



ENROLMENT APPLICATION FULL TIME COURSES

PERSONAL DETAILS

How did you learn about AICA Education?

Website Advert Family/Friend Agent Other

Your name (as shown on your passport)

Family Name _____

Given Name _____

Preferred Name _____

Title Mr Mrs Ms Miss Other

Male Female

Date of Birth _____
Day Month Year

Are you under 18 years Yes No

Place of Birth _____

Citizenship _____

Passport Number _____

Address in Australia _____

Telephone _____

Mobile _____

Address in Home Country _____

Telephone _____

Country Code Area Code Local Number

Fax _____

Country Code Area Code Local Number

Email _____

Name Address and phone no of next of kin _____

Name: _____

Address: _____

Phone Number: _____

Name and contact details for person responsible for
Paying tuition fees:

When do you want to start?

Day Month Year

How long do you want to study for _____

What kind of visa are you applying for

Have you got a current visa Yes No

If yes, what kind of visa _____

What is the expiry date _____

Do you wish AICA to provide Overseas Student Health
Cover

Yes No

If no, which Health Fund _____

Membership No _____ Expiry Date _____

Letter of Preliminary Approval (if applicable) _____

LEVEL OF ENGLISH

Is English your first language? Yes No

If yes, at which level _____

Have you previously studied English? Yes No

If yes, at which level _____

Have you recently taken an English proficiency test

yes no Which one _____
(IELTS/TOEFL/Cambridge Test)

Score _____ Date of Test _____

(Attach a certified true copy of your results)

EDUCATIONAL RECORD (PREVIOUS AND CURRENT)

Original or certified true copies of academic records must be attached when applying for RPL (recognised prior learning). Official English translations are required for documents in another language.

Qualification	School/Institution	Country	Duration of Study	Date Completed

PROPOSED STUDY PROGRAM

FULL TIME STUDY:

I wish to commence study at the AICA Education in the following course:

- | | | |
|--------------------------|--|-------------------------------|
| <input type="checkbox"/> | Diploma of Graphic Design 39148QLD | (CRICOS Course Code 064089A) |
| <input type="checkbox"/> | Certificate III in Printing and Graphic Arts
(Graphics Pre-press) | (CRICOS Course Code 063635K) |
| <input type="checkbox"/> | above packaged with Diploma of Graphic Design | |
| <input type="checkbox"/> | Diploma of Ikebana & the Arts- 30661QLD | (CRICOS Course Code 022814B) |
| <input type="checkbox"/> | Diploma of Visual Arts- 39227QLD | (CRICOS Course Code 06207B) |
| <input type="checkbox"/> | Certificate IV in Visual Arts- CUV40103 | (CRICOS Course Code 059001A) |
| <input type="checkbox"/> | Diploma of Photoimaging-39147QLD | (CRICOS Course Code 059845A) |
| <input type="checkbox"/> | Certificate IV in Photoimaging -CUV40403 | (CRICOS Course Code 059002M) |
| <input type="checkbox"/> | Diploma of Community Services Work CHC50608 | (CRICOS Course Code 064497G) |
| <input type="checkbox"/> | Certificate IV in Training and Assessment | (CRICOS Course Code 056702G)* |
| <input type="checkbox"/> | Apply First Aid HLTF301B * | |
| <input type="checkbox"/> | Certificate III in Aged Care CHC30208* | |

SHORT COURSES:

I wish to commence study at the AICA Education in the following course:

- | | | | |
|--------------------------|-------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | Photoimaging* | <input type="checkbox"/> | Pre – Press & Graphics * |
| <input type="checkbox"/> | Visual Arts (Drawing) * | <input type="checkbox"/> | Visual Arts (Ceramics) * |

* Only offered to international students if student visa not required.

REFUND POLICY

(Please read carefully and acknowledge)

- 1 The deposit fee is non-refundable if student cancels or is not accepted.
- 2 Course fees are refunded in full if a visa application is rejected.
- 3 Course fees are refunded in full if a student cancels more than 45 days before the course commences.
- 4 If a student cancels his/her application 45 days or less before the course commences, a cancellation fee of 10% of course fees will be charged.
- 5 No refund of fees is given after a student has commenced studying.
- 6 AICA will pay the amount of refund within 4 weeks after receiving a written claim from the student.
- 7 AICA will pay the refund amount to the person who enters into the contract with AICA, unless the person gives a written direction to AICA to pay the refund to another party.
- 8 AICA will pay the refund amount in the same currency in which the fees were paid, unless payment in that currency is impracticable.
- 9 This agreement does not remove a student's right to take further action under Australia's consumer protection laws.
- 10 AICA's dispute resolution process does not circumscribe a student's right to pursue other legal remedies.

TRANSFER POLICY

- 1 Requests for transfer should be made in writing by the student, and accompanied by a letter of acceptance from the receiving school.
- 2 All transfers to other schools will incur a standard charge of 20% of the total amount of tuition fees held on behalf of the student.
- 3 If you are transferring to AICA from another school, you must supply a letter of release from your current school and you must have a satisfactory record of attendance.

