

**INTERNATIONAL STUDENT ENROLLMENT APPLICATION FORM**

**INSTRUCTIONS**

1. Complete all section using BLOCK LETTERS
2. Attach supporting documents, including certified copies of your passport and Academic Documents
3. An application fee of AUD \$250 must accompany this application on return to Boston Institute of Technology (BIOT).

**I: PERSONAL DETAILS**

Title:  Mr  Mrs  Ms  Miss  Other:

Family Name: \_\_\_\_\_

Given Name: \_\_\_\_\_

Date of Birth: (DD/MM/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_

Gender:  Male  Female

Passport No: \_\_\_\_\_

Expire Date: \_\_\_\_\_

Place and Country of Birth: \_\_\_\_\_

Nationality: \_\_\_\_\_

Are you currently studying in Australia?  Yes  No

If Yes, Name of Institution \_\_\_\_\_

What visa subclass do you have? \_\_\_\_\_

Visa Number \_\_\_\_\_

Expiry Date: (DD/MM/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_

Are you transferring from another education provider in Australia?  Yes  No

Do you have a Unique Student Identifier (USI)?

Yes  No

If YES, please specify your USI \_\_\_\_\_

If you wish to grant BIOT permission to source a USI from NCVER on your behalf, Tick the Box

**II. CONTACT DETAILS**

**Residential Address (Australia)**

Building / Property Name: \_\_\_\_\_

Flat/Unit Detail: \_\_\_\_\_ Street Number: \_\_\_\_

Street Name: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

State / Territory: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Applicant's email address: \_\_\_\_\_

**Postal Address (If different from Residential Address)**

Building / Property Name: \_\_\_\_\_

Flat/Unit Detail: \_\_\_\_\_ Street Number: \_\_\_\_

Street Name: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

State / Territory: \_\_\_\_\_

PO Box or roadside delivery box: \_\_\_\_\_

Preferred Contact Method  Email  Phone

**Permanent Address in Overseas**

Building / Property Name: \_\_\_\_\_

Flat/Unit Detail: \_\_\_\_\_ Street Number: \_\_\_\_

Street Name: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

State / Territory: \_\_\_\_\_

Country: \_\_\_\_\_

Mobile: \_\_\_\_\_ Landline \_\_\_\_\_

**Emergency Contact in Australia and Overseas**

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	In Australia	Home Country
Name:		
Phone:		
Relationship:		

**III: OVERSEAS HEALTH COVER**

Do you have Overseas Health Cover (OSHC)?

Yes  No

If Yes, OSHC Provider: \_\_\_\_\_

Member No: \_\_\_\_\_

If No, I require  Single Cover  Family Cover

Name(s) of the family member(s) \_\_\_\_\_

Date of Birth: (DD/MM/YYYY) \_\_\_/\_\_\_/\_\_\_

Gender:  Male  Female

**IV: COURSE SELECTION**

CRICOS Code	Course Name	Duration (Weeks)	Tick
093334G	Certificate II in Security Operations	5	
093325J	Certificate III in Commercial Cookery	73	
093326G	Certificate III in Patisserie	72	
093332K	Certificate III in Retail Baking (combined)	78	
093333J	Certificate IV in Advanced Baking	64	
093327G	Certificate IV in Commercial Cookery	91	
093328F	Certificate IV in Patisserie	100	
092903K	Certificate IV in Business Administration	26	
092904J	Certificate IV in Marketing	26	
092905G	Diploma of Business Administrations	52	
093329E	Diploma of Hospitality Management	99	
092907F	Diploma of Marketing	52	
092909D	Advanced Diploma of	52	

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Forking Essential Pty Ltd T/A Boston Institute of Technology  
CRICOS: 03525B, RTO: 91595

	Business		
093330A	Advanced Diploma of Hospitality Management	113	
092910M	Advanced Diploma of Marketing	52	
092912J	General English-Intermediate	13	
092911K	General English Pre-Intermediate	13	

Preferred month and year of commencement: \_\_\_\_\_

Note: Details of intake can be obtained by visiting our website: [www.biot.edu.au](http://www.biot.edu.au)

Please refer BIOT website for fees.

**V: PREVIOUS QUALIFICATION ACHIEVED**

Have you successfully completed any of the following qualifications in Australia or hold any recognized overseas qualification.  Yes  No

- Bachelor or Above  Degree
- Advanced Diploma  Diploma
- Year 10 and 12

**Most recent or current qualification:**

Name of Qualification:	
School/ Institution:	
Country:	
Year was/to be completed:	

**Previous studies: (e.g. Secondary studies)**

Qualification	School/Institution	Country	Year completed

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If YES, please direct it to our Administration Department who will assist you on the support options available to you.

