

# International Student Application Form

## Section 1

Choose your Intake Month  Year

### Personal Details\*

Title  Mr.  Ms.  Mrs.  Other

Family Name

Middle Name

Given Name

Country of Birth

Date of Birth

Gender  Male  Female  Other

Passport Number

Expiry Date

Country of Issue

Nationality

### Current Location\*

Offshore  Onshore (Please select your visa type)

**Visa Type**  International Student  Working Holiday

Tourist  Other (Please specify)

Expiry Date

If you are aged 24 or below at time of enrolment, enter your VSN. If you are new to the Victorian Education system (VSN) or do not have your VSN, then tick the "No VSN" box:

Victorian Student Number (VSN)\*  No VSN

Unique Student Identifier

No USI

Are you Aboriginal or Torres Strait Islander origin?

Yes, Aboriginal  Yes, Torres Strait Islander  No

## Section 2

### Current Address\* (in Australia)

Street

Suburb

Postcode  State

Mobile

Home Phone

Email Address

**Postal Address\***  Tick if same as above

Address

Suburb

Postcode  State

### Home Country Details\*

Street

Suburb

Postcode  State

Country

Mobile

Home Phone

### Emergency Contact \*

Name

Mobile/Home

Email

## Section 3

### Educational Details\*

Please provide details of your past education including the highest qualification completed. Please provide evidences.

Year Completed	Name of Qualification	Name of the Institution	Country	Duration

### English Language Proficiency\*

English is my first language

I have completed a recognised English test in last 2 years.  
Name of the Test:  IELTS  PTE  CAE  TOEFL  Others \_\_\_\_\_ Score: \_\_\_\_\_ Test Date: \_\_\_\_\_

I am planning to enrol into English language course. Provide course details: \_\_\_\_\_

\* Indicates Mandatory Field

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 you'd like to apply for.

Code	Course Name	Duration (Weeks)	Payment Options	Fees	
<b>Hospitality</b>					
<input type="checkbox"/>	SIT30816	Certificate III in Commercial Cookery	52 Weeks	\$8,500 Tuition fee+ \$1,200 Material Fee	\$9,700
<input type="checkbox"/>	SIT40516	Certificate IV in Commercial Cookery	78 Weeks	\$12,500 Tuition fee + \$1,200 Material Fee	\$13,700
<input type="checkbox"/>	SIT50416	Diploma of Hospitality Management	78 Weeks	\$16,500 Tuition fee + \$1,200 Material Fee	\$17,700
<input type="checkbox"/>	SIT60316	Advanced Diploma of Hospitality Management	102 Weeks	\$17,500 Tuition fee + \$1,200 Material Fee	\$18,700
<b>Automotive</b>					
<input type="checkbox"/>	AUR30616	Certificate III in Light Vehicle Mechanical Technology	62 Weeks	\$10,500 Tuition fee + \$800 Material Fee	\$11,300
<input type="checkbox"/>	AUR40216	Certificate IV in Automotive Mechanical Diagnosis	33 Weeks	\$5,300 Tuition fee + \$800 Material Fee	\$6,100
<input type="checkbox"/>	AUR50216	Diploma of Automotive Technology	52 Weeks	\$6,500 Tuition fee + \$800 Material Fee	\$7,300
<b>Business</b>					
<input type="checkbox"/>	BSB40215	Certificate IV in Business	26 Weeks	\$3,200 Tuition fee + \$300 Material Fee	\$3,500
<input type="checkbox"/>	BSB51918	Diploma of leadership and Management	52 Weeks	\$6,000 Tuition fee + \$300 Material Fee	\$6,300
<input type="checkbox"/>	BSB50215	Diploma of Business	52 Weeks	\$6,000 Tuition fee + \$300 Material Fee	\$6,300
<input type="checkbox"/>	BSB60215	Advanced Diploma of Business	78 Weeks	\$9,500 Tuition fee + \$300 Material Fee	\$9,800
<b>Campus Locations:</b> <input type="checkbox"/> <b>Springvale Campus:</b> 10 Blissington Street Springvale Victoria 3171 <input type="checkbox"/> <b>Fitzroy Campus (Kitchen):</b> 97A Smith Street Fitzroy Victoria 3065 <input type="checkbox"/> <b>City Campus:</b> Suite 2 Level 8 190 Queen Street Melbourne Victoria 3000					

Material fee includes textbook, printed materials and applicable uniform, boots, hospitality kit and ingredient costs as required for the course selected

### Overseas Student Health Cover

It is an Australian Government's requirement that all international students on a student visa must be covered by Overseas Student Health Cover (OSHC). Payment of OSHC needs to occur when you accept your offer. If you are accompanied by family and children, you require the compulsory family policy for OSHC. AEA can arrange visa-length cover with our preferred OSHC provider, upon request.

Do you currently have OSHC?

Yes. (Please, provide details below)

OSHC Provider Name: \_\_\_\_\_

Membership Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

No

I want AEA to organise it for me

I will organise myself

### How do you wish to pay your course 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 favourable 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

\* Indicates Mandatory Field

**Visa Entitlement Verification Online (VEVO) Authorisation**

I authorise 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: <https://www.usi.gov.au/>

**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 Service’s 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 Enrolment 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**

1. I declare that the information I supplied on this form is correct and complete.
2. I have understood the entry requirements for the course(s) that I am enrolling in.
3. I have read and understood AEA’s Student Prospectus including policies and procedures and/ or relevant information contained on AEA’s website.
4. 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.
5. I understand that it is my responsibility to provide AEA with USI prior to the course commencement.

