



# ENROLMENT FORM

Please Complete and Forward your application

In person or by Mail By e-mail  
Level 2, 5 Watt St, Gosford NSW 2250

admissions@aaic.nsw.edu.au

## PART A: PERSONAL INFORMATION

USI:

Title: Mr. Ms. Mrs. Other: \_\_\_\_\_ Gender: Male Female Other: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_ Passport No: \_\_\_\_\_ Expires on: \_\_\_\_\_

Australian Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

**Overseas Address** (Must be applicant's address)

\_\_\_\_\_ Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

**Emergency Contact Name:** \_\_\_\_\_

Relationship: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

## PART B: VISA DETAILS

Are you currently residing in Australia? Yes No

Which visa type are you holding?

Student Tourist/ Visitor Working Holiday Other: \_\_\_\_\_

Are you lodging your Visa Application in Australia: Yes No

If no, Please specify: City: \_\_\_\_\_ Country: \_\_\_\_\_

Has your visa been cancelled/ refused before? Yes No

Number of Dependents: \_\_\_\_\_

## PART C: OVERSEAS STUDENT HEALTH COVER

Do you require Overseas Student Health Cover (OSHC): Yes No

**OSHC is compulsory for international students**

**PART D: CURRENT ENGLISH LEVEL**

Beginner      Elementary      Pre-intermediate      Intermediate      Upper- Intermediate

Advanced

Other: \_\_\_\_\_

Have you ever completed any of the following English Test?      Yes      No  
(IELTS, TOEFL, TOEIC, Cambridge Test, PTE)

Name of English test: \_\_\_\_\_ Test Date: \_\_\_\_\_ Test Score: \_\_\_\_\_

**PART E: INTAKE DATES**

<b>2024</b>	8 Apr	16 May	8 July	12 Aug	7 Oct	11 Nov		
<b>2025</b>	6 Jan	10 Feb	7 Apr	12 May	7 July	11 Aug	6 Oct	10 Nov

Other: \_\_\_\_\_

Course Code & Title	CRICOS Course code	Course Duration	Select course (s)
BSB40520 Certificate IV in Leadership and Management	113209K	49 Weeks	
BSB50420 Diploma of Leadership and Management	113210F	75 Weeks	
BSB60420 Advanced Diploma of Leadership and Management	113211E	62 Weeks	
SIT40521 Certificate IV in Kitchen Management	114489M	75 Weeks	
SIT50422 Diploma of Hospitality	114490G	75 Weeks	
BSB80120 Graduate Diploma of Management (Learning)	114491F	101 Weeks	
RII60520 Advanced Diploma of Civil Construction Design	115192J	104 Weeks	
ICT60220 Advanced Diploma of Information Technology	115191K	104 Weeks	

Course Code & Title	CRICOS Course code	Course Duration	Package
SIT40521 Certificate IV in Kitchen Management	114489M	75 Weeks	
SIT50422 Diploma of Hospitality	114490G	26 Weeks	

**PART F: EDUCATION AND EXPERIENCE**

Do you intend to claim Recognition of Prior Learning (PRL) or credit transfer towards this course?      Yes      No

Have you enrolled in a similar course elsewhere?      Yes      No

Have you been employed in the area covered by the Course applied for?      Yes      No

**( If your answer is "Yes" on any of these questions, you may be eligible for Recognition of Prior Learning, Please contact us for further information and attached certified copies of any relevant documents )**

**PART G: ADDITIONAL INFORMATION**

Have you successfully completed any of the following qualifications?

Year 12 or equivalent

Certificate I

Certificate II

Certificate III

Certificate IV

Diploma

Advance Diploma or Associate Degree

Bachelor Degree or Higher Degree

Other: \_\_\_\_\_

**NOTE: Please make sure you refer to the specific entry requirements that apply to the course you are applying for. These requirements for all our courses require applicants to be 18 years or older and have proficiency in English equivalent to the level of IELTS overall 6 with no band less than 5.5.**

Tell us the reason you want to take our course:

Career

Academic

Personal

Other: \_\_\_\_\_

Where did you hear about us:

Agent

Advertising

Word of mouth

Other: \_\_\_\_\_

Do you have any disabilities that will affect your learning?

Yes, Please specify below.

No

Hearing (Deaf)

Acquired brain impairment

Physical

Vision

Intellectual

Medical condition

Learning

Mental Illness

Other: \_\_\_\_\_

**PART H: LANGUAGE AND CULTURAL DIVERSITY**

In which country were you born?

