



## 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

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: \_\_\_\_\_

**Recognition of Prior Learning (RPL)**

Are you seeking Recognition of Prior Learning? YES  NO

**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**

- In which country were you born? Australia  Other   
If other: \_\_\_\_\_
- Are you of Aboriginal or Torres Strait Islander origin?  
No  Yes Aboriginal  Yes Torres Strait Islander
- 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
- 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
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**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/>.

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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 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>](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

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*(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 Services		
111774H	SHB40121	Certificate IV in Beauty Therapy		
111775G	SHB50121	Diploma of Beauty Therapy		
	<b>Intake - Term 1</b>	<b>Intake - Term 2</b>	<b>Intake - Term 3</b>	<b>Intake - Term 4</b>
2023	<input type="checkbox"/> 16-Jan-23	<input type="checkbox"/> 17-Apr-23	<input type="checkbox"/> 17-Jul-23	<input type="checkbox"/> 16-Oct-23
2024	<input type="checkbox"/> 15-Jan-24	<input type="checkbox"/> 15-Apr-24	<input type="checkbox"/> 15-Jul-24	<input type="checkbox"/> 14-Oct-24
2025	<input type="checkbox"/> 13-Jan-25	<input type="checkbox"/> 14-Apr-25	<input type="checkbox"/> 14-Jul-25	<input type="checkbox"/> 13-Oct-25
2026	<input type="checkbox"/> 12-Jan-26	<input type="checkbox"/> 13-Apr-26	<input type="checkbox"/> 13-Jul-26	<input type="checkbox"/> 12-Oct-26
096557B	SHB50216	Diploma in Salon Management		
	<b>Intake - Term 1</b>	<b>Intake - Term 2</b>	<b>Intake - Term 3</b>	<b>Intake - Term 4</b>
2023	<input type="checkbox"/> 16-Jan-23	<input type="checkbox"/> 10-Apr-23	<input type="checkbox"/> 03-Jul-23	<input type="checkbox"/> 25-Sep-23
Mid-Term	<input type="checkbox"/> 27-Feb-23	<input type="checkbox"/> 22-May-23	<input type="checkbox"/> 14-Aug-23	<input type="checkbox"/> 06-Nov-23
2024	<input type="checkbox"/> 15-Jan-24	<input type="checkbox"/> 08-Apr-24	<input type="checkbox"/> 01-Jul-24	<input type="checkbox"/> 23-Sep-24
Mid-Term	<input type="checkbox"/> 26-Feb-24	<input type="checkbox"/> 20-May-24	<input type="checkbox"/> 12-Aug-24	<input type="checkbox"/> 04-Nov-24
2025	<input type="checkbox"/> 13-Jan-25	<input type="checkbox"/> 07-Apr-25	<input type="checkbox"/> 30-Jun-25	<input type="checkbox"/> 22-Sep-25
Mid-Term	<input type="checkbox"/> 24-Feb-25	<input type="checkbox"/> 19-May-25	<input type="checkbox"/> 11-Aug-25	<input type="checkbox"/> 03-Nov-25
2026	<input type="checkbox"/> 12-Jan-26	<input type="checkbox"/> 06-Apr-26	<input type="checkbox"/> 29-Jun-26	<input type="checkbox"/> 21-Sep-26
Mid-Term	<input type="checkbox"/> 23-Feb-26	<input type="checkbox"/> 18-May-26	<input type="checkbox"/> 10-Aug-26	<input type="checkbox"/> 02-Nov-26
MASSAGE COURSES				
CRICOS 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		
	<b>Intake - Term 1</b>	<b>Intake - Term 2</b>	<b>Intake - Term 3</b>	<b>Intake - Term 4</b>
2023	<input type="checkbox"/> 16-Jan-23	<input type="checkbox"/> 10-Apr-23	<input type="checkbox"/> 03-Jul-23	<input type="checkbox"/> 25-Sep-23
2024	<input type="checkbox"/> 15-Jan-24	<input type="checkbox"/> 08-Apr-24	<input type="checkbox"/> 01-Jul-24	<input type="checkbox"/> 23-Sep-24
2025	<input type="checkbox"/> 13-Jan-25	<input type="checkbox"/> 07-Apr-25	<input type="checkbox"/> 30-Jun-25	<input type="checkbox"/> 22-Sep-25
2026	<input type="checkbox"/> 12-Jan-26	<input type="checkbox"/> 06-Apr-26	<input type="checkbox"/> 29-Jun-26	<input type="checkbox"/> 21-Sep-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		
104032E	BSB50820	Diploma of Project Management		
104435H	BSB60720	Advanced Diploma of Program Management		
LEADERSHIP AND MANAGEMENT COURSES				
CRICOS Code	Qualification Code	Qualification Name		Check the boxes of your chosen enrolment pathway
104172D	BSB50420	Diploma of Leadership and Management		
105008H	BSB60420	Advanced Diploma of Leadership and Management		
	<b>Intake - Term 1</b>	<b>Intake - Term 2</b>	<b>Intake - Term 3</b>	<b>Intake - Term 4</b>
2023	<input type="checkbox"/> 16-Jan-23	<input type="checkbox"/> 10-Apr-23	<input type="checkbox"/> 03-Jul-23	<input type="checkbox"/> 25-Sep-23
Mid-Term	<input type="checkbox"/> 27-Feb-23	<input type="checkbox"/> 22-May-23	<input type="checkbox"/> 14-Aug-23	<input type="checkbox"/> 06-Nov-23
2024	<input type="checkbox"/> 15-Jan-24	<input type="checkbox"/> 08-Apr-24	<input type="checkbox"/> 01-Jul-24	<input type="checkbox"/> 23-Sep-24
Mid-Term	<input type="checkbox"/> 26-Feb-24	<input type="checkbox"/> 20-May-24	<input type="checkbox"/> 12-Aug-24	<input type="checkbox"/> 04-Nov-24
2025	<input type="checkbox"/> 13-Jan-25	<input type="checkbox"/> 07-Apr-25	<input type="checkbox"/> 30-Jun-25	<input type="checkbox"/> 22-Sep-25
Mid-Term	<input type="checkbox"/> 24-Feb-25	<input type="checkbox"/> 19-May-25	<input type="checkbox"/> 11-Aug-25	<input type="checkbox"/> 03-Nov-25
2026	<input type="checkbox"/> 12-Jan-26	<input type="checkbox"/> 06-Apr-26	<input type="checkbox"/> 29-Jun-26	<input type="checkbox"/> 21-Sep-26
Mid-Term	<input type="checkbox"/> 23-Feb-26	<input type="checkbox"/> 18-May-26	<input type="checkbox"/> 10-Aug-26	<input type="checkbox"/> 02-Nov-26



## 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: 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: 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. 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 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](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)**