

AICL & TAFE Sequentially Delivered Courses Hospitality - Refrigeration & Air Conditioning - Electronic Technology Courses Enrolment Form 2009

Student Details

Family Name _____

Given Name _____

Gender Male Female

Date of Birth Date _____ /Month _____ /Year _____

Nationality _____

Country of Birth _____

Passport No. _____

Visa Type Student Tourist Other

E-mail _____

Address (Australia) _____

Phone _____

Mobile _____

Address (Your country) _____

DIAC Office to apply _____

Accommodation Details

Do you require accommodation? Yes(4 weeks minimum) No

Airport Pick Up? Yes No

➔ Please enclose the AICL Accommodation Application Form.

Guardian Details

If a student is under 18 years of age, a guardian is required.
 ➔ Please enclose the AICL Guardianship Form.

Overseas Student Health Cover(OSHC)*OSHC is compulsory for student visa.

	Single	Family	Single	Family
2 months	\$59.00	\$118.00	6 months	\$177.00 \$354.00
3 months	\$88.50	\$177.00	12 months	\$354.00 \$708.00

A complete list of 2009 OSHC premiums is available upon request.

Payment Details *All payments are to be made in Australian Dollars only.

Enrolment Fee (non-refundable) _____

Tuition Fee English (_____ weeks) _____

Tuition Fee (_____ weeks) _____

Material Fee (English) Under 4 weeks \$80
 1-3 Months \$100
 3- 6 Months \$120
 6- 12 Months \$140

Material Fee _____

Student Health Cover (_____ months) _____

Airport Pick Up Fee _____

Accommodation Placement Fee (non-refundable) _____

Accommodation (_____ weeks) _____

Total Payment Enclosed/Transferred _____

Agent Name

Course Details

Enrolment Fee: \$200 (non-refundable)

Advanced Diploma of Hospitality Management

Component	Duration (weeks)	Fee
Certificate III	52	\$15,140
+ Advanced Diploma	52	\$9,500
Total	104	\$24,640

- Certificate III in Hospitality -Commercial Cookery (CRICOS Code 066650J)
 Advanced Diploma of Hospitality (CRICOS Code 066651G)

Advanced Diploma of Electronic Technology

Component	Duration (weeks)	Fee
Certificate IV	52	\$14,000
+ Advanced Diploma	52	\$14,000
Total	104	\$28,000

- Certificate IV in Electronics and Communications (CRICOS Code 066856F)
 Advanced Diploma of Electronic Technology (CRICOS Code 066857E)

Diploma of H.V.A.C-Refrigeration Engineering*

Component	Duration (weeks)	Fee
Diploma	104	\$32,000

- Diploma of H.V.A.C-Refrigeration Engineering (CRICOS Code 061304A)

*Please consult Marketing Department for intake dates

Course Start Dates

- 02 Feb 2009 20 July 2009
 01 Feb 2010 19 July 2010

Entry Requirements

English: IELTS 5.5
 Academic Requirement: Successful completion of Year 12 (equivalent)

English Course Enrolment

Students not meeting Academic - IELTS 5.5 entry requirement must enroll in the English Academic Purposes (EAP) program. EAP tuition fee (Package Program) is **\$290/week**.

Duration: _____ week(s)

Start Date: _____ / _____ / _____ End Date: _____ / _____ / _____

English Course Start Dates: **Every Monday**

Admission Check List

Attach the following documents;

- Certificate of English Proficiency (if applicable)
 Year 12 certificate (equivalent) or relevant qualification
 Main page of Passport

AICL BANK DETAILS

Account Name : Australian Institute of Commerce and Language Trust A/C
 Account Details : BSB No.032 006 Account No. 187386
 Bank Name : Westpac Banking Corporation
 Reference : Student Full Name
 Branch : 242 Castlereagh Street, SYDNEY NSW 2000 AUSTRALIA

I declare that all information given is current, correct and accurate. I have read and accepted the Terms and Conditions of Enrolment and agree to be bound by them.

Student Signature

Date

Terms and Conditions of Enrolment

Visa Requirements

Student must demonstrate competency in at least 65% of the total subjects attempted in each term. Student also needs to have satisfactory class participation to pass the subject.

Personal and Contact Details

Students have an obligation to notify AICL of a change of address while enrolled in a course with AICL as soon as practicable. Personal information about international students studying with AICL may be shared with the Australian Government and designated authorities, including the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach of a student visa conditions.

Expulsion

The Institute reserves the right to expel students for any serious breaches of discipline.

