

ENROLMENT PROCESS

The Enrolment Process

If you'd like to enrol at Hawkesbury Business School there are several steps you'll need to follow.

Selecting the course that's right for you

Make sure the course you've selected is right for you. It's important to make sure you fully understand the details of the course you wish to enrol in and the minimum requirements for entry. You should consider the study load required, the course duration, and the employment outcomes that may be available to you once you complete the course.

If you are in any way unsure about your suitability for a course it is important you speak with a course advisor prior to enrolling. You may make an enquiry via email to info@hbschool.edu.au

Making an application

Before applying, read through all of the information contained within the Pre Enrolment Information. You'll need to consider visa requirements, health cover, whether you can afford the course and your living and travel expenses, our terms and conditions and the policies and Procedures.

Once you are satisfied that all requirements can be met you can complete an Application for Enrolment form.

You can send the Application for Enrolment form, along with evidence of your level of English, to us by post or email. Our contact details are provided in the Contact us section of the website. You can also make an application via our agent network. The approved education agents is provided on our website.

Receiving a Letter of Offer

We will assess your application, and if approved we will issue you with a Letter of Offer and Student Agreement. This Letter of Offer and Student Agreement will include all of the details of your course enrolment, payment schedule, terms and conditions, and any entry requirements you need to meet prior to commencement.

You should read this Letter of Offer and Student Agreement thoroughly and only sign it or accept it in alternative way when you fully understand its contents.

Returning the accepted Letter of Offer and Student Agreement

When you are satisfied with the Letter of Offer and Student Agreement you may sign it or accept it in alternative way and return it to us along with your first payment as outlined on the Letter of Offer. This first payment will include the enrolment fee, material fee, your first instalment tuition fees, and Overseas Student Health Cover (if you don't already have it).

Payment methods are listed in the offer letter. Note that there may be transaction costs associated with your method of payment.

Receiving your electronic Confirmation of Enrolment

If you are an overseas student we will issue you with an electronic Confirmation of Enrolment (also known as an 'eCoE'). You are then ready to apply for your student visa.

Visa application

Visas are processed by the Australian Government's Department of Home Affairs. Information on the visa application process can be found on their website at www.homeaffairs.gov.au