



Educating for Excellence

Agent Code/Stamp

Australian Ideal College

RTO No.: 91679 | CRICOS Provider Code: 03053G
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Adelaide Campus: Level 3, 21-23 Rundle Mall, Adelaide SA 5000 Australia
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Application Form for Enrolment

All sections of this document constitute the written agreement between the student and Australian Ideal College Pty Ltd

PLEASE COMPLETE ALL SECTIONS IN BLOCK LETTERS

Campus Location: Sydney Adelaide Hobart Canberra

1. Personal Details (as they appear in your passport)

Family name or Surname _____
Given Name (s) _____
Date of birth ____/DD____/MM____/YYYY Gender Male Female
Place of birth ____/____/____
Country of Citizenship _____ Your first language _____
Passport No. _____ Passport Expiry Date: _____
Visa Category: Student Tourist Working Holiday Other _____
Do you have a disability for which additional assistance may be required?
No Yes→please attach a separate sheet outlining this disability and assistance required
Unique Student Identifier (USI)--You are required to provide USI in the following space. It should be 10 digits (mixture of numbers and letters). Go to the USI website(http://usi.gov.au/Pages/default.aspx) and follow the steps. Your USI _____

2. Contact Details

Address in Home Country _____
City/Town _____ State/Province _____ Postcode _____
Address in Australia _____ State _____ Postcode _____
Currently residing In Australia Outside Australia
Do you need eCoE to apply for a student visa? No Yes→Please advise at which
Visa office you are going to apply for your visa: _____
Town/City _____ Country _____
Phone/Mobile _____ E-mail _____

3. Education History

Applicants must provide certified/attested copies of transcripts and certificates for all previous studies including any professional qualifications in support of this application.
Course Name: _____
Institution _____ Country _____
Date Commenced _____ Date Completed _____

4. English Level (Please provide IELTS or Equivalent Test Result)

IELTS PTE TOEFL Other _____ Score _____

5. Overseas Student Health Cover (OSHC)

Do you have valid OSHC*? No Yes→please provide the following details:
OSHC Provider _____ Membership No. _____ Expiry Date _____
Do you require AIC to arrange OSHC? No Yes→If yes, please indicate which cover are you applying for?
Single Couple Family
*OSHC arrangement is a requirement for student's visa application from DIBP. Single cover is for student only, Couple cover is for the student and spouse/partner and Family cover is for the student and dependants(inc.spouse, partner and dependant children).

6. Parent & Guardian Details (for under 18 years old ONLY)

PARENT DETAILS:
Family Name _____ Given Names _____
Gender M F Relationship to Student Mother Father
Address _____ Postcode _____
Home Phone No. _____ E-mail _____
Do you require AIC to arrange guardianship for you? Yes No→please provide your nominated guardian's passport, driver's licence and contact details*.
*Please note the nominated guardian must be over 21 years old and must be Australian Citizen or Permanent Resident and approved by AIC. AIC requires certified copies of citizenship certificate, AFP report and a proof of residential address.

7. Accommodation and Airport Transfer

Do you want the College to arrange an accommodation for you? No Yes
Do you require airport transfer? No Yes

8. Recognition of Prior Learning (RPL)

Depending on your previous studies and work experience, we are able to give you credit or exemptions from certain course modules at the time of application. Do you wish to apply for RPL?
No Yes→I would like to apply for RPL assessment.

