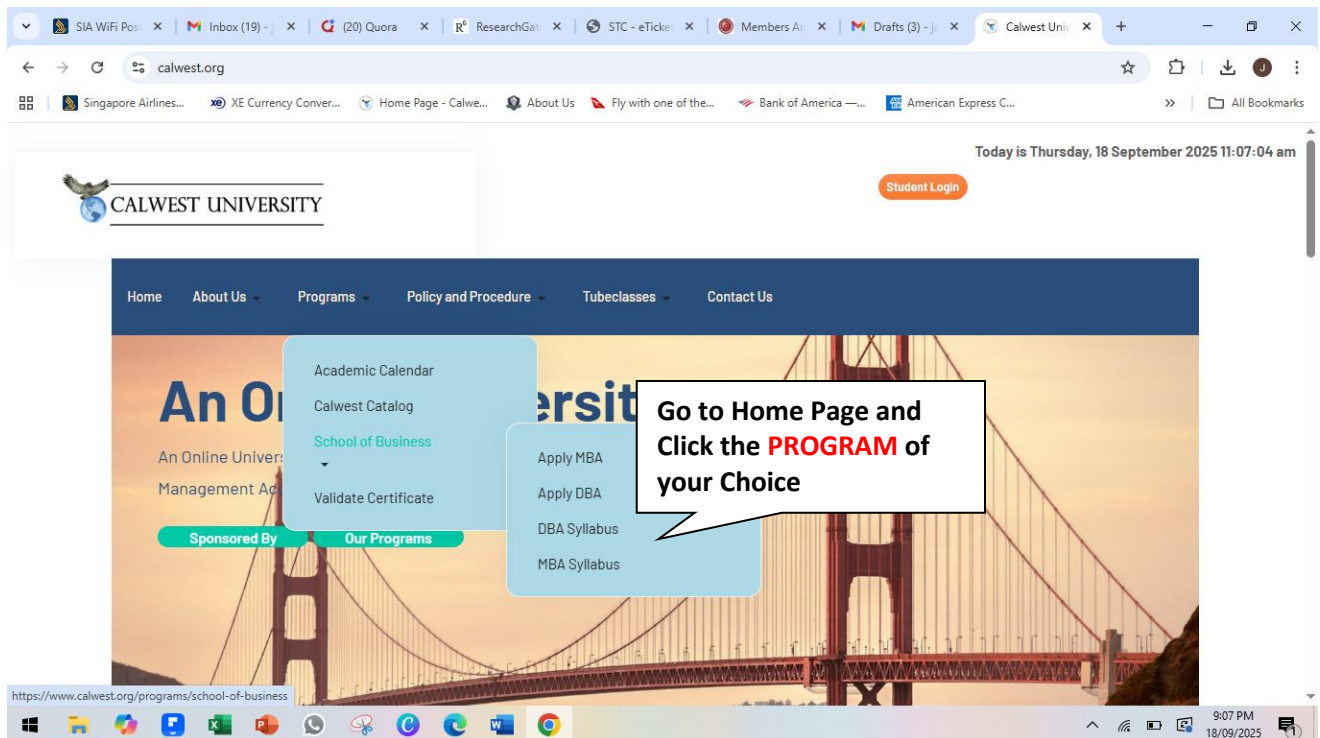


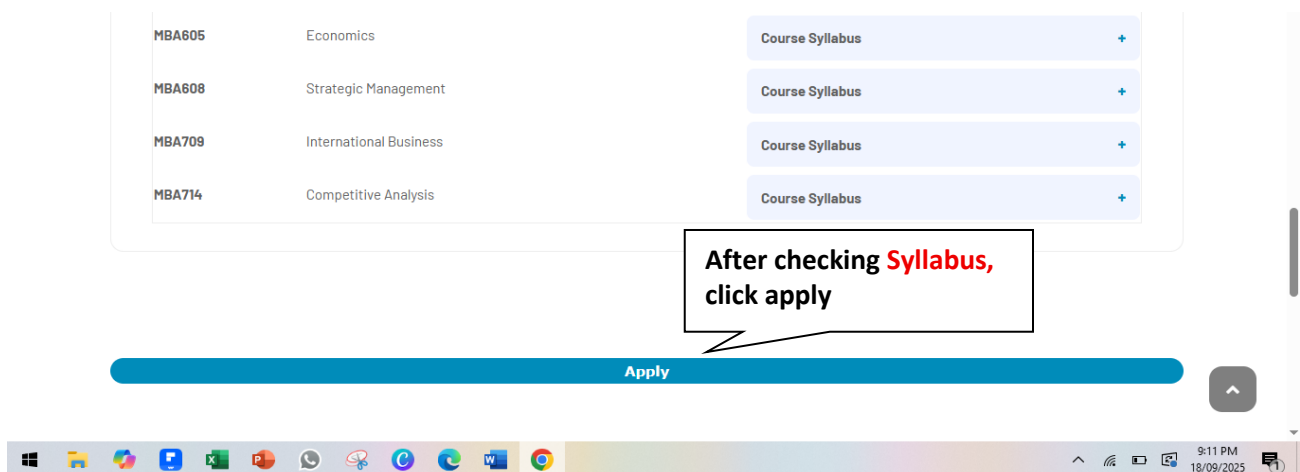
STUDENT NAVIGATION HELPER – DEGREE PROGRAM ENROLMENT

ENROLLING IN A PROGRAM?

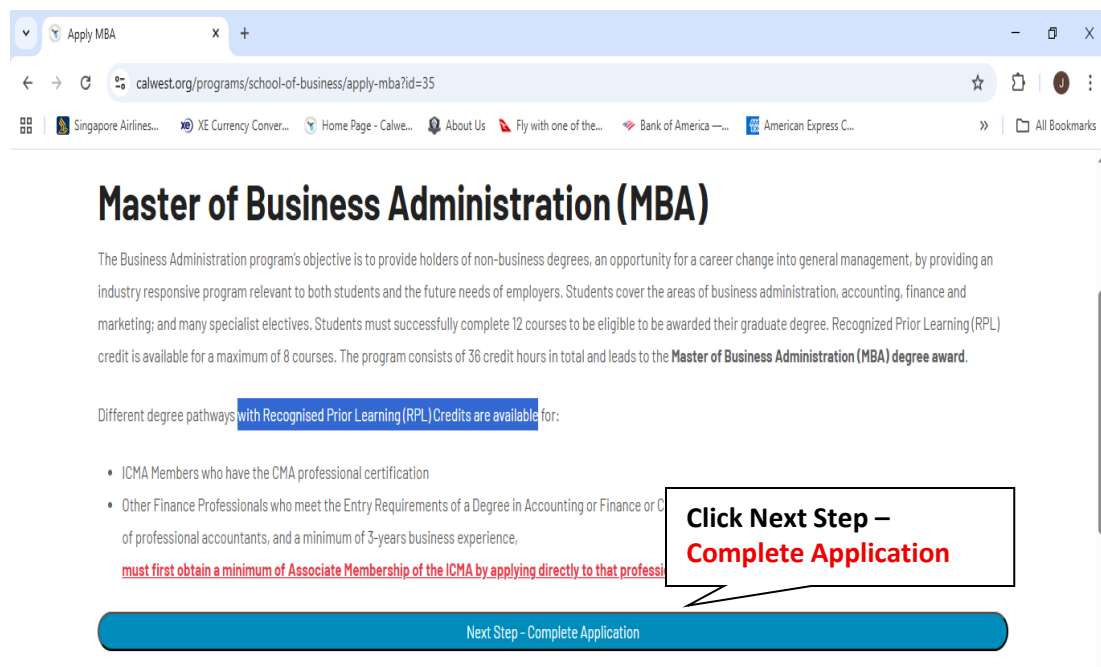
1. CONSIDER WHICH DEGREE PROGRAM YOU WISH TO UNDERTAKE



2. After You Check the Syllabus, go to bottom on the page to Apply



3. Check Different degree pathways and Recognised Prior Learning (RPL) Credits are available before going to next step to complete application



The screenshot shows the 'Apply MBA' page on the Calwest University website. The page title is 'Master of Business Administration (MBA)'. The text describes the program's objective and requirements, including that students must complete 12 courses and that Recognized Prior Learning (RPL) credit is available for a maximum of 8 courses. A callout box points to a blue button labeled 'Next Step - Complete Application' with the text 'Click Next Step – Complete Application'.

