



## AUSTRALASIA INTERNATIONAL SCHOOL (AIS)

### APPLICATION FOR ENROLMENT

Have you enrolled with AIS before? YES ☐ NO ☐

Are you an Onshore International Student? YES ☐ NO ☐

Are you an Offshore International Student? YES ☐ NO ☐

Is your Enrolment? VET ☐ ELICOS then VET ☐

TITLE: MR ☐ MISS ☐ MRS ☐ MS ☐ OTHER ☐ \_\_\_\_\_

GENDER: Male ☐ Female ☐ Rather not say ☐

Given name\*

\_\_\_\_\_

Second given name (middle)

\_\_\_\_\_

Family name (surname)\*

\_\_\_\_\_

DATE OF BIRTH: (dd/mm/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_

\* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want [Australasia International School] to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.



#### RESIDENTIAL ADDRESS:

Number and Street:

\_\_\_\_\_

Town/City: \_\_\_\_\_ State/Territory: \_\_\_\_\_

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

### ❖ YOUR POSTAL ADDRESS:

Same as Residential o

Number and Street:

\_\_\_\_\_

Town/City: \_\_\_\_\_ State/Territory: \_\_\_\_\_

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



#### YOUR CONTACT DETAILS

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

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

E-mail: \_\_\_\_\_

\*Other email: \_\_\_\_\_



#### EMERGENCY CONTACT

RELATIONSHIP TO YOU: \_\_\_\_\_

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

Number and Street:

\_\_\_\_\_

Town/City: \_\_\_\_\_ State/Territory: \_\_\_\_\_

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

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

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

E-mail: \_\_\_\_\_

#### Credit Transfer (CT)

Are you seeking any Credit Transfer/s? YES ☐ NO ☐

**Note:** Applications for RPL or CT must be made now. AIS will not process applications after enrolment.

#### SPECIAL NEEDS

AIS is committed to helping students with Special Needs. Please make any comments that may assist us in ensuring that

your circumstances and or your needs are addressed by us:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### AVETMISS DATA – 8.0

1. In which country where you born? Australia ☐ Other ☐ If other: \_\_\_\_\_

2. Are you of Aboriginal or Torres Strait Islander origin?

No Yes - Aboriginal Yes - Torres Strait Islander

☐☐☐

3. Do you speak a language other than English at home? (If YES and more than one language, indicate the one that is spoken most often.)

☐ Yes, please specify \_\_\_\_\_

☐ No, English Only

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

Yes ☐ No ☐ ... Go to Question 7





5. 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 Impairment ☐ Vision ☐  
Medical Condition ☐ Other, Please specify ☐

6. What is your highest COMPLETED school level? (Tick ONE box only)  
☐ Year 12 or Equivalent ☐ Year 11 or Equivalent  
☐ Year 10 or Equivalent ☐ Year 9 or Equivalent  
☐ Year 8 or Equivalent  
☐ Never Attended School - **Go to Question 9.**

7. Are you still attending secondary school? YES ☐ NO ☐

8. Have you attempted or completed any of the following qualifications?

Bachelor Degree Or Higher Degree

Advanced Diploma Or Associate Degree

Diploma (Or Associate Diploma)

Certificate IV (Or Advanced Certificate

Technician) Certificate III (Or Trade Certificate)

Certificate II

Certificate I

Overseas Certificates or qualifications not listed;

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

Full-Time Employee

Part-Time Employee

Self-Employed – Not Employing Others

Self-Employed – employing others

Employed – Unpaid Worker in a Family Business

Unemployed – Seeking Full-Time Work

Unemployed – Seeking Part-Time

Not Employed – Not Seeking Employment

10. Your major reason for study? (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 into another Course of Study

For Personal Interest, Self-Development or Other Reason

To get skills for community/voluntary work Other reasons

**Unique Student Identifier (USI)** From 1 January 2015, we AIS can be prevented from issuing you with a nationally recognized 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) (if you already have one)**

You may already have a USI if you have done any nationally recognized training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organization. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/>.

|  |  |  |  |  |  |  |  |  |  |
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**Application for Unique Student Identifier (USI)**

If you would like us AIS to apply for a USI on your behalf you must authorize us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I [NAME] ..... authorize

Australasia International School 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 (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>.

Town/City of Birth

(please write the name of the Australian or overseas town or city where you were born)