Australia

Other (Please specify): \_\_\_\_\_

Do you speak any language other than English at home?

No, English only

Yes (Please specify): \_\_\_\_\_

Are you Aboriginal or Torres Strait Islander origin?

No

Aboriginal

Torres Strait Islander

**PART I: PAYMENT DETAILS**

**Name of Bank:** Westpac Banking Corporation

**Account Name:** Advance Australia International College Pty Ltd

**BSB:** 032 029

**Account No:** 533085

**Reference:** Student Name

## ENROLMENT TERMS AND CONDITIONS

### ACADEMIC PROGRESS

Students must maintain satisfactory academic progress at all times. All the courses are scheduled 20 hours per week (15 Hours of face-to-face classroom based and 5 hours of Online based delivery). Students are expected to attend classes regularly to maintain satisfactory ( 50%) course progress each term.

### OVERSEAS STUDENT HEALTH COVER (OSHC)

All international Students are required to pay Overseas Student Health Cover (OSHC) and maintain cover for the full length of their visa. It is also the student's responsibility to check the conditions of this health cover.

### INDICATIVE COST OF LIVING IN AUSTRALIA (\$AUD)

According to [www.studyaustralia.gov.au](http://www.studyaustralia.gov.au), The figure below is an estimate only to give an indication of the basic rate of living cost under the Migration regulations. The cost can vary significantly depending on where you live in Australia.

Cost of Living ( Excluding tuition fees).....\$14716 a year

You should be prepared in case your living cost are greater than the figure above.

### FEES

A non-refundable enrolment and administration fee (exclusive of tuition fees and material fees) is required at the time of enrolment and this guarantees your place in the course. The enrolment deadline is 10 working days after the commencement of the course.

Students who fall behind in the payment of their fees or fail to pay their tuition fee on the due dates, may be charged a late payment fee of \$100 per week from the due date or may be refused training assessment services and any requests until such times as the fees are paid and up-to-date. Please note that students will be required to maintain academic course progress in consultation with the Academic Manager.

Should fees remain overdue for more than one day after the due date Advance Australia International College (AAIC) will inform the student of their intention to report them for non-payment of fees to DOHA via PRISMS.

### FEES REFUND POLICY

The request for refund must be made in writing to the administration manager by using the Refund Application Form

- No refunds will be paid to a third party unless it is indicated at the time the Refund Application Form is lodged, that any refunds due are payable to a third party.
- Where a refund is approved, Advance Australia International College will make payment of refunds within 28 days of receipt of the Refund Application Form.
- In the case of default by Advance Australia International College , the provision of the ESOS Act 2000 and the ESOS Regulations 2001 apply.

TUITION FEES	
Visa refused prior to course commencement(except for fraud, forge or misleading documents)	Full refund less enrolment fee and enrolment and administration fee
Withdrawal at least 28 days (Prior to agreed start date)	70% refund of tuition fees less enrolment fee and administration fee
less withdrawal less than 28 days ( Prior to agreed start date)	50% refund of tuition fee enrolment fee and administration fee
Withdrawal after the agreed start date	No refund
Visa cancelled due to actions of the student including due to fraud, forge or misleading documents	No refund
Non commence(i.e Does not arrive, or has not arrange with us for a later start because of health or compassionate reason)	No refund
Visa extension is refused	Return of unused tuition fees
Withdrawal from study- Current students	Refund of unused tuition fees (of the following term/s). <ul style="list-style-type: none"> <li>• Deferment, suspension or Cancellation of Enrolment Application Form must be received at least 28 days prior to the commencement of the following term/s.</li> <li>• No refund will be given after and approved deferment or suspension</li> </ul>
Compulsory Health Insurance (Student Visa Holders only)	Refer to OSHC provider's refund policy

**RTO**

Under the Tuition Protections Services (TPS) framework, if Advance Australia International College is unable to fulfill its obligations to complete a course, The TPS framework will facilitate the placement of students in the first instance, and where this is not possible, provides a refund of unexpended tuition fee (i.e. tuition the student has paid for but has not been delivered by the provider).

- Advance Australia International College defaults if the course they offer does not start on the agreed starting day.
- Advance Australia International College defaults if the courses stop being provided after it starts and before it is completed or the course is not provided fully to the student because the registered provider has had a sanction imposed.
- If Advance Australia International College defaults, AAIC will refund to the student within 14 days after the default day and receipt of your refund Application Form.
- Advance Australia International College will give the student a statement that explains how the refund amount has been worked out. Advance Australia International College dispute resolution processes does not circumscribe the student's right to pursue other legal remedies.

