



Advance Australia
International College

ENROLMENT FORM

Advance Australia International College (AAIC)
RTO Code: 46004 | CRICOS Code: 04141K

About this form

Thank you for your interest in seeking enrolment into Advance Australia International College. This application for enrolment form must be completed in English. If you require any assistance in completing this form, please contact us by phone or email.

You can send this form to us by post or email. Please provide of any documentation specified in the entry requirements and any other requested documents referred to in the course brochure.

Course details

Course you wish to enrol in

- ☐ **BSB60420 Advanced Diploma of Leadership and Management**
(62 Weeks) CRICOS Course Code: 113211E
- ☐ **BSB50420 Diploma of Leadership and Management**
(75 Weeks) CRICOS Course Code: 113210F
- ☐ **BSB40520 Certificate IV in Leadership and Management**
(49 Weeks) CRICOS Course Code: 113209K

Intake

2023	2024	2025
<input type="checkbox"/> 02 Jan	<input type="checkbox"/> 02 Jan	<input type="checkbox"/> 06 Jan
<input type="checkbox"/> 06 Feb	<input type="checkbox"/> 05 Feb	<input type="checkbox"/> 10 Feb
<input type="checkbox"/> 03 Apr	<input type="checkbox"/> 01 Apr	<input type="checkbox"/> 07 Apr
<input type="checkbox"/> 08 May	<input type="checkbox"/> 06 May	<input type="checkbox"/> 12 May
<input type="checkbox"/> 03 July	<input type="checkbox"/> 01 July	<input type="checkbox"/> 07 July
<input type="checkbox"/> 07 Aug	<input type="checkbox"/> 05 Aug	<input type="checkbox"/> 11 Aug
<input type="checkbox"/> 02 Oct	<input type="checkbox"/> 01 Oct	<input type="checkbox"/> 06 Oct
<input type="checkbox"/> 06 Nov	<input type="checkbox"/> 04 Nov	<input type="checkbox"/> 10 Nov



Student details

Given name/s (including middle name if any)

Surname Date of birth *Day*..... *Month* *Year*

Preferred first name if different to the above

Preferred title Gender ☐ Male ☐ Female ☐ Other

Current residential address

Number & Street State & Country

City / Town Post Code

Phone number/s Email

Emergency contact: Name

Relationships Mobile phone number

Are you a citizen or permanent resident? ☐ Yes ☐ No

Passport

Nationality..... Passport No.....

Issue Date Expired Dated..... Place of Issue

Visa

Are you in Australia Now? ☐ Yes ☐ No

Visa Category..... Expire Date

Overseas residential address

Number & Street Province / State

City / Town Contact Number

Country Email



Language and cultural diversity

In which country were you born? ☐ Australia ☐ Other, please specify:.....

Do you speak a language other than English at home?

If more than one language, indicate the one that is spoken most often.

☐ No, English only ☐ Yes other; please specify:

Are you of Aboriginal or Torres Strait Islander origin?

For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.

☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander

Disability

Do you consider yourself to have a disability?

☐ Yes ☐ No – go the question about schooling

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list. Review the disability supplement to help you select the right area(s).

- | | |
|--|------|
| <input type="checkbox"/> Hearing/deaf | - 11 |
| <input type="checkbox"/> Physical | - 12 |
| <input type="checkbox"/> Intellectual | - 13 |
| <input type="checkbox"/> Learning | - 14 |
| <input type="checkbox"/> Mental illness | - 15 |
| <input type="checkbox"/> Acquired brain impairment | - 16 |
| <input type="checkbox"/> Vision | - 17 |
| <input type="checkbox"/> Medical condition | - 18 |
| <input type="checkbox"/> Other | - 19 |

Schooling

What is your highest COMPLETED school level | Tick ONE box only

- | | |
|--|------|
| <input type="checkbox"/> Year 12 or equivalent | - 12 |
| <input type="checkbox"/> Year 11 or equivalent | - 11 |
| <input type="checkbox"/> Year 10 or equivalent | - 10 |
| <input type="checkbox"/> Year 9 or equivalent | - 09 |
| <input type="checkbox"/> Year 8 or below | - 08 |
| <input type="checkbox"/> Never attended school | - 02 |



Previous qualifications studied

Have you successfully completed any of the qualifications listed below?

☐ Yes ☐ No

If YES, tick ANY applicable boxes

- | | |
|---|-------|
| <input type="checkbox"/> Bachelor degree or higher degree | - 008 |
| <input type="checkbox"/> Advanced diploma or associate degree | - 410 |
| <input type="checkbox"/> Diploma (or associate diploma) | - 420 |
| <input type="checkbox"/> Certificate IV (or advanced certificate/technician) | - 511 |
| <input type="checkbox"/> Certificate III (or trade certificate) | - 514 |
| <input type="checkbox"/> Certificate II | - 521 |
| <input type="checkbox"/> Certificate I | - 524 |
| <input type="checkbox"/> Other education
(including certificates or overseas qualifications not listed here) | - 990 |

Employment

Of the following categories, which BEST describes your current employment status? (Tick ONE box only)

For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

- | | |
|--|------|
| <input type="checkbox"/> Full-time employee | - 01 |
| <input type="checkbox"/> Part-time employee | - 02 |
| <input type="checkbox"/> Self-employed – not employing others | - 03 |
| <input type="checkbox"/> Self-employed – employing others | - 04 |
| <input type="checkbox"/> Employed – unpaid worker in a family business | - 05 |
| <input type="checkbox"/> Unemployed – seeking full-time work | - 06 |
| <input type="checkbox"/> Unemployed – seeking part-time work | - 07 |
| <input type="checkbox"/> Not employed – not seeking employment | - 08 |

