



A.C.O.A.E.

Australasian College of Advanced Education

START YOUR JOURNEY

INTERNATIONAL STUDENT GUIDE



+61 2 9558 0888

enquiry@ACOAE.com

www.ACOAE.com



A.C.O.A.E.

Australasian College of Advanced Education

RTO : XXXX CRICOS : XXXXX

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WELCOME

THANK YOU FOR CONSIDERING ACOAE

Our college is a fantastic way for you to unlock your future potential or enhance what you're already doing with a formal qualification.

We have opportunities for you to improve your language skills, study a profession and complete recognised learning in your area of interest.

Based in Sydney, NSW, you will experience life in Australia, make new friends and broaden your career prospects.

We are an industry leader and an active community organisation. We can provide you with a holistic experience and study options to suit your needs. We have a long history and strong reputation which will leave you with an internationally-recognised qualification.

Our courses combine practical experience to equip you with the right skills and knowledge to make your mark in the global market.

We provide support for all of your study-related needs and our friendly and knowledgeable staff are committed to helping you every step of the way.

They will help you every step of the way and are available to help you settle in quickly, help you with finding accommodation, and make friends.

If you are looking for an international study experience that will enrich your life for the years after you complete the course, choose ACOAE. We can help you start your journey.

STEPHEN URCH
MANAGING DIRECTOR OF A.C.O.A.E



FIND US ONLINE

ACOAE is where you can start your journey towards your goals. This guide introduces you to everything that ACOAE has to offer.

VISIT THE WEBSITE

www.acoae.com

The website has all the information you need to make an informed decision with your family about studying at ACOAE.

We keep it regularly updated:

- Everything you need to know about ACOAE
- Details of our courses and pathways you can choose
- Our contact information if you have any questions
- Applying for your course
- Links to all our documents, policies and procedures

If you can't find what you're looking for – ask us. We're here to help you.

FOLLOW US



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HOW TO USE THIS GUIDE

STEPS TO SUCCESS

1 LEARN ABOUT ACOAE

ACOAE stands for Australasian College of Advanced Education. Discover why ACOAE can provide the best start for your career. Learn about the college, courses – and why you can feel safe choosing ACOAE.

2 DECIDE ON A COURSE AND QUALIFICATION

Find your ideal course using the profiles in this guide for inspiration and be sure to visit www.acoae.com for more information. Choose the qualification level you require, whether a certificate or diploma, advanced diploma. We offer English Language courses, so you can improve your English and prepare for your studies.

3 CHOOSE YOUR ACOAE COURSE

Find out about life on location at ACOAE and think about where you'd like to learn. Think about the local area and transport available.

Visit ACOAE for videos, photos and information on locations.

- ACOAE location in Bankstown

4 CHECK THE ENTRY REQUIREMENTS

Before you apply for a course, make sure you meet the entry requirements and have worked out how much you need to pay.

Note that you may need to take an English test before enrolling in a ACOAE course, depending on visa requirements and your English language level.

- Your enrolment: entry requirements, visa, & fees:

5 APPLY

Once you have decided on your course, the only thing left to do is apply.

You can apply online, email or post. The post popular method is via our website.

WHY STUDY WITH ACOAE?

We understand leaving home to study in another country can be challenging and exciting! We're here to support you to gain the practical, real-world skills you need to get a job and succeed in the workplace.

CHOOSE WITH CONFIDENCE

- English Language, vocational and advanced courses are accredited under the Australian Qualifications Framework and recognised by industry and employers
- Your location is 100% financially secure
- You will enjoy small class sizes with local students

STUDY IN AN AMAZING LOCATION

Enjoy living in an exciting city:

- Friendly and relaxed lifestyle
- Industry-standard training facilities
- Easy public transport options

LEARN FROM EXPERIENCE

ACOAE teachers & staff:

- Have professional education and industry qualifications and experience
- Are dedicated, supportive and friendly
- Use up to date teaching resources and equipment

GET THE SUPPORT YOU NEED

As an international student, you'll have the services of dedicated staff who will help you through your ACOAE journey:

- Dedicated staff
- Modern facilities
- A wide range of services



BECOME A JOB READY GRADUATE

ACOAE works closely with employers to make sure you develop the right skills to make you productive and competitive in the employment market.

At ACOAE:

- Course are updated regularly to make sure they are current and relevant
- You will gain skills and knowledge closely linked with you chosen industry needs
- Employers are confident that ACOAE graduates can perform task to industry standards.

FIND YOUR COURSE

ACOAE QUALIFICATIONS

ADVANCED DIPLOMA



PATHWAY TO A DEGREE

DIPLOMA



PATHWAY TO A DEGREE

CERTIFICATE IV

ENGLISH LANGUAGE COURSES

ACOAE qualifications are based on the Australian qualification framework.

