



Educating for Excellence

Australian Ideal College

Registered as Australian Ideal College Pty. Ltd.

ABN: 15 126 592 756

NTIS Code: 91679 CRICOS Provider Code: 03053G

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Application Form for Business Courses

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

1. Personal Details (PLEASE USE BLOCK LETTERS)

Please print your name as it appears in your passport

Family Name _____
 Given Name(s) _____
 Sex M F Date of Birth ____/DD____/MM____/YYYY
 Nationality _____ Passport No. _____
 Are you currently in Australia? Yes No
 If YES, what visa do you currently hold _____
 Are you applying for a student visa? Yes No
 If YES, at which DIAC office are you going to apply for your visa?

2. Contact Details

Address in Home Country _____
 _____ Tel _____
 Address in Australia (if known) _____
 _____ Tel _____
 E-mail _____
Person to contact in an Emergency:
 Full Name _____ Relationship _____
 Address _____
 _____ Tel _____
 E-mail _____

3. Course Preference (SELECT YOUR PREFERRED COURSES)

(Please refer to the fees detailed on the reverse side of this form)

BSB40507 Certificate IV in Business Administration (071193J) 26 weeks
 BSB51107 Diploma of Management (071194G) 33 weeks
 BSB60407 Advanced Diploma of Management (071195G) 33 weeks

Commencement Dates*:

2011:	17 Jan 04 Jul	21 Feb 08 Aug	11 Apr 26 Sept	16 May 31 Oct
2012:	16 Jan 02 Jul	20 Feb 06 Aug	09 Apr 24 Sept	14 May 29 Oct
2013:	14 Jan 08 Jul	18 Feb 12 Aug	08 Apr 30 Sept	13 May 04 Nov

Note: AIC reserves the right to vary intakes at anytime without prior notice.

4. Education and Experience

Highest qualification: _____
 Awarding Institution: _____
 Have you been employed in the area covered by the course you applied for?
 Yes No
 (If you have, you may be eligible for Recognition of Prior Learning. Contact the DOS for further information)
 Have you undertaken IELTS test in the last 24 months?
 Yes No If YES, Overall score ____ Date of Test _____
 Your own assessment of your English level
 Elementary Intermediate Advanced
 The reason you want to take our course
 Career Academic Personal

4. Education and Experience (CONTINUED)

Other reasons to take our course: _____
 Do you have any disability that will affect in your learning environment?
 Yes No If YES, please specify _____
 Please attach **verified** evidence of qualifications, work experience (if relevant) and IELTS results. Please make sure you refer to the specific entry requirements that apply to the course you are applying for. These requirements are detailed in the Student Brochure. All courses require applicants 18 years and above and proficiency in English equivalent to the level of IELTS 5.5 or higher.

5. Accommodation and Airport Pickup

Do you want Australian Ideal College to arrange an accommodation* for you?
 Yes No If YES, for how many weeks? ____ (minimum 4 weeks)
 Food or animal allergies _____
 Religion _____
 Do you want to be picked up at the airport? Yes No

6. Fee Details

(Please refer to the fees detailed on the reverse side of this form)

Enrolment Fee(not refundable)	A\$ <u>200</u>
Tuition Fee	A\$ _____
Assessment Resit Fee	A\$ _____
Homestay Assistant Fee-optional (not refundable)	A\$ _____
Homestay Fee (minimum 4 weeks)	A\$ _____
Airport pick-up Fee-optional (not refundable)	A\$ _____
OSHC(Overseas Student Health Cover)	
Single Family ____ months	A\$ _____
Total Fees to pay	A\$ _____

Please make sure your payment is paid to Australian Ideal College Pty. Ltd. No obligation is enforced on Australian Ideal College until funds are cleared and an official receipt is issued.

7. Name or Stamp of Agent (IF APPLICABLE)

8. Student Declaration

(Please read the Terms and Conditions of Enrolment on the reverse side of this form)

The information is collected on this form and during my enrolment in order to meet Australia Ideal College obligations under the ESOS Act and the National Code 2007, and to ensure students' compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.

Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

I understand the terms of this Contract and the refund conditions and confirm that I have been fully advised of the fees, refund conditions and conditions of enrolment and agree to be a student at Australia Ideal College.

Student's Name _____
 (Please print in English)

Signed (Student) _____ **Date** _____

Terms and Conditions of Enrolment

TRANSFER – 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 package of courses), except after consideration of limited circumstances. Students must pay all outstanding fees and accepted invoices prior to issuing a letter of release.

