# AUSTRALASIA
## INTERNATIONAL SCHOOL

## APPLICATION FOR ENROLMENT

## INTERNATIONAL STUDENT

**Is this the first time you have enrolled at Australasia International School?**
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 ☐   OTHER ☐

**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.

🌺 **ADDRESS OF USUAL RESIDENCE:**

Number and Street:
_____
_____
Town/City: _____
State/Territory: _____
Postcode: _____      Country:_____

🌺 **POSTAL ADDRESS:**

Number and Street:
_____
_____
PO Box OR Roadside Delivery Box:
_____
Town/City:
_____
State/Territory: _____
Postcode: _____      Country:_____
Phone: Work: _____
Mobile: _____
E-mail: _____
*Alternative email address: _____

🌺 **EMERGENCY CONTACT:**

Name:_____   Relationship: _____

Address:_____

Suburb:_____

State/Territory: _____Postcode: _____

Phone: _____

*Recognition of Prior Learning*

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

1. In which country were you born?
   Australia ☐      Other – Please Specify ☐
   _____

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, Other – 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 ☐

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?  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 Technician)

☐ Certificate III (Or Trade Certificate)

☐ Certificate II

☐ Certificate I

Other education (including certificates or overseas qualifications not listed above) _____

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 recognised 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 recognised 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/.

☐☐☐☐☐☐☐☐☐☐

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

If you would like us AIS to apply for a USI on your behalf you must authorise 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] …………………………… authorise [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*)

## MASSAGE COURSES

Please go to our website for course details & suitability

| CRICOS Course Code | Qualification Code | Qualification Name | Check the boxes of your chosen enrolment pathway |
|---|---|---|---|
| 093187C | HLT42015 | Certificate IV in Massage Therapy | |
| 092865M | HLT52015 | Diploma of Remedial Massage | |

## BEAUTY COURSES

Please go to our website for course details & suitability

| CRICOS Course Code | Qualification Code | Qualification Name | Check the boxes of your chosen enrolment pathway |
|---|---|---|---|
| 089083A | SHB30115 | Certificate III in Beauty Services | |
| 089039E | SHB40115 | Certificate IV in Beauty Therapy | |
| 089052G | SHB50115 | Diploma of Beauty Therapy | |
| 096557B | SHB50216 | Diploma in Salon Management | |

## MANAGEMENT COURSES

Please go to our website for course details & suitability

| CRICOS Course Code | Qualification Code | Qualification Name | Check the boxes of your chosen enrolment pathway |
|---|---|---|---|
| 103919G | BSB40920 | Certificate IV in Project Management Practice | |
| 104032E | BSB50820 | Diploma of Project Management | |
| 104435H | BSB60720 | Advanced Diploma of Program Management | |
| 104172D | BSB50420 | Diploma of Leadership and Management | |
| 105008H | BSB60420 | Advanced Diploma of Leadership and Management | |

### Massage & Beauty Course Intake Dates

| | | | | |
|---|---|---|---|---|
| **2022** | ❑ 17/01/2022 | ❑ 11/04/2022 | ❑ 04/07/2022 | ❑ 26/09/2022 |
| **2023** | ❑ 16/01/2023 | ❑ 10/04/2023 | ❑ 03/07/2023 | ❑ 25/09/2023 |

### Management Courses Intake Date

| | | | | |
|---|---|---|---|---|
| **2022** | ❑ 17/01/2022 | ❑ 28/02/2022 | ❑ 11/04/2022 | ❑ 23/05/2022 |
| | ❑ 04/07/2022 | ❑ 15/08/2022 | ❑ 26/09/2022 | ❑ 07/11/2022 |
| **2023** | ❑ 16/01/2023 | ❑ 27/02/2023 | ❑ 10/04/2023 | ❑ 22/05/2023 |
| | ❑ 03/07/2023 | ❑ 14/08/2023 | ❑ 25/09/2023 | ❑ 06/11/2023 |

## CANCELLATION AND REFUNDS

**REFUND**

The Refund Application Form is available from the Administration Team.

Refund applications must be made in writing to the college by email to accounts@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.

There are two categories of refund, Student Default and Provider Default.

