



## DOMESTIC STUDENT ENROLMENT FORM

Is this the first time you have enrolled at this organisation? YES  NO

TITLE: MR  MISS  MRS  MS  OTHER

\_\_\_\_\_

GENDER: MALE  FEMALE  Other

Family name (surname):

\_\_\_\_\_

Given name: \_\_\_\_\_

Second given name (middle): \_\_\_\_\_

\* 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.

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

ADDRESS OF USUAL RESIDENCE:

Number and Street:

\_\_\_\_\_

Town/City: \_\_\_\_\_

State/Territory: \_\_\_\_\_ Postcode: \_\_\_\_\_

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

POSTAL ADDRESS:

Town/City: \_\_\_\_\_

State/Territory: \_\_\_\_\_ Postcode: \_\_\_\_\_

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

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

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

E-mail:

\_\_\_\_\_

ADDRESS OF RESIDENCE IN AUSTRALIA:

Number and Street:

\_\_\_\_\_

Suburb: \_\_\_\_\_

State/Territory: \_\_\_\_\_ Postcode: \_\_\_\_\_

- Full-Time Employee
- Part-Time Employee
- Self-Employed – Not Employing Others
- Employer
- Employed – Unpaid Worker in a Family Business
- Unemployed – Seeking Full-Time Work
- Unemployed – Seeking Part-Time
- Not Employed – Not Seeking Employment

3. Your major reason for study? (Tick ONE box only.)

- 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

Are you seeking Recognition of Prior Learning?  
Yes  No

**Credit Transfer**

Are you seeking Credit Transfer? Yes   
No

### 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

- In which country were you born?  
Australia  Other – Please Specify   
\_\_\_\_\_
- Do you have permanent residence in Australia? YES   
NO



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

No

Yes Aboriginal

Yes Torres Strait Islander

5. 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, Other– Please Specify \_\_\_\_\_

No, English Only

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

Yes

No  ..... **Go to Question 7**

7. 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

8. 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**

9. Are you still attending secondary school?

YES  NO

10. Have you attempted or completed any of the following qualifications? Tick Yes or No to ANY applicable boxes.

**Level of Qualification**

Bachelor Degree Or Higher Degree

Advanced Diploma Or Associate Degree

Diploma (Or Associate Diploma)

Certificate IV (Or Advanced Certificate Technic

Certificate III (Or Trade Certificate)

Certificate II

Certificate I

Other education (including certificates or over qualifications not listed above)

11. 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

Employer

Employed – Unpaid Worker in a Family Business

Unemployed – Seeking Full-Time Work

Unemployed – Seeking Part-Time

Not Employed – Not Seeking Employment

11. Your major reason for study? (Tick ONE box only.)

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

Other Reason

To get skills for community/voluntary work

Other reasons



**Please review the information on AIS website for brochures/flyers for course details,  
course fees, suitability and Fee Management Policy**

I am seeking to enrol in:

Massage courses				
HLT42015	Certificate IV in Massage Therapy	<input type="checkbox"/> 9 months		
HLT52015	Diploma of Remedial Massage	<input type="checkbox"/> 18 months		
HLT42015	Certificate IV in Massage Therapy	<input type="checkbox"/> 18 months		
HLT52015	Diploma of Remedial Massage			
Beauty Courses				
SHB30115	Certificate III in Beauty Services	<input type="checkbox"/> 6 months		
SHB40115	Certificate IV in Beauty Therapy	<input type="checkbox"/> 12 months		
SHB50115	Diploma of Beauty Therapy	<input type="checkbox"/> 18 months		
SHB50216	Diploma of Salon Management	<input type="checkbox"/> 15 months		
SHB40115	Certificate IV in Beauty Therapy	<input type="checkbox"/> 27 months		
SHB50216	Diploma of Salon Management			
SHB50115	Diploma of Beauty Therapy	<input type="checkbox"/> 33 months		
SHB50216	Diploma of Salon Management			
Management Courses				
BSB40920	Certificate IV in Project Management Practice	<input type="checkbox"/> 12 months		
BSB50820	Diploma of Project Management	<input type="checkbox"/> 12 months		
BSB60720	Advanced Diploma of Program Management	<input type="checkbox"/> 18 months		
BSB50420	Diploma of Leadership and Management	<input type="checkbox"/> 12 months		
BSB60420	Advanced Diploma of Leadership and Management	<input type="checkbox"/> 15 months		
Intake Dates				
<b>2021</b>	<input type="checkbox"/> 18/01/2021	<input type="checkbox"/> 12/04/2021	<input type="checkbox"/> 05/07/2021	<input type="checkbox"/> 27/09/2021
<b>2022</b>	<input type="checkbox"/> 17/01/2022	<input type="checkbox"/> 11/04/2022	<input type="checkbox"/> 04/07/2022	<input type="checkbox"/> 26/09/2022
<b>2023</b>	<input type="checkbox"/> 16/01/2023	<input type="checkbox"/> 10/04/2023	<input type="checkbox"/> 03/07/2023	<input type="checkbox"/> 25/09/2023