6. 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.
7. I understand that all personal information collected by AEA is confidential and may be made available for the relevant Commonwealth and State agencies, and to the Tuition Protection Service (TPS). 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.

**Application Form Checklist**

- Completed all sections of the Application form
- Completed the Pre Training Review (on the next section)
- 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/PTE)
- Signed and dated the application
- Have you kept a copy of this Application 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

\* Indicates Mandatory Field

## Pre- Training Review Questionnaire

The following questionnaire will provide us a greater understanding of your awareness about the course. The information collected will assist us to identify your specific learner needs and attributes and to determine the suitability of the selected course. Please answer all the questions as best as you can.

**Q1.** Why do you want to study the course(s) you have applied for?

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**Q2.** What are the key aspects of your chosen course(s) that interest you the most?

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**Q3.** Thinking about the delivery of training, which method is ideal for you?

- |   |  |
|---|--|
| <input type="checkbox"/> Classroom/face to face | <input type="checkbox"/> Online learning                                     |
| <input type="checkbox"/> Workplace experience   | <input type="checkbox"/> Blended learning (online learning and face to face) |

**Q4.** Which of the following learning method suit you the best? Tick all applicable.

- |  |   |
|--|---|
| <input type="checkbox"/> Practical/Demonstration                     | <input type="checkbox"/> Discussions                          |
| <input type="checkbox"/> Role-plays                                  | <input type="checkbox"/> Computer based learning              |
| <input type="checkbox"/> Case studies/ written questions and answers | <input type="checkbox"/> Projects / assignment                |
| <input type="checkbox"/> Oral questions / interview /quiz            | <input type="checkbox"/> Group activities (working as a team) |

**Q5.** Do you have any previous qualification and/or work experience in the area of study you have chosen to study at AEA?

- Yes  No If yes, please provide brief description

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**Q6.** Are you changing your area of study from previous studies or work experience?  Yes  No If yes, why?

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**Q7.** Are you applying for Recognition of Prior Learning (RPL) or Credit Transfer for the units successfully completed at another provider?

- Recognition of Prior Learning (RPL)  Yes  No  
Credit Transfer  Yes  No

If yes, please submit the Credit Transfer/RPL for with supporting documents such as official transcript or statement of attainment other evidences to the student administration.

**Q8.** Do you consider yourself to have a disability, impairment or long-term condition?

- Yes, Tick appropriate boxes below.  No

- |   |  |
|---|--|
| <input type="checkbox"/> Hearing / deaf | <input type="checkbox"/> Acquired brain impairment |
| <input type="checkbox"/> Physical       | <input type="checkbox"/> Vision                    |
| <input type="checkbox"/> Intellectual   | <input type="checkbox"/> Medical Condition         |
| <input type="checkbox"/> Learning       | <input type="checkbox"/> Other, please specify:    |
| <input type="checkbox"/> Mental Illness | _____  |

**Q9.** Do you have any special learning needs and physical attributes that may prevent you from completing this training program?  
 Yes  No If Yes, what are they?

.....  
.....  
.....

**INDUSTRY SPECIFIC QUESTIONS**

The following questions are about the specific area of your studies. Only answer the questions from the course you have chosen.

**For Automotive Course only**

**Q10.** Your course requires training and working in automotive workshop or simulated environment which may require physical activities such as working in a confined space, doing heavy lifting or standing for prolonged period of time? Will you be able to undertake such physical tasks?  
 Yes  No

**Q11.** List 3 examples of Personal Protective Equipment (PPE) that you need when working in an automotive workshop?

1. ....  
2. ....  
3. ....

**Q12.** A multi-meter can be used to measure? (Circle the correct answer)

- 1. Voltage
- 2. Current
- 3. Resistance
- 4. All of the above.

**Q13.** Name the following parts in a car:



1. ....



2. ....



3. ....



4. ....

\* Indicates Mandatory Field

**Q14.** Name the following Workplace Health Safety (WHS) signs.



**For Hospitality Course Only**

**Q15.** As part of your hospitality course you must complete required hours of work placement in restaurants, cafes or hotels before a qualification can be completed. Do you understand this requirement?

Yes  No

**Q16.** Are you aware of any difficulties that will prevent you from satisfactorily completing the practical and/or work placement requirements of your course?

Yes. Please specify.  No

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**Q17.** Identify the pictures below and name them? Hints: They are fruit, vegetable, Seafood and meat.



1.



2.



3.



4.



5.



6.



7.



8.



9.

**Q18.** Name the following kitchen tools and equipment.



1.



2.



3.



4.

**For Business Course Only**

**Q19.** Name three types of meeting that would occur on a regular basis in an organisation.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**Q20.** List three items which are usually included in a meeting agenda.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**Q21.** Provide three examples of materials that can be used as presentation aids.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**Q22.** Give examples of three methods that you can use to disseminate information to staff in an organisation.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**Q23.** What is a SWOT Analysis in an organisation?

- It analyses strengths, weaknesses, opportunities and threats
- It analyses strengths, weaknesses, obligations, and threats
- It analyses strengths, weaknesses, opportunities and time
- It analyses sound, water, oxygen and temperature

PTR Evaluation (to be undertaken by designated AEA staff)	
• Does the student understand course and unit information?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Is the course aligned to the student's work/career plans/interest?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Does the student have appropriate work experience or prior knowledge or level of skill and ability to undertake this course successfully?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Can AEA meet the student's and learning methods or styles	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Is the course chosen suitable for the student?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	

Staff Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY	
The application meets the Entry Requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No
All supporting document have been received by AEA	<input type="checkbox"/> Yes <input type="checkbox"/> No
The application is approved for issuing an Offer Letter	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any Comments:	

Staff Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_