9. Select Your Preferred Courses* (Please check availability)

ENGLISH LANGUAGE COURSES:

General English (069362D) No. of preferred week of study _____
English for Academic Purposes (066513G) No. of preferred week of study _____
Start Date: ____/DD____/MM____/YYYY

ACCOUNTING COURSES*(THE DURATION MAY VARY IF YOU APPLY FOR A PACKAGE):

Certificate III in Accounts Administration (086438C) 26 weeks
Certificate IV in Accounting (088885G) 52 weeks
Diploma of Accounting (088881A) 52 weeks
Advanced Diploma of Accounting (088882M) 78 weeks

Select your preferred intake dates:

2018: 08 Jan 12 Feb 09 Apr 14 May 09 Jul 13 Aug 08 Oct 12 Nov
2019: 07 Jan 11 Feb 08 Apr 13 May 08 Jul 12 Aug 07 Oct 11 Nov
2020: 06 Jan 10 Feb 06 Apr 11 May 06 Jul 10 Aug 05 Oct 09 Nov

BUSINESS & MANAGEMENT COURSES:

Certificate III in Business Administration (086865F) 26 weeks
Certificate IV in Business Administration (087043C) 26 weeks
Diploma of Leadership and Management (088883K) 52 weeks
Advanced Diploma of Leadership and Management (088884J) 78 weeks

Select your preferred intake dates:

2018: 08 Jan 109 Apr 14May 14 Jun 09 Jul 13 Aug 08 Oct 12 Nov
2019: 07 Jan 11 Feb 08 Apr 13 May 08 Jul 12 Aug 07 Oct 11 Nov
2020: 06 Jan 10 Feb 06 Apr 11 May 06 Jul 10 Aug 05 Oct 09 Nov

INTERPRETING & TRANSLATING COURSES:

Diploma of Interpreting (LOTE-English) (095447E) 26 weeks
Bangla Mandarin Spanish
Advanced Diploma of Translating (095448D) 26 weeks
Chinese Bangla Nepali

Select your preferred intake dates*:

2018: 08 Jan 09 Apr 14 May 4 Jun 09 Jul 13 Aug 08 Oct 12 Nov
2019: 07 Jan 11 Feb 08 Apr 13 May 08 Jul 12 Aug 07 Oct 11 Nov
2020: 06 Jan 10 Feb 06 Apr 11 May 06 Jul 10 Aug 05 Oct 09 Nov

10. Payment

For your benefit by taking the advantage of current low exchange rate of Australian Dollar and also avoid any possible increase of the College's tuition fees to be applied to the remaining unpaid fees, I would like to pay now as follows in order to obtain eCoE (electronic Confirmation of Enrolment):

Whole amount of tuition fee Half of tuition fee

11. Checklist

Have you
Completed all sections of this application?
Enclosed a copy of qualifications including academic transcripts?
Enclosed a copy of your passport?
Enclosed a copy of English proficiency test?
Other supporting documents (if applicable)

12. Declaration and Signature (This application form MUST be signed by the applicant.)

I DECLARE

- I have read and fully understand the Terms and Conditions of Enrolment at the back of this form;
 - That the information given in this application form and supporting documents is true and correct;
 - That I have access to sufficient funds to cover Tuition Fee payments, living expenses and other related expenses incurred by me and my dependants during my enrolment at Australian Ideal College (AIC);
 - That I have personally signed this form
 - That I agree to abide by the rules of admission, enrolment and progression of AIC;
 - To inform AIC immediately of any change to the information I have given in this application form
- #### I UNDERSTAND
- That AIC may obtain official records from any institution I have previously attended;
 - That all documents submitted with this application become the property of AIC;
 - That I will be responsible for paying all the expenses related to the study of my course at AIC including the tuition fees, living expenses and other related expenses;
 - That in order to be admitted to AIC I must meet the academic and English language requirements set by AIC and student visa requirements set by the Department of Immigration & Border Protection (DIBP).

Your Signature: _____ Date of Signature: _____

Parent/Guardian's Signature**:

**For applicants under 18 years old at the time of application, a parent or guardian's signature is required.

TERMS AND CONDITIONS OF ENROLMENT*

ORIENTATION-It is essential you attend orientation. All students are expected to start on the course commencement date shown on their Confirmation of Enrolment (CoE). If you do not commence your course or make arrangements for an alternative start date within five (5) working days of your CoE start date, the College will cancel your CoE for non-commencement of studies and you must postpone your course to the next available intake and pay \$100 for reissuing each new CoE.