AQF qualifications meet national standards in education and training, and are recognised across Australia.





ENGLISH LANGUAGE COURSES

[ACOAE can help you meet the English language requirement of your chosen course.](#)

For most courses, the English language requirement is Academic iELTS 5.5/6.0 or TOEFL (iBT) 46 or STEP Eiken Grade Pre-1 or ACOAE English Language Programs (Beginner to Advanced).

You can study a ACOAE English language course as a stand-alone course or as part of a package (see below). There is a varied social calendar with opportunities to play sport and go on regular excursions, organised by teachers, which can help your English improve. Fees for English courses range from AUD\$184per week, and run for 10 weeks.

ACOAE English language course will make sure you are well prepared for your studies. An English language course will:

- Improve your reading, writing, speaking and listening skills
- Prepare you for your future studies
- Increase your employment opportunities

Course feature flexible start dates, affordable fees, highly qualified and experienced teachers, tutorials, individual learning support and a choice of study locations. The length of your English course will depend on your English proficiency at the time of entry, and your progression during the course. Also, the entry requirements for the course that you want to study afterwards.















You can start your English course whenever you need to. Contact the English Language Centre at your location to discuss the date you would like to start.

Study options include those listed on the following page.

ENGLISH LANGUAGE COURSE	DURATION	2018 FEE
English Language Programs Beginner	10 weeks	\$184 per week
English Language Programs Intermediate	10 weeks	\$184 per week

A TYPICAL WEEK IN AN ENGLISH CLASS

Students study English for 20 hours per week.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
 Reading	 Group work	 Computer	 Listening	 Writing
 Listening	 Writing	 Reading	 Writing	 Pronunciation
 Discussion	 Reading	 Group work	 Speaking	 Conversation

POPULAR COURSES

You may already have a career in mind or you might be looking for inspiration. Whichever it is, your journey starts here.



There's a good chance that your dream course is featured among those profiled in the following pages – but visit the website to discover the full range of courses that you could consider.

In the course profiles, you will find:

- The career possibilities provide a sample of what you might aim for, and depend on the qualifications you achieve. See the course details on the website to learn how certain qualifications relate to certain careers.
- The qualifications offered are subject to change – again, see the website for current details.
- The fee ranges indicated below reflect course area fees across all ACOAE location and include all qualification levels.

For full details and even more inspiration, check out the full range of courses at:

www.acoae.com

AGED CARE CERTIFICATE IV AGEING SUPPORT

CHC43015

This qualification is designed for students who are looking for fulfilling and meaningful work in the aged care sector, particularly residential facilities or homes. You will value the opportunity to offer personalised care to individuals with varying needs.

KEY FEATURES OF THIS COURSE

- Theory, practical and essential knowledge components will be delivered via classroom participation and practical workshops.
- Assessment of practical skills (120 compulsory hours) will be assessed during placement hours by allocated supervisors.

Students that are currently employed or actively engaged in the sector will have the opportunity to have their hours recognised upon approval.

EMPLOYMENT OPPORTUNITIES

Successful students who have completed Certificate IV Ageing Support are suitable for the below positions in the aged care sector:

- Care Team Leader
- Care Supervisor
- High Performing PCA (Personal Care Assistant)
- Program Coordinator

This is a well-rounded course that will prepare you for a range of opportunities available in the aged care sector.

WORK PLACEMENTS

As a student you will have the opportunity to take place in a work placement, this is on-site training.

START DATE: 15/10/2018

DURATION: Full time – 36 weeks – 4 terms.
Term breaks (not included in duration).

PAYMENT OPTIONS: Payment option available to suit your budget and lifestyle.

COURSE INFORMATION

Entry Requirements for Domestic Students

While there is no formal academic entry requirement for this course, you may be required to show successful completion of an academic qualification equivalent to Years 10, 11 or 12.

You must be 18 years or older to study at ACOAE.

COURSE CODE: CHC43015

DIPLOMA OF LEADERSHIP AND MANAGEMENT

BSB51915

Choose the right course for you.

Are you wishing to understand the business world. Leadership and management helps you understand how to work with key stakeholders, ensure team effectiveness and provide solutions and strategies to achieve success.

Our trainers are industry professionals, who will give you the edge with their inside experience. Whether you're just starting out, or currently working as an existing manager of a medium to large business this course will give you a competitive edge in the rapidly changing market.

KEY FEATURES OF THIS COURSE

- Demonstrate individual responsibility for completing tasks.
- Completed individual tasks to support team goals.
- Resolve issues and conflicts among team members.
- Contribute to planning processes with team members to meet assigned outcomes.
- All lessons delivered face to face by experienced teachers.

