



ENROLMENT APPLICATION

AUSTRALIAN STUDENTS

FULL TIME COURSES

How did you learn about AICA Education?

Website Advert Family/Friend School Other

ENROLMENT INFORMATION

Course starting date: _____
Day Month Year

How long to you want to study for: _____

Your course requires the use of a laptop. Do you have a:

PC Mac

PERSONAL DETAILS

Your name (as shown on your birth certificate)

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: _____

Driving Licence No: _____

Address: _____

Telephone: _____

Mobile: _____

Email: _____

NEXT OF KIN DETAILS

Name: _____

Address: _____

Telephone: _____

Relationship to you: _____

Name & contact details of person responsible for paying tuition fees:

EDUCATIONAL RECORD (Previous & Current)

Original or certified true copies of academic records must be attached when applying for RPL (recognised prior learning).

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:

- Diploma of Graphic Design 39148QLD
- Certificate III in Printing and Graphic Arts (Graphics Pre-press)
above **packaged** with Diploma of Graphic Design
- Diploma of Ikebana & the Arts 30661QLD
- Diploma of Visual Arts 39227QLD
- Certificate IV in Visual Arts CUV40103
- Diploma of Photoimaging 39147QLD
- Certificate IV in Photoimaging CUV40403
- Diploma of Community Services Work CHC50608
- Apply First Aid HLTF301B
- Certificate III in Aged Care CHC30208
- Certificate IV in Interior Decoration LMF40408
- Diploma of Interior Design & Decoration LMF50408
- Advanced Diploma of Interior Design LMF60408

SHORT COURSES:

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

- Photoimaging
- Visual Arts (Drawing)
- Pre – Press & Graphics
- Visual Arts (Ceramics)

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 student cancels more than 45 days before the course commences.
- 3 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.
- 4 No refund of fees is given after a student has commenced studying.
- 5 AICA will pay the amount of refund within 4 weeks after receiving a written claim from the student.
- 6 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.
- 7 This agreement does not remove a student's right to take further action under Australia's consumer protection laws.
- 8 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.

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 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.
- I authorize the college to provide the Australian Government, on request, information contained in my application, enrolment details, attendance records and current address.
- 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.

Student's Signature: _____

Date: _____

Guardian's 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 insufficient numbers of candidates.
9. I understand that payments for 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 IV in Visual Arts, Certificate IV in Photoimaging, Diploma of Graphic Design, Diploma of Ikebana & the Arts, Diploma of Photoimaging, Diploma of Visual Arts, Cert IV in Interior Decoration, Diploma of Interior Design and Decoration, Advanced Diploma of Design - 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 – whichever 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/or 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 non-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 (e.g. printing, etc) will be invoiced at the end of each term and is payable in full.
- 26. I understand that if I require recognition of prior learning (RPL), \$100.00 will be charged per applicable unit.
- 27. AICA Education takes no responsibility for students while swimming, playing tennis/squash and any other recreational activities while on the AICA premises.
- 28. 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