| BEAUTY COURSES             |                    |                                               |                 |                                                  |
|----------------------------|--------------------|-----------------------------------------------|-----------------|--------------------------------------------------|
| CRICOS Code                | Qualification Code | Qualification Name                            |                 | Check the boxes of your chosen enrolment pathway |
| 111773J                    | SHB30121           | Certificate III in Beauty Therapy             |                 | <input type="checkbox"/>                         |
| 111775G                    | SHB50121           | Diploma of Beauty Therapy                     |                 | <input type="checkbox"/>                         |
|                            | Intake - Term 1    | Intake - Term 2                               | Intake - Term 3 | Intake - Term 4                                  |
| 2024                       |                    |                                               |                 | 14-Oct-24                                        |
| 2025                       | 13-Jan-25          | 14-Apr-25                                     | 14-Jul-25       | 13-Oct-25                                        |
| 2026                       | 12-Jan-26          | 13-Apr-26                                     | 13-Jul-26       | 12-Oct-26                                        |
| 096557B                    | SHB50216           | Diploma in Salon Management                   |                 | <input type="checkbox"/>                         |
|                            | Intake - Term 1    | Intake - Term 2                               | Intake - Term 3 | Intake - Term 4                                  |
| 2024                       |                    |                                               |                 | 14-Oct-24                                        |
| Mid-Term                   | 26-Feb-24          | 27-May-24                                     | 26-Aug-24       | 25-Nov-24                                        |
| 2025                       | 13-Jan-25          | 14-Apr-25                                     | 14-Jul-25       | 13-Oct-25                                        |
| Mid-Term                   | 24-Feb-25          | 26-May-25                                     | 25-Aug-25       | 24-Nov-25                                        |
| 2026                       | 12-Jan-26          | 13-Apr-26                                     | 13-Jul-26       | 12-Oct-26                                        |
| Mid-Term                   | 23-Feb-26          | 25-May-26                                     | 24-Aug-26       | 23-Nov-26                                        |
| MASSAGE COURSES            |                    |                                               |                 |                                                  |
| CRICOS Code                | Qualification Code | Qualification Name                            |                 | Check the boxes of your chosen enrolment pathway |
| 114712J                    | HLT52021           | Diploma of Remedial Massage                   |                 | <input type="checkbox"/>                         |
|                            | Intake - Term 1    | Intake - Term 2                               | Intake - Term 3 | Intake - Term 4                                  |
| 2024                       |                    |                                               |                 | 14-Oct-24                                        |
| 2025                       | 13-Jan-25          | 14-Apr-25                                     | 14-Jul-25       | 13-Oct-25                                        |
| 2026                       | 12-Jan-26          | 13-Apr-26                                     | 13-Jul-26       | 12-Oct-26                                        |
| PROJECT MANAGEMENT COURSES |                    |                                               |                 |                                                  |
| CRICOS Code                | Qualification Code | Qualification Name                            |                 | Check the boxes of your chosen enrolment pathway |
| 103919G                    | BSB40920           | Certificate IV in Project Management Practice |                 | <input type="checkbox"/>                         |
| 104032E                    | BSB50820           | Diploma of Project Management                 |                 | <input type="checkbox"/>                         |
| 104435H                    | BSB60720           | Advanced Diploma of Program Management        |                 | <input type="checkbox"/>                         |
|                            | Intake - Term 1    | Intake - Term 2                               | Intake - Term 3 | Intake - Term 4                                  |
| 2024                       |                    |                                               |                 | 14-Oct-24                                        |
| Mid-Term                   | 26-Feb-24          | 27-May-24                                     | 26-Aug-24       | 25-Nov-24                                        |
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## Cancellations and refunds

### Fees and Refunds

We want to make sure you understand all fees and charges associated with your course so please carefully read this section before signing the Student Agreement.

Any fees and charges documented in the agreement will not change during the duration of your course.

We protect your fees at all times by:

- Maintaining a sufficient amount in our account so that so we are able to repay all tuition fees already paid.
- Through our membership of the Tuition Protection Scheme (TPS). The role of the TPS is to assist international students where we are unable to fully deliver their course of study. The TPS ensures that you are able to either complete their studies in another course or with another education provider or receive a refund of your unspent tuition fees.
- Not requiring you to pay more than 50% of course fees prior to commencement, except where a course is less than 26 weeks. However, you may choose to pay your fees in full or a greater amount than 50%. Please contact us if you would like to pay more than is documented in your student agreement.

You are required to pay all fees and charges by the date indicated on the invoice. Where you are unable to make a payment by the specified date, please contact us to discuss alternative arrangements.

All payments are to be made by bank transfer into the account specified on the invoice.

Where fees are overdue and you have not made alternative arrangements, a first warning, second warning and notice of intention to report regarding non-payment of fees will be sent to you as follows:

- First warning letter: failing to pay an invoice within 5 days of receipt or contacting us to make alternative arrangements.
- Second warning letter: failing to pay an invoice within 5 days of receipt of the first warning letter or contacting us to make alternative arrangements.
- Notice of intention to report: failing to pay an invoice within 5 days of receipt of the second warning letter or contacting us to make alternative arrangements.

Following cancellation of enrolment due to non-payment of fees, your debt will be referred to a debt collection agency.

### Refunds

Please carefully read the following information about refunds. This applies whether you paid the tuition and non-tuition fees or an education agent paid them on your behalf.

All application fees are non-refundable except where we cancel a course before it has started.

If we cancel a course either before or after it starts, you will receive an automatic refund and do not need to completion the Refund Application Form. The refund will be provided within 10 working days of the default.

