

STUDENT ENROLMENT FORM – (International)

Offshore Onshore (Tick one)

USI

Personal Details

Male Female

Date of Birth (dd/mm/yy): _____

Family Name:

Given Name/s:

Nationality:

Passport Number:

Address in home country:

Post Code:

Home Country Telephone Number:

Address in Australia (if applicable):

Post Code:

Australian Telephone Number:

Mobile Phone:

Facsimile:

Email Address

Visa (Please tick): Student Tourist Working holiday Other:

Visa Number:

Highest academic qualification

Year qualification obtained

IELTS, TOEFL, PTE, OET Score (if available)

* Study Period refers to the number of weeks in a term

English Language Proficiency:

Please provide evidence of your English language qualification:
IELTS (Score):

Language/Cultural Diversity

Your first language:

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

How well do you speak English?

- Very well
 Well
 Not well
 Not at all

Are you of Aboriginal or Torres Straight Island decent?

- No Yes, Aboriginal Yes, Torres Straight

GENUINE TEMPORARY ENTRANCE (GTE)

Are you aware of the Genuine Temporary Entrance (GTE) that you required to provide to the Department of Immigration and Border Protection (DIBP)

YES

NO

See attached form and link: <http://www.border.gov.au/Trav/Stud/More/Genuine-Temporary-Entrant>

OVERSEAS STUDENT HEALTH COVER (OSHC)

Do you have OSHC? Yes No - Please note: It is a requirement of your student visa approval that you show evidence of current OSHC for the duration of student visa. It is student's responsibility to get health coverage.

If Yes, who is your provider? _____, Membership No: _____ Expiry: ____/____/____
(Please attach a copy of your membership details)

Disability

Do you consider yourself to have a disability, impairment or long-term condition?

- Yes No - Go to Next Question

If YES, then please indicate the areas of disability, impairment or long-term condition:
(You may indicate more than one area.)

- Hearing/Deaf Physical Intellectual Learning
 Mental Illness Acquired Brain Vision Medical Condition

Special Assistance

Please indicate if you require any of the following assistance methods or materials:

- Special Equipment Physical access Interpreter
 Note taker Taped/large printed materials Other _____

Next to Kin / Emergency Contact Number

LOCAL

Name: _____ Contact No: _____ Email Address: _____

Address: _____ Relationship: _____

INTERNATIONAL

Name: _____ Contact No: _____ Email Address: _____

Address: _____ Relationship: _____

MEDICAL CONTACT DETAILS

Name: _____ Contact No: _____ Email Address: _____

Address: _____

Schooling

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

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

In which YEAR did you complete that school level? Year _____

Are you still attending secondary school? Yes No

PREVIOUS Qualifications Achieved

Have you successfully completed any of the following qualifications?

Yes If YES, then tick ANY applicable boxes, please provide details and copies of completed certificates.

<input type="checkbox"/> Bachelor Degree or Higher Degree	<input type="checkbox"/> Advanced Diploma or Associate Degree
<input type="checkbox"/> Diploma (or Associate Diploma)	<input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician)
<input type="checkbox"/> Certificate III (or Trade Certificate)	<input type="checkbox"/> Certificate II
<input type="checkbox"/> Certificate I	<input type="checkbox"/> Certificates other than the above

No

Year: _____ Location: _____

Qualification: _____ Year: _____ Location: _____

Last course studied in Australia

Have you successfully completed any of the following qualifications?

Yes If YES, then tick ANY applicable boxes, please provide details and copies of completed certificates.

<input type="checkbox"/> Bachelor Degree or Higher Degree	<input type="checkbox"/> Advanced Diploma or Associate Degree
<input type="checkbox"/> Diploma (or Associate Diploma)	<input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician)
<input type="checkbox"/> Certificate III (or Trade Certificate)	<input type="checkbox"/> Certificate II
<input type="checkbox"/> Certificate I	<input type="checkbox"/> Certificates other than the above

CoE Start and End Date: ___/___/___ - ___/___/___ Where (School name): _____

No

Qualification: _____ CoE Start and End Date: ___/___/___ - ___/___/___

Where (School name): _____

Employment

Of the following categories, which BEST describes your current employment status?

(Tick ONE box only.)