EMPLOYMENT OPPORTUNITIES

Our students will be job ready to work across many industries with powerful transferable skillset.

Positions include:

- Senior Manager
- Administration Manager
- Financial Manager

START DATE: 15/10/2018

DURATION: Full time – 36 weeks – 4 terms. Term breaks (not included in duration).

PAYMENT OPTIONS: Payment option available to suit your budget and lifestyle.

COURSE INFORMATION

Entry Requirements for Domestic Students

While there is no formal academic entry requirement for this course, you may be required to show successful completion of an academic qualification equivalent to Years 10, 11 or 12.

You must be 18 years or older to study at ACOAE.

COURSE CODE BSB50915

ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

BSB61015

Choose the right course for you.

Stand out from the crowd. Organisations in every industry look for individuals with right management capabilities and real leadership potential. This comprehensive qualification is designed to enhance your skills set and knowledge as a manager while giving you expert insights to become an effective leader.

Our trainers are industry professionals, who will give you the edge with their inside experience. Whether you're just starting out, or currently working as an existing manager of a medium to large business this course will give you a competitive edge in the rapidly changing market.

KEY FEATURES OF THIS COURSE

- Demonstrate individual responsibility for completing tasks.
- Completed individual tasks to support team goals.
- Resolve issues and conflicts among team members.
- Contribute to planning processes with team members to meet assigned outcomes.
- All lessons delivered face to face by experienced teachers.

EMPLOYMENT OPPORTUNITIES

Our students will be job ready to work across many industries with powerful transferable skillset.

Positions include:

- Executive Manager
- Director Manager
- Human Resources (Strategy)
- Senior Executive

(*As per data from Australian Government Department of Education & Training as well as National Centre for Vocational Education Research.)

START DATE: 15/10/2018

DURATION: Full time – 36 weeks – 4 terms. Term breaks (not included in duration).

PAYMENT OPTIONS: Payment option available to suit your budget and lifestyle.

COURSE INFORMATION

Entry Requirements for Domestic Student

While there is no formal academic entry requirement for this course, you may be required to show successful completion of an academic qualification equivalent to Years 10, 11 or 12.

You must be 18 years or older to study at ACOAE.

COURSE CODE: BSB61015

CERTIFICATE IV IN CUSTOMER ENGAGEMENT

BSB40315

Choose the right course for you.

The Certificate IV in Customer Engagement helps individuals seeking to work on organisational front line, specifically in team-based environments.

This course helps you understand the practical leadership strategies needed to excel in a customer facing or operational role. With particular focus on how to evaluate information from multiple sources, and the strategies to help you make effective choices to create effective solutions.

KEY FEATURES OF THIS COURSE

- Communication skills with others in negotiation, training and questioning
- Convey workplace procedures and work instructions to team members.
- Demonstrate individual responsibility for completing tasks.
- Complete individual tasks to support team goals
- Resolve issues and conflicts with team members.
- Use manuals and other documentation to overcome problems with information technology or other office equipment.
- Suggest improvements to support the development of improved work practices and team effectiveness.
- Contribute to planning processes with team members to meet expected outcomes.
- Develop a comprehensive knowledge and understanding of products and services

EMPLOYMENT OPPORTUNITIES

- Job roles and titles vary in different industry sectors.
- Possible job opportunities relevant to this qualification include:
 - Contact Centre Team Leader
 - Quality Assurance Coordinator
 - Customer Contact Coach
 - Complex Enquiry Customer Contact Operator

(*As per data from Australian Government Department of Education & Training as well as National Centre for Vocational Education Research.)

START DATE: 15/10/2018

DURATION: Full time – 36 weeks – 4 terms. Term breaks (not included in duration).

PAYMENT OPTIONS: Payment option available to suit your budget and lifestyle.

COURSE INFORMATION

Entry Requirements for Domestic Students

While there is no formal academic entry requirement for this course, you may be required to show successful completion of an academic qualification equivalent to Years 10, 11 or 12.

You must be 18 years or older to study at ACOAE.

COURSE CODE: BSB40315

ACOAE COURSES INTERNATIONAL PRICES

COURSE	DURATION	COURSE FEE	INTAKE
BSB40315 Certificate IV in Customer Engagement	36 weeks to complete the course duration	\$10,538	October 2018
BSB51915 Diploma Leadership and Management	36 weeks to complete the course	\$11,498	October 2018
CHC43015 Certificate IV in Ageing Support	36 weeks to complete the course	\$10,250	October 2018
BSB61015 Advanced Diploma in Leadership and Management	36 weeks to complete the course	\$12,650	October 2018

FEES & PAYMENTS

CHC43015 CERTIFICATE IV IN AGEING IN SUPPORT

\$10,250 TOTAL

\$2,562.50 X 4 TERMS = PAID IN FULL

BSB40315 CERTIFICATE IV IN CUSTOMER ENGAGEMENT

\$10,538 TOTAL

\$2,634.50 X 4 TERMS = PAID IN FULL

BSB51915 DIPLOMA IN LEADERSHIP AND MANAGEMENT

\$11,498 TOTAL

\$2,874.50 X 4 TERMS = PAID IN FULL

BSB61015 ADVANCED DIPLOMA IN LEADERSHIP AND MANAGEMENT

\$12,650 TOTAL

\$3,162.50 X 4 TERMS = PAID IN FULL

Full payment required 4 weeks prior to new term starting.

