

APPLICATION FOR ENROLMENT

Please complete all sections of this application form, sign it and send it to us along with the following:

- Certified transcripts and certified English translations of relevant academic records
- Certified evidence of English language proficiency
- Any additional documentation to support your application (e.g. resume, work certificates, references)
- If you are applying for course credit, please read The Academy of International Education (Australia) (TAIE)'s Recognition of Qualifications/Credit Transfer Policy and Procedure.
- If you are applying for Recognition of Prior Learning, please read TAIE's Recognition of Prior Learning Policy and Procedure. You will also need to complete TAIE's Application for RPL Form. Where you apply for RPL, you will also be provided with an RPL Guide.

Note: All International applicants **MUST** be 18 years or older to apply

1. Personal Details

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

Surname/Family Name: _____

First Name: _____

Gender: Male / Female Age: _____

Date of birth: / / Nationality: _____

Email: _____

Passport No: _____ Visa type: _____

Address in Home Country: _____

Postcode: _____

Tel: _____ Mobile: _____

Address in Australia: (if applicable)

Postcode: _____

Emergency Contact:

Name: _____ Relationship: _____

Address: _____

Postcode: _____

Tel: _____ Mobile: _____

Email: _____

2. Details of course you are applying for:

Course Code: _____

Course Title: _____

Course State Date: ____/____/____

Have you enrolled in a similar course elsewhere? Yes No

3. General Information

Do you consider yourself to have a disability, impairment or long-term condition?

Yes No

If YES, please indicate the area of disability, impairment or long-term condition: *Tick (✓) as many as apply.*

Hearing/Deaf Intellectual Mental Illness Vision

Physical Learning Acquired Brain Injury

Medical Condition Other: _____

What is your highest COMPLETED school level? *Tick (✓) one box only*

Year 12 or equ. Year 10 or equ. Year 8 or below

Year 11 or equ. Year 9 or equ. Never attended school
Equ. = equivalent

In which YEAR did you complete that school level? _____

Are you still attending secondary school? Yes No

4. Previous Qualifications

Have you SUCCESSFULLY completed any post-secondary qualifications?

Yes No

If YES, tick (✓) ANY applicable boxes.

- Bachelor Degree or Higher Degree
- Advanced Diploma or Associate Degree
- Diploma (or Associate Diploma)
- Certificate IV (or Advanced Cert/ Technician)
- Certificate III (or Trade Certificate)
- Certificate II
- Certificate I
- Certificates other than these

Please list any qualifications you have completed and the year of completion.

1. _____ Year: _____

2. _____ Year: _____

3. _____ Year: _____

In which country did you complete previous qualifications?

Country: _____

Please provide a brief description of related experience, skills and knowledge you have, in relation to the course/s you are applying for:

English Proficiency

IELTS/English score: _____ Test Date: _____

Attach copies of IELTS certificate or equivalent for English proficiency

Attach certified copies of English transcripts of previous academic background

Attach certified copies of employment testimonials

Credit Transfer & Recognition of Prior Learning (RPL)

Do you wish to apply for Credit Transfers? Yes No

Do you wish to apply for RPL? Yes No

If YES, Application for RPL and or CT Form and certified copies of transcripts from previous qualifications must be provided with this form.

5. Unique Student Identifier (USI)

Have you got a Unique Student Identifier (USI)?

Yes – My USI is: _____

No – If you don't have a USI number, you can apply for one at: www.usi.gov.au/students/create-your-usi

Alternatively, tick the box below to give TAIE permission to apply for the USI number on your behalf, and also to confirm you have read the relevant privacy information, which can be viewed by going to this link: www.usi.gov.au/documents/privacy-notice-when-to-apply-their-behalf

I give TAIE permission to apply for the USI number on my behalf. I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed in the privacy notice.

6. Overseas Student Health Cover (OSHC) *

Do you wish The Academy of International Education to arrange OSHC for you?

