

Are you currently enrolled at any other RTO? YES NO

If **NO**, are you intending to study concurrently* at AEA? YES NO

If **YES**, have you been released by your current provider? YES NO

Concurrent Study: A student undertakes studies at two different providers simultaneously, complying with the requirements of all the courses enrolled such as maintaining satisfactory course progress and attendance where applicable.

If enrolling for concurrent studies: I undertake to comply with all the course requirements of all the courses that I am enrolled in.

Section 4

Course Selection (All amounts in Australian Dollars)

\$200 Enrolment fee (non-Refundable) is to be submitted along with the application

Please Tick the relevant Course

Code	Course Name	Terms	Payment Options	Fees	
Hospitality					
<input type="checkbox"/>	SIT30816	Certificate III in Commercial Cookery	4 (52 Weeks)	\$3,375 per term x 4 Terms + \$1,200 Materials Fee	\$14,700
<input type="checkbox"/>	SIT40516	Certificate IV in Commercial Cookery	6 (78 Weeks)	\$2,666.60 per term x 6 Terms + \$1,200 Materials Fee	\$17,200
<input type="checkbox"/>	SIT50416	Diploma of Hospitality Management	6 (78 Weeks)	\$2,916.60 per Term x 6 Terms + \$1,200 Materials Fee	\$18,700
<input type="checkbox"/>	SIT60316	Advanced Diploma of Hospitality Management	8 (102 Weeks)	\$2,312.50 per Term x 8 Terms + \$1,200 Materials Fee	\$19,700
Automotive					
<input type="checkbox"/>	AUR30616	Certificate III in Light Vehicle Mechanical Technology	4 (52 Weeks)	\$3,375 per term x 4 Terms + \$800 Materials Fee	\$14,300
<input type="checkbox"/>	AUR40216	Certificate IV in Automotive Mechanical Diagnosis	3 (33 Weeks)	\$2,166.60 per term x 3 Terms + \$800 Materials Fee	\$7,300
<input type="checkbox"/>	AUR50216	Diploma of Automotive Technology	4 (52 Weeks)	\$1,875 per term x 4 Terms + \$800 Materials Fee	\$8,300
Business					
<input type="checkbox"/>	BSB40215	Certificate IV in Business	2 (26 Weeks)	\$2,500 per term x 2 Terms + \$350 Materials Fee	\$5,350
<input type="checkbox"/>	BSB51915	Diploma of leadership and Management	4 (52 Weeks)	\$2,125 per term x 4 Terms + \$350 Materials Fee	\$8,850
<input type="checkbox"/>	BSB50215	Diploma of Business	4 (52 Weeks)	\$2,125 per term x 4 Terms + \$350 Materials Fee	\$8,850
<input type="checkbox"/>	BSB60215	Advanced Diploma of Business	6 (78 Weeks)	\$2,000 per term x 6 Terms + \$350 Materials Fee	\$12,350

How do you wish to pay your courses Fee before the start of your Courses?

50% of the courses Fee Full fee

Students are able to pay full fees if they wish to take advantage of favorable exchange rates or have the convenience of only paying once, **but they are not required to pay more than 50 per cent up front prior to the course commencement.**

Note 1: The course pricing is subject to change without notice. Please contact AEA for the latest prices.

Note 2: Study Period is defined as a term in which student's course progress will be monitored, recorded and assessed and do not include Term breaks or Semester breaks. A term can vary from 10-12 weeks

Bank Details

Please electronically transfer the agreed fees payable as per the student written agreement from SPI as part of the enrolment fee to the following bank account:

Account Name: Australian Education Academy Pty Ltd
BSB: 063 607
Account number: 1067 1123
SWIFT Code: CTBAAU2S

Note: Please provide student's Reference Number while transferring the fees and send remittance advices to: info@aust-education.com.au

Section 5

Terms and Conditions of Enrolment – International Students

Entry Requirements

Entry requirements differ from course to course. These are as defined in the Training and Assessment Strategy for each of the courses and can also be found in the Individual Course Flyers/ AEA Website.

The entry requirements in general are listed below:

Academic

Entry into courses at AEA, requires successful completion of an

- Australian Year 10 or equivalent Qualification for Cert III courses.
- Australian Year 11 equivalent Qualification for Cert IV courses.
- Australian Year 12 equivalent Qualification for Diploma and Advanced Diploma courses or equivalent courses.

Mature age students (21+) without the minimum education requirements will also be considered. A minimum of 3 years' experience would normally be expected but each case will be reviewed individually with relevant work experience evidenced by a work reference letter on company letterhead, work samples and curriculum vitae.

English language

If the student has a satisfactory IELTS score of 5.5 or equivalent the applicant will be admitted to his/her chosen course.

If an applicant cannot produce a satisfactory IELTS score or equivalent, and there are doubts about English language skills to cope in an academic environment, the applicant is advised to enroll at any other provider of his/her choice so as to obtain IELTS score of 5.5 or equivalent, prior to commencing course at Australian Education Academy.

Special Admission Requirements

- All students must be 18 years or over at the time of entry into Australia or at the scheduled course commencement, whichever is earlier.
- In addition to meeting the academic requirements applicants must demonstrate their competence in literacy and numeracy levels when enrolling into the course.

Note 1: For Hospitality courses, Candidates should be able to handle and cook dairy products and non-vegetarian food items including pork and may involve alcohol.

Note 2: For Automotive Students, all students should be physically able to work in an automotive repair facility, if necessary with reasonable adjustment.

Refund

Provider Default

Should Australian Education Academy Pty Ltd be unable to deliver its courses to enrolled students, a full refund of course money will be paid to enrolled students within 2 weeks of the default day which will be determined as the day in which the course was scheduled to commence. Alternatively, the student may be offered an alternative course(s). The alternative course arrangement will be at Australian Education Academy's expense. The student's written acceptance of the alternative course offer will relieve Australian Education Academy's liability to provide a refund to the student.

