



# APPLICATION FOR ENROLMENT

| TERM DATES FOR 2009    |                            |                |              |           |                   |
|------------------------|----------------------------|----------------|--------------|-----------|-------------------|
| TERM 1                 |                            | TERM 2         | TERM 3       |           | TERM 4            |
| 9 February             |                            | 27 April       | 20 July      |           | 6 October         |
| 16 April               |                            | 25 July        | 23 September |           | 9 November        |
| 10 December            |                            | 10 December    |              |           |                   |
| HOLIDAY DATES FOR 2009 |                            |                |              |           |                   |
| 17Apr-26 April         |                            | 30 Jun-19 July | 24 Sep-5 Oct |           | 11Dec-7 Feb 2010  |
| TERM DATES FOR 2010    |                            |                |              |           |                   |
| TERM 1                 |                            | TERM 2         | TERM 3       |           | TERM 4            |
| 8 February             | Accelerated start 15 March | 27 April       | 19 July      | 23 August | 5 October         |
| 15 April               |                            | 1 July         | 22 September |           | 9 December        |
| HOLIDAY DATES FOR 2010 |                            |                |              |           |                   |
| 16 Apr-25 April        |                            | 2 July-18 July | 23 Sep-4 Oct |           | 10 Dec-6 Feb 2011 |

*Note: Williams Business College has made every effort to determine that the information in this handbook is accurate at the time of printing (September 2009). Programs offered may be changed without notice as they are reviewed and updated regularly, and course accreditations necessitate alteration from time to time.*

## STEP 1:

Complete the APPLICATION FOR ENROLMENT.

## STEP 2: (note: registration fee is non-refundable)

Attach to your application:

### AUSTRALIAN RESIDENTS (except evening courses)

- Relevant educational documents and/or resume (ATAR not required)
- 2 passport photos
- Registration fee \$200

### INTERNATIONAL STUDENTS (Full-time day courses only)

- Relevant educational documents and/or resume
- ENGLISH TESTING – Recent IELTS results are required, or you may take the (free) Williams English assessment at College.
- 2 passport photos
- Registration fee \$300

### EVENING COURSES

- Attach brief education and work history (or your resumé)
- No passport photos required
- Deposit \$100 – will be deducted from your first subject fee



## STEP 3:

Send or take your application to the College address below.

***We will send you an acceptance letter, or contact you if there are any questions.***

**WILLIAMS BUSINESS COLLEGE**  
 1 James Place, NORTH SYDNEY NSW 2060 AUSTRALIA  
 Telephone: +61 2 9957 5588 Fax: +61 2 9957 5325  
 e-mail: [registrar@williams.edu.au](mailto:registrar@williams.edu.au)

## FEE SCHEDULE – FULL TIME STUDENTS

| Code | Program   | Duration Weeks | Payment Options |             |          |            |            |
|------|---|----------------|-----------------|-------------|----------|------------|------------|
|      |   |                | In Full \$      | Semester \$ | Term \$  | Monthly \$ | Subject \$ |
|      | <b>Business Programs</b>  |                |                 |             |          |            |            |
| MD4R | Certificate IV Business   | 20             | 7000            |             | 3550 x 2 | 1440 x 5   |            |
| MG6R | Adv Dip Management (Day) including 1 elective                     | 40             | 14000           | 7050 x 2    | 3550 x 4 | 1440 x 10  |            |
| MG6Z | Adv Dip Management (Evening) 1 night per week                     | 40             |                 |             |          |            | 950 x 8    |
| MK6R | Adv Dip Marketing (Day) including 1 elective                      | 40             | 14000           | 7050 x 2    | 3550 x 4 | 1440 x 10  |            |
| MK6Z | Adv Dip Marketing (Evening) 1 night per week                      | 40             |                 |             |          |            | 950 x 8    |
| MD6R | Adv Dip Management + Adv Dip Marketing                            | 40             | 14000           | 7050 x 2    | 3550 x 4 | 1440 x 10  |            |
| MD6Z | Adv Dip Management + Adv Dip Marketing (Evening) 1 night per week | 50             |                 |             |          |            | 950 x 10   |
|      | <b>Administration Programs</b>                                    |                |                 |             |          |            |            |
| AOCR | Certificate Office Skills   | 10             | 3000            |             |          | 1020 x 3   |            |
| AS4R | Certificate IV Administration                                     | 20             | 6000            |             | 3050 x 2 | 1240 x 5   |            |
| AS5R | Diploma – Administration including 1 elective                     | 40             | 12000           | 6050 x 2    | 3050 x 4 | 1240 x 10  |            |
| AS5Z | Diploma – Administration (Evening) 1 night per week               |                |                 |             |          |            | 820 x 8    |

Registration fees are non-refundable.