<input type="checkbox"/> Full-time employee	<input type="checkbox"/> Part-time employee
<input type="checkbox"/> Self-employed - not employing others	<input type="checkbox"/> Employer
<input type="checkbox"/> Employed - unpaid worker in a family business	<input type="checkbox"/> Unemployed - seeking full-time work
<input type="checkbox"/> Unemployed - seeking part-time work	<input type="checkbox"/> Not employed - not seeking employment

Study Reason

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

<input type="checkbox"/> To get a job	<input type="checkbox"/> To develop my existing business
<input type="checkbox"/> To start my own business	<input type="checkbox"/> To try for a different career
<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> It was a requirement of my job
<input type="checkbox"/> I wanted extra skills for my job	<input type="checkbox"/> To get into another course of study
<input type="checkbox"/> For personal interest or self-development	<input type="checkbox"/> Other reasons :

How did you hear about Australian Academy of Trades?

Friend Family Internet Agent (details) Other: _____

INTERNATIONAL COURSES TO CHOOSE FROM (please tick)

<input type="checkbox"/> BSB42015 Certificate IV in Leadership and Management	091324D	52weeks
<input type="checkbox"/> CHC50113 Diploma of Early Childhood Education and Care	091326B	114weeks
<input type="checkbox"/> BSB51915 Diploma of Leadership and Management	091325C	52weeks
<input type="checkbox"/> BSB51415 Diploma of Project Management	091327A	52weeks

Commencement Dates	<input type="checkbox"/>	22 nd January, 2018
	<input type="checkbox"/>	16 th April, 2018
	<input type="checkbox"/>	16 th July, 2018
	<input type="checkbox"/>	15 th October, 2018

TUITION FEES and OTHER COSTS are available on Request, please contact the College or your Agent for more details.

STANDARD 3 REFUND POLICY - Overseas Students

- The Australian Academy of Trades Pty Ltd. Trading as Australian Academy of Trades has a fair and equitable refund policy and procedure that is compliant with NVR standards and ESOS Act requirements. This policy is provided to students prior to signing the International Enrolment Form OR prior to any payment of the course (whichever happens first).
- Australian Academy of Trades acknowledges that Government Legislation requires tuition fees to be refunded in full if:
 - The course does not start on the agreed starting date which is notified in the Offer/Agreement Letter.
 - The course stops being provided after it starts and before it is completed.
 - The course is not provided fully to the student because the college has a sanction imposed by a government regulator.
 - If the course defaults, refunds will be granted in accordance with the provisions of the ESOS Act 2000 and the ESOS Regulations 2001.

Refunds under the above conditions will be paid in full to the student within 14 working days.

- Australian Academy of Trades may arrange for another course, or part of a course, to be provided to students at no (extra) cost to the student as an alternative to refunding course money. Where the student agrees to this arrangement, the College will not be liable to refund the money owed for the original enrolment.
- In signing the International Enrolment form to enrol in a course(s) at the College the Applicant acknowledges:
 - That the information provided by the Applicant in their application is complete and correct.
 - Agree to be bound by the College rules and regulations and any amendments made to the rules and regulations.
 - Agree to undertake a testing requirement prior to any course entry, if deemed necessary by the College.
 - Agree to update the College on any change of contact details within 7 working days.
 - Agree to obey DIBP student visa requirements.
 - Agree to pay all fees required on or by the due date as notified in writing by College or as per the invoice. The College reserves the right to charge a late fee of \$100 per week for two weeks, if the student defaults on the agreed payment plan.
 - The College will access these fees in accordance with the procedures established by the ESOS Act.
 - The College reserves the right to accept or reject any application for enrolment at its discretion.
 - The College reserves the right to cancel any course prior to the commencement date of the course should it deem it necessary and in that event, shall refund all payments received from the Applicant.
- Refunds are made in accordance with the policy below and full refunds of amounts owed to the student will be made within 20 working days.
- No refund if visa is refused due to fraudulent/fake documents submitted to Australian Embassy.
- Student pay a non-refundable fees of \$1,000 to receive a COE
- 25% of tuitions is paid on commencement or after visa approval
- Upon visa approval \$750 of Admin fee will be allocated to your tuition fee

