



STUDENT APPLICATION FORM MBA

ATTACH
PASSPORT
SIZED
PHOTO
HERE

1. GLG INSTITUTE

Please tick the relevant Gibaran Learning Group institute (“GLG Institute”) you wish to apply to:

- Entrepreneurship Institute Australia (“EIA”)
- Tourism Institute Australia (“TIA”)
- Australian Institute of Business Administration (“AIBA”)

2. TEACHING CENTRE

Please indicate the full name of the Teaching Centre (“TC”) at which you wish to have our course delivered to you:

3. MBA COURSE

Please indicate the full name of the MBA course (“Course”) you wish to apply for:

Please indicate when you intend to commence the Course:

Date:	Month:	Year:
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4. PERSONAL DETAILS

Please circle one (or specify other): Mr/Mrs/Miss/Ms/Other: _____

Family/Surname

Given/First Names
(as in ID/Passport)

Residential address
(Unit, Street, City, State or Region, Country)

Home
Phone

Home
Fax

Mobile
Phone

Email
Address

Date of Birth

DD / MM / YYYY

Age

Gender
M/F

Nationality

Marital Status
(Married/Single)

5. ACADEMIC QUALIFICATIONS

List your school leaving, tertiary qualifications and professional qualifications.

Qualification	Institution/Examining Body	Language of Instruction	Period Attended (Months/Years) ie From _ To _

Please **attach** a certified copy of your parchments and your academic transcripts (as well as an explanation of the grading system).
If originals are not in English, certified copies of English translations are required.

Please also **attach** any other evidence of your eligibility for acceptance into the Course you have applied for (eg a letter of acceptance from a recognised University).

6. ENGLISH LANGUAGE PROFICIENCY

Please tick at least one of the following (although ticking two or more boxes may help borderline applications) and **attach** the required information.

- English was the language of instruction in tertiary studies completed → **Attach** a certified copy of your parchments and your academic transcripts (as well as an explanation of the grading system)
- GCE 'O' or 'A' Level English or equivalent → **Attach** test results
- TOEFL Score (≥ 550) → **Attach** test results
- IELTS Overall Band Score (≥ 6.0) → **Attach** test results
- Other → **Attach** test results or relevant evidence

7. EMPLOYMENT

Please give details of your present position below. Please also **attach** a copy of your current resumé listing your previous positions. If you have managerial experience, please ensure that your resumé details this managerial experience and the number of persons that you are in charge of.

Generally, you should **attach** both a certified copy of your letter(s) of appointment showing relevant work experience and a certified organisational chart signed by your manager/superior.

If you were self-employed during the years you wish to claim as your relevant work experience, you must **attach** a certified copy of the report from the relevant government authority showing your status as company director, partner in a partnership or sole proprietor during those years.

Current Employer Job Title

Employer Address (Unit, Street, City, State/Region, Country, ZIP Code) Annual Income

Office Phone Office Fax Office email

Please direct all correspondence to: Residence Office

Please direct all emails to: Personal email Office email

8. FINANCIAL SUPPORT

Please indicate your source of financial support:

- I am fully sponsored by my employer (please **attach** written confirmation from your employer)
- I am a private student supported by myself / my family

Name of person or organisation paying fee (for invoice purposes)

Address of person or organisation paying fee (for invoice purposes)

Telephone Fax Mobile

9. STATISTICAL INFORMATION

Please complete the following information which we are required to submit for statistical purposes:

- (a) Are of you of Aboriginal or Torres Straight Islander descent? Yes/No (circle one)
- (b) What is your first language?

(c) Do you have work experience? Yes/No (circle one)

If so, please tick to indicate your industry background:

- Business or Commerce Science or Engineering Information Technology Health
 Public Sector Service Industries Small Business Other

(d) Do you have management experience? Yes/No (circle one)

If yes, please summarise your most recent/significant management experience in the following table:

Management level	Number of years	Salary range
Senior/Middle (circle one)		
Senior/Middle (circle one)		

10. REFEREES

Give the names and addresses of two referees (excluding family members) to comment confidentially on your professional and/or academic background.