Master of Business Administration (MBA)

The Business Administration program's objective is to provide holders of non-business degrees, an opportunity for a career change into general management, by providing an industry responsive program relevant to both students and the future needs of employers. Students cover the areas of business administration, accounting, finance and marketing; and many specialist electives. Students must successfully complete 12 courses to be eligible to be awarded their graduate degree. Recognized Prior Learning (RPL) credit is available for a maximum of 8 courses. The program consists of 36 credit hours in total and leads to the **Master of Business Administration (MBA) degree award**.

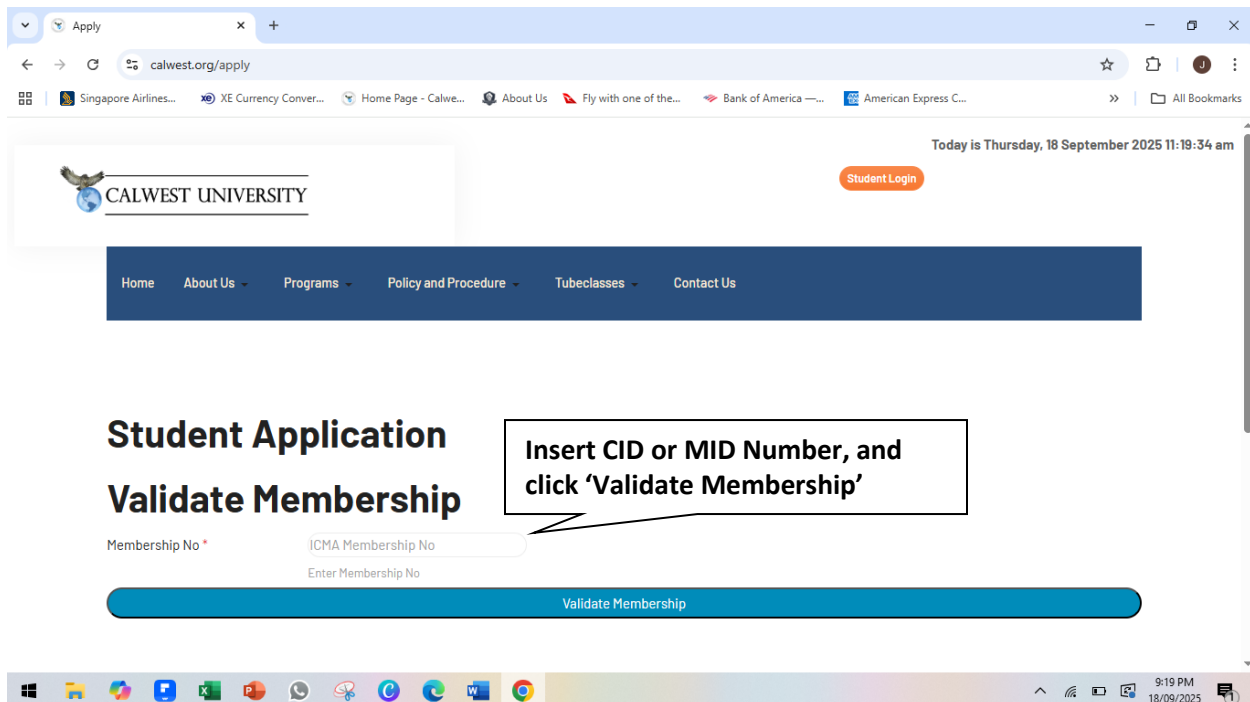
Different degree pathways with Recognised Prior Learning (RPL) Credits are available for:

- ICMA Members who have the CMA professional certification
- Other Finance Professionals who meet the Entry Requirements of a Degree in Accounting or Finance or CMA, and a minimum of 3-years business experience, must first obtain a minimum of Associate Membership of the ICMA by applying directly to that professional body

Click Next Step – Complete Application

Next Step - Complete Application

4. Provide ICMA Membership Number to Validate that you are a member of ICMA Australia



The screenshot shows the 'Student Application' page on the Calwest University website. The page title is 'Student Application Validate Membership'. The page includes a form with a label 'Membership No *' and a text input field. A callout box points to the input field with the text 'Insert CID or MID Number, and click 'Validate Membership''. Below the input field is a blue button labeled 'Validate Membership'.

