

## Enrolment Form 2009 - 2010

### 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 Commerce ( \_\_\_\_\_ weeks) \_\_\_\_\_

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

Material Fee (Commerce) \_\_\_\_\_

Student Health Cover ( \_\_\_\_\_ months) \_\_\_\_\_

Airport Pick Up Fee \_\_\_\_\_

Accommodation Placement Fee (non-refundable) \_\_\_\_\_

Accommodation ( \_\_\_\_\_ weeks) \_\_\_\_\_

**Total Payment Enclosed/Transferred** \_\_\_\_\_

Agent Name

### English Course Details

Enrolment Fee: **\$200 (non-refundable)**

General English (CRICOS Code 035490K) **\$290**

IELTS Preparation (CRICOS Code 036908C) **\$310**

EAP (CRICOS Code 047949C) **\$290**

Package Course (more than 10 weeks) **\$280**

Duration: \_\_\_\_\_ week(s)

Start Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ End Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

English Course Start Dates: **Every Monday (20 hrs. per week)**

English Requirement for IELTS Preparation: Academic IELTS 5.5; EAP: Academic IELTS 5.0

Excursion Fees : Approximately \$20/10 weeks

### Commerce Course Details Enrolment Fee: \$200 (non-refundable)

Business	Duration	Fee
<input type="checkbox"/> Certificate II in Business (CRICOS Code 065244J)	12 weeks	\$1,750
<input type="checkbox"/> Certificate IV in Business (CRICOS Code 065246G)	26 weeks	\$3,500
<input type="checkbox"/> Diploma of Business (CRICOS Code 068799E)	52 weeks	\$7,000
Information Technology		
<input type="checkbox"/> Certificate II in IT (CRICOS Code 060551E)	8 weeks	\$1,750
<input type="checkbox"/> Certificate III in IT (CRICOS Code 060463E)	26 weeks	\$3,500
<input type="checkbox"/> Certificate IV in IT (Networking) (CRICOS Code 060464D)	52 weeks	\$7,000
<input type="checkbox"/> Diploma of IT ( Networking) (CRICOS Code 060465C)	78 weeks	\$10,500
<input type="checkbox"/> Advanced Diploma of IT (Network Security) (CRICOS Code 064668B)	104 weeks	\$14,000
Accounting / Finance		
<input type="checkbox"/> Diploma of Accounting (CRICOS Code 063991A)	52 weeks	\$7,000
<input type="checkbox"/> Advanced Diploma of Accounting (CRICOS Code 063992M)	78 weeks	\$10,500
Printing and Graphic Arts		
<input type="checkbox"/> Certificate III in Printing and Graphic Arts(Graphic Prepress) (CRICOS Code 064357G)	52 weeks	\$14,000
<input type="checkbox"/> Diploma of Printing and Graphic Arts (Printing) (CRICOS Code 064358G)	40 weeks	\$10,000
Children's Services		
<input type="checkbox"/> Certificate III in Children's Services (CRICOS Code 064356J)	26 weeks	\$3,500
<input type="checkbox"/> Diploma of Children's Services (CRICOS Code 064355K)	52 weeks	\$7,000

### Entry Requirements

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

### Commerce Course Start Dates 2009 - 2010

2 Feb 09  27 April 09  20 July 09  12 Oct 09  
 1 Feb 10  26 April 10  19 July 10  11 Oct 10

### Admission Check List

- Attach the following documents;
- Certificate of English Proficiency (if applicable)
  - Year 12 Certificate (equivalent) or relevant qualification
  - Copy of main page of Passport

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. If the unused tuition is more than 4 weeks.
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

### 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 the 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 if the notification of cancellation is received within 28 days before the course started.
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 students 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 tendance 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