



# ENROLMENT APPLICATION CERTIFICATE IV IN TRAINING & ASSESSMENT

## How did you learn about AICA Education?

Website  Advert  Family/Friend  Other

## ENROLMENT INFORMATION

Course starting date: \_\_\_\_\_  
Month      Year

## PERSONAL DETAILS

Family Name: \_\_\_\_\_

Given Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Title     Mr     Mrs     Ms     Miss     Other

Male             Female

Date of Birth: \_\_\_\_\_  
                            Day            Month            Year

Place of Birth: \_\_\_\_\_

Driving Licence No: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_  
\_\_\_\_\_

## BUSINESS DETAILS

Business/Company Name: \_\_\_\_\_  
\_\_\_\_\_

Position held: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

## 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 21 days before the course commences.
- 3 If a student cancels his/her application 21 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 2 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.

## 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 understand that any additional costs incurred (e.g. printing, materials) will be invoiced and payable in full.

**Student's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## CONDITIONS OF ENROLMENT AT AICA

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 AICA has the right to cancel a course if there are insufficient numbers of candidates.
8. 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 the course.
9. 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.
10. 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.
  - 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

11. 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.
12. 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.
13. I will accept as final all decisions made by AICA in regards to course changes, certification, grading and dismissal from the course.
14. 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.
15. I accept financial responsibility for any books, materials or equipment borrowed by me from AICA.
16. I understand that I am responsible for providing the necessary books and materials to complete the course.
17. I have read and understand the requirements as shown in the Enrolment Application document.
18. AICA accepts no responsibility or liability for loss, damage or corruption of data on any equipment owned or controlled by AICA.
19. I understand Internet usage is limited to sites for AICA work only, email usage is for study related issues only.
20. AICA Education takes no responsibility for students while swimming, playing tennis/squash and any other recreational activities while on the AICA premises.
21. 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