

## Sterling Business College

### 2019 Application for Enrolment

**How to Enrol – see page 2**

**Personal Details**

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

Given Name(s) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Male  Female

Unique Student Identifier ([www.usi.gov.au](http://www.usi.gov.au)) \_\_\_\_\_

Country of Birth \_\_\_\_\_ Nationality \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

Current Address \_\_\_\_\_

**Course Choice**

*Which course(s) would you like to enrol in?*

First course \_\_\_\_\_

Second course \_\_\_\_\_

Third course \_\_\_\_\_

***Will you be applying for Credit Transfer or RPL (Recognition of Prior Learning)?***

*If yes, please provide your Qualifications, Certificates and /or Statements of Attainment with your application.*

Yes  No

***What date would you like to start? Please tick***

4 February 2019  29 April 2019  29 July 2019  21 October 2019

**Are there any personal circumstances that you would like us to be aware of?**

\_\_\_\_\_

<b>Term Dates 2019</b>			
Term 1	4 Feb – 5 April 2019	Term 3	29 Jul – 27 September 2019
Term 2	29 April – 28 June 2019	Term 4	21 Oct – 20 December 2019

## HOW TO ENROL

- 1) Complete the Application Form.
- 2) Please make sure you include the following documents with your application.
  - Academic Transcript / Educational Records
  - Proof of English Language Proficiency (if your first language is not English)
- 3) Forward your completed application together with supporting documents to:

**Email:** [admin@sterlingcollege.com](mailto:admin@sterlingcollege.com)

or

**Postal Address:** PO Box 8688  
Perth WA 6849

- 4) Pay the non-refundable Application fee of \$250

Bank Name	ANZ
Branch Address	Allendale Square, 77 St Georges Terrace, Perth WA 6000
Account Name	Sterling Business College Pty Ltd
Branch Number (BSB)	016 002
Account Number	494252258
SWIFT	ANZBAU3M

*You are most welcome to come in and see us to discuss your potential application, or email us through your documents for confirmation of your eligibility for a course before you pay the application fee.*

- 5) Eligible applicants may be invited to attend an interview with the Principal.
- 6) Successful applicants will receive a Letter of Offer and an invoice.
- 7) If you agree to the Terms and Conditions attached to the Letter of Offer, please sign and return the Acceptance Form. You are not enrolled at the college until SBC has received your signed Acceptance Form.
- 8) Payment of course fees is required on the dates specified on the invoice – to comply with government legislation regarding the collection of fees, Sterling Business College will not accept payments over the set limits or prior to the prescribed dates.
- 9) Following your acceptance you will receive information regarding course orientation and induction. This is held in the week preceding the course commencement.

### For further information contact us at:

Sterling Business College, 65 Newcastle St, Perth WA 6000  
Tel: +61 8 9221 0000 Fax: +61 8 9221 4044  
[admin@sterlingcollege.com](mailto:admin@sterlingcollege.com) [www.sterlingcollege.com](http://www.sterlingcollege.com)