The total price includes uniforms and first aid (for Ageing Support); text books, and your airport pick up.



OUR LOCATION

City life, near the
beaches and mountains!

Sydney has access all over NSW – you can explore & learn. Australia is a culturally diverse country with people from many different backgrounds living and working together. We are open, friendly people who value cultural diversity and our multicultural lifestyle.

We enjoy outdoor barbeques (BBQs), going to the beach, watching theatre, visiting museums and dining out with friends and family. We also love playing and watching sport – especially cricket, soccer, football, rugby, netball, tennis, surfing and golf. Whatever your pursuit, you'll find like-minded people here to share it with while you live in Australia.

LIFE AT ACOAE

We provide help and support for all your study-related needs. Most locations have shops, cafes, student lounges, bookshops and on-location wi-fi. With everything at your fingertips, there's no stress adapting into a new study environment. You will also have access to:

- libraries
- careers advice and help finding a job
- resume writing and preparing for a job interview
- counselling for study and other personal matters – a free and confidential service
- spacious grounds for enjoying a break
- security staff – who are there to ensure your safety while on location.

All locations have car parking and are well served by bus.

When enrolling at your ACOAE you will be introduced to friendly and knowledgeable staff who will assist you through your ACOAE journey. They will look after your welfare and will:

- meet you when you arrive at your location
- organise your orientation program
- answer questions about your studies
- help to solve your problems
- assist in accessing other support services.

YOUR ENROLMENT

ENTRY REQUIREMENTS, VISAS, & FEES

Make sure that you meet the academic and English language entry requirements for your course, understand the student visa requirements, and have an idea of the likely cost of your study.

COURSE ENTRY REQUIREMENTS

International student applicant qualifications are assessed as part of the admissions process. For academic equivalences by country.

Please also note:

- ACOAE courses require Year 10,11 or 12 (or equivalent) qualification.
- To enter an advanced diploma or diploma course you may need to complete a certificate 3 or certificate 4 course, or demonstrate an equivalent skill level. If a pre-requisite applies, you will receive an offer letter which includes both the lower and higher-level course.

See the website for detailed information about entry requirements:

The minimum English language requirement is Academic IELTS 5.5 or TOEFL (iBT) 46 or 162 Cambridge English: First or Advanced.





YOUR STUDENT VISA APPLICATION

To apply online for a Student visa (subclass 500) go to the following link:

www.online.immi.gov.au/lusc/login

if you do not have an immiAccount you will be prompted to create one.

You can use the DiBP online tool to check the financial and English requirements that apply to you: **www.border.gov.au/Trav/Stud**

IF YOU ARE:

- i) applying for a student visa from outside Australia and
- ii) if the online tool asks you to provide any additional financial or English language evidence, then
- iii) you will need to apply through a ACOAE approved agent (check our website for details).

For comprehensive information regarding student visas, visit the DiBP website.



ACOAE FEES

Tuition fees & university deposit information are currently at a time of printing but subject to review and/or change.

TUITION FEES*

The tuition fee is payable in advance every semester. Your letter of offer will explain payment details.

PACKAGE: ENGLISH AND/OR VOCATIONAL COURSES

- English tuition fee
- AUD\$1,500 deposit (if applicable)

REGISTRATION/APPLICATION FEES:

- Registration fee: AUD \$250 (non-refundable)
- English language application fee: AUD\$150 (non-refundable)

APPLY

THE PROCESS

CHOOSE A COURSE

Make sure you meet the entry requirements. See each course page.

DOWNLOAD AND COMPLETE THE ENROLMENT FORM

Make sure you download the course guide. Read the terms and conditions thoroughly. Always ask us if you have any questions.

PREPARE CERTIFIED COPIES* OF YOUR DOCUMENTS

(See the checklist on the next page)

*A certified copy is a copy of the original document signed and dated by the organisation that issued the original document, a government official, Public Notary or Justice of the Peace, confirming that they have sighted the original.

