



# Application For Enrolment Form

Photo

## For International Student Use Only

Please print in boxes using only BLOCK letters; TICK boxes or CIRCLE where applicable.

### Personal Details

Title: Mr.  Mrs.  Ms.

Gender:  Male  Female  Unspecified

Date of birth: \_\_\_\_\_ Family name: \_\_\_\_\_ Given names: \_\_\_\_\_

Nationality: \_\_\_\_\_ Passport: \_\_\_\_\_

Address (Home Country): \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postcode: \_\_\_\_\_

Address(AU): \_\_\_\_\_ Town / suburb: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_ Telephone: Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

USI Number (if available): \_\_\_\_\_ SSN (if available) \_\_\_\_\_

### Emergency Contact Details

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### Visa Type

Visitor  Working Holiday  Other (Please specify): \_\_\_\_\_

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

## OSHC (Overseas Student Health Cover)

Would you like AIEL to apply for OSHC?

Yes (Single)     Yes (Family)     No

## Education Background

Highest Qualification Achieved: \_\_\_\_\_

Name of Course: \_\_\_\_\_

Name of Institute: \_\_\_\_\_

English Language Proficiency Score: \_\_\_\_\_

**Self-Score:**     Beginner     Intermediate     Advanced

## Exemptions

Are you applying for exemptions?

Yes     No

If yes, copies of transcripts and unit outlines must be certified in your home country by a duly authorized official.

Have you completed part or all of an Australian Government recognized qualification and require credit transfers?

Yes     No

If yes, please provide copies of transcripts or statement of attainment.

## Course Selection

Please indicate course area you are applying for:

Project Management     Business     Management

Hospitality (Hotel Operation)     Hospitality (Theory)

BSB42615 Certificate IV in New Small Business

BSB50215 Diploma of Business

BSB61015 Advanced Diploma of Leadership & Management

- SIT50416 Diploma of Hospitality Management (Hotel Operations)
- SIT50416 Diploma of Hospitality Management (Management Theory)
- SIT50416 Diploma of Hospitality Management (Culinary)
- SIT60316 Advanced Diploma of Hospitality Management (Management Theory)
- BSB51915 Diploma of Leadership & Management
- BSB51415 Diploma of Project Management
- 10688NAT Diploma of TESOL
- 10695NAT Certificate IV in TESOL

**Course Commencement**

- February 20\_\_\_\_\_  April 20\_\_\_\_\_  July 20\_\_\_\_\_
- October 20\_\_\_\_\_

**Accommodation Do you require accommodation assistance?**

- Yes  No

**If yes, what type of accommodation?**

- Homestay  Hostel  Temporary accommodation

**Airport Pickup**

**Do you require Airport reception and transfer?**

- Yes  No

**Agent Information**

**Agent Name:** \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Payment Details**



**Account Name:** Australian Institute of Education and Learning  
**Name of Bank:** National Australia Bank  
**Bank Address:** Macquarie Shopping Centre, 225 Herring Road North Ryde NSW  
2113  
**BSB/Account Number:** 082344 AC - 852204548  
**Swift Code:** TBC

## Refund Information

1. AIEL reserves the right to cancel or postpone any courses prior to the scheduled commencement date as deemed necessary.
2. If AIEL defaults: (a) the course does not start on the agreed date, or (b) the course ceases to be provided before it is completed, or (b) the course is not provided in full to the student; the student is entitled to a full refund. Under these circumstances, a refund will be paid within 14 days after the occurrence of these events.
3. In situations 1 and 2, the refund is covered by the ESOS Act 2000 and not by AIEL's refund/cancellation fees agreement.

## Terms & Conditions

1. AIEL reserves the right to accept or reject any application for enrolment at its discretion. If an applicant accepts a place offered by AIEL and pays the fees, it constitutes a binding contract between AIEL and the student.
2. All fees, charges and accounts will be payable in advance as determined by AIEL. Students will not be permitted to commence or continue their course, at the beginning of any semester, until all outstanding fees, charges or accounts are paid.
3. Any payments not made by the due date will incur a late payment penalty of A\$200. After a further two weeks, a penalty of A\$50 per week or part thereof will be payable until the full amount has been paid.
4. Subject to staff availability there is no guarantee that every unit will be offered in any particular semester. All units are subject to change through the processes of regular course revision.
5. Fees and charges, while correct at the time of printing, are subject to change without prior notice.