Student Application

Validate Membership

Membership No *

ICMA Membership No

Enter Membership No

Validate Membership

Insert CID or MID Number, and click 'Validate Membership'

5. Validate Discount Code

Home About Us Programs Policy and Procedure Tubeclasses Contact Us

Student Application

Validate Discount Code

☒ Have Discount Code
☐ Do Not have Discount Code

Discount Code

Discount Code

Enter Discount Code

Validate Discount Code

Insert Discount Code. (Please contact student.admin@calwest.org if you do not have a discount code). Then click Validate discount code.

9:24 PM 18/09/2025

6. Once Discount Code is Validated, you will be directed to the Student Application page where most of the information will be pre-filled by your ICMA membership data.

Today is Thursday, 18 September 2025 11:31:40 am

Student Login

Home About Us Programs Policy and Procedure Tubeclasses Contact Us

Discount Code valid

Student Application

Select Honorific * Mr.

Given Name * John

Enter Name Here

Family Name * Citizen

Complete all information marked with an asterisk*.

9:31 PM 18/09/2025

7. Once all all information marked with an asterisk* is completed/updated, click NEXT.

The screenshot shows a web browser window with the URL calwest.org/apply. The form contains the following fields:

- Date of Birth: [Empty field] [Calendar icon]
- Address Line One *: 25 Fortress of Solitude [Enter Address Line One]
- Address Line Two: [Empty field] [Enter Address Line Two]
- City/Town *: North Pole [Enter City/Town]
- Select Country *: Canada [Dropdown menu]
- State Province *: Victoria [Enter State Province]
- Phone: [Empty field] [Enter Phone Number]
- Postcode: Your Postcode [Enter postcode]

A blue "Next" button is at the bottom. A callout box points to the asterisked fields with the text: "Complete all information marked with an asterisk* and click next." The Windows taskbar at the bottom shows the time as 9:36 PM on 18/09/2025.

8. Once all Educational Qualifications marked with an asterisk* is completed/updated, click NEXT.

The screenshot shows the "Undergraduate/Professional Qualification" section of the form. It includes a "+", "+", and "-" button set. The fields are:

- Enter Qualification *: CMA Australia [Enter Qualification]
- Institution: Institute of Certified Management [Enter Institution]
- Select Country *: Australia [Dropdown menu]
- Website: <https://cmaaustralia.org> [Enter website address]
- Graduation Date *: 2014-07-01 [Calendar icon]

A blue "Next" button is at the bottom. A callout box points to the asterisked fields with the text: "Complete all Educational/Professional Qualifications marked with an asterisk* and click next." The Windows taskbar at the bottom shows the time as 9:38 PM on 18/09/2025.

9. Once all Educational Qualifications are provided, you will see your Enrollment Agreement. Read this carefully and CHECK THE "CERTIFICATION" AND "INFORMATION TRUE" CHECK BOXES

The screenshot shows the 'Student Application Enrollment Agreement' page on the Calwest University website. The navigation bar at the top includes links for Home, About Us, Programs, Policy and Procedure, Tubeclasses, and Contact Us. The main heading is 'Student Application Enrollment Agreement', followed by 'Online Enrollment Agreement'. A red instruction box says '[Please Read Full Agreement and Scroll Down to Accept]'. A callout box points to the 'Check Enrolment Agreement Details' link. Below this is the 'Notice to Prospective Degree Program Students' and an 'Exemption Statement' which states that Calwest University is an exempt institution pursuant to California Education Code Title 5 and Section 94874(d)(2)(c).

