

APPLICATION FOR ENROLMENT

1. Student's Details

Title Mr Ms Miss Other

Surname or Family Name _____

First Name _____

Gender Male Female Age _____

Date of birth / / Nationality _____

Email _____

Passport No: _____ Visa type _____

Address in home country- _____

_____ Postcode _____

Tel _____ Mobile _____

Address in Australia (if applicable) _____

_____ Postcode _____

Tel _____ Mobile _____

Person to Contact in an Emergency

Name _____ Relationship _____

Address _____

_____ Postcode _____

Tel _____ Mobile _____

Email _____

Accommodation required Yes No

If yes, (subject to availability) Single room Share room

Airport reception required Yes No

Overseas Student Health Cover Single Family

Are you apply for RPL Yes No

2. Employment History (if applicable)

Employer _____

Date: / / to / /

Job description _____

3. Education and Experience Background

Highest qualification _____

IELTS/English score _____

Have you enrolled in a similar course elsewhere? Yes No

Previous study undertaken with English as the language of instruction:

Yes No If yes, for how many years? _____

Attach copies of IELTS certificate or equivalent for English proficiency

Attach certified copies of English transcripts of previous academic background

Attach certified copies of employment testimonials

4. Course Details

Course name(s) 1. _____ 2. _____

Course start date(s) Month/Year: /

5. Agent's Details

Agent's stamp

Agent's name _____

Mailing address for offer letter:

Home country address Australian address Agent's address

6. Declaration

Please sign declaration

I certify that I have read this form thoroughly. I accept the Terms and Conditions, the Indemnity and Release and Privacy statement as set out on the reverse if my enrolment is accepted. I acknowledge receipt and understanding of course information brochure, fees brochure, student prospectus, TAIE corporate information and agree to the conditions stated. All information provided by me is correct and complete as at the date of enrolment.

Signed (Student) _____ Date: / /

7. Submit your application

Application checklist:

1. Completed and signed application for enrollment form
2. Copy of English translated certificates and academic transcripts
3. Copy of IELTS level of 5.5 or equivalent
4. Copy of passport details
5. Application fee of A\$100.00 (non-refundable) bank draft payable to:
The Academy of International Education (Australia)

Please send this completed application to our authorized education agent or:

The Academy of International Education (Australia)

47 Butler Street, Richmond, Victoria 3121, Australia

Phone: (+61 3) 9429 3188

Fax: (+61 3) 9429 6388

Email: enquiry@taie.com.au

OFFICE USE ONLY

Received date: / / Offer Letter Number _____

Accept

Deny

Conditional

Signature of Training Manager or Nominee _____ Name _____ Date / /

TERM AND CONDITIONS

1. PAYMENT OF FEES

- 1.1 The Application Fee, Enrolment Fee, Airport Reception Fee and the Accommodation Assistance Fee are payable upon enrollment and are non-refundable.
- 1.2 Full fees of the student's initial course or the two semesters of all other courses must be received before the course commences and will be held by The Academy of International Education (Australia) in accordance with the Education Services for Overseas Students Act.
- 1.3 For on-going students, fees must be paid for at least one semester in advance of the semester currently being studied.
- 1.4 Fees are subject to change.
- 1.5 Students repeating units will be required to pay for such units on pro-rata bases based on the contact hours.

2. VISA APPLICATION REFUSED

Student is entitled to a full refund of course fee on provision of evidence of refusal.

3. STUDENT DEFAULT

If the student withdraws from a course after the payment of all fees, refunds will be made within 14 days of notification of default from the student in writing and the following will apply:

- 3.1 Withdrawal notified in writing and received by TAIE 10 weeks or more prior to semester commencement, a refund of fees, minus:
 - The fees noted under section 1.1
 - 25% of the course tuition fee.
- 3.2 Withdrawal notified in writing and received by TAIE between 0-10 weeks prior to semester commencement and before the commencement date, a refund of fees, minus:
 - The fees noted under section 1.1
 - 75% of the course tuition fee.
- 3.3 Withdrawal notified in writing and received by TAIE on commencement date and after the commencement date, no refund of current semester tuition fees.
- 3.4 Visa cancellation
If a student's visa is terminated, there will be no refund of fees for their current semester. Tuition fees paid for future semesters or courses will be refunded less the first 10 weeks fees and 25% of the remaining fees.

All applications for refunds must be made in writing stating the reasons and relevant details to the Administration Manager. This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australian's consumer protection laws.