## Refund and Cancellation Fees

1. Administration fees, Accommodation Placement fees and Airport Pickup fees are non-refundable.

**2.** All tuition fees less A\$200.00 will be refunded if the application for an initial student visa is rejected where the student is not yet studying at AIEL. Proof of refusal must be provided no later than two weeks after the date of refusal, otherwise, normal cancellation fees will be charged.

**3.** Tuition fees will not be refunded if a student visa is cancelled or refused by the relevant authority due to the provision of fraudulent documents or non-compliance on the part of the student with the rules and regulations set by the Australian government. This applies where the student is already enrolled and studying at AIEL.

**4.** No reduction in tuition fees for students who arrive after course commencement will be considered, however, the students CoE will be adjusted to reflect the new finish date and the student will complete the missed units at the end of their study period.

**5.** A student whose enrolment is terminated by AIEL will not be entitled to any fee refund.

**6.** Notification of cancellation/withdrawal from unit/s, withdrawal or deferral from a course of study must be made in writing to AIEL. Under these circumstances cancellation fees will be applied – please refer to clause 9 for details of cancellation/withdrawal fees.

**7.** Where applicable, a refund will be paid within 20 working days after receiving a written notice from the student; and a statement explaining how the refund is calculated will be included upon request.

**8.** Material fees are NON-REFUNDABLE after Course Commencement Date.

**9.** Extract from AIEL Fees, Payments, and Refund Policy and Procedure.

**15.9.2** Before course commencement date of course More than 10 weeks - A\$250.00. Between 4 and 10 weeks - A\$250.00 plus 50% of tuition paid as per the individual's student agreement Less than 4 weeks - A\$500.00 plus 75% of tuition paid as per the individual's student agreement

**15.9.3** After Course Commencement date of course During the 1st term of course - A\$250.00 plus 100% of tuition paid as per the individual's student agreement During the 2nd term of course before the close of business week 8 - A\$250.00 plus 100% of tuition paid as per the individual's student agreement After the close of business week 8 of the 2nd term of course - A\$250.00 plus 100% of 3rd term tuition fees. Before the close of business week 8 of subsequent terms - A\$250.00 plus the remainder of current terms tuition fees. After the close of business week 8 of subsequent terms - A\$250.00 plus 100% of the next terms tuition fees.

**10.** If a new international student is unable to secure an Australian student visa and has notified the Institute of the same prior to the census date, the student will receive 100% refund of any tuition fees paid. A\$200 Administration Fee is non-refundable.

**11.** Exemptions to Clauses 1 – 10 may only occur where there are extenuating or compassionate grounds, as determined by the CEO of AIEL.

**12.** In the event of any disagreement between the parties, the dispute resolution process of AIEL does not circumscribe the student’s right to pursue other legal remedies.

**13.** This agreement does not remove the right to take further action under Australia’s consumer protection laws.

## Application Checklist

### Check that you have:

- Completed all sections of the Application form.
- Read and understood the Conditions of Enrolment and Refund Policy

### Check that you have included:

- Certified copies of your academic qualifications eg. school, college or university transcripts (translated into English if necessary).
- Evidence of your English Language ability if required.
- A copy of your passport, visa or birth certificate if required.
- Any relevant employment documentation

## Applicant’s Statement

- I declare that the information I have supplied on this form is, to the best of my understanding and belief, complete and correct
- I understand that AIEL runs ANIBT courses under licence in Sydney
- I understand that giving false or incomplete information may lead to the refusal of my application or cancellation of enrolment. I have read and understood the published course information in the brochure or website and I have sufficient information about AIEL and ANIBT to enrol.
- I give AIEL and ANIBT permission to obtain official records from any educational institution attended by me.
- I understand that any information gathered by AIEL and ANIBT relating to me “may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code”.
- I accept liability for payment of all fees.
- I have read and understood the refund policy of AIEL.

I agree to abide by the above TERMS AND CONDITIONS.

Yes  No

Student Name (PRINT) \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_