Title (Prof, Dr, Mrs, etc) Name Job Title

Telephone No Email

Address

Title (Prof, Dr, Mrs, etc) Name Job Title

Telephone No Email

Address

11. SURVEY

How did you hear about GLG, EIA, TIA or AIBA?

- Press Advertisement Word of mouth Brochure TC Website GLG Website Other (please specify) _____

12. CHECKLIST

- Have you attached certified copies of your relevant parchments and academic transcripts (as well as an explanation of grading system and English translation of the awards, if applicable)?
- Have you attached any other evidence of your eligibility for acceptance into the Course you have applied for, if applicable?
- Have you attached certified copies of your GCE 'O', 'A' Levels/TOEFL/IELTS or other results or evidence, if applicable?
- Have you attached a copy of your current resumé?
- Have you attached a certified copy of your letter(s) of appointment showing relevant work experience and a certified organisational chart signed by your manager/superior?
- If you were self employed, have you attached a certified copy of the report from the relevant government authority showing your status as company director, partner in a partnership or sole proprietor during those years of relevant work experience?
- Have you attached a copy of your employer's written confirmation agreeing to sponsor you, if necessary?
- Have you obtained the consent of two referees and included their contact details in this application form?
- Have you completed all relevant sections of this form?
- Have you attached a passport-sized photograph?
- Have you read all sections of this form and signed the Terms and Conditions in section 13 of this form?
- Have you read and signed the Consent Form attached to this form?

13. TERMS AND CONDITIONS

You acknowledge and agree as follows:

- a. You will pay the non refundable application fee directly to the GLG Institute via the GLG website when submitting this Student Application Form. The GLG Institute will not process this Student Application Form until this is done.
- b. By completing and submitting this Student Application Form to the GLG Institute you are inviting the GLG Institute to offer you a place in the relevant Course. You agree that if the GLG Institute issues you with a letter of acceptance (which is entirely at the GLG Institute's discretion) this will be an offer which is capable of your acceptance by enrolling (ie nominating and paying for) in subjects with the GLG Institute by the cut off date.
- c. A letter of acceptance/offer issued by the TC, an agent or any other party is not valid, and you shall immediately inform the GLG Institute if you have received such a letter.

- d. Before enrolling, you agree to obtain a copy of the Course Information, Code of Practice and GLG Student Handbook and carefully read all sections. Also, before enrolling you agree to review GLG's fees in the Course fees webpage (in the GLG website).
- e. By enrolling, you are taken to have accepted the offer in the letter of acceptance and are deemed to have read, accepted and agreed to abide by the terms and conditions in this Student Application Form, the Course Information, Code of Practice and the rules and regulations in the GLG Student Handbook (as amended from time to time).
- f. You shall pay all GLG fees directly to the GLG Institute (not to the TC to then pay to the GLG Institute) as directed in the GLG website. You will also need to arrange payment of tuition fees directly to the TC, who will be delivering our Course to you – the GLG Institute is not responsible for any amounts paid to the TC. You acknowledge and agree that GLG's fees may change from time to time and the new fees will apply to all students notwithstanding when they joined the Course.
- g. Any amounts paid by you to the GLG Institute shall not be assignable or transferable towards the credit or benefit of another student or for any other matter (subject to the fees in credit policy detailed in the GLG Student Handbook).
- h. The GLG Institute is not obliged to and will not refund to you any fees paid or caused to be paid to the GLG Institute or the TC in relation in the Course or otherwise. The TC may have a separate refund policy with you but this does not require the GLG Institute to refund any amounts paid or caused to have been paid by you.
- i. Upon your first enrolment with the GLG Institute, you will be considered a distance learning examination student of the GLG Institute only for the purpose of sitting for the examinations for the enrolled subjects. On payment of the tuition fees to the TC, you will be considered a tuition student of the TC for the purpose of attending tutorials delivered by the TC.
- j. You acknowledge that if you do not correctly enrol in (ie nominate and pay for) subjects by the relevant enrolment dates, you are not entitled to attend tutorials for those subjects or submit assignments or sit exams for those subjects. If you do submit assignments or sit exams when not correctly enrolled, the GLG Institute will not mark these papers and will discard them.
- k. The GLG Institute reserves the right to modify, alter or withdraw any subjects or any Course and/or to make modifications to the Course delivery and tutorial or exam schedule or assessments without prior notice. Some students may be merged into different intakes or be moved from intake to intake, as approved by the GLG Institute, so class sizes may vary.
- l. If at any time the TC is no longer permitted to deliver our Course, you will be notified of the alternative centre at which you can attend the tutorials on the Course subjects and sit for the examinations. If there is no alternative centre available, you may then be able register as a GLG Institute pure distance learning/on-line student (upon appropriate payment being made to the GLG Institute) and sit for the examinations at a location that will be advised to you.
- m. You declare that, to the best of your knowledge, the information provided by you in this Student Application Form (and all documentation attached to, accompanying or sent in relation to this Student Application Form) is true and complete in every particular. You acknowledge that the GLG Institute may vary or reverse the decision regarding admission, enrolment or registration made on the basis of any misrepresentations or incorrect or incomplete information provided by you or any breach of the GLG Student Handbook. You consent to the TC and/or the GLG Institute making enquiries at any institutions (including but not limited to Universities or colleges) or to any persons to confirm the qualifications that you have obtained and any other details set out in the Student Application Form and you consent to them providing this Student Application Form to those institutions and persons as proof of your consent.
- n. You consent to the appropriate Australian authorities having access to your academic records as part of any audit of the GLG Institute in accordance with relevant Australian legislation.
- o. You agree that the GLG Institute may use or disclose my information for marketing purposes but only to the extent permitted by the relevant privacy legislation.
- p. You agree that the GLG Institute and any related entity is not responsible for any representations that the TC, any agent or any other party has made to you, either verbally or in writing, regarding the Course or the GLG Institute or its related entities.
- q. You consent to the TC or any other party providing us with all materials provided to you by the TC, agents or similar parties. You also consent to the TC or any other party providing us with any agreements you have made with the TC, agents or any similar parties.
- r. You have read, understood and agree to the terms and conditions in this Student Application Form.