Home About Us Programs Policy and Procedure Tubeclasses Contact Us

Student Application Enrollment Agreement

Online Enrollment Agreement

[Please Read Full Agreement and Scroll Down to Accept]

[Check Enrolment Agreement Details](#)

Notice to Prospective Degree Program Students

Exemption Statement

Calwest University is an exempt institution pursuant to Section 94874 (b) of the California Education Code; Title 5, as it is an institution offering educational programs sponsored by a bona fide professional organization, solely for that organization's membership; and Section 94874 (d) (2) (c) as an institution offering continuing education if the institution or the program is approved, certified, or sponsored by a bona fide professional organization.

10. Once you CHECK THE "CERTIFICATION" AND "INFORMATION TRUE" CHECK BOXES, you can click next to pay.

The screenshot shows the application agreement page on calwest.org/apply. It includes a browser window with multiple tabs. The agreement text states: 'YOU MUST CHECK THE "CERTIFICATION" AND "INFORMATION TRUE" CHECK BOXES'. Under 'CERTIFICATION', there is a checkbox and text stating that the user certifies by ticking the box that they have accessed the Catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate. Under 'INFORMATION TRUE', there is another checkbox and text stating that the user declares the information submitted is true and correct, and understands that this is a legally binding contract. A callout box points to these checkboxes with the instruction: 'Check CERTIFICATION" AND "INFORMATION TRUE" boxes and click next'. Below the checkboxes, there is a note that a student shall enroll solely by means of executing an enrollment agreement. At the bottom, it shows 'Fee Payable Now by Credit Card: USD \$1,500.00' and a large blue 'Next' button.

Apply

calwest.org/apply

Singapore Airlines... XE Currency Conver... Home Page - Calwe... About Us Fly with one of the... Bank of America... American Express C...

Agreement:

YOU MUST CHECK THE "CERTIFICATION" AND "INFORMATION TRUE" CHECK BOXES

CERTIFICATION

I certify by ticking the box below that I have accessed the Catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate, if applicable, has been included in the School Performance Fact sheet.

☐

INFORMATION TRUE

To the best of my knowledge, I declare that the information submitted is true and correct. I understand that this is a legally binding contract. My ticking the box below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

☐

Note that a student shall enroll solely by means of executing an enrollment agreement. On effectively signing and accepting this Enrolment Agreement

Fee Payable Now by Credit Card: USD \$1,500.00

[Next](#)

Check CERTIFICATION" AND "INFORMATION TRUE" boxes and click next

11. Go On to "Process Payment."

The screenshot shows a web browser at the URL calwest.org/apply. The page features the CalWest University logo and a navigation menu with links: Home, About Us, Programs, Policy and Procedure, Tubeclasses, and Contact Us. A "Student Login" button is located in the top right corner. The main heading is "Student Application". Below it, a blue button labeled "Process Payment" is highlighted with a callout box that says "Click to Process Payment". The date and time "Today is Thursday, 18 September 2025 11:49:10 am" are displayed in the top right.

12. Provide Credit Card Details.

The screenshot shows a web browser at the URL calwest.org/payment. The page contains a form for providing credit card details. The form fields are: City (North Pole), State, Zip (6053), Country (Australia), Phone, and Email (John.citizen@imed.tq). Below these fields is a section titled "Credit Card Information" with a disclaimer: "CALWEST does not store your Credit card details" and "CALPAYPRO is our processing platform". The fields for CC Number, CC Exp, and CVV are visible. A blue button labeled "Submit Payment" is at the bottom. A callout box points to the "Submit Payment" button with the text: "Once your credit card details are accepted, TWO emails will be sent to you. (1) a transaction receipt and (2) your user ID and password (which will have an attachment that will help you with accessing your programs and courses)".

13. NOW YOU CAN LOG- IN AS A ENROLLED STUDENT VIA CALWEST HOME PAGE STUDENT LOG-IN (THE FIRST THING YOU MUST DO IS TO SUBMIT YOUR ADMISSION DOCUMENTATION – COVERED NEXT)