



ROYAL BRISBANE INSTITUTE OF TECHNOLOGY

Dynamic Management Group Pty. Ltd. T/A Royal Brisbane International College & Royal Brisbane Institute of Technology

A.C.N. 095 915 012 A.B.N. 74 095 915 012 CRICOS Provider Code: 02370B

Application for Student ID

1. All the applications need to be submitted 10 working days before the ID card is issued.
2. Students need to complete the form, and submit the form to the Registrar. Enquiries can be taken by the Course Coordinator / Director of Study or CEC Program Coordinator or Admissions Officer
3. The name which appears on your application form will be the exact name which will appear on your ID card. Ensure that the name that appears on your application form is spelt correctly. Reprints of any ID card issued by RBIT will incur a \$20.00AUD reprint charge.

Student Details			
ID Number	<<student's ID>>	Students Signature	
Students Name	<< Student's Name>>	Coordinator Signature	
Course Name	<<Course>>	Starting Date: / /	Finish Date: / /
Address	<<Student's address>>	Contact Name:	
		Emergency contact No.	
Administration Record (Office use only)			
Procedure Check List	Department	Assessment	
		Reminder	Completion
Application form information corrected	Coordinator	Yes / No	/ / 2016
Sent the signed of Student handbook acknowledgement	Coordinator	Yes / No	/ / 2016
Administration & Tuition Fee; Receipt No. _____ Date: _____	Account/Coordinator	Yes / No	/ / 2016
Confirmed Student information correct	AD - Registrar	Yes / No	/ / 2016
Confirmed Student handbook acknowledgement signed	AD - Registrar	Yes / No	/ / 2016
Confirmed Course Administration Fee paid	Account Dep.	Full / Nun	/ / 2016
Confirmed Tuition Fee paid; Receipt No. _____ Date: _____	Account Dep.	Full / Instalments	/ / 2016
Certified Department signature	AD - Registrar	All / Part	/ / 2016
ID been Certified and Record	AD - Registrar	Certified / Record	/ / 2016
ID card delivery methods and record	AD - Registrar	Mail / In person	/ / 2016
Certified Department			
Academic Dep.	/ / 2016	Registrar	/ / 2016
Account Dep.	/ / 2016	PA/CEO	/ / 2016

Royal Brisbane Institute of Technology

PO Box 12998, George Street Post Shop, Brisbane QLD 4003

Tel: 61-7-3010-3888 Fax: 61-7-3010-3883 url: www.rbic.qld.edu.au email: info@rbic.qld.edu.au

Confidential

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