**For International Students payment options available are: In Full or by Semester**

NOTE: Fees apply to 2009 and 2010 enrolments. All fees are in \$AUD.

*Please retain this page for your records*

## TERMS AND CONDITIONS OF ENROLMENT

**DAY COURSES:** Notice in writing addressed to the Bursar is required if a student wishes to withdraw from a program after enrolment. The matter will be dealt with within 28 days and any moneys to be refunded will be paid to the person or company named as paying the fees and according to the following terms:

Cancellation 1 calendar month or more prior to commencement date: Registration fee is retained by the College + \$200 Administration fee. Tuition fees paid are refunded.

Cancellation less than 1 calendar month prior to commencement date: Registration fee and Term 1 fee (at the Term instalment rate for the program) is retained by (or due to) the College. Balance of tuition fees paid are refunded.

Cancellation on or after commencement date: Once the program has commenced, the current semester (20 weeks) fee is retained by (or due to) the College. If a student wishes to withdraw from an enrolled program they must give notice in writing 1 calendar month or more prior to the commencement of a new semester, or the fees for that semester will be retained by (or due to) the College. 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.

**Visa not granted:** Should an international student fail to obtain a student visa, the registration fee is retained, and the tuition fees paid are refunded. Documentary evidence from the relevant Australian Government Department is required.

**Cancellation by the College:** Prior to commencement registration and tuition fees paid are refunded. After commencement tuition fees are retained by (or due to) the College on a pro rata basis.

Deferment may be granted on an individual basis only at the discretion of the College.

The College reserves the right to disenrol a student for breaching the Rules of the College. Should this occur, fees for the current semester would be retained by (or due to) the College.

A student who does not meet their financial obligations throughout their enrolment may be suspended from attending until they have paid the fees due.

**International Students:** The student is obliged to notify the College of any change of address whilst enrolled at the College.

In the event of the College defaulting on its agreement, students should be aware that these circumstances are covered by the provisions of the ESOS Act 2000.

**Personal Information:** 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 Student 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 and if relevant the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

**EVENING COURSES** Notice in writing is required if a student wishes to withdraw from a program after enrolment. The matter will be dealt with within 14 days and any moneys to be refunded will be paid to the person or company named as paying the fees and according to the following terms: Cancellation more than 7 days prior to commencement date: Tuition fees paid are refunded. Cancellation less than 7 days prior to commencement date or after commencement: Fees for subject due to start in less than 7 days or already started are retained by (or due to) the College, and any balance of tuition fees paid is refunded. If a student who has paid in full and received a discount withdraws prior to completion then any refund is calculated as the balance of monies paid after subjects commenced or due to be paid have been deducted at their full rate. 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 College reserves the right to disenrol a student for breaching the Rules of the College. Should this occur, fees for the current subject/subjects would be retained by (or due to) the College and any balance would be refunded to the named fee payer. A student who does not meet their financial obligations throughout their enrolment may be suspended from attending until they have paid the fees due.

