

AIAS Enrolment Form (International Students) Version 3.0

ENROLMENT FORM: Please complete the details and return to AIAS by email or mail with supporting documents

1. Personal Details

First Name _____

Surname _____

Date of Birth ____/____/____ Male Female

Home address _____

State _____ Postcode _____ Country _____

Telephone _____

Mobile _____

Email _____

Citizenship (as per passport) _____

Country of Birth _____

Next of Kin details: Name _____

Mobile/ Telephone: (Country Code) _____ Mobile: _____

Email (required): _____

2. Residency or Visa details

- Australian resident/ citizen Tourist/ Visitor visa
 Working visa Student visa 485 or Bridging visa
 I don't have a visa yet Other (please specify) _____

3. Education

What is your highest COMPLETED school level? (Tick ONE box only)

- Never attended school Below Year 8 Year 8 Year 9
 Year 10 Year 11 Year 12

In which YEAR did you complete the above school level? _____

Are you still attending secondary school? Yes No

Have you SUCCESSFULLY completed any of the following qualifications?

- Yes No
 Certificate I Certificate II Certificate III (or Trade Certificate)
 Certificate IV (or Advanced Certificate/ Technician)
 Diploma Advanced Diploma or Associate Degree
 Bachelor Degree/ Higher Degree Certificates other than above

Of the following categories, which BEST describes your main reason for undertaking this course? (Tick ONE box only.)

- To get a job To develop my existing business
 To start my own business To try for a different career
 To get a better job or promotion
 It was a requirement of my job
 I wanted extra skills for my job To get another course of study
 For personal interest or self-development Other reasons

Have you ever undertaken any of the following English tests?

(IELTS, TOEFL, TOEIC, Cambridge, ISLPR) Yes No

Name of test _____

Year of test _____ Score (overall) _____

4. How did you find out about our College?

- Friend Website Internet Brochure Advertisement
 Agent/ Lawyer (Please complete agent's details below)

Agent's name _____

5. Program choice (You can select more than one option)

Student Programs (Full-time on campus)

- BSB30415 Certificate III in Business Administration
 BSB50215 Diploma of Business
 CUF30107 Certificate III in Design Fundamentals
 CUF50107 Diploma of Screen and Media (**must tick CUF30107 as well**)
 CUV50311 Diploma of Graphic Design (**must tick CUF30107 as well**)
 MEM60112 Advanced Diploma of Engineering

What is your preferred starting date? 20 February 2017 10 July 2017

Do you require any special learning support? Yes No

6. Accommodation, airport transfers & health insurance

Please select the service you require

- Homestay Airport transfer Overseas Student Health Cover
 Individual Family

7. Additional Information

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, I speak _____

How well do you speak English?

- Very well Well Not well Not at all

Are you of Aboriginal or Torres Strait Islander origin?

- No Yes, Aboriginal Yes, Torres Strait Islander

Do you consider yourself to have a disability, impairment or long-term condition? No Yes

If yes, please provide details, so we can provide appropriate support

(You may indicate more than one area.)

- Hearing/ Deaf Physical Intellectual
 Learning Mental illness Acquired brain impairment
 Vision Medical condition Other

8. Fee Payment Option (Applies to courses longer than 25 weeks duration)

Students can *choose* to pay more than 50 per cent of their tuition fees before they start their course. Providers cannot require students to pay more than 50 per cent of their tuition fees before they start the course (if courses are longer than 25 weeks in duration)

- I wish to pay the full fee in advance for courses longer than 25 weeks in duration.

9. International students must attach copies of the following:

- Passport title page IELTS/Other evidence of English proficiency
 Last academic qualification from home country or Australia
 OSHC details, if you are already in Australia

10. Student Declaration

I declare that the information I have provided on this form is complete and accurate. I understand that my enrolment is subject to my compliance with all the College policies and procedures, which I have read and understood. I have read and understood information related to AIAS courses, fees, location, policies and procedures and other relevant information available in the Student Handbook available from the AIAS website. I will pay all the applicable fees as they become due and accept that non-payment of fees may result in a cancellation of my enrolment and trigger a debt-recovery process through a third party. I agree that I will be liable for any costs associated with debt-recovery and any associated legal costs if I fail to pay my College fees as they become due. I understand that information collected on this form may be used by AIAS in accordance with the AIAS Privacy Policy. I agree to abide by the policies, rules and regulations of AIAS as relevant to my enrolment as a student of AIAS.