Dated the _____ day of _____, 20____.

Signature of Student: _____ Signature of Witness (Local Office Agent): _____

Print full name: _____ Print full name: _____

Name of Organisation: _____

Email address: _____

Affix company
seal/stamp/chop:

CONSENT FORM

Full name of student: _____

Address of student: _____

Name of Teaching Centre: _____

I, the abovenamed student, have applied to undertake a course for which the tutorials will be delivered by the Teaching Centre. The awarding institution is one of the member institutions of the Gibaran Learning Group.

I authorise the Teaching Centre and the Gibaran Learning Group (or their authorised representatives) to make any inquiries they deem appropriate to any persons, institutions, colleges, Universities or the like to verify my previous work experience and/or qualifications.

I would be grateful if you, the recipient of this Consent Form, would promptly provide all the information and documentation that the Teaching Centre or the Gibaran Learning Group (or their authorised representatives) request in order for them verify my previous work experience and/or qualifications.

Signed: _____ Dated: _____
(the abovenamed student)

Witness (signature): _____

Full name: _____

COURSE INFORMATION

Participant selection including status and RPL arrangements, language, literacy and numeracy assessment

GLG approves students, by issuing them with a letter of acceptance, into the Course, provided GLG is satisfied that the students meet the entry criteria for the Course. The entry criteria is detailed in the GLG Website and includes a certain level of English proficiency depending on the Course applied for. Refer to section 1.1 of the Student Handbook (SH) for more information about application process. Arrangements regarding RPL or subjects exemptions are referred to in section 1.2 SH.

Course information, including content and outcomes

Information on the Course and the subjects that comprise the Course is listed on the GLG Website. Students who have elective subjects, should check with the TC to ensure that, firstly that the TC is offering these subjects and secondly that doing these subjects will allow them to graduate with their desired award. As stated in section 2.1(d) SH, it is solely the student's responsibility to ensure they undertake the correct subjects so that they will graduate with their desired award. If students require any further information, they should request further information from the TC.

Students can take up to 3 years to complete the MBA Course and up to 6 years to complete the BBA Course, however a minimum number of subjects must be undertaken each year – refer to section 2.2(b), (c) and (d) SH.

The GLG MBA can be *delivered* on a monthly basis over as little as 12 months, but this is dependent on subject availability and timing of public holidays. Also, students may have up to an extra 3 months to finish the final project.