For full details of Refund Policy please refer to the AEA website / student handbook.

Should the above arrangement not be suitable to the student Australian Education Academy will arrange for its TPS process to promptly offer affected students a place in a suitable alternative course(s). Percentage of fees, for training left to achieve will be refunded to the Student.

Additional information regarding TPS process is available on Australian Education Academy's web site and TPS (<https://tps.gov.au/Home/NotLoggedIn>) web site or by contacting AEA.

Australian Education Academy will only refund prepaid course money directly to the student and not to others.

Non Complementary Fee (All Amounts in Australian Dollars)	
Enrolment Fee (Non-Refundable)	\$200
Re Enrolment Fees	\$300
Repeat Unit Fee	\$300 Per Unit
Re-assessment Fee	\$125 Per Assessment
RPL per Unit	\$175
Administrative Fee – Changes to enrolment Agreement	\$100
Change of course prior to completing one term of study	\$200
Re-issuing of Student ID	\$10
Re-issue of an Academic Transcript, Certificate, Diploma	\$50
Bank Charges	1.5% Surcharge*
OSHC Single/Family	Will vary depending on the provider and at the time of application
Charges for Late Fee Payment	\$10 per day**

*Transaction from Credit Card(s)

** Max will be \$200/month. Due dates will be found on the agreement and it will be included in your fees instalment

Note 1: Students are entitled to 2 free assessment attempts for each theoretical assessment and 1 free assessment attempts for each practical unit. If the student is unsuccessful after these free assessment attempts, they will be required to repeat the whole unit and pay the repeat unit fee.

Note 2: Courses in Hospitality and Automotive require students to be in possession of additional Practical Training Tool kits, such as shoes, Knives, Apron, Overalls, headsets, visors and such other equipment deemed necessary for the conduct of such courses. Without the appropriate kitting students will not be allowed into the kitchens/auto garages.

Prior to a student enrolling, fees may be altered without notice. Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course.

Other Information

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

- No Yes (Tick Appropriate Boxes)
- Hearing/Deaf Physical Intellectual
- Learning Mental Illness Acquired Brain
- Impairment Vision Medical condition

Other

Do you have any special learning needs?

- Yes No

Section 6

Visa Entitlement Verification Online (VEVO)

Authorisation

I authorize AEA to use my personal information to access the VEVO for my enrolment and during my course at AEA to determine my Australian Visa status and Visa conditions that apply to my visa.

Unique Student Identifier

I authorise Australian Education Academy (AEA) to process one-on-one transactions for functions such as; collecting, verifying or viewing my 'Unique Student Identifier'. For any difficulties in creating USI, please contact AEA for guidance. For more information on USI, please visit:

<http://www.industry.gov.au/skills/RegulationReformsAndInitiatives/UniqueStudentIdentifierForVET/Pages/InformationForTrainingProviders.aspx>.

Personal Information

Personal information is collected solely for the purpose of operating as a Registered Training Organization under the National Vocational Regulator Act 2011 administered by the Federal Government – Australian Skills Quality Authority. The information provided by the student to the provider may be made available to Commonwealth and State agencies and the Tuition Protection Services Director and the Secretary, pursuant to obligations under the ESOS Act and the National Code. It is a requirement of the National Vocational Regulator Act 2011 that students can access personal information held by Australian Education Academy and may request corrections to information that is incorrect or out of date. Apply in writing to the RTO Manager if you wish to view your own records

Enrolment & Acceptance

All applications will be assessed by the RTO Manager & Administrative Staff

Payment of Enrollment Fee is payable on submission of Student Enrolment form

An e-COE will be issued on receipt of the signed written agreement and payment of fee.

Declaration

- I declare that the information I supplied on this form is correct and complete.
- I have understood the entry requirements for the course(s) that I am enrolling in.
- I have read and understood AEA's Policies and procedures and/or relevant information contained on AEA's website.
- I have read and understood AEA's policies especially on "Student Fees and Refund Policy", "Deferment, Suspension or Cancellation of Enrolment", "Complaints and Appeals", "Transfer between registered providers", "Monitoring Course Progress", "Re-Assessment" and other policies that are published on the AEA's website and in Students Hand Book.
- I understand that it is my responsibility to provide AEA with USI prior to the course commencement.

- I understand that AEA reserves the right to discontinue or alter any course, subject, Unit of competency, fee, admission requirement, staffing or other arrangement without prior notice. AEA reserves the right to cancel or not offer a program. If any program is cancelled or not offered, AEA will refund all tuition fees in accordance with the provision of Sections 27 and 29 of Education Services for Overseas Students Act 2000. This agreement does not remove the right to take action under Australia's consumer protection laws.
- I understand that all personal information collected by AEA is confidential and may be made available for the relevant Commonwealth and State agencies, and the Fund Manager of the ESOS Assurance Fund. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of the visa condition.

Enrolment Form Checklist

- Completed all sections of the Enrolment form
- Attached verified/certified copies of all necessary documents
- A copy of release letter (if transferring from another provider prior to completion of 6 months into the principal course)
- A copy of passport, Visa or Birth Certificate (if required)
- Evidence of English language (e.g. IELTS)
- Signed and dated the application
- Have you kept a copy of this Enrolment for yourself?

If the applicant is 18 years of age and over

Applicants' Signature

Date

If the applicant is under 18 years of age at the time of application

Guardians' Name

Signature

Date

How did you hear about Australian Education Academy? (You may tick more than one)

Friend Family Internet

Agent (details)

Other

Section 7

FOR OFFICE USE ONLY

Application Approved YES NO

Any Comments on this Application

Staff Name

Signature

Date