PRIVACY – Student's personal information may be made available by AIC to Commonwealth and State delegated agencies and the ESOS Assurance Fund Manager.

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

HOLIDAY 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.

SUSPENSION and CANCELLATION – Where a student has had their enrolment cancelled by Australian Ideal College and where the appeal process has not been sought by the student or the appeal process has been unsuccessful, no refund will apply

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

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.

OVERDUE FEES - Should fees be overdue more than seven days, a late payment penalty \$200 will incur and you 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 DIAC and take legal action where fees remain overdue. All recovery costs will be charged to you in addition to the outstanding fees.

OTHER FEES

- \$150 re-assessment fee per unit of competency.
- \$400 for repeating a particular unit of competency for Certificate IV course.
- \$625 for repeating a particular unit of competency for Diploma or Advanced Diplom course.
- \$50 for late assessment task submitted after the due date without trainer's permission.
- \$50 for reissuing an eCoE
- \$100 Application fee for Recognition of Prior Learning (RPL)
- \$150 per subject for Recognition of Prior Learning (RPL)
- \$25 for reissuing letter of confirmation of studies
- \$25 for issuing of each attendance letter or transcript before course completion
- \$25 for reissuing of each attendance letter or transcript.
- \$50 for reissuing of each Certificate of Qualification.
- \$15 for reissuing a lost student card.
- \$1.0 per page for colour copy
- \$0.8 per page for colour print
- \$0.3 per page for black & white copy
- \$0.2 per page for black & white print

REFUND POLICY

- All fees and charges must be paid in full prior to course commencement unless a "payment plan" is arranged with AIC. Student tuition fees are safeguarded through the use of insurance and assurance schemes mandated by Australian Legislation.
- Applicant must complete the refund application form and submit to AIC. Refunds will be processed within 28 days of receipt of a refund application form and will include a Refund Calculation Form explaining how the refund is calculated.
 - Grounds for Refund of Tuition Fee:

• Visa refused before course commencement	100% refund of tuition fees
• Visa refused after course commencement	100% refund of the unused tuition fees
• Withdrawal notified in writing and received by AIC 28 days or more prior to course commencement	50% of the tuition fees will be forfeited.
• Withdrawal notified in writing and received by AIC less than 28 days prior to course commencement and before the commencement date	70% of the tuition fees will be forfeited.
• Withdrawals notified in writing and received by AIC on the course commencement date or after the course commences	No refund of tuition fees.
• If a student's enrolment is terminated for failure to comply with AIC's policies and procedures and DIAC's visa requirements	No refund of tuition fees.
- In the unlikely event that AIC is unable to deliver the 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 AIC 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. If AIC is unable to provide a refund or place you in an alternative course our Tuition Assurance Scheme (TAS) ACPET will place you in a suitable alternative course at no extra cost to you. Finally, if ACPET can not place you in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place you in a suitable alternative course or, if this is not possible, you will be eligible for a refund as calculated by the Fund Manager.
- 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.

Student's Signature*: _____ Date: _____

Note: *Students who apply for VET courses must be over 18 years old on or before the course

Fee Structure Guidelines (in Australian Dollars Only)

Enrolment Fee (Non-refundable) \$200

Tuition Fee

BSB40507 Certificate IV in Business Administration (071193J) \$4000
BSB51107 Diploma of Management (071194G) \$5000
BSB60407 Advanced Diploma of Management (071195G) \$5000

Course Material Fee

BSB40507 Certificate IV in Business Administration (071193J) \$250
BSB51107 Diploma of Management (071194G) \$250
BSB60407 Advanced Diploma of Management (071195G) \$250

Overseas Student Health Cover (OSHC)* (for 2011 only)

Length	Single Person	Family
1 Month	\$35.75	\$71.5
3 Months	\$107.25	\$214.5
6 Months	\$214.5	\$429
9 Months	\$321.75	\$643.5
12 Months	\$429	\$858
24 Months	\$806.52	\$1613.04

*Subject to change at the time of application.

Optional Fees

Accommodation Placement Fee (one-off) \$250
Homestay Fee (single room - 4 weeks) \$1120
Airport Pickup Fee (one way) \$150

Payment Methods

All payments should 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: CTBAAU2S
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.idealcollege.com.au or can be given on request.