Yellow  Blue  Expiry date \_\_\_/\_\_\_/\_\_\_ (DD/MM/YYYY)

- 3. **Australian Passport** Passport number \_\_\_\_\_
- 4. **Non-Australian Passport (with Australian Visa)** Passport number \_\_\_\_\_
- 5. **Immicard** Immicard Number \_\_\_\_\_
- 6. **Citizenship Certificate**

Stock number: \_\_\_\_\_ Acquisition date \_\_\_/\_\_\_/\_\_\_  
(day/month/year)

**7. Certificate of Registration by Descent**

Acquisition date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_(day/month/year)

In accordance with section 11 of the *Student Identifiers Act 2014*, Australasia International School (AIS) will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose. Under Standard 3.6 (d), AIS is required to ensure the security of the USI and all related documentation under your control, including information stored in your student management systems.

**AGREEMENT**

I have read, understand and accept the Conditions of Enrolment on this application form.

The information I have provided is correct and complete in every detail, and I understand that inaccuracies or omissions may result in non-acceptance or cancellation of enrolment at any time.

All fees and charges are subject to change and any increase in fees is payable on arrival.

**CONDITIONS OF ENROLMENT**

- I am aware of the training location, campus facilities and relevant information about my training;
- I understand that while I am enrolled, and during any complaint or appeal processes, I must tell administration/Student support immediately if I change my address;
- I understand that the information collected in this form is used to determine whether my application to my preferred course will be accepted; and
- Information provided on this form will also be used to administer my enrolment and to provide me with other services.

I have read and accepted the terms and conditions of the fees and refund policy as described in the aforementioned policies.

I give permission for Administration/Student support to review and report my training progress with representatives from the Department of Education and Department of Industry.

I give permission for the review of my record as contained in the USI register:  Yes  No

I understand that I can authorise others to receive this information only by completing a Privacy notice.

The information provided by me may be used by or on behalf of the State or Commonwealth Governments for statistical purposes, conducting surveys, enrolment, educational or strategic planning purposes.

I acknowledge that I have read the above and understand the information provided. I confirm that this information is true and correct.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_/\_\_\_/20\_\_\_



## **FEE MANAGEMENT POLICY - Domestic Student**

### **FEE PROTECTION**

#### **Domestic Students**

Where student's prepaid fees are more than \$1500.00, AIS has implemented arrangements to ensure the refund of student prepaid fees. Refund of pre-paid fees will only occur where AIS is no longer able to deliver the training and assessment. Payment will be made to a bank operating in Australia. Monies transferred will only be transferred in Australian Dollars to a bank nominated by the student. Clause 7.3 Should it be requested AIS is able to demonstrate this to the regulator (ASQA) on request.

#### **Protected Amount – Domestic Students**

Prepaid fees include all fees that a learner is required to pay, including enrolment fee, tuition fees, material fees and any other mandatory fee component.

Generally, AIS requires upfront payment of course fees. AIS does not accept pre-paid fees of more than \$1000.

