



## 2016 Application for Enrolment Form

Applicant Details			
First Name		Surname Name (as per passport)	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth	____/____/____ (day) (month) (year)
Nationality		Country of Birth	
Residential Address (in Australia)	Suburb/City:		
	Post Code:		
	Address (In Overseas)		
Home Phone		Mobile	
Email Address			
Emergency Contact Name			
Emergency Contact Phone		Relationship to emergency contact	
Course Preferences			
Course Code & Title Please Select	<p><b>The English as an Additional Language (EAL)</b></p> <p><input type="checkbox"/> 22258VIC Certificate IV in EAL (Further Study) (22 weeks)</p> <p><b>Business</b></p> <p><input type="checkbox"/> BSB30115 Certificate III in Business (16 weeks)</p> <p><input type="checkbox"/> BSB40215 Certificate IV in Business (16 weeks)</p> <p><input type="checkbox"/> BSB51915 Diploma of Leadership and Management (52 weeks)</p> <p><input type="checkbox"/> BSB61015 Advanced Diploma of Leadership and Management (46 weeks)</p> <p><b>Automotive</b></p> <p><input type="checkbox"/> AUR30316 Certificate III in Automotive Electrical Technology(52 weeks)</p> <p><input type="checkbox"/> AUR30616 Certificate III in Light Vehicle Mechanical Technology (52 weeks)</p> <p><input type="checkbox"/> AUR40816 Certificate IV in Automotive Mechanical Overhauling (23 weeks)</p> <p><input type="checkbox"/> AUR50216 Diploma of Automotive Technology ( 26 weeks)</p> <p><b>Building and Construction (Building)</b></p> <p><input type="checkbox"/> CPC30211 Certificate III in Carpentry (52 weeks)</p> <p><input type="checkbox"/> CPC40110 Certificate IV in Building and Construction (Building) (52 weeks)</p> <p><input type="checkbox"/> CPC50210 Diploma of Building and Construction (Building) (78 weeks)</p> <p><b>Building and Construction (Site Management and Management)</b></p> <p><input type="checkbox"/> CPC40508 Certificate IV in Building and Construction (Site Management) (52 weeks)</p> <p><input type="checkbox"/> CPC50308 Diploma of Building and Construction (Management) (78 weeks)</p> <p><input type="checkbox"/> CPC60212 Advanced Diploma of Building and Construction (Management)(39 weeks)</p> <p><b>Plumbing</b></p> <p><input type="checkbox"/> CPC32413 Certificate III in Plumbing (52 weeks)</p> <p><input type="checkbox"/> CPC40912 Certificate IV in Plumbing and Services (52 weeks)</p>		



<b>Not Currently Available to International Students:</b> <input type="checkbox"/> CPC30313 Certificate III in Concreting (52 weeks) <input type="checkbox"/> AHC30916 Certificate III in Landscape Construction ) (52 weeks) <input type="checkbox"/> CPC31411 Certificate III in Construction Waterproofing (44 weeks) <input type="checkbox"/> CPC30111 Certificate III in Bricklaying/Blocklaying (52 weeks) <input type="checkbox"/> CPC50108 Diploma of Building Surveying (78 weeks) <input type="checkbox"/> MEM30305 Certificate III in Engineering - Fabrication Trade (52 weeks)	
Course Start Date	____/____/____ (day) (month) (year)
<b>Other Details (International Students)</b>	
Passport Number	
USI Number	
Current Visa Status	<input type="checkbox"/> Student <input type="checkbox"/> Tourist <input type="checkbox"/> Working holiday <input type="checkbox"/> Other ↪ If other, please specify?
If you will be applying for a Student Visa, at which DIBP office will you apply?	<input type="checkbox"/> Offshore <input type="checkbox"/> Onshore
Do you have Overseas Student Health Cover (OSHC)?	<input type="checkbox"/> <b>Yes</b> , if YES OSHC provider name: <input type="checkbox"/> <b>No</b> , if No ↪ <input type="checkbox"/> Please arrange OSHC for me <input type="checkbox"/> I will arrange my own OSHC ↪ Details of OSHC: <input type="checkbox"/> Single <input type="checkbox"/> Couple <input type="checkbox"/> Family <input type="checkbox"/> One dependant (Spouse or Child) <input type="checkbox"/> More than one dependant
<b>Employment Status</b>	
Of the following categories, which BEST describes your current employment status?	<input type="checkbox"/> Full time Employee <input type="checkbox"/> Employed - unpaid family worker <input type="checkbox"/> Part time Employee <input type="checkbox"/> Unemployed - seeking full time work <input type="checkbox"/> Self-employed (not employing others) <input type="checkbox"/> Unemployed - seeking part time work <input type="checkbox"/> Employer <input type="checkbox"/> Not employed - not seeking employment
<b>Your Background</b>	
Are you of Aboriginal or Torres Strait Islander Origin?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Were you born in Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No ↪ If NO what was your Country of Birth:
Do you speak a language OTHER THAN English at home?	<input type="checkbox"/> Yes <input type="checkbox"/> No ↪ If YES, which language do you usually speak?
How well do you speak English?	<input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at All
Do you require any language, literacy or numeracy assistance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any disabilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No ↪ If YES, please specify?