SUBMIT YOUR APPLICATION ONLINE

via our website

Or if you need help email us to help you
enquiry@acoae.com

ACOAE WILL ASSESS YOUR APPLICATION AND ISSUE YOUR OFFER LETTER(S) WITH AN INVOICE

ACCEPT YOUR OFFER AND MAKE PAYMENT

YOUR STUDENT ADVISOR WILL ISSUE A CONFIRMATION OF ENROLMENT (COE)

APPLY FOR YOUR VISA AND ENROL!

CHECKLIST

Please ensure that you have attached the following to your application:

(Please tick boxes down the side)

- Certified copy of your passport pages with personal specifics including the page containing a current Australian visa, if applicable.
- Certified copy of English language test results, if applicable.
- Certified copy of academic transcripts and educational certificates (with certified translations if not in English).
- Copies of your current electronic Confirmation of Enrolments (eCoE), if applicable.
- Non-refundable AUD\$150 application fee if you apply for an English-only course.
- Certified copy of documents to be assessed for Recognition of Prior Learning, if applicable.
- Certified copy of your health fund membership card, if applicable.
- Any additional documents required to support your application



TERM DATES 2018

TERM 1	15 th Oct 2018 - 21 st Dec 2018	TERM 3	24 th Apr 2019 - 28 th Jun 2019
TERM BREAK	22 nd Dec 2018 - 25 th Jan 2019	TERM BREAK	1 st Jul 2019 - 12 th Jul 2019
TERM 2	28 th Jan 2019 - 7 th Apr 2019	TERM 4	15 th Jul 2019 - 20 th Sep 2019
TERM BREAK	8 th Apr 2018 - 20 th Apr 2019	TERM BREAK	NA

INTERNATIONAL STUDENT ENROLMENT APPLICATION FORM

1. APPLICATION FORM

Before completing this application form you must read the information contained in this Application Form thoroughly. In particular, you should ensure that you fully understand the A.C.O.A.E. RTO's Terms and Conditions of Enrolment along with the fee Payment and Refund Procedures. You must attach with your application any certified co-pies of your academic results including evidence of English Language proficiency. Please ensure that you understand them before you sign the Application Form. Your Application must be sent to 130 Croydon Street, Lakemba NSW 2195.

2. ENROLMENT FEE \$250 AUD.

This is non-refundable.

3. PROVISIONAL ACCEPTANCE / REJECTION:

Upon receipt of your application, A.C.O.A.E. RTO will advise you about the outcome as soon as possible or within two weeks. If your application is accepted, you will be provided an Letter of Offer (conditional or unconditional). This document will also accompany another document called "International Student Offer Acceptance Letter". In order to indicate your acceptance, you will be required to sign the International Student Offer Acceptance Letter and forward it along with the initial deposit as outlined in the International Student Offer Acceptance Letter.

4. CONFIRMATION OF ENROLMENT FORMS / VISAS:

Once the initial deposit is received, A.C.O.A.E. RTO will then forward you an electronic Confirmation of Enrolment (eCoE) which is-required for the finalisation of your student visa application by Department of Immigration and Border Protection (DIBP). Please ensure to check the student visa application requirements at www.border.gov.au. Students from different nationalities may be required to apply for Pre – Visa Assessment before forwarding their initial deposit and securing their eCoE.

5. OVERSEAS STUDENT HEALTH COVER:

All international students must have health insurance through the Overseas Student Health Cover (OSHC) scheme. It is the responsibility of the student to ensure that the OSHC is up to date. Students may apply for OSHC by themselves or can request A.C.O.A.E. RTO to arrange it on their behalf. Please note that the cost of OSHC is separate to tuition fee and enrolment fee.

A. PERSONAL DETAILS

Surname/Family Name _____ Given Name _____

Title: Mr. / Mrs./ Ms./ Miss/ Other

Gender: Male / Female / Indeterminate

Date of Birth: _____ Country of Birth: _____

Town of Birth: _____ Passport No.: _____

Email Address: _____ Nationality: _____

_____ Expiry Date: _____

Do you hold a valid Australian visa? Yes / No

If Yes, which visa? _____ (e.g. student visa)

Are you currently studying in Australia? Yes / No

If Yes, Name of Institution _____

Have you previously applied to or enrolled at A.C.O.A.E. RTO? Yes / No

If yes, please provide your Student ID Number _____

Do you have a Unique Student Identifier (USI)? _____

Yes-please write your 10-digit USI: _____ Yes-but my USI is unknown / No-I do not have a USI**

Have you been granted a scholarship? (Government or any other kind of scholarship) Yes / No

Scholarship Name _____

Overseas Health Cover _____

Do you have Overseas Health Cover (OSHC)? Yes / No

If No, I require Single Cover Family Cover (must provide passport copy of family members)

B. YOUR ADDRESS LOCAL

Permanent Address in Home Country:

Suburb _____ Postcode _____ Country: _____

Address in Australia:

Post Code

Main Telephone Number

Mobile Number

C. CHOOSE YOUR COURSE

Please indicate which course you are choosing:

- BSB40315 - Certificate IV in Customer Engagement
- CHC43015 - Certificate IV in Ageing Support
- BSB61015 - Advanced Leadership & Management
- BSB51915 - Diploma of Leadership & Management
- English Language Beginner
- English Language Intermediate
- English Language Advanced

Commencing: Month/Year (e.g June 2018):

D. PREVIOUS STUDIES

Australian Year 11 or 12 qualification equivalent*

Name of the Qualification Completed	School/Institution	Year Completed
-------------------------------------	--------------------	----------------

Tertiary Studies

Name of the Qualification Completed

(*Subject to country Assessment Level and the Course)



E. COURSE CREDITS / RECOGNITION OF PRIOR LEARNING (RPL)

Do you wish to apply for Credit transfers? Yes /No

Do you wish to apply for Recognition of Prior Learning? Yes /No

If you have answered 'YES' to any of the questions above, you are required to also fill Credit Transfer form or RPL Form and forward it along with the supporting documents e.g. employment letter, position descriptions, transcriptions, etc.

- Completed all relevant sections of this Application Form
- Relevant documents for RPL/Credit Transfer
- Read and understood the terms and conditions of enrolment
- Certified copy of the personal details page of your Passport Certified copy of Australian Visa (if any)
- Attached certified copies of Qualifications and Academic Transcripts
- Read and understood A.C.O.A.E. RTO Refund Policy Evidence of English Language Proficiency Certified translated documents if not in English

F. COURSE CREDITS / RECOGNITION OF PRIOR LEARNING (RPL)

- English is my first language
- English was the language of instruction during my secondary school and I passed
- English subject in my final year.
- IELTS Pearson (PTE) Cambridge TOEFL
- Others Test Score
- I have satisfactorily completed an approved ELICOS course (Name of Institution)
- I have applied for an EAL/ELICOS course at (Name of the Institution)

G. APPLICANT DECLARATION

I declare that the information submitted with this Application Form is true and complete. I further declare that any academic results submitted are a complete record of all results that I have obtained from every institution I have attended. I understand giving false or misleading information, including fraudulent documentation, is a serious offence under Australian Law.

1. I understand that if I provide false or misleading information, it may invalidate all or any part of this agreement and may result in the termination of enrolment.
2. I understood that this agreement and the availability of complaints and appeals process do not remove the rights of the student to take action under Australia's consumer protection laws.
3. I confirm that the information supplied in this form in relation to my study plan is true and accurate. I understand that any changes to my study plan may be considered detrimental.
4. I confirm that I have received and read a copy of A.C.O.A.E. RTO's Student Handbook and information available on www.ACOAE.com and fully understand the requirements of the course and relevant policies and procedures.
5. I consent A.C.O.A.E. RTO to collect information from DIBP about my visa status from the time of my application to the time of my departure from Australia.
6. I authorise A.C.O.A.E. RTO to seek verification of my academic and professional qualifications and work experience. I understand that A.C.O.A.E. RTO reserves the right to inform other tertiary institutions and regulatory agencies if any of the material presented to support my application is found to be false.
7. I acknowledge that A.C.O.A.E. RTO reserves the right to alter any course, admission requirement or fee with prior notice.
8. I understand that the personal information I have provided may be released to government agencies as required by law. I further understand that it may be disclosed to third parties for the purpose of processing my application.
9. I acknowledge that I have read and understand the description of course/s that I am applying for on the A.C.O.A.E. RTO website and from authorised representative of A.C.O.A.E. RTO.
10. I have read, understood and consent to the Terms and Conditions of Enrolment, Fee Payment, Refunds Procedures at A.C.O.A.E. RTO.

I consent for A.C.O.A.E. RTO to apply, locate, verify USI on my behalf.