TRANSFER TO ANOTHER PROVIDER – A release letter will not be provided for transfer or withdrawal before six months in the principal course (being the highest qualification level in a packaged courses), except after consideration of limited circumstances. Students must pay all outstanding fees prior to issuing a letter of release.

PACKAGE COURSE – A Course offered as a package is considered as one course and the commencement date is counted from the first course. Once you are enrolled in a package course, you may not apply for a refund of the second and subsequent courses after the commencement date of the first course.

FULL TIME STUDY (ATTENDANCE REQUIREMENT) - Australian law requires international students to study at a full-time study load. A full-time study load is normally a minimum of 20 hours per week for the registered study period. Please be aware that if your attendance drops below 80% over any 10-weeks period, the College is required to review your involvement, counsel you, implement an intervention strategy and, if poor attendance persists and it is unlikely that you can bring your overall attendance to the 80% when you finish the course, the College has to report you to the Department of Immigration and Border Protection (DIBP). The report to DIBP may lead to the cancellation of your student visa.

TEACHING HOURS - 20 hours per week face to face teaching for English Courses; 15 hours per week face to face teaching plus 5 hours distance/online learning for VET courses.

SATISFACTORY ACADEMIC PROGRESS - If you do not have satisfactory academic progress, you will be reported to DIBP which may lead to cancellation of your student visa. Unsatisfactory academic progress is defined as failing more than 50% of units in any two consecutive study periods (20 weeks). A failure in more than 50% of units in one study period (10 weeks) will trigger a review of academic progress by the College and the implementation of an intervention strategy.

SPECIAL LEAVE REQUEST - Regular holidays are scheduled for vocational students throughout the year. Requests for leave outside the set holidays will be approved under compassionate and compelling circumstances only. Leave requests must be received in writing with supporting documents. Fees continue to be payable while on leave. Students will need to extend their course at additional expense to cover all classes and assessments missed.

EXPULSION – AIC reserves the right to suspend or expel students for serious breaches of discipline. No refund will be made in such cases.

DISCONTINUATION OF ENROLMENT - If you wish to discontinue your course, you will need to contact Student Services immediately and formally request your enrolment to be cancelled by completing the Course Variation Request Form which is available at the reception or on our website. An administration fee \$500 will be charged for any discontinuation of enrolment or termination of studies. Application for termination of studies must be made in writing two (2) weeks before the commencement of the next term. Application will only be processed if student has paid the Administration fee \$500 and the current semester fee. If application is received after the deadline, student is obliged to pay the next semester fee. No refund will be given to all fees paid. If a student has not maintained satisfactory attendance and / or course progress up to the time of transfer or cancellation, the process of reporting the student to the DIBP will continue, even though the student is no longer officially enrolled with AIC (as per Standard 7 of the National Code).

DEFERMENT, SUSPENSION AND CANCELLATION – The College will only grant a deferment of commencement of studies for compassionate and compelling circumstances. Where you have deferred commencement in a Course and you then cancel the Course, the original Course Start Date before requesting for deferment will be used as the Course Start Date to determine whether a refund is to be made. A CoE revision fee \$100 will be charged for each course. The College may suspend or terminate your enrolment due to unpaid fees, general or academic misconduct, or unsatisfactory attendance and academic progress in accordance with the policies. These policies also include information about the students' right to access the College's appeals and grievance procedures which can be found on the Student Handbook.

CHANGE OF CONTACT DETAILS – You must advise the College of your residential address, telephone number and email address and of any subsequent changes to your residential address within 7 days. It is your responsibility and in your own best interests to ensure that you always update your contact details at the College or via the College's online RTOManager system to ensure you can receive important information about your course, fees and possible breaches of your student visa.

PRIVACY – Pursuant to the National Code 2007, your personal information may be made available by AIC to the Australian Government and designated authorities and, if relevant, 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 a student visa condition.