Subjects and Courses are changed, added to, withdrawn or modified by GLG from time to time, so they may not always be available for students to undertake at a later date.

Fees and charges, including refund policy and exemptions (where applicable)

Information regarding the Course fees is listed in the Course Fees webpage on the GLG Website. Students must review these fees before first enrolling, and thereafter review it from time to time. Please note, GLG may change its fees or introduce additional fees from time to time and these new/revised fees will apply to all students notwithstanding when they joined the Course. GLG does not provide any refunds for any fees paid. GLG has a fees in credit policy for any extra fees paid, or for deferred subjects, or fees paid after cut off dates etc – refer to section 2.6 SH for more information.

All GLG fees must be paid directly to GLG via the Payment methods spelt out in the GLG Website. Students will pay tuition fees directly to the TC, so students should clarify these fees with the TC before commencing the Course. This arrangement is directly between the students and the TC, regarding which GLG has no involvement or liability. The TC may have a separate refund policy with students (so students should clarify this with the TC before commencing any Course) but this does not require GLG to refund any amounts paid or caused to have been paid by any students.

Refer to section 1.2 SH for more information regarding exemptions.

Learning and assessment procedures

Each subject in the MBA and the BBA (excluding the project subject(s)) has an assignment (worth 20%) and exam (worth 80%). GLG may change the type and weighting of assessment from time to time. Refer to sections 3.8, 3.9, 3.10 and 5 SH for more information regarding the assignments, exams and projects.

Students are required to attend tutorials for each subject (refer to section 3.1 SH) and are to be provided with learning materials (refer to 3.2 SH) to study the Course. Students should liaise with the TC regarding any extra help they may need regarding their studies.

Welfare and guidance services

GLG will identify 'at risk' students and liaise with TC's who will then counsel such students. Students have the opportunity to work with academics at the TC's who can assist with academic issues. GLG also provides a Study Skills Manual which provides general advice regarding studying habits as well as providing assistance with preparing assignments and answering exam questions.

Since TC's deal with students on a daily basis, TC's will look after students physical well being including but not limited to ensuring that there are proper occupational health and safety systems and access, equity and anti discrimination policies and processes.

Appeals and complaints procedures

Students can appeal in relation to an academic issue by requesting a re-mark or written feedback for assessments as shown in section 4.7 SH. Each assessment can be re-marked only once, and this re-marked grade is final (and may be higher or lower than the original re-mark).

If any student wishes to appeal, provide feedback or make any complaints to GLG regarding a non academic issue, they can do so via the Feedback to GLG webpage on the GLG Website.

Disciplinary procedures

Refer to section 3.5 SH.

CODE OF PRACTICE

Introduction

This Code of Practice provides the basis for good practice in the marketing, operation, financing and administration of education and training services a registered higher education organisation registered in South Australia under the *Training and Skills Development Act, 2003*.

Provision of Higher Education

Our organisation:

- has policies and procedures which maintain high professional standards in the delivery of higher education services, and which safeguard the interests and welfare of participants.
- maintains a learning environment that is conducive to the success of participants.
- has the capacity to deliver and assess the qualifications for which it has been registered, provides adequate facilities, and uses methods and materials appropriate to the learning and assessment needs of participants.
- monitors and assesses the performance and progress of its participants.
- ensures that teaching staff are suitably qualified with credentials from recognised institutions that have demonstrated their bona fides as qualification issuing bodies.
- ensures that teaching staff are sensitive to the cultural and learning needs of participants, and it provides professional development for staff as required.
- ensures that assessments are conducted in a manner which meets the specifications of accredited courses.
- is committed to access and equity principles and processes in the delivery of its services.

Issuance of Qualifications

Our organisation:

- issues qualifications and Statements of Attainment to participants who meet the required outcomes of a qualification or unit course, in accordance with the *AQF Implementation Handbook*.
- notifies the Department of Further Education, Employment, Science and Technology through the Client Qualifications Register of all qualifications and Statements of Attainment issued within one month of issuance.