Student signature _____

Date _____

CONDITIONS OF ENROLMENT

Fees

All fees must be paid prior to the commencement of the course or as per an agreed payment plan accepted in writing by the Student. All ongoing fees must be paid as invoiced for the course. All fees are payable in Australian dollars. Students will not be permitted to commence or continue their course until all outstanding fees have been paid. AIAS reserves the right to cancel a Student's enrolment for non-payment of fees, where fees are overdue by more than 14 days. Any cancellation of enrolment due to non-payment of fees will be reported to the Department of Immigration and Border Protection as prescribed under Section 19 of the *Education Services for Overseas Students Act 2000 (ESOS Act)*. AIAS reserves the right to change fees at any time, subject to the relevant authority's approval.

Refund policy

Refund of the fees will only be granted in accordance with the refund policy set out below. Enrolment fees are non-refundable under any circumstances, except in the unlikely circumstances where AIAS is unable to provide the course.

Full Refund: Australian Institute of Advanced Studies (AIAS) has a fee refund policy for situations where special circumstances exist. We will make a full refund of course fees paid (less administration and enrolment fee charge) in the following circumstances:

- Application for a Student visa is unsuccessful: In this case AIAS, reserves the right to retain an administration charge of AUD\$200. Refund of any balance pre-paid course money will be made within 14 days. A request of refund in writing and proof of visa refusal, from the Australian Government must be sent to AIAS upon visa refusal. Please note the exception to this rule for Students applying for courses from within Australia
- In the unlikely event that AIAS is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by AIAS at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement. If AIAS is unable to provide a refund or place you in an alternative course the Australian Government's Tuition Protection Service (TPS) will assist you with your placement in an alternative course or manage any applicable refunds.
- AIAS reserves the right to cancel or postpone any courses prior to their scheduled commencement dates, if necessary. In such circumstances, if a Student is unable to enroll in a similar course at AIAS all fees will be refunded within 14 days.

Partial Refund: AIAS will make a partial refund of tuition fees in the following circumstances:

- If written notice of withdrawal is received from a candidate at least 28 days prior to the commencement of the term, 50% of the tuition fees (if paid in full) are refundable, less an administration charge of A\$200 and where applicable, less any agent's fee; Or
- If written notice of withdrawal is received from a candidate less than 28 days prior to the commencement of the term, 25% of the tuition fees (if paid in full) are refundable less an administration charge of A\$200 and where applicable, less any agent's fee.

No Fee Refund

- If a Student withdraws from, cancels or fails to attend a program or course after the start of the program, with the exception of visa refusal, AIAS will not refund any of the fees paid for that program or course semester. The Student will be required to pay any outstanding balances for the course. No refund will be issued for monies paid to AIAS for Overseas Student Health Cover (OSHC), airport pick-up, or accommodation bookings.
- Refunds for any monies received by AIAS on behalf of the Student for services other than tuition fees must be requested from the company delivering the service and Students will be subject to the respective companies refund policies.
- In the event that an extension to the Student's visa is not granted and the course has commenced a refund will not be issued to the Student for the course duration that has already finished.
- In the event that the Student seeks and is granted approval by AIAS to transfer to another provider prior to completion of six months study of the principal course, no refund of any course money paid in advance will be granted. Any outstanding fees for the course must be paid prior to release.
- In the event that the Student's enrolment is cancelled because of infringement of AIAS's disciplinary Policy or breach of Student visa conditions, no refund of any course money will be granted

Requests for Refund of Tuition Fees: A Student who wishes to apply for a Refund of tuition fees in accordance with this Refund Policy should do so in writing and stating reasons and relevant details by submitting it to the Manager, AIAS.

Payment of Refund: All refunds for which a Student is eligible will be forwarded, within 14 days to the person who paid the fees in his or her home country, unless the Student is transferring to another institution in Australia (subject to Visa conditions), in which case any refund may be remitted to that institution, as authorised by the Student or his/her guardian. AIAS will provide the Student with a statement detailing the calculation of the refund.

Approvals: All refunds must be approved by the PEO. Exemptions to any of the above mention cases may only occur where the Student has extenuating or compassionate grounds as determined by the PEO. "This agreement, and the availability of complaints and appeals processes, does not remove the right of the Student to take action under Australia's consumer protection laws".

Non-payment of fees and debt collection for all Students

Students are required to pay all their course fees as they become due (as per the conditions outlined in the enrolment documentation). Delays in payments may result in a \$50 per week late fee fine. Ongoing delays in payment of College fees may result in cancellation of enrolment.

