

<b>NBIA Enrolment Form</b>		RTO# 21476
<b>Student Details:</b>		Annual Enrolment Fee: \$595 Full Course Fee: \$
Full name: .....		<b>OFFICE USE ONLY</b>
Home Address: .....		
.....State.....Postcode.....		
Postal: .....		
.....State.....Postcode.....		
Company Name & Address: .....		Paid: Chq DD Cash CC Date:
.....State.....Postcode.....		Inv #
Date of Birth:        /        /		FFS Fed Vic S4G
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other		RPL/RCC    Y    N
Email: .....		File made up/checklist
Fax: .....		ID:
<b>Contact details</b> H: .....		
W: .....		
Mob: .....		
Country of Birth: <input type="checkbox"/> Australia <input type="checkbox"/> Other, please specify:		
Australian Citizen/Permanent resident status: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you speak a language other than English at home? <input type="checkbox"/> No <input type="checkbox"/> Yes, please specify: .....		
How well do you speak English: <input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at All		
Are you of Aboriginal or Torres Straight Islander origin? <input type="checkbox"/> No <input type="checkbox"/> Yes:		
Please indicate if you have any <b>disability*</b> , impairment or long-term condition, or medical condition we need to be aware of? <input type="checkbox"/> No <input type="checkbox"/> Yes, please specify: .....		
*A disability supplement can be provided if required		
Circle highest Secondary School Grade completed: 8 9 10 11 12		Year that was completed: 19__ or 20 __
<b>Tick applicable:</b> <input type="checkbox"/> Self employed <input type="checkbox"/> Self employed - not employing others <input type="checkbox"/> Employed – FT <input type="checkbox"/> or PT <input type="checkbox"/>		
<input type="checkbox"/> Employed – unpaid worker in family business <input type="checkbox"/> Unemployed - Seeking work FT <input type="checkbox"/> PT <input type="checkbox"/> No <input type="checkbox"/>		
<b>Occupation:</b> <input type="checkbox"/> Manager <input type="checkbox"/> Professional <input type="checkbox"/> Admin <input type="checkbox"/> Sales <input type="checkbox"/> Other		<b>Industry:</b>
Which best describes your main reason for undertaking this training?		
1 To get a job	4 To change career	7 extra skills for my job
2 To develop my business	5 For a promotion or better job	8 Personal interest/development
3 To start my own business	6 It was a requirement	9 Other
Enter your <b>Unique Student Identifier (USI)</b> _ _ _ _ _		
If you have not yet obtained a USI please apply via <a href="https://www.usi.gov.au/students/create-your-usi">https://www.usi.gov.au/students/create-your-usi</a>		
From 1 January 2015, NBIA can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER.		

I authorise Peter Drapac from NBIA to converse with, and exchange any details regarding this course with any other relevant parties. I have read the student handbook (on website under Student Support Services) and confirm all information is true and correct. Enrolment is for 12 months from enrolment date with no refund after a course has commenced. I confirm I have undertaken a PTR including a LLN assessment.

<b>With this application I have provided:</b>			
1) A certified copy of my Australian Birth Certificate or passport.	<input type="checkbox"/>	OR	2) Certified copies of my Medicare card plus current driver licence, learner permit or similar.
			<input type="checkbox"/>

**Course Name:** Diploma of Conveyancing **Course Prefix:** BSB52015

**Please PRINT your name as you want it shown on any certificates:**

\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

OFFICE USE ONLY - I confirm that I have sighted the original or certified copies of the required documents.

Staff Signature: \_\_\_\_\_ Staff name: \_\_\_\_\_

**Please complete and sign the following:**

I \_\_\_\_\_, in seeking to enrol in the following  
 course/qualification \_\_\_\_\_  
 (name of course)

declare that:

1. The highest qualification I currently hold is \_\_\_\_\_  
 from (education provider or university /country) \_\_\_\_\_

If obtained overseas, is it recognised in Australia? Australian Equivalent Yes / No

2. I have commenced (or I am scheduled to commence) \_\_\_\_\_ government subsidised courses (do NOT count the course you are currently applying for. Maximum of 2 courses may be funded concurrently).
3. I am currently undertaking \_\_\_\_\_ government subsidised courses, this includes any courses I started prior to now.
4. If applicable: I understand that my enrolment in the above qualification/s is being subsidised by the Victorian and Commonwealth Governments under the Victorian Training Guarantee. I understand that enrolling in the above qualification/s may affect my future training options and eligibility for further government subsidised training under the Victorian Training Guarantee.
5. I AM/AM NOT enrolled in the Commonwealth Government's Skills for Education and Employment program (circle the appropriate response)

**Industry Consultation**

I acknowledge that I have been involved with the development with this learning and assessment strategy and agree that it is suitable to meet the needs, skills and knowledge required for our business and industry and that it is current, flexible, valid and fair and has enabled us to submit any ideas/input into the course and units, the qualification, the delivery mode and training structure.

Name \_\_\_\_\_

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

I authorize NBIA to charge \$..... to the **Credit Card** below (we accept Visa and Mastercard):

Name on Card ..... Expiry ...../.....

\_\_\_\_\_ NB: 2% surcharge for all Credit Card payments

Direct payment can be made to: **NBiA** at Bank of Melbourne,  
**BSB 193-879 A/c 478 403 116**

Please, always quote your student name &/or invoice number with payment, thank you.

*Thank you for choosing NBIA for your workplace training.*

We may disclose information about you to a credit reporting body if you are applying for credit or you have obtained credit from us. When we give your information to a credit reporting body, it may be included in reports that the credit reporting body gives other organisations (such as other lenders) to help them assess your credit worthiness. Some of that information may reflect adversely on your credit worthiness, for example, if you fail to make payments or if you commit a serious credit infringement (like obtaining credit by fraud). That sort of information may affect your ability to get credit from other lenders

If you are undertaking a Traineeship please confirm with your A.C.C. the risks associated with delivery of this qualification/course.

How did you hear about NBiA?

Google		Yahoo		Bing		Training.gov	
Referral/friend		Yellow pages		Industry		Other (specify)	