Example: AIS Beauty Skill Set retails for \$2000 and is a 10-week course. AIS charges \$1000 at time of enrolment and then \$1000 after week 7. Therefore, AIS does not need any protection measures.

If AIS changes its policy as such and charges more than \$1500 in prepaid fees, AIS will protect those fees by obtaining Tuition Assurance Scheme, which will ensure that the:

- a) the learner will be placed into an equivalent course such that:
  - the new location is geographically close to where the learner had been enrolled; and
  - the learner receives the full services for which they have prepaid at no additional cost to the learner; or
- b) if an equivalent course cannot be found, the learner is paid a refund of any prepaid fees for services yet to be delivered above the threshold prepaid fee amount.

Note: these requirements do not override obligations and requirements of the Education Services for Overseas Students Act 2000 (Cth)

In line with our values on equity and access, students may approach AIS if they have circumstances that warrant an alternative payment structure being agreed. A payment plan may be warranted with several progress payments. Should it be requested AIS is able to demonstrate this to the regulator (ASQA) on request.

### **REFUND OF FEES**

Course fees may be refunded or reallocated under the following circumstances:

1. Where a student requests a refund for more than 14 days before course commences, a full refund, will be provided.
2. If a refund is requested between 14 days of course commencement and the day of commencement, 50% of the initial course fee will be refunded,
3. Where a course has been canceled by AIS and a student cannot be placed in an alternate course, the student will receive a full refund
4. If the student wishes to change their enrolment into another course at AIS the course fees paid will be transferred to new course
5. If a student applies for RPL and the application is unsuccessful, there will be no refund.
6. Where a administration fee has been charged then there will be no refund
7. AIS does not change for Credit Transfer but does have the discretion not to honor Credit Transfer when a student is found not have the underpinning knowledge skills required for a unit of competency. Where a student has applied for Credit transfer AIS will not honor all Units of Competency collectively to form a qualification. A minimum if one UOC must be completed by RPL or face to face study, in this instance.

#### **Consumer Protection Policy**

Student as consumers will all be treated as per this policy and requirements of the NSW regulator ASQA and the department of NSW Government - Fair Trading.

Where the student wishes to complain about fees and charges they are able to do this via



AIS Complaints and Appeals process. All complaints will also be monitored for continuous improvement purposes.

#### **Refunds for Short Courses and Skill Sets**

Students must notify AIS by sending an email to [enrollment@aischool.edu.au](mailto:enrollment@aischool.edu.au) two (2) business days prior to course commencement. Should you decide to book less than two (2) business days prior to course program, no refund will apply. Should you not attend the course or more than 10 minutes late into the course No Refund will apply for NO SHOW.

#### **REFUND**

The Refund Application Form is available from the Administration Team.

Refund applications must be made in writing to the college by email to [enrollment@aischool.edu.au](mailto:enrollment@aischool.edu.au). Refunds will be processed within twenty-eight (28) days of receipt of a written application. Administration will respond by explaining if the refund is able to be granted and if so, how the refund was calculated.

Where a refund request has been declined the student will be notified within ten (10) days together with Complaint and Appeals instructions.

#### **No Refund**

1. If a student applies for RPL and the application is unsuccessful, there will be no refund.
2. Once training has commenced in the course no refund is available, unless compelling circumstances prevail i.e. extreme personal hardship or medical circumstances which warrant non completion of course. In these cases, the student may wish to return to college at a later date, this will also be approved by RTO (the student must return within 1 year of enrolment date to complete course)
3. The student fails to comply with terms and conditions of enrolment which include, college policies and procedures as provided in AIS Code of Conduct and the Domestic Student Handbook
4. The student provides false or misleading information there will be no refund
5. Where a administration fee has been charged then there will be no refund

#### **How to apply for refund**

Requests for refund must be made in writing. An email must be sent to [accounts@aischool.edu.au](mailto:accounts@aischool.edu.au)

**Note:** Refunds due to the student will be paid within 2 weeks of receiving written application on the appropriate form available from Student Support Manager. All applications for refund shall be determined within ten (10) working days.