# APPLICATION FOR ENROLMENT

## PERSONAL DETAILS

MR  MISS  MS  MRS  OTHER \_\_\_\_\_

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

Address: \_\_\_\_\_ Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode: \_\_\_\_\_

Home Tel: ( ) \_\_\_\_\_ Mobile Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth: / / \_\_\_\_\_ Year you finished school: \_\_\_\_\_ Level Completed: \_\_\_\_\_

High School attended: (Australian day course residents only) \_\_\_\_\_

Other Education: \_\_\_\_\_

## PROGRAM DETAILS

Starting Date:

DAY MONTH YEAR

**In which program do you wish to enrol?**

### BUSINESS:

- Cert IV – BSB40207 (incorporating Cert III subjects)  
 Adv Dip Management (Day) – BSB60407  
 Adv Dip Management (Evening) – BSB60407  
 Adv Dip Marketing (Day) – BSB60507  
 Adv Dip Marketing (Evening) – BSB60507  
 Adv Dip Management & Adv Dip Marketing (Day) – BSB60407 and BSB60507  
 Adv Dip Management & Adv Dip Marketing (Evening) – BSB60407 and BSB60507  
 International student evening course

### ADMINISTRATION:

- Cert Office Skills  
 Cert IV Administration – BSB40507  
 Dip of Business Administration (Executive PA) (Day) – BSB50407  
 Dip of Business Administration (Executive PA) (Evening) – BSB50407  
 Short Course

## INTERNATIONAL STUDENTS

**This section to be completed by all non residents**

Citizenship: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Passport Number: \_\_\_\_\_

Have you studied English in Australia?  Yes  No

English College: \_\_\_\_\_

What is your current level of English? \_\_\_\_\_

Type of test: \_\_\_\_\_ Result: \_\_\_\_\_

If you have IELTS or TOEFL please enclose a copy.

Address in your home country: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

## ENTRY ASSESSMENT

### SCHOOL LEAVERS:

Please include the following:

- Latest school report  
and/or

- Resume

Do you wish to claim any subject exemptions? (eg VET or other vocational program completed at school.)

- Yes  No

If yes please check the timetable and complete an application for exemption from the specific subjects you have completed.

### MATURE APPLICANTS:

(All applicants who are not immediate school leavers)

Please include the following:

- Resume/CV or brief education/work history

If you have studied previously, please include

- Education transcript

Do you wish to claim exemptions for subjects covered by previous study or relevant work experience?

- Yes  No

If yes, please contact us for details.

## DECLARATIONS

### STUDENT:

I have read and understood the Terms and Conditions of Enrolment  
I agree to abide by the rules of the College  
The information on this application is correct to the best of my knowledge  
Fee payer other than yourself:  
I agree that the fee payer should be informed of my progress in the program  YES

Signature \_\_\_\_\_

Date \_\_\_\_\_

### FEEPAYER:

I \_\_\_\_\_  
(Name of person(s) paying fees or representative if paid by a company, or if student is under 18)

declare that I/we have the financial capacity to meet the tuition fees and agree to pay these fees as they become due, and that I/we have read and accept the TERMS AND CONDITIONS OF ENROLMENT

Signature \_\_\_\_\_

Date \_\_\_\_\_

Business Name \_\_\_\_\_  
(if fees paid by employer)

## TUITION FEE OPTIONS

I wish to take the following tuition payment option:

- In Full \$ \_\_\_\_\_  
 Semester \_\_\_\_\_ instalments of \$ \_\_\_\_\_  
 Term \_\_\_\_\_ instalments of \$ \_\_\_\_\_  
 Monthly \_\_\_\_\_ instalments of \$ \_\_\_\_\_  
 Subject instalments of \$ \_\_\_\_\_

Fees will be paid by:

- Myself  other (details below)

If fees are paid by another person/company please give details:

- MR  MRS  MS  OTHER \_\_\_\_\_

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

Relationship to applicant: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Daytime telephone: \_\_\_\_\_

## PASSPORT PHOTOS

PLEASE ATTACH  
PASSPORT SIZED PHOTO

PLEASE ATTACH  
PASSPORT SIZED PHOTO

## TUITION FEE PAYMENT METHODS

We accept payment by cash, cheque (made payable to Williams Business College), EFTPOS, VISA, MasterCard or direct deposit to:  
**ANZ BANK - BSB: 012 361 Account Number: 1997 52057**

I will use the following payment option

- Direct Deposit  
 Cheque  VISA  MASTERCARD

CARD NUMBER

EXPIRY DATE

/

Please debit my credit card when payments are due:

First payment + Registration fee: \$ \_\_\_\_\_

Subsequent payments: \$ \_\_\_\_\_

(per month/term/semester as selected above)

SIGNATURE: \_\_\_\_\_

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