Refund Conditions

Administration Fee \$250	Non-Refundable
TUITION FEES	
Visa refusal prior to course commencement	Full Tuition Fees Less \$AUD250.00 Admin Charges will be Refunded
Withdrawal minimum 10 weeks prior to agreed start date	Full Tuition Fees Less \$AUD250.00 Admin Charges will be REFUNDED
Withdrawal minimum 28 days prior to agreed start date	75% Tuition Fees will be Refunded

Withdrawal less than 28 days prior to agreed start date	50% Tuition Fees will be Refunded
Withdrawal after the agreed start date and visa has been granted	No Refund
Visa cancelled due to students own actions	No Refund
Course withdrawal /College unable to deliver agreed course	Full Fees paid will be Refunded
Provider (Australian Academy of Trades) unable to deliver course	Refund
Compulsory Student Health Insurance	Refer to OSHC provider <ul style="list-style-type: none"> https://www.bupa.com.au/health-insurance/overseas-students/oshc https://www.oshcallianzassistance.com.au/about_oshc.aspx https://www.nib.com.au/overseas-students
FRAUDULENT/FAKED/MISLEADING DOCUMENTS SUBMITTED TO AUSTRALIAN EMBASSY/HIGH COMMISSION	A refund will NOT be provided in any circumstances where the student has supplied fraudulent, forged or deliberately misleading documentation. NO REFUND
ENROLMENT TERMINATION AFTER STUDENT COMMENCE	A refund will NOT be provided where the student has had their enrolment terminated due to either academic or behavioural misconduct. NO REFUND

Australian Academy of Trades reserves the right to withhold granting the Qualification or Statement of Attainment completed by the student, if student tuition fees remain outstanding.

1 Application for refund form

- If a student wishes to withdraw their enrolment, they are required to complete an Application for Withdrawal and Refund form and forward it to the Administration Officer. Your application will be processed within 14 working
- days of the application being received. The refund will be paid within 28 days of the day on which the course ceased being provided, if applicable.
- The application should arrive at Australian Academy of Trades prior to course commencement (see Refund Conditions for details of expected refund amounts).
- If Australian Academy of Trades defaults the student is covered by the provisions of the ESOS Act 2000 and the ESOS regulations 2001. Please note this before making payment to Australian Academy of Trades

2 Provider default

- In the unlikely event that Australian Academy of Trades is unable to deliver your course in full, you will be offered a refund of all course money you have paid to date or alternately, Australian Academy of Trades will offer you the opportunity of studying in an alternative course at no extra cost to you. Students may choose preferred option.
- If Australian Academy of Trades is unable to offer the course, the refund will be processed within 14 working days. Students will be required to sign an agreement outlining preferred options co-signed by the Director.
- If Australian Academy of Trades is unable to provide a refund or place you in an alternative course our Tuition Protection Service (TPS) will place you in a suitable alternative course at no extra cost to you.
- Finally, if you cannot be placed in a suitable alternative course, you will be eligible for a refund as calculated by the Secretary of Tuition Protection Service.

3 Student rights

- "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."

- Agreeing to the Refund policy does not remove the right of the student to take further action under Australia's consumer protection laws or to pursue other legal remedies. Please see Australian Academy of Trades' Complaints /Appeals Policy on the website (www.aataus.com.au)
- When giving a student a refund Australian Academy of Trades will provide a written statement that explains how the amount has been worked out, as required in sub-regulation 3.19 of the ESOS Regulations.

4 Recipient of refund

- Australian Academy of Trades will pay the refund to the person who enters into the contract with the College, unless the person gives a written direction to Australian Academy of Trades to pay the refund to someone else – (The legislation does not allow the refund to be paid to an agent.)
- The refund will be paid in the same currency in which the fees were paid unless this is impractical.

5 Provision of refund information to students

- The refund policy will be given to students in their handbook prior to enrolment (signing of the International Enrolment Form) and made accessible on the Australian Academy of Trades website. It will also be explained at induction and orientation so that it is clearly understood by overseas students.
- Course deferment, suspension of studies, or cancellation (Procedure for application for deferment is available in the student handbook).