DECLARATION

- I declare that the information provided on this form is true and complete
- I acknowledge that AICA reserves the right to vary or reverse the decision regarding admission or enrolment made on the basis of incorrect or incomplete information.
- I understand the refund policy outlined above
- I understand and accept that I must abide by all terms and conditions of my visa.
- I agree to pay all fees owing by the payment date.
- I agree to advise the college immediately if there are any changes to my residential address, e-mail address and telephone number. It is my responsibility to ensure that I always update my address details at the college to ensure that I receive important information about my course, fees or possible breach of my visa.
- I authorize the college to provide the Australian Government, on request, information contained in my application, enrolment details, attendance records, current address and information regarding my entry into and my stay in Australia.
- I understand that any school-aged dependants accompanying me to Australia will be required to pay full fees if they are enrolled in a school in Australia.
- I understand that when group transportation is supplied by AICA for field trips, I will be invoiced accordingly
- I understand that any additional costs incurred (e.g. printing, materials) will be invoiced at the end of each term and payable in full.
- I understand that I may be charged a levy depending on the course enrolled.

Students or Guardians Signature: _____
(if under 18 years of age)

Date: _____

CONDITIONS OF ENROLMENT AT AICA- FULL TIME

1. I understand that should any course be cancelled by AICA then a full refund of all monies will be refunded within thirty working days of the cancellation.
2. I understand that should I cancel in writing within forty five (45) or more days prior to the commencement of the first day of the course then all monies will be refunded.
3. I understand that should the cancellation be less than forty five (45) days then a 10% administration fee will apply and 90% of all fees paid will be refunded to me.
4. I understand that the deposit is non-refundable.
5. I understand that course fees are not refundable once a course has commenced. Any applicable refund will be paid to the person who originally paid the course fees. I understand that the fees may change at any time.
6. I accept that AICA reserves the right to increase material costs and subject levies.
7. I understand that when group transportation is supplied by AICA for field trips, I will be invoiced accordingly.
8. I understand that AICA has the right to cancel a course if there are an insufficient number of candidates.
9. I understand that payments of all courses are to be made by Cash / Credit Card / Bank Cheque / Personal Cheque/ Money Order or by Direct Deposit payable to AICA. All invoices are to be paid in full prior to the commencement of each term.
10. I understand that I must fulfil the requirements of the course to the satisfaction of the course tutor and attend all course components to be eligible for a Statement of Attainment, Certificate II, III & IV in Visual Arts, Certificate IV in Photoimaging, Certificate IV in Training & Assessment, Diploma of Graphic Design, Diploma of Ikebana & the Arts, Diploma of Photoimaging, Diploma of Visual Arts - whichever the case may be.
11. I understand that failure on my part to complete any written assignments on time and to a satisfactory standard will affect my certificate/diploma grade. I also understand that there will be an additional charge of \$100.00 per unit for any re-submissions of assignments.
12. I understand that if I do not fulfil all course requirements satisfactorily, I will not receive a Statement of Attainment, Certificate or Diploma - whatever the case may be.
13. I understand that the following may affect my grade and be grounds for dismissal from the course:
 - Lack of punctuality on my part
 - Failure on my part to cooperate reasonably and treat with respect other trainees, students and the AICA personnel.
 - Illegal drug use
 - Attending classes intoxicated
14. I understand that AICA reserves the right to check student bags and lockers if they suspect a student of drug/alcohol abuse. This will only occur after there has been evidence of socially unconscionable and threatening behaviour from the student. The check would require two members of staff to be involved and a written report to be made.

15. AICA expects the behaviour and demeanour of trainees to be of a professional standard and any disruptive behaviour that inhibits or disrupts the learning process for other trainees and that is deemed unsuitable may result in exclusion from class. No refunds will be given for exclusion for disruptive behaviour. It is a requirement that trainees complete all set course evaluation and assessment tasks and failure to complete will result in no-issue of Certificates and/or Diplomas.
16. I will accept as final all decisions made by AICA in regards to course changes, certification, grading and dismissal from the course.
17. I understand that, if I am absent due to illness or unexpected family commitments, I will contact AICA Head Office immediately and that I must make up all work missed. Arrangements to do so will be finalised at AICA's discretion.
18. I accept financial responsibility for any books, materials or equipment borrowed by me from AICA.
19. I understand that I am responsible for providing the necessary books and materials to complete the course.
20. I understand that upon successful completion of the course, AICA will advise and guide me in seeking employment but will not guarantee or arrange such employment.
21. I have read and understand the requirements as shown in the Student Handbook and Enrolment Application document.
22. AICA accepts no responsibility or liability for loss, damage or corruption of data on any equipment owned or controlled by AICA.
23. I understand Internet usage is limited to sites for AICA work only, Email usage is for study related issues only.
24. I understand that if I fail to pay the fees in full that AICA has the right to hold onto any of my work including portfolios until payment is made. AICA also has the right to not release my Certificate/Diploma if fees are not paid in full.
25. I understand that I will be responsible for the payment of all necessary materials as required, and any further costs incurred (eg. printing etc) will be invoiced at the end of each term and payable in full.
26. International Students need to maintain at least an 80% attendance rate as per Visa their conditions.
27. I understand that if I require recognition of prior learning (RPL), \$100.00 will be charged per applicable unit.
28. AICA Education takes no responsibility for students while swimming, playing tennis/squash and any other recreational activities while on the AICA premises.
29. AICA accepts no liability of loss or damage to cars, bicycles, and personal property while on AICA's premises.

Student Signature

Student Name

Date

Witness Signature

Witness Name

Date