Applicant's Full Name

Applicant's Signature Date

TERMS AND CONDITIONS OF ENROLMENT

CONDITIONS OF ENROLMENT

- 1.1. A.C.O.A.E. RTO Reserves the right to cancel a course not later than one month prior to the commencement date, in which case a full refund of all fees paid will be made as per the Refund Policy.
- 1.2. A student is enrolled for the period for which tuition fees have been paid. If tuition fees have not been paid, the student's enrolment may be cancelled at the end of internal appeals process.
- 1.3. A.C.O.A.E. RTO is required to report to DIBP in instances where a student fails to make academic progress in two consecutive study periods. All students are notified beforehand, of the A.C.O.A.E. RTO's intention of reporting the student to DIBP and are provided with 28 working days to access the A.C.O.A.E. RTO's complaints and appeals process. Academic Progress is reviewed in each study period. International students are required to ensure that they repeat any subjects/units failed in that period so as to ensure completion of their course within the duration specified on their eCoE where possible. Detailed information on the A.C.O.A.E. RTO's Student Handbooks regarding the Complaints and Appeals Processes.
- 1.4. All students are bound by the A.C.O.A.E. RTO's Student Code of Conduct. Detailed information on A.C.O.A.E. RTO's rules and regulations are available in Student Handbook and is covered during the International Student Orientation Program. Failure to adhere to these regulations may lead to the suspension or cancellation of the student's enrolment. A.C.O.A.E. RTO's policy on cancellation/ suspension/ deferral of an International student enrolment is contained in the Student Handbook and will be covered in the Orientation Program.
- 1.5. The National Code 2007 restricts the capacity of students to transfer to other providers prior to completing six months of their principal course. A.C.O.A.E. RTO will not allow students to transfer to another provider within six months of the commencement of their principal course of study in circumstances where the transfer would be detrimental to the study plan as detailed in this application.
- Circumstances that are considered detrimental to a student's study plan could be but are not limited to:
- Change in study plan
- Transfer to a lower level of studies
 - Increased tuition costs, particularly in case where deposits paid in advance to A.C.O.A.E. RTO are non-refundable
 - Increased duration of studies in Australia
 - Insufficient preparation for further studies
 - Level of support services at new provider is not equivalent
 - Transfer would jeopardize student's progression through a course of courses
 - Within 6 months of a course beginning students may experience home sickness and transfer to another registered provider is not likely to overcome this problem
- A.C.O.A.E. RTO is of the view that the student is avoiding being reported to DIBP for failure to meet attendance or academic progress requirements
- 1.6. After arrival in Australia, A.C.O.A.E. RTO's policy restricts a student from transferring to another course of study at the A.C.O.A.E. RTO other than from which the student visa has been granted. Student will need to formally apply for the change of course.
- 1.7. Students wishing to apply for a 'letter of release' will need to complete a Request Form, available online or from reception. This form will provide information on A.C.O.A.E. RTO's procedures for the assessment of such applications and the mechanism for the student to appeal. There is no cost attached to applying for a letter of release; however, student will need to contact DIBP to seek advice on whether a new visa is required. In instances where a release letter is granted, A.C.O.A.E. RTO's Fee Payment and Refund Procedures will be applied to any Fee and Charges Refund request received. Detailed information on A.C.O.A.E. RTO's transfer policy between registered providers is contained in Student

- 1.1. Hand- book and will be covered during the International Student Orientation Program.
 - 1.2. The National Code 2007 requires International students to complete their course within the duration specified on their eCOE except in limited circumstances. In these circumstances, A.C.O.A.E. RTO will issue a new eCOE to extend the duration of study for the course. Student may be required to pay tuition fee for the extended duration based on the reasons for extension.
 - 1.3. The National Code 2007 requires international students to keep A.C.O.A.E. RTO informed of their current address at all times. It is students' responsibility to notify A.C.O.A.E. RTO administration of any change in the recorded address during the period of enrolment. This can be done by filing the "Change of Personal Details Form".
 - 1.4. International Students apply for Credit Transfer/Recognition of Prior Learning via the formal process as set out in the Student Handbook if they have not applied for the same at the time of enrolment. A detailed.
 - 1.5. Course Credit policy and procedure is available in the Student Handbook, on the A.C.O.A.E. RTO website www.ACOAE.com. For more information please email enquiry@ACOAE.com.
 - 1.6. Fee and charges are subject to change with prior notice. At least 50 per cent of the full course fees must be paid two weeks prior to the agreed start date.
 - 1.7. It is the student's responsibility to notify the school of changes of address, personal circumstances and all personal details.
1. A.C.O.A.E. RTO refunds will be paid to the person who enters into the written agreement. All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to Finance Department .
 2. Student Default:
 - Visa refusal: If a student visa is refused, the College will retain 5% of the total course fees paid up to a maximum amount of \$500
 - Any amount owing will be paid within 4 weeks of receiving a writ- ten refund form from the student.
 - If the student does not provide written notice of withdrawal and does not start the course on the agreed course start date, A.C.O.A.E. RTO will not refund student prepaid deposit.
 - If up to two semester's tuition fees have been prepaid, and A.C.O.A.E. RTO receives written notification of withdrawal by the student.
 - A.C.O.A.E. RTO will refund the amount of prepaid fees as per below Refund schedule.
 - No amount will be refunded if written notice is received after the course commencement, fraud documents submitted by student and higher education deposit.
 - No refund of tuition fees will be made where student's enrolment is cancelled

Provider Default

- If for any reason A.C.O.A.E. RTO is unable to offer a course on an agreed starting day for the course, and the student for some reasons cannot be placed or refuses placement in an alternative course arranged by I A.C.O.A.E. RTO, a full refund of any unspent pre-paid tuition fee paid to A.C.O.A.E. RTO will be made within 14 days of the agreed course starting day.
- If for any reason A.C.O.A.E. RTO is unable to continue offering a course after the student commences a course, and the student for some reasons cannot be placed or refuses placement in an alternative course arranged by A.C.O.A.E. RTO, a full refund of any unspent prepaid tuition fee paid to A.C.O.A.E. RTO will be made within 14 days of A.C.O.A.E. RTO default day.