Yes, please arrange OSHC on my behalf, with the following coverage:

Single

Family (student + spouse / partner and/or children)

* (BUPA is our preferred OSHC provider)

7. Transferring from another provider having completed LESS than 6 months of principal

Are you wishing to transfer from another registered provider having completed LESS than 6 months of your principal course of study?

Yes No

Do you have a letter of release from the other institution? (Please attach letter. Please also provide notes if applicable)

Yes No

8. Accommodation:

Students wishing to arrange homestay accommodations can directly contact Australian Homestay Network (AHN). Please refer to their website: www.homestaynetwork.org

For information regarding other types of accommodation arrangements, please contact TAIE for further assistance.

9. TERM AND CONDITIONS

1. PAYMENT OF FEES

- 1.1 The Application Fee, OSHC Fee and the Accommodation Assistance Fee (If Applicable) are payable upon enrolment and are non-refundable.
- 1.2 Full fees of the student's initial course or the two semesters of all other courses must be received before the course commences and will be held by The Academy of International Education (Australia) in accordance with the Education Services for Overseas Students Act.
- 1.3 For on-going students, fees must be paid for at least one semester in advance of the semester currently being studied.
- 1.4 Fees are subject to change.
- 1.5 Students repeating units will be required to pay for such units on pro-rata bases based on the contact hours.

For more information see: *Statement of Fees (International)*

2. VISA APPLICATION REFUSED

Student is entitled to a full refund of course tuition fee on provision of evidence of visa refusal.

3. STUDENT DEFAULT

If the student withdraws from a course after the payment of all fees, refunds will be made within 14 days of notification of default from the student in writing and the following will apply:

- 3.1 Withdrawal notified in writing and received by TAIE 10 days or more prior to semester commencement, a refund of fees, minus:
 - The fees noted under section 1.1
 - 25% of the course tuition fee.
- 3.2 Withdrawal notified in writing and received by TAIE between 0-10 weeks prior to semester commencement and before the commencement date, a refund of fees, minus:
 - The fees noted under section 1.1
 - 75% of the course tuition fee.
- 3.3 Withdrawal notified in writing and received by TAIE on commencement date and after the commencement date, no refund of current semester tuition fees.
- 3.4 Visa cancellation
If a student's visa is terminated, there will be no refund of fees for their current semester. Tuition fees paid for future semesters or courses will be refunded less the first 10 weeks fees and 25% of the remaining fees.

All applications for refunds must be made in writing stating the reasons and relevant details to the Administration Coordinators. This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australian's consumer protection laws.

Students are bound by the conditions of their respective visas when changing their education provider. Students who change provider are regarded as students withdrawing after commencement of their program. When granted, refunds will be paid to the student within 4 weeks of written notification.

4. NOTICE OF WITHDRAWAL

If a student is in a situation where they need to apply for withdrawal, they must do the following:

- Apply in writing complete Deferment/Suspension/Cancellation Form
- Address it to the Administration Officer
- State his/her name and student number
- State program and date of commencement
- state reason for withdrawal
- Provide contact details

Notice will not be effective until received by The Academy of International Education (Australia).

5. CODE OF CONDUCT

You must adhere to The Academy of International Education (Australia) Code of Conduct. Failure to do so may lead to expulsion, in which case there will be no refund of tuition fees.

6. INDEMNITY AND RELEASE

I, the student, whose name appears in this application, am aware that certain risks and dangers may be associated with study in a foreign country and participation in associated activities including, but not limited to, participation in optional sporting or recreational activities and travel.