Fees, Courses, and Timetables

The Institute reserves the right to vary its fees at any time. All courses and timetables are subject to change without prior notice.

Course Requirements and Payment Policy

1. Prospective students must achieve 5.5 IELTS or equivalent to commence the principal course. Those who have not reached this level must study in AICL's General English Program until they are deemed proficient by the ELICOS Director of Studies to commence the principal course.
2. Change of course incurs a \$100 administration fee.
3. Student enrolled in a packaged course (General English plus principal course):
 - 3.1 Must complete the minimum of 6 months in the principal course. No refund will be given in the event of cancellation of the principal course.
 - 3.2 Can have 65% of their unused English tuition fee transferred to the principal course in the event of early completion.
4. If a student has nominated an agent, AICL will honor the agent until the completion of the enrolled course.
5. Tuition fees are payable for 6 months period in advance except for Certificate II and ELICOS courses and where applicable.
6. Student's enrolment can be cancelled due to unsatisfactory course progress, non-attendance or misbehavior.

Cancellation and Refund Policy

1. All applications for refunds must be made in writing to the Accounts Manager.
2. Refunds will be provided in accordance with ESOS ACT 2000
 - 2.1 Within 14 days, if AICL is unable to run an advertised course due to provider defaulting, students can transfer to another AICL course or receive 100% refund.
 - 2.2 Within 28 days after receiving a written claim from the student
 - Tuition fees, OSHC, and Material fee will be refunded in full if visa application is rejected provided that all documents from DIAC or Australian Embassy are supplied. Administration fee of A\$250 applies upon refund application.
 - If the course has commenced and student has not started the course, 50% of tuition fees and 70% of material fees will be refunded if notification of cancellation is received within 28 days from the course start date.
 - If the course has commenced and student has started the course, no refund on tuition fees and material fees will be made. This includes students enrolled in a package course (English + principal course).
 - If the course has not commenced, 50% of tuition fees and 100% of material fees will be refunded in the event of cancellation or withdrawal.
3. Enrolment fee, airport pick up and accommodation placement fees are not refundable under any circumstances.
4. Non-student visa tuition fees are strictly NON REFUNDABLE nor transferable under any circumstances.

5. AICL will not authorize tuition fee transfer to any other institution or to other students.
6. This agreement and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws
7. AICL's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.

Grievance Procedure

Students are entitled to have a personal representative present at any stage during the grievance procedure. And if the student's problem cannot be resolved by AICL, students can seek external assistance from Dept of Fair Trading (Telephone 13 32 20). Please refer to the AICL website for further details.

Recognition of Prior Learning (RPL)

RPL is available on provision of verification at the beginning of a course. Students may ask for RPL if they believe that they already have the skills and knowledge that will be taught and assessed in a subject. (Please refer to the AICL website for further details.)

Condition to Defer Commencement of Course

Students are allowed to defer commencement of a course on medical grounds or other exceptional compassionate circumstances. Please refer to the AICL website for further details.

Other AICL Policies pertaining to:

- | | |
|---|--|
| - Academic Misconduct | - Personal Information Statement |
| - Access and Equity | - Privacy Related to Student Information |
| - Client Support Service | - Reassessment |
| - Continuous Improvement | - Student Assessment |
| - Course Progress | - Welfare and Guidance |
| - Critical Incident | |
| - Discipline | |
| - International Student Transfers | |
| - International Student Deferment , Suspension and Cancellation | |
| - Language, Literacy and Numeracy Skills | |
| - Legal Service | |
| - Management Personal Information | |
| - Occupational Health & Safety | |

(Please refer to the AICL website for further details)

Please note:

Students must sign both sides of the application form and forward both sides of the application form to AICL.

Indemnity Declaration

By signing this declaration, the student agrees that Australian Institute of Commerce and Language, its offers, teachers, employees, representatives and agent shall not be held responsible and/or be under any liability as far as permitted by the laws of Australia and/or will not make any claim against them for the student's death, bodily injury, disability, loss, damages and/or property damage which may be sustained by the student and/or which may be caused by negligence at any premises owned/leased, operated or controlled by Australian Institute of Commerce and Language, the student attending activities and/or excursions and/or in any accommodation arranged for the student. Furthermore, the student agrees to pay any direct and/or excursions organized by or behalf of with the assistance of Australian Institute of Commerce and Language or which the institute has knowledge.

I declare that all information given is current, correct and accurate. I have read and accepted the Terms and Conditions of Enrolment and agree to be bound by them.

Student Signature

Date