In all other circumstances, you should complete and submit a Refund Application Form which can be accessed from our office. This form must be submitted within 10 working days of the event that led to the request for the refund. The outcome of the refund assessment will be forwarded to you within 20 working days, as well as any applicable refund.

Refunds will be paid to you or to the person or organisation who paid the course fees and will be paid in Australian Dollars. The fee management policy does not remove your right to take further action under Australian Consumer Law. In addition to the above circumstances, refunds apply as follows:

| Circumstance                                                                                    | Refund due                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AIS cancels course before commencement                                                          | Full refund of all fees                                                                                                                                           |
| AIS cancels course following commencement                                                       | Full refund of all unspent fees calculated as follows:<br>Weekly tuition fee multiplied by the weeks in the default period (calculated from the date of default). |
| AIS has not provided a Student Agreement that meets the requirements of the National Code 2018. | Full refund of all unspent fees calculated as follows:<br>Weekly tuition fee multiplied by the weeks in the default period (calculated from the date of default). |
| Student withdraws up to 4 weeks prior to course                                                 | Enrolment fee not refunded.                                                                                                                                       |



| Circumstance                                                                                                                                                                                               | Refund due                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| commencement.                                                                                                                                                                                              | Refund of 80% of other fees and charges.                                                                                                                                          |
| Student withdraws less than 4 weeks prior to course commencement.                                                                                                                                          | Enrolment fee not refunded.<br>Refund of 50% of all other fees and charges.                                                                                                       |
| The student does not commence on the agreed start date and has not previously withdrawn.                                                                                                                   | No refund. Fees for full study period (term) to be paid.                                                                                                                          |
| Student withdraws after commencement.                                                                                                                                                                      | No refund. Fees for full study period (term) to be paid.                                                                                                                          |
| Student's enrolment is cancelled due to disciplinary action.                                                                                                                                               | No refund. Fees for full study period (term) to be paid.                                                                                                                          |
| Student breaches a visa condition                                                                                                                                                                          | No refund. Fees for full study period (term) to be paid.                                                                                                                          |
| The student has supplied incorrect or incomplete information causing AIS to withdraw the offer of the course prior to commencement.                                                                        | No refund. Fees for full study period (term) to be paid.                                                                                                                          |
| The student is refused a visa because they did not pay start their course at the agreed location on the agreed starting day or they withdrew from their course with AIS or they did not pay an amount due. | No refund. Fees for full study period (term) to be paid.                                                                                                                          |
| The student is refused a visa and therefore does not commence their course on the agreed starting day or withdraws from the course on or before the agreed starting day because of the visa refusal.       | The total amount of all course fees (tuition and any non-tuition fees) received or less whichever is the lower amount of 5% of the total amount of the fees or the sum of \$500.  |
| The student is refused a visa and has already commenced their course.                                                                                                                                      | The total amount of all course fees (tuition and any non-tuition fees) received for less whichever is the lower amount of 5% of the total amount of the fees or the sum of \$500. |

## 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](http://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 NVET 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:

E: [contact@aischool.edu.au](mailto:contact@aischool.edu.au)

P: 02 8278 7232

You may also request our privacy policy if you wish.

### Declaration

By signing this declaration, I agree that I have been issued and explained what this notice means and that I have been given this notice which includes any requirements under the State of NSW, Territory laws and Ais Standard Privacy notice which is located in AIS Enrolment Form. At any time, I am able to refer to Australasia International School (AIS) "Privacy Policy" which may be accessed on the AIS website: [www.aischool.edu.au](http://www.aischool.edu.au)

STUDENT NAME ..... STUDENT SIGNATURE ..... DATE ...../...../.....

### **Declaration and Enrolment Application Checklist** (Please place a tick in the boxes provided)

- ☐ English Evidence: Attached certified copies of IELTS or English test score.
- ☐ Academic Qualifications: Attached certified copies of certified academic qualifications, work experience (if applicable)
- ☐ Passport: Attached a copy of your certified passport (front and back), copy of Visa (if applicable) or birth certificate.
- ☐ Pre-enrolment suitability form: attached relevant employment documentation.
- ☐ Resume and Employment Documentation (if required)
- ☐ Overseas Student Health Cover (if applicable).
- ☐ Financials (if required)
- ☐ I declare that I have read this document in its entirety and agree to its terms and conditions.
- I the student state that:
  - ☐ I have read the AIS International Student Handbook and agree to its Policies & Procedures and contents available at [www.aischool.edu.au](http://www.aischool.edu.au)
  - ☐ I hereby declare that the information supplied by me is true and correct.
  - ☐ I have also attached the evidence of payment details of enrolment / application fee.
  - ☐ I have read the Fee Management Policy and agree to abide by these terms.
  - ☐ I give permission that any image taken of me while I am a student can be used by AIS on its websites, social media and in marketing material.

STUDENT NAME ..... STUDENT SIGNATURE ..... DATE ...../...../.....

**Please complete this form attaching all required documents and email to: [enrolment@aischool.edu.au](mailto:enrolment@aischool.edu.au)**