Marketing of Training and Assessment Services

Our organisation:

- markets and advertises its products and services in an ethical manner.
- gains written permission from a participant or client before using information about that individual or organisation in any marketing materials.
- accurately represents our recognised courses and services to prospective participants.
- ensures participants are provided with full details of conditions in any contractual arrangements with the organisation.
- Draws no false or misleading comparisons with any other training organisation or qualification.

Financial Standards

Our organisation:

- is financially viable and compliant with all reporting requirements under Commonwealth and South Australian legislation
- ensures that the contractual and financial relationship between the participant/client and the organisation is fully and properly documented, and that copies of the documentation are made available to the participant/client. Documentation includes:
 - the rights and responsibilities of participants,
 - costs of education and assessment services and issuance of Qualifications,
 - payment arrangements,
 - refund conditions and any other matters that place obligations on our organisation or participants.
- provides, on an annual basis, a statement by an appropriately qualified accountant attesting to the financial viability of the organisation and capacity to deliver the course for which it is registered.
- has policies and procedures in place to ensure that students receive an appropriate refund of fees in specified circumstances including services not provided as a result of the financial failure of the organisation.
- has policies and procedures in place for processing grievances and provides information in writing to the students on this matter.
- safeguards fees through the fact that:
 - the organisation is administered by a State, Territory or law of the Commonwealth for recurrent expenditure for the provision of education or training, or
 - membership of an approved Tuition Assurance Scheme; or
 - a policy of accepting payment of not more than \$500 from each individual student prior to course commencement, and after course commencement, accepting monies accruing to no more than \$1,000.

Provision of Information

Our organisation:

- prior to enrolment, supplies accurate, relevant and up-to-date information to prospective participants and clients covering, but not limited to:
 - Copy of the Code of Practice
 - Participant selection including status and RPL arrangements, language, literacy and numeracy assessment
 - Course information, including content and outcomes
 - Fees and charges, including refund policy and exemptions (where applicable)
 - Learning and assessment procedures
 - Welfare and guidance services
 - Appeals and complaints procedures
 - Disciplinary procedures
- regularly reviews all information provided to ensure its accuracy and relevance.

Recruitment

Our organisation:

- conducts recruitment of participants at all times in an ethical and responsible manner.
- ensures that the educational background of intending participants is assessed by suitably qualified staff and/or agents, and provides for the training of such staff and agents, as appropriate.

Support Services

Our organisation provides adequate protection for the health, safety and welfare of participants and, without limiting the ordinary meaning of such expression, this includes adequate and appropriate support services in terms of academic and personal counselling.

Grievance Mechanism

Our organisation:

- ensures that participants and clients have access to a fair and equitable process for dealing with grievances and provides an avenue for participants to appeal against decisions that affect the participants' progress. Every effort is made by our organisation to resolve participants' grievances.
- has policies and procedures implemented for dealing with student complaints, grievances and appeals that ensure a constructive and expeditious process, ensuring that:
 - Each complaint, grievance and appeal and its outcome is recorded in writing;
 - Each complaint or grievance can be appealed and heard by an independent person or body such as a relevant State or Commonwealth regulatory body;
 - Each complainant has an opportunity to formally present his or her case, and is given a written statement of the outcome of the process, including reasons for the decision.
- has a grievance policy where a member of staff is identified to students as the reference person for such matters. In addition, the grievance mechanism as a whole is made known to students at the time of enrolment. Where a grievance cannot be resolved internally, our organisation advises students of the appropriate body where they can seek further assistance.

Record Keeping

Our organisation:

- keeps complete and accurate records of the attendance, progress and assessment of participants, as well as financial records that reflect all payments and charges and the balance due, and provides copies of these records to participants on request.
- will report through DFEEST's Client Qualifications Register on the qualifications issued within one month of issuance.
- is willing to report on a confidential basis, statistical information on our higher education courses including student load and enrolments, fields of study, student completion rates and staff statistics.

Quality Control

Our organisation:

- has documented processes and appropriate mechanisms in place to ensure course outcomes are consistent with courses leading to equivalent qualifications in an Australian university.
- has mechanisms in place to continuously improve services including processes to obtain feedback from participants and other relevant parties on their satisfaction with services received.
- complies and will continue to comply with the *Guidelines on Higher Education Accreditation and Registration (Recognition)* and *National Protocols for Higher Education Approval Processes*.