Students are bound by the conditions of their respective visas when changing their education provider. Students who change provider are regarded as students withdrawing after commencement of their program. When granted, refunds will be paid to the student within 4 weeks of written notification.

4. NOTICE OF WITHDRAWAL

If a student is in a situation where they need to apply for withdrawal, they must do the following:

- Apply in writing
- Address it to the Administration Manager
- State his/her name and student number
- State program and date of commencement
- state reason for withdrawal
- Provide contact details

Notice will not be effective until received by The Academy of International Education (Australia).

5. HOMESTAY

For all students living in a Home-stay, the following conditions apply:

- * Requests for Home-stay accommodation must be received 4 weeks prior to arrival.
- * There is a minimum stay of 4 weeks which must be paid for in advance. Home-stay fees are payable thereon to your host family each fortnightly, in advance.
- * If the request for Home-stay accommodation is cancelled after notification of the student's flight details, or after the student has arrived in Australia, the first 4 weeks of Home-stay payment may not be refundable. Extenuating circumstances will be considered if submitted in writing to the Administration Manager.
- * Students are expected to live according to the house rules of the Home-stay family.
- * The school reserves the right to deny or cancel Home-stay arrangement for students deemed unsuitable.
- * The school will find an alternative Home-stay for a student who has a valid reason for moving. If a student requests a change of Home-stay for any other reasons, a further Home-stay Booking Fee will be charged.

6. AIRPORT RECEPTION

Airport Reception must be booked and paid for at the same time as payment of tuition fees. The cost of reception is not refundable if the service is not utilised by the student. When a student arrives on a late night flight, it may be necessary for the student to cover the cost of one night's accommodation in a moderately priced hotel.

7. CODE OF CONDUCT

You must adhere to The Academy of International Education (Australia) Code of Conduct. Failure to do so may lead to expulsion, in which case there will be no refund of tuition fees.

8. TRANSLATIONS

Where there is a difference in meaning of interpretation, the English language will apply.

INDEMNITY AND RELEASE

I, the student, whose name appears in this application, am aware that certain risks and dangers may be associated with study in a foreign country and participation in associated activities including, but not limited to, participation in optional sporting or recreational activities and travel.

In consideration of The Academy of International Education (Australia) accepting my application for enrolment as a student, I agree that I will not hold it responsible or liable for and will not make any claim against it for any injury, damage or loss to person or property which I may suffer as a result of, or in connection with, or during the period of-

- 9.1 attendance at the Academy of International Education (Australia) and/or**
- 9.2 participate in any activities whether education, social, recreational or otherwise, conducted or arranged by or on behalf of or by arrangement with The Academy of International Education (Australia) or in any other way associated with The Academy of International Education (Australia) and/or**
- 9.3 whilst in accommodation, whether short term or long term, arranged for me by The Academy of International Education (Australia). On behalf of myself, my executors, administration and assigns I hereby release The Academy of International Education (Australia) from all liability to myself or to any other person for any such injury damage or loss to person or property and from any actions, claims or demands which, if I had not entered into this Agreement, I might hereafter have been entitled to take or make against The Academy of International Education (Australia) in respect of any such injury damage or loss and I hereby indemnify The Academy of International Education (Australia) against any such liability. I agree that this Agreement with the law of the Commonwealth of Australia and dependent upon the applicable legislation of the State in which my study is undertaken.**
- 9.4 whilst under the care of the carer appointed. I certify that the information I have given is true and that I have read the terms and conditions and agree to be bound by them. I agree that this Agreement shall be governed in all respects by and interpreted in accordance with the law of the Commonwealth of Australia and dependent upon the applicable legislation of the State in which my study is undertaken.**

PRIVACY STATEMENT

Information on this application form will be used, where applicable, for the purposes of assessing a student's application, accepting a student's enrolment, assessing a student's welfare needs (if any), processing and advising a student of their assessment results and other communications to a student as required.

Personal information may be collected from, or disclosed to, relevant bodies for the verification of a student's previous qualifications, and it may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund. The Academy of International Education (Australia) is required by legislation to inform DIAC of certain changes to a student's enrolment and any breach by a student of a student visa condition relating to attendance or satisfactory academic performance.

A student has a right to access personal information that The Academy of International Education (Australia) holds about them, subject to legislation. If a student wishes to access or inquire about the handling of their personal information, please contact the school on +(61 3) 9429 3188.