Do you have any special needs which may affect your learning?	<input type="checkbox"/> Yes <input type="checkbox"/> No ↪ If YES, please specify?  Attach supporting material where applicable
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**Prior Education**

What is your highest COMPLETED school level?	<input type="checkbox"/> Year 9 or lower <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 12
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In which YEAR did you complete that school level?	<input type="checkbox"/> Overseas <input type="checkbox"/> Australia
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Since leaving school, have you COMPLETED any of the following qualifications? (✓ all that apply)	<input type="checkbox"/> Trade Certificate <input type="checkbox"/> Advanced/Technician Certificate <input type="checkbox"/> Other Certificate <input type="checkbox"/> Associate Diploma <input type="checkbox"/> Undergraduate Diploma <input type="checkbox"/> Degree or Postgraduate Diploma ↪ If YES, what was the name of the qualification(s)?
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**English Level**

English Language Level of Proficiency Achieved?	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced  Proficiency Score _____  Test (IELTS, PTE, TOEFL, etc) _____
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**Recognition of Prior Learning**

Are you seeking Recognition of Prior Learning?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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**The information you have provided in this Application for Enrolment will remain private and confidential**

**Attachments**

Please attach the following to this application (✓ if attached):

- Copy of Passport/ID
- Copy of Evidence of English language test/proficiency
- Evidence of completion of Year 12 or its equivalent
- Certified copies of Academic Transcripts
- Other, please specify?



## Fees/Refund Policy

Fees are levied on all of our courses.

### Refunds

If an application for a student visa is rejected for an international student applying for enrolment from Onshore or offshore, then all course fees will be refunded in full provided that documentary evidence is supplied within fourteen (14) days of visa rejection. The Application fee will not be refunded.

### Conditions under which Australian Industrial Systems Institute will refund course fees:

- If the offered course does not start on the scheduled starting date or an alternative agreed starting day.
- If the course ceases to be provided after the course starts but before the course is completed
- If a course is not provided fully to the student because we have had a sanction imposed by either ASQA or DEEWR under either the SNVR and/or the ESOS Act 2000.

and the student has not withdrawn prior to provider default.

In the unlikely event that AISI is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by an alternative provider at no extra cost to you.

You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement.

**In the unlikely event that AISI is unable to provide a refund or place the student in an alternative course offered by AISI, Tuition Protection Scheme (TPS) administered by the Commonwealth will place the student in a suitable alternative course at no extra cost to the student.**

**In the event that the Commonwealth managed Tuition Protection Scheme (TPS) cannot place the student in a suitable alternative course or this is not possible, the student will be eligible for a refund as calculated by the TPS Fund Manager. Please refer to [www.aei.gov.au](http://www.aei.gov.au) for more information on TPS.**

### Refunds paid if a student does not commence or withdraws from the course:

If a student withdraws from a course at anytime after the commencement date of the course **No Refund** will be made, except -

We will refund the total course fees we received from the student paid prior to either the course commencement date or the student withdrawal date less:

In the case of a student withdrawal:

- 20% of the course fees if we receive more than 27 days notice of withdrawal
- 40% of the course fees if we receive less than 28 days notice of withdrawal
- If a student withdraws from a course at anytime after the commencement date of the course **No Refund** will be made.

## How did you hear about AISI?

- AISI website  
  Exhibition/Fair  
  Magazine/Newspaper  
  facebook  
 Family/Friend, is the Family/Friend a current or former AISI student?  
 Yes  
 NO, if Yes please specify \_\_\_\_\_  
 Education agent (agent name) \_\_\_\_\_  
 Other, please specify \_\_\_\_\_

## Declaration and Signature

I declare that I have read the above and understand the information provided. I confirm that the information I have provided in this application for enrolment is true and correct.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_