



### 3 Special requirements

Do you suffer from any condition - medical or otherwise, which will require Bond University to make special provision for you, either academically or with regard to on-campus accommodation?

If yes, you are required to provide specialist documentation with your application Yes  No

### 4 Tertiary education

Give details of your tertiary (higher education) studies.

Year(s)	Name of qualification	School or college	State or country	F/T or P/T	Completed
eg.1993-1995	Bachelor of Arts	University of Queensland	Queensland	F/T	Yes

If you are currently enrolled, indicate when you expect to qualify for your award Month  Year

### 5 Employment history

Please provide details of your employment history and briefly describe your duties. Applicants are encouraged to provide a separate, more detailed resume. Master of Business Administration (MBA) applicants must provide this documentation.

Year(s)	Employer	Position/nature of duties	F/T or P/T

### 6 Career objectives and goals - optional (but will assist with your application)\*

Indicate your career objectives; be as specific as you can. Where do you see yourself five years from now?


Indicate the benefits you expect to gain from your proposed program; be as explicit as possible.




## 10 Requirements for MBA and EMBA applicants only

MBA and EMBA Candidates are required to submit a cover letter addressing their career objectives, future ambitions and experience they will bring to their MBA or EMBA class.

### Referee Reports

All applicants are required to provide two references, one of which must be work related. Your nominated referees should forward their references directly to the Office of Admissions, quoting your full name and chosen program.

## 12 How did you find out about Bond University?

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Friend                            | <input type="checkbox"/> Advertisement                                | <input type="checkbox"/> Bond Website         |
| <input type="checkbox"/> Study Abroad program              | <input type="checkbox"/> Other student or graduate of Bond University | <input type="checkbox"/> Bond Open Day        |
| <input type="checkbox"/> Careers market (specify)<br>_____ | <input type="checkbox"/> Education exhibit (specify)<br>_____         | <input type="checkbox"/> Other _____<br>_____ |

## 13 Privacy Collection Statement

Bond University ('BU') may collect personal information about you, including:

- the information on this form;
- information provided by your nominated next of kin in relation to this application; and
- information on other forms or documents requested by, and provided by you or other educational institutions to BU.

BU collects this information for the purpose of:

- assessing your application;
- providing services to you;

unless you indicate that you do not wish BU to use your personal information for this particular purpose by placing a tick in the adjacent box, providing you with information about other services that BU offers that may be of interest to you;

- facilitating BU's internal business operations, including the fulfilment of any legal requirements;
- analysing BU's services and customer needs with a view to developing new and/or improved services; and

unless you indicate that you do not wish BU to use your personal information for this particular purpose by placing a tick in the adjacent box, providing you with promotional information about BU.

**In the case of visa details, BU is required to collect this information pursuant to Australian Immigration Laws.**

BU may disclose personal information about you to:

- service providers, who assist BU in operating its business, however, these service providers are required to comply with BU's privacy policy in how they handle your personal information;
- a purchaser of the assets and operations of BU's business, providing those assets and operations are purchased as a going concern;
- its related entities;
- in the case of untrue or misleading information, Universities Australia (UA) or any (UA) member institution;
- in the case of an emergency involving you, your next of kin; and
- your agent, whose details appear on the front of this form, and/or your next of kin for the purpose of processing your application.

*If the personal information you provide to BU is incomplete and/or inaccurate, BU may be unable to process this application and/or be unable to provide you with the services you are seeking.*

You may access the personal information BU holds about you in accordance with BU's privacy policy.

Continued over ...

## 13 Declaration

I understand that it is my responsibility to provide all documentation requested by the Office of Admissions and authorise BU to obtain, where necessary, any further information from my nominated next of kin and the appropriate educational institutions.

I hereby declare that to the best of my knowledge all information submitted or made available by me to BU, whether in relation to any course of study or otherwise, is true, accurate and complete. If any information is considered to be untrue or misleading in any respect, I consent to the collection, storage and disclosure by BU, the UA, or any UA member institution of a record of any such information or any other irregular activity. I understand that any record stored or disclosed according to this system may contain personal details about me from which I may be identifiable.

I understand that BU reserves the right at any stage to withdraw a place which has been offered on the basis of incomplete or incorrect information.

\_\_\_\_\_  
Signature of applicant (or guardian if under 18 years old)

\_\_\_\_\_  
/ /  
Date

I consent to BU providing information relating to the processing of my application to the agent whose details appear on the front of this form and/or my nominated next of kin.

\_\_\_\_\_  
Signature of applicant (or guardian if under 18 years old)

\_\_\_\_\_  
/ /  
Date

## Information for applicants

### Applications

Your application will not be processed unless it is accompanied by all relevant documentation. Certified photocopies of original documents are preferred as originals will not be returned. Applications may be made at any stage during the year, however, applicants who wish to be considered for a scholarship must lodge their application by the closing dates listed on the application form.

### Offers

If you meet the University's entry requirements you will normally receive a formal letter of offer within two weeks of your application arriving at the Office of Admissions. Your letter of offer will include a unique student identification number (SID). Please use this in any subsequent dealings with the University.

### Acceptance procedure - Australian citizens and permanent residents

To accept your offer of a place at Bond University, you must return the response to offer form which accompanies your letter of offer, together with your deposit or a completed Request for FEE-HELP form. Payment must be in the form of a cheque or bank draft, direct deposit, Bpay, via credit card (excluding Diners Club) made payable to Bond University. The tuition deposit will be deducted from your first semester's tuition fees upon enrolment.

### Registration and enrolment

Students who accept their offers may access detailed instructions concerning registration procedures approximately one month prior to the commencement of their course, via the Bond website. Students should plan to arrive on campus one week prior to the commencement of classes to participate in orientation.

### Deferment

In certain circumstances, Bond University will permit deferment of an offered place for up to one year. Applicants will only be permitted to defer if they have paid the non-refundable tuition deposit.

### Special Requirements

Students who have a disability and who require BU to adjust a process or procedure or wish BU to provide equipment or other physical aids, must disclose the nature and extent of the disability to BU. As part of the application process students with a disability must contact the University's Disability Support Officer on telephone +61 7 5595 4014, to confidentially discuss their requirements.

## IMPORTANT: Checklist for applicants

**You must include the following to ensure your application is assessed promptly:**

- a certified copy of your university/TAFE college transcript and testamur (if you have undertaken higher education studies)\*
- a detailed resume (if you are a mature-age applicant)
- scholarship supporting documentation (if applying for scholarship)
- detailed course outlines (if applying for credit)

**... and you must have**

- organised two references to be forwarded to Bond University (if applicable)

\*Not required for Bond University graduates

## Return this form to

**OFFICE OF ADMISSIONS**  
Bond University, University Drive, Robina  
Queensland 4229 Australia

For further information visit [www.bond.edu.au](http://www.bond.edu.au) or, please contact the University direct on:

**FREECALL: 1800 074 074**

**Fax: (07) 5595 1015**

**Australian Regional Managers**  
For a list of Bond University representatives  
in your state, please go to  
[www.bond.edu.au/contact/domestic](http://www.bond.edu.au/contact/domestic)