**Student Default**

An overseas student or intending overseas student defaults in relation to a course at a location, if:

(a) the course starts at the location on the agreed starting day, but the student does not start the course on that day (and has not previously withdrawn); or

(b) the student withdraws from the course at the location (either before or after the agreed starting day);
    i. Where an applicant cancels their enrolment giving more than twenty-eight (28) days' notice prior to course commencement, all pre-paid course fees are refunded less 20% of the pre-paid course fees, within twenty-eight (28) days of receipt of notification of cancellation of the course (unless in cases of Visa refusal).
    ii. Where an applicant cancels their course giving less than twenty-eight (28) days' notice prior to their course commencement all pre-paid course fees are fully refunded; (less 50% of the pre-paid course fees) within twenty-eight (28) days of receipt of notification of cancellation of the course (unless in cases of Visa refusal).
    iii. Where an applicant cancels their course after course commencement all pre-paid course fees are non-refundable (unless in cases of Visa refusal).
    iv. In the event that a student abandons their course without formally cancelling their enrolment with the College, no refund will be issued, which includes all monies paid or scheduled to the paid to AIS, including monies paid for OSHC. The balance of fees owing will be invoiced to the student. Course abandonment is classified as absence without permission. Abandoning a course may lead to the College reporting the student to DET through PRISMS.

(c) the registered provider of the course refuses to provide, or continue providing, the course to the student at the location because of one or more of the following events:
    (i) the student failed to pay an amount he or she was liable to pay the provider, directly or indirectly, in order to undertake the course;
    (ii) the student breached a condition of his or her student visa;
    (iii) misbehaviour by the student. (AIS considers misbehaviour as a breach-of-conduct as can be found in the International Student Handbook under "Student responsibilities and code of behaviour".)
    *"Breach of conduct" includes course abandonment or student changing their mind after a course has commenced.

**Provider default**
1. A registered provider can be in default if either of the following occurs:
    (i) the provider fails to start to provide the course to the student at the location on the agreed starting day.
    (ii) the course ceases to be provided to the student at the location at any time after it starts but before it is completed.

**VISA REFUSAL OR VISA APPLICATION WITHDREWN**

A refund of tuition fees paid by an international student will be made if the student visa application is refused before course commencement. The application for refund must be made no later than four (4) weeks after the visa refusal.

Please note: Visa refusal document must indicate that the AIS CoEs were used for the application alone or in a package. A refund would be supplied as per subsection 47E(2) of the Act, the amount of a refund is the amount of the course fees, minus the lesser of either: (a) 5% of the amount of course fees received by the provider in respect of the student before the default day; or (b) $500.

In the case of visa refusal during a course, a refund of the unspent portion of the tuition fees will be given as per subsection 47E(2) of the Act. Non tuition fees will not be refunded.

**NON-REFUNDABLE ITEMS**

There is no refund of fees or any prepaid amount for:
1. Any poor and/or non – attendance;
2. Poor behaviour;
3. You provided false or misleading information;
4. You failed to comply with the requirements of the visa issued by Department of Home Affairs;
5. You failed to comply with the conditions set out in this policy;
6. The enrolment fee and material fees (non-tuition fees) are non-refundable in any circumstance and is paid for course enrolment regardless of packaging of CoE's;
7. If the Visa application is withdrawn, there is no refund from AIS;
8. Student enrolment/ administration fee; or
9. Relevant Student "Protected Amount" once the student has commenced the Protected Amount is not a refundable item.

**PAYMENT OF REFUND**

Where a refund is granted, refunded will be paid to you or to the person or organisation who paid the course fees and will be paid in Australian Dollars. monies will be transferred into a nominated Australian bank account provided by the enrolled student.

Note: Refunds can be made to the student or the students' nominated person/s account.

For further information relating to Fee Management, this may be found in the AIS website www.aischool.edu.au. Under the Forms and Policies TAB "Fee Management Policy".

**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

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 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 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

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

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 scores 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.

☐ Course Suitability and Statement of Purpose 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

☐ 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 the School on its websites, social media and in marketing material*.*

Print Name: _____Signature of applicant: _____ _____Date: _____/_____/_____ __

**Please complete this form attaching all required documents and email to: enrolment@aischool.edu.au**