These Standards for RTOs require the Institute to inform students for considering enrolment of their right to a statutory cooling off period. A statutory cooling off period (which is 10 days) is a period of time provided to a consumer to allow them to withdraw from a consumer agreement, where that agreement was established through unsolicited marketing or sales tactics. These include tactic such as door-to-door sales and telemarketing. A statutory cooling off period allows a consumer to withdraw from a sales agreement within 10 days of having received a sales contract without penalty.

It must be noted that our institute does not engage in unsolicited marketing or sales tactics and therefore a statutory cooling off period is not applicable to our students who have enrolled into a course. For refund option in other circumstances, students must refer to the refund policy.

- The refund policy is subject to review from time to time.
- The institute recommends that you read the ESOS Framework Information, which provides legislative protection for International students, available at

<http://internationaleducation.gov.au/regulatoryinformation/pages/regulatoryinformation.as>

There are not Third Party arrangements with the delivery of courses at Advance Australia International College. AAIC is solely responsible for the delivery of all courses and for the issuance of their certifications. Advance Australia International College is also responsible for its compliance.

**COMPLAINTS AND APPEALS POLICY**

Students have access to a Complaints and Appeals Procedure if they have been unjustly treated or have a serious complaint. Students who feel they have any type of complaint should first contact the Administration team. If necessary the complaint will be referred to the Principal Executive Officer in order to resolve the situation. A student dissatisfied with an activity or a decision regarding their academic outcomes can voice their concerns to the staff member and, if appropriate, appeal to the Principal Executive Officer.

If students are still dissatisfied with the outcome of the complaint/ grievance. The student may lodge an external appeal or complain about the decision with the Overseas Students Ombudsman. The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complain or want to lodge an external appeal about a decision made by their private education or training provider. See the Overseas Students Ombudsman website <http://www.ombudsman.gov.au/about/overseas-students>

**STUDENT CODE OF CONDUCT**

All people associated with Advance Australia International College have the same rights. Harassment, bullying and victimization will not be tolerated at Advance Australia International College. Discrimination on any grounds is unacceptable. Students who feel that they are being sexually harassed or are the victims of any sort of racism should initially contact the Administration Manager. If the complaint is sufficiently serious, the Principal Executive Officer may establish a formal inquiry and/ or refer to external authorities.

## PRIVACY NOTICE

Under the Data Provision Requirements 2012, AAIC is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER). Your personal information (including the personal information contained on the enrolment form and your training activity data) may be used or disclosed by AAIC for statistical, regulatory and research purposes to third parties, including:

- School- If you are a secondary student undertaking VET, including a school based apprenticeship or traineeship
- Employer-If you are enrolled in training paid by your employer.
- Commonwealth and State Territory government departments and authorized agencies;
- NCVER;
- Organizations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts.
- Facilitating statistics and research relating to education, including surveys.
- Understanding how the VET market operates, for policy, workforce planning and consumer information and
- Administering VET, including program administration, regulation, monitoring, evaluation.

You might receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold use and disclose your personal information in accordance with the privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)

## DISCLOSURE OF PERSONAL INFORMATION

Information is collected here in order to meet our obligation under the ESOS Act and the National Code, To ensure compliance with the conditions of their visa and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students

Information collected about you on this form can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Services (TPS). In other instances information collected can be disclosed without your consent where authorized or required by law, this may include and the circumstance of any suspected breach by the student of a student visa conditions.

## CHANGE OF ADDRESS AND CONTACT DETAILS

Upon arriving in Australia you are required to advise us of your residential and email address, telephone number and of any subsequent changes to these contact details. It is your responsibility to ensure you receive important information about your course, fee receipts and any other important information.

## PART J: DECLARATION

### STUDENT DECLARATION

I have read and accept the conditions of enrolment including the cancellation and refund policy of the institute as stated above. I declare that the information provided by me on this form is true and correct. I consent to the collection, use and disclosure of my personal information in accordance with the National VET Data policy

STUDENT INFORMATION

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*This agreement must be signed by the student*

REFERRAL/ EDUCATIONAL AGENCY INFORMATION

Agency Name: \_\_\_\_\_

Agent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

OFFICE USE ONLY

Accepted by Advance Australia International College

Date: \_\_\_\_\_