



# BACHELOR OF BUSINESS IN FINANCE AND MANAGEMENT

Read this application carefully.  
Complete all sections and ensure that supporting (certified) documents are attached.  
Please write in BLOCK LETTERS using a blue or black pen. Please tick where applicable.

## Section 1 - Personal details

Date of birth (dd/mm/yyyy)

Gender  Male  Female  Unspecified  Title (Mrs, Ms, Miss, Mr, Dr, etc.) \_\_\_\_\_

Family name \_\_\_\_\_ Given name(s) \_\_\_\_\_

Country of birth \_\_\_\_\_ Country of citizenship \_\_\_\_\_

Email address \_\_\_\_\_

## Section 2 - English language proficiency

Please tick where applicable and attach documentary evidence

### English skill

Is English your first language?  Yes  No

Have you studied at secondary or post-secondary level with English as the medium of instruction in the past two years?  Yes  No  
(If yes, please provide evidence)

### English test

Have you taken an English test in the past two years? (e.g. IELTS, TOEFL, PTE, CAE, CPE)\* -  Yes  No  
(If yes, please provide test name and date below and submit results as soon as they are available.)

If no, do you plan to take a test?  Yes  No

Test name \_\_\_\_\_ Test date (dd/mm/yyyy)

Test report form number \_\_\_\_\_ Result \_\_\_\_\_

\*Please note: some courses have higher English language requirements. La Trobe University also accepts other English language tests.  
See: [latrobe.edu.au/international/apply/international/requirements](http://latrobe.edu.au/international/apply/international/requirements)

## Section 3 - Educational background and qualifications

Documentary evidence of qualifications claimed must be attached, including a full academic transcript (statement of results and evidence of successful completion). Documents not in English must be accompanied by certified translations. Please also describe any current studies you are undertaking.

### 1. Senior secondary school studies

List details of the senior secondary studies you have completed

Enrolled from - Start (mm/yyyy)     Finish (mm/yyyy)

Name of qualification \_\_\_\_\_ Country \_\_\_\_\_

Institution \_\_\_\_\_ Language of instruction \_\_\_\_\_

## Section 4 - Advanced Standing (credit) transfer

Are you seeking Advanced Standing (credit) for previous studies?  Yes  No

If yes, you must attach detailed syllabus or curriculum for Advanced Standing (credit) to be assessed. This may include course content, assessment mode etc.

## Section 5 - Declaration and agreement

- I declare to the best of my knowledge that the information supplied on this application form and all supporting documentation is correct and complete, and that any supplementary application documents (personal statement, folio or additional requirements) are my own work. I acknowledge that La Trobe University reserves the right at any stage to vary or reverse any decision regarding admission or enrolment which has been made on the basis of incorrect, fraudulent or incomplete information. Giving false or misleading information is a serious offence under the Criminal Code Act 1995 (Australia). I authorise the University to seek verification of my academic and professional qualifications, and work experience.
- The University also reserves the right to vary courses, subjects, the mode of delivery, assessment and admission requirements at any time at its discretion.
- I acknowledge La Trobe University places restrictions on program and institution transfers and that I may not be permitted to change my program or institution without permission.
- I consent to the University using and disclosing my personal information under the conditions relating to the Refund Policy as set out at: [latrobe.edu.au/students/refunds](http://latrobe.edu.au/students/refunds)
- Information I have provided on this form and during enrolment may be made available to the Australian Government, state agencies and other designated authorities under the National Code 2018. Information about me can be disclosed without my consent where authorised or required by law.
- I further understand that La Trobe University, as an education provider, is required to provide information about my enrolment upon request.
- I understand that the University reserves the right to inform other tertiary institutions and regulatory agencies if any of the material presented to support my application is found to be false.
- I understand the fees listed in this publication are an estimate only, based on the subjects in which I enrol, and will vary depending on the subject and the actual subject enrolment load. I agree to pay all fees for which I am liable. I acknowledge that the tuition fee is exclusive of the cost of text books, health insurance or living expenses such as food, accommodation, transport and medical costs. Details on any additional costs can be found within course descriptions on the La Trobe University website: [latrobe.edu.au/courses](http://latrobe.edu.au/courses)
- I acknowledge that tuition and other fees are subject to change each year. The University reserves the right to vary fees on an annual basis. Tuition fees will not normally rise above seven per cent per year. Should the University decide to increase its fees, that increase will take effect on 1 January of the following year.
- I have completed all sections of the application form.
- I accept that this application and supporting documentation become the property of La Trobe University and are not returnable.
- I understand this agreement does not remove my right to take further action under Australia's consumer protection laws.

## Section 6 - Check list

- Have you answered all questions?
- Have you attached original or certified copies of all necessary documents?
- Have you attached certified English translations of documents not in English?
- If applying for Advanced Standing/credits, have you attached course syllabus details?
- Have you signed and dated the application?
- Have you kept a personal copy of all documents?
- I have read and I understand the declaration above.**

Student signature

Date (dd/mm/yyyy)

## Section 7 - Contact details

For all enquiries please directly contact La Trobe University partner institution.