided.
Appeals and Complaints	The complaints and appeals policy of PCBT provide an avenue for students to address their complaints and appeals to PCBT Management and have them dealt with in a constructive and timely manner. Please refer to PCBT website and prospectus
Deferment, suspension and cancellation Procedures	Students who are unruly, offensive or conduct themselves in a disrespectful manner toward PCBT staff or fellow students will be offered one warning to desist their behaviour after which continued behaviour will result in their enrolment being cancelled. Please refer to PCBT website and prospectus
Access and Equity	PCBT is committed to providing training and assessment services to all clients regardless of race, religion, sex, socio-economic status, disability, language, literacy or numeracy.
Legislative Compliance	PCBT Management and staff conduct periodic reviews to ensure that it is compliant with all state and federal legislative requirements for RTO's including but not limited to OH&S, Harassment, Discrimination, Equal Opportunity and Vocational Education and training legislation.
National Recognition	PCBT recognises qualifications and statements of attainment issued by any other Registered Training Organisation under the Australian Qualifications Framework. Please refer to PCBT website and prospectus
Recognition of Prior Learning	Recognition of Prior Learning (RPL) is offered to all students enrolling in PCBT. Where sufficient documentation is provided PCBT will provide credit transfer to enrolling students. PCBT recognises all current competencies held by students regardless of how, where or when these competencies were learned. If a student would like to pursue RPL they can apply at enrolment. Please refer to PCBT website and prospectus

Entry Requirement	Students required possessing year 12 qualification for admission. IELTS band 5.5 Please refer to PCBT website and prospectus for details.
Mode of Study and Assessment Methods	Mode of study at PCBT is based on 100% face to face delivery method and assessment is competency based. Please refer to PCBT website and prospectus.
Campus Location and facilities	Perth College of Business and Technology, 110 Brown Street, East Perth 6004 WA PCBT Practical Training Kitchen, 66 Lake Street, Northbridge 6003 WA Facilities: Computer Lab with printing facilities, Library, common room and kitchen. Please refer to PCBT website and prospectus
Time Critical (RTO 51503)	PCBT has on-going arrangement with Time Critical for the delivery of Apply First Aid (HLTFA301B)
ESOS Frame Work	ESOS protects students' rights under ESOS Act 2000. Please refer to PCBT website and prospectus
Cost of Living, Accommodation Options and Education for Minors	For the details Please refer to PCBT website and prospectus.

Refund Policy

This agreement and the availability of complaints and appeals processes do not remove the right of the student to take action under Australia's consumer protection laws.

All applications for a refund of fees should be sent, in writing, to:

The RTO Manager, Perth College of Business and Technology, 110 Brown Street, East Perth 6004, Western Australia.

Unless otherwise stated, all refunds will be paid within 4 weeks from formal receipt of notification by the RTO Manager.

For Commencing and Continuing Students

Total Refund

Course fees paid in advance are refundable (including Application fee), subject to any stated conditions which follow, in the event that:

- a) the course does not start on the agreed starting day.
- b) the course ceases to be provided at any time after it starts but before it is completed; or
- c) the course is not provided in full to the student because a sanction has been imposed on the registered provider under part 6 (ESOS Act)
- d) where a Visa has been denied.

Partial Refund

- i) provide a full refund of course money paid in advance, where enrolling students provide more than 10 weeks written notice of their intention to withdraw from the course prior to the course commencement. The refund will be less the maximum of 10% or \$1000, whichever is the lesser, for administrative expenses.
- ii) provide a partial refund of course money paid in advance, where enrolling students provide more than 4 weeks and up to 10 weeks written notice of their intention to withdraw from the course prior to the course commencement. The refund will be 70% of a semester's fees less the maximum of 10% or \$1000, whichever is the lesser, for administrative expenses.
- iii) provide a partial refund of course money paid in advance, where enrolling students provide less than 4 weeks written notice of their intention to withdraw from the course prior to the course commencement. The refund will be 40% of a semester's fees, less the maximum of 10% or \$1000, whichever is the lesser, for administrative expenses.
- iv) provide a partial refund to students who withdraw after the commencement of the course up till the first 4 weeks. The refund shall be 30 % of a semester's fees, less the maximum of 10% or \$1000, whichever is the lesser, for administrative expenses.

No Refund

- i) apply no refund where a student has withdrawn from the course after the 4th week of the course.
- ii) should PCBT Management withdraw a student from a Course because the student has seriously breached international student visa conditions or a provider's rules, no refund of the current semester's fees will apply.

Cancellation of Course by PCBT

should PCBT Management withdraw its offer or fails to provide the program offered or terminates its course delivery before or after semester/Education Service commences PCBT will provide a full refund of course money.

The refund will be paid to the student within two weeks of the day on which the College ceases to offer the course.

Alternatively, the student may be offered enrolment in a suitable course delivered by PCBT at no extra cost. The student will have the right to choose either a full refund of course fees, or to accept a place in another course. If placement in another course is preferred, the student will be asked to sign a document to indicate that they have accepted the placement.