#### **APPEALS**

Students who are not satisfied with the outcome of the refund process may access AIS complaints and appeals process. Any investigation into a complaint or appeal is at no cost to the student. For further information relating to the complaints and appeal, this may be found in the Domestic Students Handbook and AIS website [www.aischool.edu.au](http://www.aischool.edu.au).

#### **RE ASSESSMENT AND ADDITIONAL ASSESSMENT FEES if required**

##### **Full Qualifications**

Where a student has enrolled in a full qualification and found to be not yet competent against a unit of competency (UoC) the student will have the whole term to resubmit an assessment or complete a practical assessment for that UoC. Where the student has after the 3<sup>rd</sup> Attempt still found to be deemed not yet competent the student will need to pay a re-assessment fee as indicated below.

- Re-Assessment is \$150 for all BSB related UoC.
- Re-Assessment is \$300 for all SHB & HLT related UoC.

##### **Single Unit of Competency**

Where a student has enrolled into a single unit of competency and found to be not yet competent against a unit of competency (UoC) the student will have three (3) opportunities to attempt the assessment after all attempts the student will need to repay and re do the unit of competency as per the current AIS fee schedule for single units of competency.



## REPLACEMENT CERTIFICATE OR STATEMENT OF ATTAINMENT

In cases where a student has lost or misplaced their certificate or Statement of Attainment, a fee of \$50 will apply for a copy to be produced.

This policy may be updated without notice. Always refer to AIS website [www.aischool.edu.au](http://www.aischool.edu.au) for the most up to date version.

### This document should be read in conjunction with:

1. Domestic Student Handbook;
2. Course Transfer Policy;
3. Complaints and Appeals Policy; and
4. AIS Privacy Policy.
5. Student Confirmation of Enrolment Letter

## Fee Schedule 2021

### COURSE FEES for Beauty, Massage and Salon Management courses

HEALTH AND BEAUTY				
Course code and title	Tuition fee	Term fee	Material fee	Other items
HLT42015 Certificate IV in Massage Therapy	\$7600	\$1900	\$100/term	
HLT52015 Diploma of Remedial Massage	\$11400	\$1900	\$100/term	
SHB30115 Certificate III in Beauty Services	\$5000	\$2500	\$100/term	\$220 make-up kit
SHB40115 Certificate IV in Beauty Therapy	\$10000	\$2500	\$100/term	\$220 make-up kit
SHB50115 Diploma of Beauty Therapy	\$15000	\$2500	\$100/term	\$220 make-up kit
SHB50216 Diploma of Salon Management	\$7500	\$1500	Materials can be downloaded to your device at NO cost/fee.	

**\*\$220 Make-up kit for beauty courses.**

This can be purchased through AIS or you can purchase this separately after a consultation with your Trainer who will advise you of its requirements/contents. This is a once only purchase, if you are undertaking more than one course you are not required to purchase additional kits. This is not to be confused with the "Material Fee" which covers course consumables.

### COURSE FEES for Leadership & Management and Program Management courses

MANAGEMENT COURSES			
Course code and title	Tuition fee	Term fee	Material fee
BSB40920 Certificate IV in Project Management Practice	\$5000	\$1250	Materials can be downloaded to your device at <b>NO cost/fee.</b>
BSB50820 Diploma of Project Management	\$5000	\$1250	
BSB60720 Advanced Diploma of Program Management	\$7500	\$1250	
BSB50420 Diploma of Leadership and Management	\$5000	\$1250	
BSB60420 Advanced Diploma of Leadership and Management	\$6250	\$1250	

## Skill Sets

Whilst AIS offers Skill sets these are priced based on case by case student requirements. Please an enquiry to [enrolment@aischool.edu](mailto:enrolment@aischool.edu) for further information. Skill sets are only offered for Beauty students.