**IX: CHECKLIST**

I have attached original or certified copies of the following documents with my application:

- Completed all Section of this Application
- Attached certified true copies of your VISA
- Attached certified true copies of your Documents
- Attached certified true copies of your qualifications
- Attached certified true copies of your English Proficiency
- Attached any other relevant documentation
- Read and signed the declaration

**VI: COURSE CREDITS**

Are you seeking for applying for Credit transfers?

Yes  No

Are you seeking for applying for Recognition of Prior Learning (RPL)?  Yes  No

If you have answered 'Yes' to any of the question above, you are required to submit your supporting documents (e.g. employment letter, position descriptions, Statement of Attainment, etc.).

Once your documents are assessed either a Credit Transfer or RPL form will be prepared for your signature.

**VII: ENGLISH LANGUAGE PROFICIENCY**

Is English your first language?

Yes  No

If No your first language? \_\_\_\_\_

IELTS/TOEFL/other Score \_\_\_\_\_

- Note: please refer to the College's website [www.biot.edu.au](http://www.biot.edu.au) for the latest information on the English language proficiency requirements.
- Please attach your documentary evidence that can demonstrate your English language proficiency (e.g. IELTS score).

**VIII: SPECIAL NEEDS**

Do you have any special needs such as?

Language, Literacy & Numeracy Support Yes  No

Other Special Needs / Disability Support Yes  No

**X. FEES**

CRICOS Code	Course Name	Tuition Fees	Enrolment Fees	Course Material Fees
0933 34G	Certificate II in Security Operations	800		
0933 25J	Certificate III in Commercial Cookery	11950	250	750
0933 26G	Certificate III in Patisserie	13000	250	750
0933 32K	Certificate III in Retail Baking (combined)	11500	250	750
0933 33J	Certificate IV in Advanced Baking	6500	250	750
0933 27G	Certificate IV in Commercial Cookery	11950	250	750
0933 28F	Certificate IV in Patisserie	21500	250	750
0929 03K	Certificate IV in Business Administration	3250	250	500
0929 04J	Certificate IV in Marketing	3250	250	500
0929 05G	Diploma of Business	8250	250	500

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	Administrations			
0933 29E	Diploma of Hospitality Management	11950	250	750
0929 07F	Diploma of Marketing	8250	250	500
0929 09D	Advanced Diploma of Business	8250	250	500
0933 30A	Advanced Diploma of Hospitality Management	11950	250	750
0929 10M	Advanced Diploma of Marketing	8250	250	500
0929 12J	General English- Intermediate	2450	250	300
0929 11K	General English Pre- Intermediate	2450	250	300

\* BIOT may accept payment of no more than \$ 1,000 from each individual student prior to the commencement of the course. Following the course commencement, BIOT may require payment of additional fees in advance from the students but only such that at any given time the total amount required to be paid which is attributable to tuition or other services yet to be delivered to the student does not exceed \$ 1500

### XI: PAYMENT OPTIONS

An application fee paid by

Bank deposit  Cash  Credit card

All cheques or bank draft payable to the following address:

642, Nicholson Street, Fitzroy North

Or payment can be made by bank transfer to the following bank account:

Name of the Bank:	Common Wealth Bank
SWIFT Code:	
BSB Number:	063122
Account Number:	10855480
Account Name:	Forking Essential Pty Ltd

- Note: the details for payment arrangement of tuition fees will be included in the **Student Enrolment Agreement** that will be issued once the application is approved.

- Please note the application fee of AUD\$250 is non-refundable and BIOT has the right to reject the application prior to issuing a **Student Enrolment Agreement**.

### XII: DECLARATION

I declare that the information on this form and supporting documentation is true and correct. I have read and understood the Terms and Conditions of Enrolment, the Privacy Policy and the Cancellation and Refund Policy of Boston Institute of Technology (BIOT). I confirm that I have been fully advised of the fees, cancellation and refund conditions and I agree to be a student at BIOT. I acknowledge that the provision of incorrect information or documentation or the withholding of information or documentation relating to my application may result in the cancellation of my enrolment.

#### Use of personal information

I understand that BIOT may distribute my personal details as indicated in the statement:

“Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visas 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 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities. In other instances information collected on this form or during your

enrolment can be disclosed without your consent where authorized or required by law.”

Please either: Email an electronic copy (Scanned copy) to [enquiries@biot.edu.au](mailto:enquiries@biot.edu.au).

Print out this form and mail the hard copy of the document to 642 Nicholson Street, Fitzroy North, VIC, 3068

***I HAVE READ AND UNDERSTOOD THE INFORMATION PROVIDED IN THIS APPLICATION FORM.***

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## INTERNATIONAL STUDENT ENROLLMENT APPLICATION FORM

Applicant's signature:

Date: \_\_\_\_\_

Processed by BIOT Staff: \_\_\_\_\_

Date: \_\_\_\_\_