# 2016 Application for Enrolment Form

## Applicant Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Surname Name (as per passport)</td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td>Male [ ] Female [ ]</td>
</tr>
<tr>
<td>Date of Birth</td>
<td><strong>/</strong>/____ (day) (month) (year)</td>
</tr>
<tr>
<td>Nationality</td>
<td></td>
</tr>
<tr>
<td>Country of Birth</td>
<td></td>
</tr>
</tbody>
</table>

## Residential Address (in Australia)

- Suburb/City: [ ]
- Post Code: [ ]

## Address (in Overseas)

- Home Phone: [ ]
- Mobile: [ ]

## Emergency Contact Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
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<tbody>
<tr>
<td>Emergency Contact Name</td>
<td></td>
</tr>
<tr>
<td>Emergency Contact Phone</td>
<td></td>
</tr>
<tr>
<td>Relationship to emergency contact</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

## Course Preferences

**Course Code & Title**

- **The English as an Additional Language (EAL)**
  - 22258VIC Certificate IV in EAL (Further Study) (22 weeks)

- **Business**
  - BSB30115 Certificate III in Business (16 weeks)
  - BSB40215 Certificate IV in Business (16 weeks)
  - BSB51915 Diploma of Leadership and Management (52 weeks)
  - BSB61015 Advanced Diploma of Leadership and Management (46 weeks)

- **Automotive**
  - AUR30316 Certificate III in Automotive Electrical Technology (52 weeks)
  - AUR30616 Certificate III in Light Vehicle Mechanical Technology (52 weeks)
  - AUR40816 Certificate IV in Automotive Mechanical Overhauling (23 weeks)
  - AUR50216 Diploma of Automotive Technology (26 weeks)

- **Building and Construction (Building)**
  - CPC30211 Certificate III in Carpentry (52 weeks)
  - CPC40110 Certificate IV in Building and Construction (Building) (52 weeks)
  - CPC50210 Diploma of Building and Construction (Building) (78 weeks)

- **Building and Construction (Site Management and Management)**
  - CPC40508 Certificate IV in Building and Construction (Site Management) (52 weeks)
  - CPC50308 Diploma of Building and Construction (Management) (78 weeks)
  - CPC60212 Advanced Diploma of Building and Construction (Management) (39 weeks)

- **Plumbing**
  - CPC32413 Certificate III in Plumbing (52 weeks)
  - CPC40912 Certificate IV in Plumbing and Services (52 weeks)
<table>
<thead>
<tr>
<th>Not Currently Available to International Students:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ CPC30313 Certificate III in Concreting (52 weeks)</td>
</tr>
<tr>
<td>☐ AHC30916 Certificate III in Landscape Construction (52 weeks)</td>
</tr>
<tr>
<td>☐ CPC31411 Certificate III in Construction Waterproofing (44 weeks)</td>
</tr>
<tr>
<td>☐ CPC30111 Certificate III in Bricklaying/Blocklaying (52 weeks)</td>
</tr>
<tr>
<td>☐ CPC50108 Diploma of Building Surveying (78 weeks)</td>
</tr>
<tr>
<td>☐ MEM30305 Certificate III in Engineering - Fabrication Trade (52 weeks)</td>
</tr>
</tbody>
</table>

Course Start Date: __/__/_____
(day) (month) (year)

Other Details (International Students)

<table>
<thead>
<tr>
<th>Passport Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>USI Number</td>
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</tbody>
</table>

Current Visa Status: ☐ Student ☐ Tourist ☐ Working holiday ☐ Other
If other, please specify?

If you will be applying for a Student Visa, at which DIBP office will you apply?
☐ Offshore ☐ Onshore

Do you have Overseas Student Heath Cover (OSHC)?
☐ Yes, if YES OSHC provider name: ☐ No, if No
☐ Please arrange OSHC for me
☐ I will arrange my own OSHC

Details of OSHC:
☐ Single ☐ Couple ☐ Family
☐ One dependant (Spouse or Child)
☐ More than one dependant

Employment Status

Of the following categories, which BEST describes your current employment status?
☐ Full time Employee
☐ Part time Employee
☐ Self-employed (not employing others)
☐ Unemployed - seeking part time work
☐ Employer
☐ Employed - unpaid family worker
☐ Unemployed - seeking full time work

Your Background

Are you of Aboriginal or Torres Strait Islander Origin?
☐ Yes ☐ No

Were you born in Australia?
☐ Yes ☐ No
If NO what was your Country of Birth:

Do you speak a language OTHER THAN English at home?
☐ Yes ☐ No
If YES, which language do you usually speak?

How well do you speak English?
☐ Very Well ☐ Well ☐ Not Well ☐ Not at All

Do you require any language, literacy or numeracy assistance?
☐ Yes ☐ No

Do you have any disabilities?
☐ Yes ☐ No
If YES, please specify?
Do you have any special needs which may affect your learning?  

<table>
<thead>
<tr>
<th>☐</th>
<th>Yes</th>
<th>☐</th>
<th>No</th>
</tr>
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If YES, please specify?  
Attach supporting material where applicable

<table>
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<tr>
<th><strong>Prior Education</strong></th>
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| What is your highest COMPLETED school level?  
☐ Year 9 or lower  ☐ Year 10  ☐ Year 11  ☐ Year 12 |
| In which YEAR did you complete that school level?  
☐ Overseas  ☑ Australia |

Since leaving school, have you COMPLETED any of the following qualifications? (☑ all that apply)  

<table>
<thead>
<tr>
<th>☑</th>
<th>Trade Certificate</th>
<th>☑</th>
<th>Advanced/Technician Certificate</th>
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<tbody>
<tr>
<td>☑</td>
<td>Other Certificate</td>
<td>☑</td>
<td>Associate Diploma</td>
</tr>
<tr>
<td>☑</td>
<td>Undergraduate Diploma</td>
<td>☑</td>
<td>Degree or Postgraduate Diploma</td>
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</table>

If YES, what was the name of the qualification(s)?  

<table>
<thead>
<tr>
<th><strong>English Level</strong></th>
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| English Language Level of Proficiency Achieved?  
☑ Beginner  ☑ Intermediate  ☑ Advanced |

Proficiency Score _______________

Test (IELTS, PT, TOEFL, etc) _________

<table>
<thead>
<tr>
<th><strong>Recognition of Prior Learning</strong></th>
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</table>
| Are you seeking Recognition of Prior Learning?  
☐ Yes  ☐ No |

The information you have provided in this Application for Enrolment will remain private and confidential

<table>
<thead>
<tr>
<th><strong>Attachments</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Please attach the following to this application (☑ if attached):</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>☑</th>
<th>Copy of Passport/ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>Copy of Evidence of English language test/proficiency</td>
</tr>
<tr>
<td>☑</td>
<td>Evidence of completion of Year 12 or its equivalent</td>
</tr>
<tr>
<td>☑</td>
<td>Certified copies of Academic Transcripts</td>
</tr>
<tr>
<td>☑</td>
<td>Other, please specify?</td>
</tr>
</tbody>
</table>
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 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 _____/_____/____