6 Grounds for deferment /suspension / cancellation of enrolment

- Australian Academy of Trades may grant deferral of commencement of studies or suspension of studies for students who request such a change to their enrolment status on the grounds of compassionate or compelling circumstances. These include but are not limited to:
 - a. Serious illness or injury, where a medical certificate states that the student is unable to attend classes;
 - b. Bereavement of close family members such as parents or grandparents (where possible, a death certificate should be provided);
 - c. Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or
 - d. A traumatic experience which could include:
 - Involvement supported by police or psychologists' reports)
 - e. Where Australian Academy of Trades unable to offer a pre-requisite unit; or
 - Inability to begin studying on the course in, or witnessing of a serious accident; or
 - Witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be
 - f. commencement date due to delay in receiving a student visa,
 - g. Student failure to meet unit prerequisites,
 - h. Unavailability of units/subjects,
 - i. Non-payment of fees,
 - j. Student behaviour,
 - k. Marriage and marriage of a sibling.

You need to complete the application for deferral form and send to the Director for consideration.

7 Payment Details:

Australian Academy of Trades Bank Details below and email usoncepaymentiscompleted@ataus.com.au Also please note that there is a 2% surcharge on a Credit Card Transactions.

AUSTRALIAN ACADEMY OF TRADES PTY LTD
BANK- ST GEORGE BANK
BSB - 114-879
ACCOUNT NUMBER - 432608538
SWIFT CODE: SGBLAU2S

Tuition fee payment

For Courses greater than 24 weeks in duration: before commencing your studies, do you wish to pay only 25% or 50% of your tuition fees?

- Pay < 50% (specify amount: \$ ----- Pay only 50% (specify amount: \$ _____)
- Re-Issue of Testamurs / Statements of attainment - \$50 each copy
- Reassessment Fee \$220.00 (after third attempt)
- CT Fee \$250.00 per unit
- Re-Issue of Student Card \$20.00
- Late payment of semester fees - \$100.00 per instalment
- Unit re-enrolment fee \$500.00 (for students who exceed the maximum duration period)

PRIVACY STATEMENT:

I understand that:

Australian Academy of Trades is required to provide the Government, through the Department of Training, with student and training activity data which may include information I provide in this enrolment form. The Department may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, reporting and/or research activities. For these and other lawful purposes, the Department may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations. I have been advised by the training organisation that I may be contacted and requested to participate in a National Centre for Vocational Education Research survey or a Department-endorsed project or audit or review.

USE AND DISCLOSURE.

Australian Academy of Trades may engage third party service providers to perform audits, assessments, training delivery consultation, and the provision of statistical data information to industry training bodies, therefore disclosures of information may be necessary. All personal information we provide to them is kept secure, is only used to perform the task for which we have engaged them and is handled in accordance with the National Privacy Principles.

Information will only be used or disclosed for the purpose for which it was collected (the primary purpose) or for a secondary purpose that an individual would reasonable expect.

Information can also be disclosed if required or authorised under law.

For more information in relation to how student information may be used or disclosed please contact Australian Academy of Trades Pty Ltd. on 07 38470600 or on info@aataus.com.au.

STUDENT NAME: _____

STUDENT SIGNATURE: _____

DATE: ____/____/____

CONDITIONS OF ENROLMENT

STUDENT RIGHTS: This agreement, and the availability of the complaints and appeals processes, does not remove or circumscribe the right of the student to take action under Australia's Consumer Protection Laws or other legal remedies as specified in the National Code 2007.

INDEMNITY: By signing this form, I am agreeing to indemnify and keep indemnified Australian Academy of Trades (AAT) and all its employees and agents in respect to any loss, damage or injury suffered by myself or to my property, resulting from any breach of this agreement or negligent act, error or omission in connection with the performance of this agreement by any third party, AAT or its employees and agents. Neither I nor any of my executors will make any claims against AAT, its employees or agents for any loss, damage, injury or death that occurs on AAT's campus, any premises rented by AAT or at any recreational or educational event organised by AAT.

STUDENT RELEASE: Students, who are enrolled with another provider and have completed less than 6 months of their primary course, must provide AAT with a letter of release before we may issue a CoE.

COURSE PROGRESS: Students must maintain satisfactory course progress for each study period, please refer to AAT's Course Progress Policy for more information. Failure to maintain satisfactory course progress may result in being reported to the Department of Immigration and Border Protection (DIBP) by AAT.