In consideration of The Academy of International Education (Australia) accepting my application for enrolment as a student, I agree that I will not hold it responsible or liable for and will not make any claim against it for any injury, damage or loss to person or property which I may suffer as a result of, or in connection with, or during the period of-

- 1 attendance at the Academy of International Education (Australia) and/or
- 2 participate in any activities whether education, social, recreational or otherwise, conducted or arranged by or on behalf of or by arrangement with The Academy of International Education (Australia) or in any other way associated with The Academy of International Education (Australia) and/or
- 3 whilst in accommodation, whether short term or long term, arranged for me by The Academy of International Education (Australia). On behalf of myself, my executors, administration and assigns I hereby release The Academy of International Education (Australia) from all liability to myself or to any other person for any such injury damage or loss to person or property and from any actions, claims or demands which, if I had not entered into this Agreement, I might hereafter have been entitled to take or make against The Academy of International Education (Australia) in respect of any such injury damage or loss and I hereby indemnify The Academy of International Education (Australia) against any such liability. I agree that this Agreement with the law of the Commonwealth of Australia and dependent upon the applicable legislation of the State in which my study is undertaken.
- 4 I certify that the information I have given is true and that I have read the terms and conditions and agree to be bound by them. I agree that this Agreement shall be governed in all respects by and interpreted in accordance with the law of the Commonwealth of Australia and dependent upon the applicable legislation of the State in which my study is undertaken.

7. PRIVACY STATEMENT

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act 1988, including in relation to the misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs. Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Student Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Student 2007. Information collected about you on this form and during your enrolment can be provided in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

8. Agent's Details

Agent's stamp:

Agent's name: _____

Mailing address for offer letter:

- Home country address; or
- Australian address; or
- Agent's address

9. Applicants Declaration

In signing this Application for Enrolment Form you agree:

- That the information provided on this form is true, correct and complete.
- That I have been provided with appropriate and sufficient information to make an informed decision about your enrolment in this course.
- That I have read and understood TAIE's Privacy Policy and Procedure agree to its statements.
- That I have been provided with detailed information about the fees and charges associated with your course enrolment including information on tuition fees, administration fees, materials fees, payment terms and the applicable Refund Policy and Procedure. I understand that the deposit/ enrolment fee is non-refundable and agree to its requirements.
- That I have been provided with minimum entry requirements and holistic cookery experience requirements.
- I have been advised of minimum level of English proficiency required.
- That I have been provided with information student support services and recourses available to me as a student at TAIE.
- That I have been provided with information about my required 80% attend and course progress and agree to its requirements.

- That I have been made aware of TAIE's Transfer Request Policy & Procedure and agree to its requirements.
- That I have been provided with indicative costs of living in Australia.
- That I have been provided with information disclosing the grounds in which a student's enrolment may be deferred, suspended or cancelled.
- That I have been provided with information about the Complaints and Appeal Policy and Procedure and agree to its requirements.
- That I will provide TAIE with up to date and accurate contact details and notify them within 7 days if anything changes.
- That I am bound by TAIE's Student Code of Conduct, and other student policies and procedures as well as National and State legislation, regulations including any variations that are made from time to time.

I also declare that I have read this form thoroughly and accept the Terms and Conditions. I acknowledge receipt and understanding of course information, fees, student handbook, TAIE's Policy and Procedures, and agree to the conditions stated.

Applicant's Name: _____

Applicant's Signature: _____

Date: _____ / _____ / _____



10. Submitting your application

Application checklist:

- 1. Completed and signed Application for Enrolment Form
- 2. Copy of English translated certificates and academic transcripts
- 3. Copy of IELTS result
- 4. Copy of passport
- 5. RPL/ Credit Transfer Form and certified copies of relevant documents (If Applicable)
- 6. Application fee of AUD\$200.00 (non-refundable) bank draft payable to:

The Academy of International Education (Australia)

Please send this completed application and required attachments to our authorised education agent or direct to:

The Academy of International Education (Australia)

47 Butler Street, Richmond,
VIC 3121, Australia

Phone: (+61 3) 9429 3188
Fax: (+61 3) 9429 6388
Email: enquiry@taie.com.au

OFFICE USE ONLY

Received Date: _____ / _____ / _____

Outcome

- Accept
- Deny
- Conditional

Offer Letter/ Denied Letter

Sent Date: _____ / _____ / _____

Approval

Signature of DOS: _____

Date: _____ / _____ / _____