TUITION FEES - Tuition fees refer to the total course fees and do not include application fees, RPL fees, Material fees, Textbook fees, Stationary Fees and Cost of living.

FEES AND WITHDRAWALS - Once accepted the offer, you are responsible for the full course fees. It is your responsibility to pay the fees on time. You may withdraw of your own volition but all fees are due and payable. If you withdraw or are dismissed or are otherwise excluded from the course, all fees are due and payable.

CHANGE OF TIMETABLE FEE - Once you have been enrolled in the timetable selected by you but wish to change it afterwards, you will be required to pay \$100 administration fee.

OVERDUE AND LATE FEES - Students must pay each and every instalment on or before the due date. The College does not have to provide "reminder" notices. Failure to pay by the due date will attract a late payment penalty \$200 and the student will not be permitted to attend classes or appear for assessments, nor shall the College grant any administrative requests. The College reserves the right to cancel your enrolment, notify DIBP and take legal action where fees remain overdue. All recovery costs will be charged to you in addition to the outstanding fees. Where a fee is more than 14 days overdue, your enrolment will be cancelled. To rejoin, a re-enrolment fee \$200 will apply and all outstanding payments and penalties must be paid.

OTHER FEES -

\$200-Non-refundable Enrolment fee	\$30 for reissuing letter of confirmation of studies
\$625 for repeating a unit of competency for Certificate III and Certificate IV courses	\$30 for issuing each attendance letter or transcript before course completion
\$830 for repeating a unit of competency for Diploma and higher courses	\$30 for reissuing each attendance letter or transcript
\$700 for repeating a unit of competency for Interpreting and Translating courses	\$100 for reissuing each Certificate of Qualification
\$50 for late assessment task submitted after the due date	\$150 for re-assessing per unit of competency within two (2) months after the course finish date
\$100 for reissuing an eCoE	\$300 for re-assessment per unit of competency two (2) months after course finish date
\$500 administration fee for discontinuation of enrolment or cancellation of studies	\$150 for late re-assessment submitted after the due date
\$20 for reissuing a lost student card	\$0.2 per page for black & white print/copy; \$1.0 per page for colour print/copy
\$100 Application fee for Recognition of Prior Learning (RPL)	\$250 per subject for Recognition of Prior Learning (RPL)

CANCELLATION AND REFUND POLICY

- All tuition fees and charges must be paid in full prior to course commencement if your course duration is less than 24 weeks unless a "payment plan" is arranged with AIC. 50% of the tuition fees and all charges must be paid prior to course commencement if your course duration is more than 24 weeks. Student tuition fees are safeguarded by the Tuition Protection Service (TPS).
- Applicant must complete the refund application form and submit it with any supporting documents to AIC. Refunds will be processed within 28 days of receipt of a refund application form and supporting documents and will include a Refund Calculation Form explaining how the refund is calculated.

2.1 Grounds for Refund of Tuition Fee:

Enrolment/application fee, Material fee, Administration fee, Accommodation Placement fee, Guardian Placement fee, Airport Transfer fee, RPL fee, Textbook fee, Stationary fee	Non Refundable
Withdrawal for visa refusal in writing and received by AIC before course commencement	100% refund of tuition fee
Withdrawal for visa refusal in writing and received by AIC after course commencement	100% refund of the unused tuition fee
Withdrawal notified in writing and received by AIC 28 days or more prior to course commencement	50% refund of the tuition fee
Withdrawal notified in writing and received by AIC less than 28 days prior to course commencement and before the commencement date	30% refund of the tuition fee
Withdrawal notified in writing and received by AIC on the original course commencement date or after the course commences	No refund of tuition fee
If a student's enrolment is terminated for failure to comply with AIC's policies and procedures and DIBP's visa requirements	No refund of any fee
All refunds will attract \$200 administration fee	