Study reason

Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box only)

- | | |
|---|------|
| <input type="checkbox"/> To get a job | - 01 |
| <input type="checkbox"/> To develop my existing business | - 02 |
| <input type="checkbox"/> To start my own business | - 03 |
| <input type="checkbox"/> To try for a different career | - 04 |
| <input type="checkbox"/> To get a better job or promotion | - 05 |
| <input type="checkbox"/> It was a requirement of my job | - 06 |
| <input type="checkbox"/> I wanted extra skills for my job | - 07 |
| <input type="checkbox"/> To get into another course of study | - 08 |
| <input type="checkbox"/> For personal interest or self-development | - 12 |
| <input type="checkbox"/> To get skills for community/voluntary work | - 13 |
| <input type="checkbox"/> Other reasons | - 11 |

RPL and credit transfer application

Please complete this section if you believe you are eligible to apply for Recognition of Prior (RPL) or for credit transfer.

Please note, applying for this will impact your course duration so bear in mind that if this is approved then your course duration will be less than the time outlined on the course brochure. Depending on the amount that your course is reduced your fees may also be reduced.

I want to apply for a credit transfer for the following unit/s:

.....

If applying for a credit transfer, please attach a certified copy of the Statement of Attainment or Record of Results and Qualification for each unit.

RPL and credit transfer application

Advance Australia International College can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER.

If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi/> on computer or mobile device.

Enter your Unique Student Identifier (USI) here:

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Checklist

Have you?

- ☐ Completed all sections of this application for?
- ☐ Attached/ enclosed certified copies of your Qualification?
- ☐ Attached/ enclosed any other certified documents?
- ☐ Attached/ enclosed certified copies of your Passport and visa?
- ☐ Attached/ enclosed certified copies of English language proficiency?
- ☐ Read and tick the declaration?



Privacy Notice

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. If you do not provide this information, we will be unable to process your enrolment.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy

If you would like to seek access to or correct your information in the first instance, please contact us using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>



Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

- At any time, you may contact RTO to:
- request access to your personal information
- correct your personal information.
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

Our contact details are:

Advance Australia International College

A: Level 2, 5-Watt Street, Gosford, NSW 2250 Australia

Main telephone number: 1300 960 402

Email: admissions@aaic.nsw.edu.au

Website: www.aaic.nsw.edu.au

You can find our Privacy Policy in our Handbook included on our website.

Student Declaration and Consent

1. I declare that the information I have provided to the best of my knowledge is true and correct. I acknowledge that providing any false information and/or failing to disclose any information (including any supporting documents) relevant to my application for enrolment and/or failure to complete an application/enrolment form in full may result in the withdrawal of any offer.
2. I consent to the collection, use, and disclosure of my personal information in accordance with the Privacy Notice above.
3. I understand that by completing and signing this form, I am applying for enrolment into the course indicated above. If successful in this application, I will receive a Letter of Offer and Written Agreement confirming my enrolment details and arrangements for the payment of tuition and non-tuition fees.
4. I understand that tuition fees do not include books and other course materials other than those specifically stated on an offer letter.
5. I authorise AAIC to verify my academic and professional qualifications and work experience.
6. I understand that at the time of enrolment, I will be required to supply the originals of all documents provided at the time of this application.
7. I declare that I have received, read, understood and agree to adhere to the rights and obligations as stated in the International Student Prospectus and/or Student Handbook.
8. I declare that I am a genuine student and a genuine temporary entrant as outlined by the Department of Home Affairs (DOHA) <https://immi.homeaffairs.gov.au/check-twice-submit-once/student-visa>



9. I declare that I have access to sufficient funds to cover tuition fees, travel, living and OSHC costs for myself and my dependants (if applicable) for the total duration of my stay in Australia as a student.
10. I authorise AAIC to access the Australian Immigration Visa Entitlements Verification Online (VEVO) system at any time to obtain information on my visa status.
11. I authorise AAIC to access IELTS and/or TOEFL systems at any time to verify my test score.
12. I understand that AAIC reserves the right to discontinue or alter any course, subject (unit of competency), fee, admission requirement, staffing or other arrangement without prior notice. AAIC reserves the right to cancel or not offer a programme. If any programme is cancelled or not offered, AAIC will refund all tuition fees in accordance with the Education Services for Overseas Students Act 2000. This agreement, and the availability of the complaints and appeals process, do not remove the right of the student to take action under Australia's consumer protection. I understand that all personal information collected by AAIC is confidential and may be made available for the relevant Commonwealth and State Government agencies, and the Fund Manager of the ESOS Assurance Fund. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of the visa condition.
13. I declare that I have read and understood the information & requirements of the qualification(s) I am applying for (including any entry requirements, and/or Pre-requisites), and other information relating to tuition and non-tuition fee (including other associated costs, materials fee, enrolment fee, Refund Policy) and general information and conditions of studying in Australia as an international student.
14. I acknowledge and understand that it is my responsibility to keep copies of all assessments before submissions, and AAIC takes no responsibility for submissions lost in transit.
15. I acknowledge that the Application Fee of AUD \$200 for VET courses which I include to have this application assessed, is non-refundable, irrespective of the outcome of my application.
16. I understand that I must notify the AAIC as soon as my visa approval has been granted by emailing a copy of the approval document.

Student Signature Date

Printed Name:

