

A. PERSONAL DETAILS

Title	Family Name (as it appears on your passport)	Given Name/s
Date of Birth (dd/mm/yy)		Gender (M/F)

PASSPORT & VISA DETAILS

Citizenship	Country of Birth
Passport Number	USI
Visa Type: ☒ Student ☐ Tourist ☐ Other	Visa End Date: ☐ N/A

Current Course	Course End Date
	☐ N/A

Is English your first language? ☒ Yes ☐ No If 'No' what is your first language? _____

STUDENT'S ADDRESS IN HOME COUNTRY	STUDENT'S ADDRESS IF ALREADY IN AUSTRALIA
Number and Street:	Number and Street:
Suburb/Town:	Suburb/Town:
State, Zip/Postcode & Country:	State, Zip/Postcode:
Email:	Email:
Phone (Include Country Code):	Phone (Include Country Code):

Do you have a disability, impairment or long-term medical condition that may affect your studies? ☒ Yes ☐ No If 'Yes' please indicate area(s) of impairment ☐ Hearing ☐ Medical ☐ Vision ☐ Mobility ☐ Learning Other (please specify) _____

B. COURSE OPTION

CRICOS Code	Course Name	Campus	Start Date	Duration
				weeks
				weeks
				weeks
				weeks
				weeks
				weeks

If you are enrolling in an ELICOS course, please let us know your preferred class times. Please note that accommodating your preference will be subject to availability.

☐ Morning
(MON-THU from 9am-2.30pm)

☐ Evening
(MON-FR from 5pm-9.15pm)

☐ Intensive (MON-TUE 9am-5pm,
WED 9am-2.30pm)*

*Intermediate and Upper-Intermediate only

C. OTHER SERVICES

The Australian Government requires all students on a student visa to have Overseas Student Health Cover.

Do you require us to arrange OSHC for you? ☐ Yes, for months ☐ No Type: ☐ Single ☐ Couple ☐ Family

Do you require us to help with airport pick-up? ☐ Yes ☐ No

Do you require us to help with accommodation for you? ☐ Yes ☐ No

Depending on your previous student and work experience, we are able to give your credit or exemptions from certain course units.

Do you wish to apply for Recognition of Prior Learning (RPL)? ☐ Yes (please complete RPL assessment form) ☐ No

CREDIT TRANSFER Are you seeking credit transfer for previous study? ☐ Yes ☐ No

If yes, please complete credit transfer application form, with the supporting documentation including a certified copy of the transcript.

Are you interested in an internship program arranged through the College? ☐ Yes* ☐ No

*If yes, we will contact you to discuss suitability further.

D. ENROLMENT CHECKLIST AND DECLARATION FORM

Have you ever had an Australian visa application denied or an Australian visa cancelled? ☐ Yes ☐ No If 'Yes' please provide details.

Do you have any relatives in Australia? ☐ YES ☐ NO

What is your relationship status? Please specify:

☐ Single ☐ Married ☐ Separated/Divorced ☐ De Facto

If you have a spouse/partner, is he/she coming to Australia with you, as a dependant on your student visa? ☐ Yes ☐ No

If yes, has he/she previously applied for an Australia visa? ☐ Yes ☐ No

Please provide his/her full name:

Do you have any children? ☐ Yes ☐ No If yes, how many and will they accompany you to Australia?

All documents must be certified copies of originals. Translation of documents into English must be completed by an accredited translation authority or a AIOE approved representative.

☐ Completed International Application for Admission form

☐ Academic transcripts (with grading system)

☐ English language test results

☐ Credit transfer form and documentation (if required)

☐ Evidence of employment history (if required)

☐ Any other supporting documents applicable to your application

☐ Copy of passport (include photo page and relevant visa page/s)

☐ Copy of Marriage Certificate (if applicable)

E. RELEVANT EMPLOYMENT HISTORY

If you would like to include work experience as part of your application, provide a current resume and work references.