- In the unlikely event that AIC is unable to deliver the course, AIC will either offer the student an alternative place which is acceptable to the student, or if you are not satisfied with the replacement, you will receive a refund of the unexpended tuition fees which you have paid to AIC. To be more specific, it means that the refund is only eligible for the unused pre-paid tuition fee. You cannot get refund for any fee you have used or you have not paid. The refund will be paid to you within 14 days of the day on which the course ceased being provided. The Tuition Protection Service (TPS) Director will facilitate access for you to the course placement. The TPS normally uses an online placement service to give you all the information you need so you understand your options and can choose an alternative course that best suits you.
- Fees not listed on 2.1 will not be refunded. 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. If a course length is extended by the student then any fee increases will be required to be paid for the extended component of the course. If a course length is extended due to the updates of training package required by the government, then the student is required to pay any fee increases for the extended component of the course.
- This agreement and the availability of complaints and appeals processes, do not remove the right of the student to take action under Australia's consumer protection laws.

Fee Structure Guidelines (in Australian Dollars Only)*

Enrolment Fee (Non-refundable): \$200

Course Name	CRICOS	Duration	Tuition	Material Fee
General English	039362D	1-72 weeks	\$330 per week	1 – 4 weeks: \$40 5 – 12 weeks: \$70 13 – 28 weeks: \$140 29 weeks more:\$220
English for Academic Purposes	066513G	12-24 weeks		
Certificate III in Accounts Administration	086438C	26 weeks	\$4000	\$0
Certificate IV in Accounting	088885G	52 weeks	\$8000	\$0
Diploma of Accounting	088881A	52 weeks	\$10000	\$0
Advanced Diploma of Accounting	088882M	78 weeks	\$15000	\$0
Certificate III in Business Administration	086865F	26 weeks	\$4000	\$0
Certificate IV in Business Administration	087043C	26 weeks	\$4000	\$250
Diploma of Leadership and Management	088883K	52 weeks	\$10000	\$500
Advanced Diploma of Leadership and Management	0888884J	78 weeks	\$15000	\$500
Diploma of Interpreting (LOTE-English)	095447E	26 weeks	\$8000	\$600
Advanced Diploma of Translating	095448D	26 weeks	\$8000	\$600

Overseas Student Health Cover (OSHC)* (for reference only)				Other charges (Optional)	
Length	Single	Couple	Family	Items	Fees
1 month	\$43	\$114	\$146	Accommodation Placement	\$300
3 months	\$123	\$342	\$501	Homestay Fee (single room - 4 weeks):	\$1180
6 months	\$246	\$684	\$1002	Airport Pickup	\$150 (one way)
9 months	\$369	\$1026	\$1503	Guardian Placement Fee	\$300
12 months	\$492	\$1368	\$2004	Guardian Fee (for under 18 only)	\$50 per week
24 months	\$996	\$3168	\$4620	Homestay & Guardian Inspection Fee	\$300
*Subject to change at the time of payment.				Bank Charge if Payment is made outside Australia	\$30

*Australian Ideal College reserves the right to vary its intakes, fees and timetables with prior notice to students.

Payment Methods

All payments must be made in AUSTRALIAN DOLLARS.

1. Bank cheques or Bank Drafts shall be made payable to:

Australian Ideal College Pty Ltd

OR

2. Telegraphic Transfer or Direct Deposit to:

Account Name: Australian Ideal College Pty Ltd
 BSB No.: 062-099
 Account No.: 1063-7411
 Swift Code: CTBAU2S
 Bank Name: Commonwealth Bank of Australia
 Bank Address: Pitt Street & Martin Place
 Sydney NSW 2000 Australia

OR

3. Credit Card Payment*:

- Only **Visa** and **MasterCard** are accepted; and,
- A 2% surcharge will apply on credit card payment.

*Credit Card Payment Authorisation Form can be downloaded from our website: www.aic.edu.au or can be given on request.