

ENROLMENT FORM

Please Complete and Forward your application

In person or by Mail or By e-mail

Suite 1901, Level 19 233 Castlereagh Street, Sydney NSW 2000

admissions@bequalified.edu.au

PART A: PERSONAL INFORMATION

USI:

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

First Name: _____ Last Name: _____

Date of Birth: _____ Nationality: _____ Passport No: _____ Expires on: _____

Australian Address: _____ Suburb: _____ State: _____ Postcode: _____

Mobile: _____ Email: _____

Overseas Address (Must be applicant's address)

_____ Postcode: _____ Country: _____

Emergency Contact Name: _____

Relationship: _____ Mobile: _____ Email: _____

PART B: VISA DETAILS

Are you currently residing in Australia? ☐ Yes ☐ No

Which visa type are you holding?

☐ 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 Dependents: _____

PART C: OVERSEAS STUDENT HEALTH COVER

Do you require Overseas Student Health Cover (OSHC): ☐ Yes ☐ No

OSHC is compulsory for international students

Disclaimer : Be Qualified does not receive any Overseas Student Health Cover (OSHC) payments from students or agents. It is the student's sole responsibility to arrange and maintain OSHC as required by regulations.

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PART D: CURRENT ENGLISH LEVEL

- ☐ Beginner
 ☐ Elementary
 ☐ Pre-intermediate
 ☐ Intermediate
 ☐ Upper- Intermediate
☐ Advanced
☐ Other: _____

Have you ever completed any of the following English Test?
 (IELTS, TOEFL, TOEIC, Cambridge Test, PTE)

☐ Yes
 ☐ No

Name of English test: _____ Test Date: _____ Test Score: _____

PART E: INTAKE DATES

2025	<input type="checkbox"/> Jan	<input type="checkbox"/> Apr	<input type="checkbox"/> July	<input type="checkbox"/> Oct
2026	<input type="checkbox"/> Jan	<input type="checkbox"/> Apr	<input type="checkbox"/> July	<input type="checkbox"/> Oct
2027	<input type="checkbox"/> Jan	<input type="checkbox"/> Apr	<input type="checkbox"/> July	<input type="checkbox"/> Oct

Mid Term Intake: ☐ February ☐ May ☐ August ☐ November

☐ Other: _____

Course Code & Title	CRICOS Course code	Course Duration	Select course (s)
BSB50420 Diploma of Leadership and Management	106714G	60 Weeks	<input type="checkbox"/>
BSB60420 Advanced Diploma of Leadership and Management	117786M	78 Weeks	<input type="checkbox"/>
BSB80120 Graduate Diploma of Management (Learning)	117787K	104 Weeks	<input type="checkbox"/>
RII50520 Diploma of Civil Construction Design	117814A	65 Weeks	<input type="checkbox"/>
RII50520 Diploma of Civil Construction Design - Fast Track	117814A	36 Weeks	<input type="checkbox"/>
RII60520 Advanced Diploma of Civil Construction Design	117815M	39 Weeks	<input type="checkbox"/>
ICT50220 Diploma of Information Technology (Cyber Security)	117812C	78 Weeks	<input type="checkbox"/>
ICT60220 Advanced Diploma of Information Technology (Telecommunications network engineering and IT strategy and organizational development)	117813B	104 Weeks	<input type="checkbox"/>

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PART F: EDUCATION AND EXPERIENCE

Do you intend to claim Recognition of Prior Learning (PRL) 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)

PART G: ADDITIONAL INFORMATION

Have you successfully completed any of the following qualifications?

☐ Year 12 or equivalent

☐ Certificate I ☐ Certificate II ☐ Certificate III ☐ Certificate IV

☐ Diploma ☐ Advance Diploma or Associate Degree ☐ Bachelor Degree or Higher Degree

☐ Other: _____

NOTE: Please make sure you refer to the specific entry requirements that apply to the course you are applying for. These requirements for all our courses require applicants to be 18 years or older and have proficiency in English equivalent to the level of IELTS overall 6 with no band less than 5.5.

Tell us the reason you want to take our course:

☐ Career ☐ Academic ☐ Personal ☐ Other: _____

Where did you hear about us:

☐ Agent ☐ Advertising ☐ Word of mouth ☐ Other: _____

Do you have any disabilities that will affect your learning?

☐ Yes, Please specify below. ☐ No

☐ Hearing (Deaf) ☐ Acquired brain impairment ☐ Physical ☐ Vision

☐ Intellectual ☐ Medical condition ☐ Learning ☐ Mental Illness

☐ Other: _____

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ENROLMENT TERMS AND CONDITIONS

ACADEMIC PROGRESS

Students must maintain satisfactory academic progress at all times. All the courses are scheduled 20 hours per week (15 Hours of face-to-face classroom based and 5 hours of Online based delivery). Students are expected to attend classes regularly to maintain satisfactory (50%) course progress each term.

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.

INDICATIVE COST OF LIVING IN AUSTRALIA (\$AUD)

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

Cost of Living (Excluding tuition fees).....\$29710 a year

You should be prepared in case your living cost are greater than the figure above.

FEES

A non-refundable enrolment and administration fee (exclusive of tuition fees and material fees) is required at the time of enrolment and this guarantees your place in the course.

Students who fall behind in the payment of their fees or fail to pay their tuition fee on the due dates, may be charged a late payment fee of \$100 per week from the due date or may be refused training assessment services and any requests until such times as the fees are paid and up-to-date. Please note that students will be required to maintain academic course progress in consultation with the Academic Manager.

Should fees remain overdue for more than one month after the due date Be Qualified will inform the student of their intention to report them for non-payment of fees to DHA via PRISMS.

FEES REFUND POLICY

The request for refund must be made in writing to the administration manager 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, Be Qualified will make payment of refunds within 28 days of receipt of the Refund Application Form.
- In the case of default by Be Qualified, the provision of the ESOS Act 2000 and the ESOS Regulations 2001 apply.

STUDENT CODE OF CONDUCT

All people associated with Be Qualified have the same rights. Harassment, bullying and victimization will not be tolerated at Be Qualified. 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.

PRIVACY NOTICE

Under the Data Provision Requirements 2012. Be Qualified is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER) Your personal information (Including the personal information contained on the enrolment form and your training activity data) may be used or disclosed by Qualified for statistical, regulatory and research purpose to third parties, including:

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- School- If you are a secondary student undertaking VET, including a school based apprenticeship or traineeship
- Employer-If you are enrolled in training paid by your employer.
- Commonwealth and State Territory government departments and authorized agencies;
- NCVER;
- Organizations conducting student surveys; and
- Researchers.

Personal information disclose to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts.
- Facilitating statistics and research relating to education, including surveys.
- Understanding how the VET market operates, for policy, workforce planning and consumer information and
- Administering VET, including program administration, regulation, monitoring, evaluation.

You might receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold use and disclose your personal information in accordance with the privacy Act 1988 9Cth), the VET Data Policy and all NCVER policies and protocols Including those published on NCVER's website at www.ncver.edu.au

DISCLOSURE OF PERSONAL INFORMATION

Information is collected here in order to meet our obligation under the ESOS Act and the National Code, To ensure 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 2001 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 Services (TPS). In other instances information collected can be disclose without your consent where authorized or required by law, this may include and the circumstance of any suspected breach by the student of a student visa conditions.

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 you receive important information about your course, fee receipts and any other important information.

PART H: DECLARATION

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

STUDENT INFORMATION

Applicant Name: _____

Applicant Signature: _____

Date: _____

This agreement must be signed by the student