COURSE CHANGE: Students must abide with the visa approved courses within the first six months of initial commencement.

OVERSEAS STUDENT HEALTH COVER (OSHC): Under the student visa requirements set by the DIBP, students must have a current OSHC policy for the student and their family (if applicable) for the entire period of their visa. Students who are not applying for OSHC through AAT must provide a copy of their current insurance policy 7 days prior to entry into Australia.

CONTACT DETAILS: Under student visa requirements students are obligated to inform AAT in writing within 48 hours of any change in address or contact details.

PASSPORT STANDARD PHOTOGR: For your application to proceed you must submit to AAT a good quality, clear, focussed colour image of yourself, with no marks or 'red eye.' Choose a plain, light-coloured background with uniform lighting. Face looking directly at the camera with no tilt in any direction. Keep your hair away from your face your eyes open and mouth closed. If you usually cover your head for religious reasons, or wear glasses or facial jewellery, your photograph can include these items. Glasses or jewellery must not obscure any part of the face, especially the area around the eyes, mouth and nose. Please send files only in .jpeg, .png. or .tiff format.

ORIENTATION: It is a legal requirement that all students must attend their scheduled orientation. If students are unable to attend a \$50 rescheduling fee shall apply.

STUDENT CONDUCT: Where a student fails to adhere to AAT student code of conduct or policies and procedures reserves the right to suspend or cancel the student's enrolment.

COMPASSIONAE AND COMPELLING CIRCUMSTANCES: Students may apply to the provider for deferment or suspension of their studies if they have good reasons for doing so. AAT will choose to grant or decline such requests by assessing the documents and evidence presented, based on the information presented in standard 13, Part D of National Code of Practice 2007

Declaration –The information provided by me in this form is correct, accurate and complete:

- I understand that the payment I provide applies to the course I have chosen and I will be provided further information from Australian Academy of Trades to finalising my enrolment.
 - I acknowledge that providing false information and /or failing to disclose any information relevant to my application for enrolment and /or failure to complete an application/Enrolment form may result in the withdrawal of any offer
 - I understand that it is my responsibility to provide all valid relevant and required documentation, false information to the College or Department of Immigration and Border Protection will result in cancellation of my CoE and no Refund will be paid.
 - I can view current policies and procedures online at www.aataus.com.au and I can contact Australian Academy of Trades. to request a paper copy to be sent to me.
 - The fees related to the application are not the total fees. Payment of fees will be included in the Letter of Offer once my application has been accepted.
 - I understand that if Australian Academy of Trades rejects my application before providing a student enrolment agreement the application fee will not be refunded.
 - I will abide by the Terms and Conditions, the Rules and Regulations of the College;
 - I will strictly abide with my Visa Conditions
 - I have the financial capacity to meet tuition fees, and agree to pay fees as they become due;
 - The college has permission to use any photographic image on which you may appear on marketing and advertising materials;
 - Australian Academy of Trades is required, under s19 of the ESOS Act, to tell the Department about changes to student's enrolment; and any breach by students of student visa conditions relating to attendance or satisfactory academic performance;
 - The College is required, under s19 of the ESOS Act, to tell the Department about changes to student's enrolment; and any breach by students of student visa conditions relating to attendance or satisfactory academic performance;
- From 1 January 2015, the College can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment at the completion of your course if you do not have a Unique Student Identifier (USI). To obtain this, please login directly at <http://www.usi.gov.au/create-your-USI/>.

If you prefer us AAT College to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information below:

<http://www.usi.gov.au/Training-Organisations/Documents/Privacy-Notice>.

I authorise the College to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf. I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information.

STUDENT NAME: _____

STUDENT SIGNATURE: _____

DATE: ____ / ____ / ____

Applicant checklist:

- Completed enrolment form
- Completed GTE Assessment form
- Copy of current Passport
- Copy of all academic qualifications including English Language

OFFICE USE ONLY

Documents attached:
Passport and Visa
IELTS or Equivalent
High School Certificate
(or Australian Qualification)

Yes No STAFF SIGNATURE: _____
 Yes No STAFF SIGNATURE: _____
 Yes No STAFF SIGNATURE: _____

Payment Received? Yes No STAFF SIGNATURE: _____