

DOMESTIC 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. 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.

Please ensure that you understand them before you sign the Application Form.

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..

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)

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 _____

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:

- Certificate IV in Customer Engagement BSB40314 (\$1460 x 4 Terms) - \$5840
- Certificate IV in Ageing Support CHC43015 (\$1667.50 x 4 Terms)- \$6670t
- Advanced Diploma of Leadership & Management BSB61015 (\$2112.50 x 4 terms)- \$8450
- Diploma of Leadership & Management BSB50915 (\$1897.50 x 4 Terms) \$7590

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
- 100 points of ID
- 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 am an Australian Citizen or Permanent Resident.
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 check the information I have provided is correct and true.

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

Hand- book and will be covered during the International Student Orientation Program.

- 1.8. 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.
- 1.9. 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".
- 1.10. 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.
- 1.11. 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.
- 1.12. 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.
- 1.13. It is the student's responsibility to notify the school of changes of address, personal circumstances and all personal details.

REFUND POLICY

This policy establishes the outline of refunding fees where the student provides advice of withdrawal from a course or variation to enrolment prior to the relevant critical dates of course commencement and enrolment. This policy outlines refunds applicable to course fees paid to International A.C.O.A.E. RTO by overseas student in advance. A.C.O.A.E. RTO will refund tuition fees and excess payments in accordance with the provisions of applicable legislation and A.C.O.A.E. RTO refund policy and procedures.

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.

- 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-refundable.

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.

FEES & PAYMENTS

Certificate IV in Customer Engagement BSB40314 (\$1460 x 4 Terms) -TOTAL = \$5840

Certificate IV in Ageing Support CHC43015 (\$1667.50 x 4 Terms)- TOTAL = \$6670t

Advanced Diploma of Leadership & Management BSB61015 (\$2112.50 x 4 terms)-TOTAL = \$8450

Diploma of Leadership & Management BSB50915 (\$1897.50 x 4 Terms) TOTAL = \$7590

+ \$250 Enrolment Fee

Additional fees are found on website in Additional Fees Policy or 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: 796 17581834

Student Support Officer

+61 2 9XXXXXXX

enquiry@ACOAE.com

ACOAE

Level 1, 457 Chapel Road

Bankstown NSW 2202