From	To	Full-time/Part-time	Employer	Position	Duties

ACCOMMODATION

	Accommodation Type	Room Type	Start Date	Duration
				weeks

F. REFUND POLICY & PROCEDURE

1. The Enrolment Fee, Accommodation Placement Fee, Internship Placement Fee, Material Fee and IT Levy are non-refundable whether you complete or commence your course or not. If the College agrees to issue a Confirmation of Enrolment (CoE) upon payment of a deposit or partial payment, this payment is non-refundable. Pre-purchased Ticketed Sessions are also non-refundable (including visa refusal cases).
 2. A \$350 fee is payable for administering course cancellation after the course commencement.
 3. Where a student has cancelled prior to commencement a fee of \$250 is charged for processing the refund (including visa refusal cases).
 4. An administrative charge of \$100 for the initial request and \$150 for any subsequent request is made to vary an application e.g. Change of Start Date, Change of Course.
 5. Tuition Fees and OSHC are refunded in full if your student visa application is rejected and you provide official written notification of the refusal from DHA.
 6. Student Default:
No refund will be made even in the event of student visa refusal if a student:
 - has given false, incomplete or misleading information in the enrolment- or visa application;
 - fails to comply with the conditions of enrolment at the College;
 - is in breach of their visa requirements as imposed by the Australian Government;
 - fails to lodge a valid visa application.
 7. Tuition Fee refund:
If you give written notice of your intention to withdraw from a course:
 - More than 90 days before the commencement date, tuition fees will be refunded less a cancellation fee of 50%.
 - 90 days or less before the course commencement date, no refund of fees will be issued.
 - No refund of fees paid will be issued if the student fails to submit additional requested documentation within 35 days of receiving the offer letter, irrespective of the Confirmation of Enrolment (CoE) status.
 - You are responsible for initiating the visa application process once the enrolment request has been processed and the CoEs have been issued. If the CoE expires due to the applicant's failure to submit their valid visa application before the course commencement date, any tuition fees paid may be forfeited. The College may, at its discretion where evidence of compassionate and compelling circumstances is presented, offer to credit part of the forfeited tuition fees towards a future enrolment. This will require a new application and will be subject to current course fees at the time of re-enrolment.
 - Tuition fees are set based on the course enrolled and do not vary when a student applies to complete the course in a shorter duration than they initially enrolled in.
- Accommodation Fee refund:
If you provide written notice of your intention to withdraw from Accommodation services:
- 35 or more days before the commencement of your accommodation stay: accommodation fees will be refunded less a cancellation fee of 20% of the accommodation fee.
 - 21-34 days before the commencement of your accommodation stay: accommodation fees will be refunded less a cancellation fee equivalent to two weeks accommodation fee.
 - 20 days or before the commencement of your accommodation stay: accommodation fees will be refunded less a cancellation fee of 50% of the accommodation fee.
 - No refunds will be issued for accommodation that has already commenced. Any disputes relating to accommodation services, including requests for service-related refunds, must be directed to the accommodation provider directly. Changes to dates must be made at the earliest convenience. A change of date fee may apply, which will be payable by the student and is subject to availability.
- Internship Program refund:
If you provide written notice of your intention to withdraw from the Internship Program:
- 35 or more days before the commencement of your course: Internship Program fees will be refunded in full.
 - 8-34 days before the commencement of your course: Internship Program fees will be refunded less a cancellation fee of 10%.
 - 7 or less days before the commencement of your internship placement: No refunds will be issued.
- Refund procedures:
- You must complete the Refund Application Form.
 - Your refund will be processed within 4 weeks of receipt of your completed refund application if it includes all the required documents. A written statement will be provided to the student to explain how the refund is calculated.
 - In the event of a visa refusal, the student must submit the visa refusal letter along with the refund application.
8. Where two or more courses are packaged, the conditions apply to all elements. Note that for packaged courses the course start date of the first course is considered.
 9. Commencement of the course is defined as the course start date in the first Application form submitted by the student or agent and not subsequent changes to the starting date.
 10. The College cancels a course after the start date and before the completion date:
 - The refund of the unused tuition fees will be calculated on a pro-rata basis (weekly as per the term calendar minus any application deductions)
 11. All refunds will attract an administration charge of \$250.00 (including visa refusal cases).
 12. Course and other Fees are not transferable to another student or institution but may be transferred to another course within the College at the discretion of the College.
 13. Any approved refunds are made payable to and sent to the student or his/her agent, in the country of origin as applicable in Australian dollars.
 14. Bank charges are deducted for refunds made by bank draft or electronic transfer.
 15. Provider Default: In the unlikely event that the College is unable to deliver your course in full starting from the agreed date, you will be offered a partial refund of unused tuition fees within 2 weeks after the default date.
 16. Fees for services paid to education agents by students are not covered by this refund policy.
 17. This refund policy applies to all tuition fees paid to the College and includes any tuition fees paid to an education agent to be remitted to the College.
 18. All refund considerations will be strictly limited to the monies paid, which the College has received from the student as tuition fees only i.e. exclusive of all non-refundable fees and agents' commission (whether this commission was deducted before or after student payment the College.)
 19. Students are encouraged to view the College's student handbook as part of pre-enrolment information.
 20. This policy does not remove the right of the student to take further action under Australia's Consumer Protection Laws <https://consumer.gov.au/consumers-and-act>

I have fully read and understood the College's terms and conditions including the refund and cancellation policy and I agree to abide by them.

_____	_____	_____	_____
Student Signature	Date	Agent Signature	Date

If fees are being paid by another person(s) or company:

I, _____
(Name of person(s) / company paying fees-please print)

declare that I have the financial capacity to meet Course fees and agree to pay these fees as they become due and I have read, fully understood and accept College's terms and conditions and I have signed and attached the compulsory checklist to this enrolment form.

How did you hear about our College? (please tick)

☐ Friends/relatives

☐ Agent (name/stamp)

☐ Website

☐ Instagram/Facebook

☐ Embassy

☐ Referred by a current or alumni student
(Please provide full name) _____

SUBMIT YOUR APPLICATION WITH ATTACHMENTS TO AIOE

SUBMIT FORM