The College reserves the right to utilise the services of a debt-collection agency for the collection of overdue fees, in circumstances where the College's internal processes to collect the fees have not been successful. In such circumstances, costs for full debt collection/ recovery, including costs such as demand letters, skip/trace, solicitor's involvement etc. will be added to the amount outstanding and the Student will be liable for the costs

Terms and Privacy Statement

1. AIAS reserves the right to change its fees and conditions, cancel or defer courses, and to alter course timetables at any time.
2. Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007 and for the purpose of operating as a Registered Training Organisation under the Australian Skills Quality Authority; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students (ESOS) Act 2000, the ESOS Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law. The College is required, under s19 of the ESOS Act 2000, to report certain changes to the student's enrolment and any breach by the student of a student visa condition relating to attendance or satisfactory academic performance. It is a requirement of AQF that students can access personal information held by AIAS and may request corrections to information that is incorrect or out of date. This agreement is made in accordance with the ESOS Act 2000, ESOS Regulations 2001 and the National Code 2007. This agreement and the availability of complaints and appeals processes, does not remove the right to the student to take action under Australia's consumer protection laws.
3. Personal information collected as a result of your enrolment will be used by AIAS for general student administration and vocational education and training administration and regulation; as well as planning, reporting, communication, research, evaluation, financial administration (including debt recovery), auditing and marketing. Only authorised AIAS officers and other authorised persons (e.g. service providers) have access to this information. You agree that AIAS may use the email address supplied by the student as a point of contact for any information it deems necessary. You agree that AIAS will access Visa Entitlement Verification Online (VEVO) services at any time to confirm their visa status, work and study rights.
4. You agree that AIAS will release information pertaining to their enrolment (excluding academic records), attendance and account details to their education agent.
5. Photographs, videos and testimonials taken by AIAS may be used for marketing and promotional purposes, unless the student advises the college in writing that they do not wish their images to be used for the above purposes.
6. All students on student visas must attend at least 80% of their course and maintain satisfactory course progress at all times. Failure to do so may result in a cancellation of enrolment and the student being reported to the Australian immigration authorities. Sick days are noted as absences and students are advised to present medical certificates for any absences due to sickness.
7. Student visa holders must keep AIAS informed regarding their current residential address and contact phone numbers at all times.
8. All students must adhere to AIAS's code of conduct and AIAS policies, rules and regulations. Details are available in the Student Handbook that can be downloaded from the AIAS website: www.aus-ias.edu.au. It is a condition of enrolment that students read, understand and follow the college rules and code of conduct. Students are advised to familiarise themselves with the details in the Student Handbook. Aggressive behaviour, bullying, racism, vandalism and/or conduct that threaten others is not tolerated. Failure to follow the college Code of Conduct may result in the student being: asked to leave the campus; reported to appropriate authorities; required to pay for any damages; suspended from the college for a specific period without refund of fees;

or expelled for serious breaches. It is the student's responsibility to read and understand the information provided in the Student Handbook. The Student Handbook and other relevant information is publicly available on the college website.

WHAT YOU NEED TO DO

Step 1: Read the *Conditions of Enrolment* on Page 2

Step 2: Complete the enrolment details on Page 1

Step 3: Attach the following documents:

If you are applying for full-time Certificate or Diploma courses, please provide the following documents:

- Certified copy of your last completed qualification and copies of your academic results from your home country
- Certified copy of your last completed qualification and copies of your academic results from Australia, if relevant
- Proof of date of birth (Copy of Date of Birth certificate or copy of passport)
- Results from any internationally recognised English language test (e.g IELTS/ TOEFL etc) if you are an international student)

Step 4: Submit your enrolment form, with the above documents to Australian Institute of Advanced Studies

- In person at our office
- By email to information@aus-ias.edu.au
- By mail to: "L" Block, 1030 Cavendish Road, Mount Gravatt East, Queensland 4122, Australia

Step 5: If your application is successful, you will receive an Offer letter and invoice for payment within **5 working days**. You must sign the "Acceptance of Offer" form and return to us with proof of payment as soon as possible.

Step 6: After we receive your payment and acceptance form, we will issue a 'Confirmation of Enrolment' (COE). (If other conditions have been noted on your letter of offer, you will be required to meet the conditions before a COE can be issued)

Step 7: Apply for your Student Visa with Australian Border Protection at <https://www.border.gov.au/Trav/Visa-1/500->

Step 8: Send us your arrival details if you need us to arrange airport meet and greet and/or homestay. Otherwise, come to the college on the first day of your course. We look forward to welcoming you.