## Beauty Unit Price List for Domestic Student

Note: Units of Competencies maybe clustered referred to as Skill Sets

Please an enquiry to [enrolment@aischool.edu](mailto:enrolment@aischool.edu) for further information. Skill sets are only offered for Beauty students.

Unit of Competencies	Duration	Practical/Theory	Unit Price
SHBXWHS001 Apply safe hygiene, health, and work practices	2 WEEKS	T	\$200
SHBBFAS001 Provide lash and brow services	2 WEEKS	P	\$250
SHBBHRS001 Provide waxing services	6 WEEKS	P	\$350
SHBBNLS001 Provide manicure and pedicare services	7 WEEKS	P	\$350
SHBBNLS004 Apply nail art	1 WEEK	P	\$250
SHBXCCS002 Provide salon services to clients	1 WEEK	T	\$200
SHBXCCS001 Conduct salon financial transactions	1 WEEK	T	\$200
SHBBMUP002 Design and apply make-up	7 WEEKS	*P	\$350
SHBBRES001 Research and apply beauty industry information	3 WEEKS	T	\$200
SHBBMUP004 Design and apply remedial camouflage make- up	4 WEEKS	*P	\$250
SHBBMUP003 Design and apply make-up for photography	6 WEEKS	*P	\$350
SHBBMUP001 Apply eyelash extensions	6 WEEKS	P	\$350
SHBBBOS001 Apply cosmetic tanning products	4 WEEKS	P	\$250
SHBXIND001 Comply with organisational requirements within a personal services environment	7 WEEKS	T	\$300
SHBBCCS001 Advise on beauty products and services	3 WEEJS	T	\$200
SHBBBOS002 Provide body massages	10 WEEKS	P	\$350
SHBBBOS003 Provide body treatments	10 WEEKS	P	\$350
SHBBFAS002 Provide facial treatments and skin care recommendations	10 WEEKS	P	\$350
SHBBFAS003 Provide specialised facial treatments	10 WEEKS	P	\$350
SHBBBOS004 Provide aromatherapy massages	10 WEEKS	P	\$350
SHBBINF001 Maintain infection control standards	7 WEEKS	T	\$300
SHBBCCS002 Prepare personalised aromatic plant oil blends for beauty treatments	3 WEEKS	T	\$200



SHBBSPA004 Provide Indian head massages for relaxation	6 WEEKS	P	\$350
SHBBBOS005 Use reflexology relaxation techniques in beauty treatments	4 WEEKS	P	\$250
SHBBSPA003 Provide stone therapy massages	10 WEEKS	P	\$350
SHBBSKS005 Provide micro-dermabrasion treatments	10 WEEKS	P	\$350

**\*\$220.00 Make-up kit for beauty courses.**

This can be purchased through AIS or you can purchase this separately after a consultation with your Trainer who will advise you of its requirements/contents. This is a once only purchase, if you are undertaking more than one course you are not required to purchase additional kits. This is not to be confused with the "Material Fee" which covers course consumables.

**\*\*Uniform**

For health and safety of other students and clients who attend clinic students are required to purchase a AIS uniform. Uniforms are an additional cost to the student of \$50.00.

## Privacy Notice & Student Declaration

### Privacy Notice

#### Why we collect your personal information

As a registered training organisation Australasia International School (AIS), collects your personal information so it can process and manage your enrolment in a vocational education and training (VET) course.

AIS cannot enrol you as a student without this information. You need to provide AIS with personal information such as but not limited to:

- Your current passport
- Your full name
- Your current address whilst in Australia
- Your date of birth
- Any relevant information relation to your Visa conditions
- Any relevant information relating to your training contract
- Your Unique student identification Number (USI)

#### 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. In some circumstances we may provide your personal information to overseas recipients to assist us in managing your enrolment.

#### 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). A copy of this policy is available upon request from our Student Services department.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR 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 Australasia International School (AIS)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

Students can refer to Australasia International School website [www.aischool.edu.au](http://www.aischool.edu.au) to access our Privacy Policy.

**Declaration**

By signing this Notice 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

.....  
Signature

.....  
Date