FEES & PAYMENTS

CHC43015 Certificate IV in Ageing in Support - \$2,562.50 x 4 Terms = Paid In Full

BSB40315 Certificate IV in Customer Engagement - \$2,633.50 x 4 Terms = Paid In Full

BSB51915 Diploma in Leadership and Management - \$2,874.50 x 3 Terms = Paid In Full

BSB61015 Advanced Diploma in Leadership and Management- \$3,162.50 x 7 Terms = Paid In Full

+ \$250 Enrolment Fee

Additional fees are found on website in student handbook

TOTAL = _____

Please choose your Payment Method: Credit Card

Electronic Funds Transfer (account details available upon request)

PaySmart

- + \$5.50 set-up fee
- + \$1.30 weekly instalments
- + \$1.95 fortnightly instalments
- + \$2.95 monthly instalment
- + \$3.95 quarterly instalments Payment via Cash or Cheque is not accepted.

CONTACT DETAILS

Australasian College of Advanced Education RTO

ABN: 79 617 581 834

Student Support Officer

+61 2 95580888

enquiry@ACOAE.com

- In the event that A.C.O.A.E. RTO is unable to fulfill its obligation of providing an agreeable alternative course for the student, or a refund, the student will receive advice to seek assistance from the Australian government's tuition protection services. For information on the TPS, please see:
- <https://tps.gov.au/information/students/how>
- Change of Visa Status
- If the student changes visa status (e.g. become a temporary or permanent resident or apply for protection visa) he/she will continue to pay full overseas student's fee for the duration of that year. No Refund on visa status change during enrolment period.

Onshore Overseas Students:

a. Commencing Students:

- More than four weeks before the start of the study period all tuition fees paid are refundable.
- For students on a packaged course who do not commence their principal course with A.C.O.A.E. RTO, the principal course fees are non-refund- able.

b. Continuing Students:

- Before 4 weeks the start of the study period the student will be entitled to a get refund on pro – rata bases of tuition fee applicable to the current study period and full refund of fees paid in advance in respect of a following study period.

c. Commencing and Continuing Students:

On or before the commencement date of study period, the student is not entitled to a refund of the applicable to that study period and a full refund of fees paid in advance in respect of a following study period if more than four weeks before following study period start date and Pro – rata bases if less than four weeks before following study period start as per the pro-rata schedule set out in the full

Refund Policy available online and at reception.

d. Tuition fee refund

- Withdrawal on or after agreed course start date - No refund
- Withdrawal notified in writing and received by the A.C.O.A.E. RTO after course commencement and less than 4 weeks for 2nd Study period - No refund of current course tuition fees.
- Non – Refundable Fees
- Course fees including materials fees other than visa refused.
- Admission and enrolment fee in all conditions
- Fee deposit for Diploma Students Tuition Fee and other Deposited fee if fraud/false documented submitted for admissions or visa refused by DIBP on fraud or bogus documents.
- Changes in student visa status (e.g. becomes temporary or permanent resident or applied for protection visa) during valid enrolment period
- Onshore overseas student applying for withdrawal after commencement of study period and less than 2 weeks for 2nd study period.

CONTACT INFO

ACOE ADDRESS:
Level 1, 457 Chapel Road
Bankstown NSW 2200

PHONE NUMBER:
02 9558 0888

EMAIL:
enquiry@acoae.com





A.C.O.A.E.

Australasian College of Advanced Education

START YOUR JOURNEY

PROVIDER NAME: Australasian College of Advanced Education

PROVIDER CODE: xxxxx

Printed: date xx/xx/xx

DISCLAIMER

ACOAE has made every reasonable effort to ensure the information in this guide is accurate (September 2018). We continuously review the curriculum to ensure it meets current industry requirements and reserve the right to withdraw and change courses at short notice. Diploma, certificates, tuition fees, and locations are current at the time of printing but subject to review and/or change at short notice. It is advisable to visit our website www.acoae.com for the latest information.

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www.ACOAE.com



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Australasian College of Advanced Education

RTO : XXXX CRICOS : XXXXX