



Student Application Form for Enrolment

RTO CODE: 30645 | CRICOS CODE: 03677G

VIC CAMPUS – SUITE 1, LEVEL 6, 341 QUEEN STREET, MELBOURNE VIC – 3000

NSW CAMPUS - UNIT 2, 67 – 69 MARKET ST., WOLLONGONG NSW - 2500

STUDENTSERVICE@AIST.EDU.AU | WWW.AIST.EDU.AU | M: 0461 543 335 | ABN: 13 103 369 151 | ACN: 103 369 151



REFERRAL SOURCE

<input type="checkbox"/> Internet	<input type="checkbox"/> Network Source	<input type="checkbox"/> Already/previously enrolled in another unit
<input type="checkbox"/> Recommended by past student	<input type="checkbox"/> A frame sign on footpath	<input type="checkbox"/> Agent:
<input type="checkbox"/> Social Media:	<input type="checkbox"/> High School:	<input type="checkbox"/> Other referral.....

JOB NETWORK

Job Network Name	
Contact Person	
Phone Number	

DISABILITY

Do you consider yourself have a disability, impairment or long-term condition?

- No
- Yes

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: (You may indicate more than one area) Please refer to the Disability supplement for an explanation of the following disabilities.

- Hearing/deaf
- Physical
- Intellectual
- Learning
- Mental Illness
- Acquired Brain Impairment
- Vision
- Medical condition
- Other

Qualification Programs

Select the qualification for which you are filling the form

Tick the qualification	Course CRICOS Code	Qualification Code	Qualification title	Planned Start Date	Weeks of Study
<input type="checkbox"/>	104365F	BSB50420	Diploma of Leadership and Management		78
<input type="checkbox"/>	107767H	BSB60420	Advanced Diploma of Leadership and Management		78
<input type="checkbox"/>	107768G	ICT50220	Diploma of Information Technology		78
<input type="checkbox"/>	107769F	ICT60220	Advanced Diploma of Information Technology		78
<input type="checkbox"/>	108597B	BSB80120	Graduate Diploma of Management (Learning)		78



OVERSEAS STUDENT HEALTH COVER (OSHC)

This section only to be completed by international student applicants

What type of OSHC will you be requiring?

- Single
- Couple
- Family

If you do not want AIST to arrange OSHC on your behalf, please advise the following details:

Who is your provider?			
Membership Number		Expiry	

(Please attach a copy of your membership details noting that it is a requirement of your student visa approval that you show evidence of current OSHC for the duration of your student visa.)

ENGLISH LANGUAGE PROFICIENCY

(This section only to be completed by international student applicants. Please attach a copy of a certified valid test result.)

Test	<input type="checkbox"/> IELTS	<input type="checkbox"/> PTE	<input type="checkbox"/> TOEFL	<input type="checkbox"/> Others
Date of Test				
Overall Score				
Component Score	Writing Reading Speaking Listening			

Please note that AIST may require you to undertake a Language Literacy and Numeracy (LLN) test prior to your enrolment being processed and/or accepted. If this is the case AIST Institute will contact, you after you have made application to organize a suitable time with you to undertake the LLN test.

LANGUAGE/CULTURAL DIVERSITY

First Language

Do you speak a language other than English at home?

- No, English Only
- Yes, Other – Please Specify How

How well do you speak English?

- Very Well, Well, Not Well, Not at All

Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

- No, Yes, Aboriginal,, Yes, Torres Strait Islander



SCHOOLING

What is your highest completed school level?		
<input type="checkbox"/> Year 12 or Equivalent	<input type="checkbox"/> Year 11 or Equivalent	
<input type="checkbox"/> Year 10 or Equivalent	<input type="checkbox"/> Year 9 or Equivalent	
<input type="checkbox"/> Year 8 or below	<input type="checkbox"/> Never Attended School	
In which year did you complete that school level?		
Are you still attending Secondary School?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PREVIOUS QUALIFICATIONS ACHIEVED

Have you successfully completed any of the following qualifications?	
<input type="checkbox"/> Bachelor’s degree or Higher Degree	<input type="checkbox"/> Advanced Diploma or Associate Degree
<input type="checkbox"/> Diploma (or Associate Diploma)	<input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician)
<input type="checkbox"/> Certificate III (or Trade Certificate)	<input type="checkbox"/> Certificate II
<input type="checkbox"/> Certificate 1	<input type="checkbox"/> Certificates other than above

(Please provide details and certified copies of completed certificates)

Other Qualification	Year	Location

LABOR FORCE STATUS

- Employed-unpaid worker in a family business
- Full time employee
- Not employed – not seeking employment
- Part time employee
- Self-employed – employing others
- Self-employed – not employing others
- Unemployed – seeking full time work
- Unemployed – seeking part time work



CENTRELINK REFERENCE (IF APPLICABLE):

This section only to be completed by domestic student applicants.

Job Seek ID	
Centrelink Reference Number	
Centrelink Reference Number Expiry Date	

RPL AND CREDIT TRANSFER (CT)

I wish to apply for RPL	<input type="checkbox"/>	Yes	<input type="checkbox"/>	I have attached my RPL Skills Assessment Form
	<input type="checkbox"/>	No		
I wish to apply for Credit Transfer	<input type="checkbox"/>	Yes	<input type="checkbox"/>	I have attached my Credit Transfer Application Form
	<input type="checkbox"/>	No		

ARE YOU READY TO COMPLETE THIS COURSE?

AIST has developed the following checklist to see if you are ready to start your course. This checklist may identify any English language, literacy and numeracy (LLN) needs you may have.

Please complete the following suitability checklist:

Rate yourself on the following tasks: Answer: Yes (I can do this myself) or No (I need help to do this)

TASKS	In English? Yes/No	In my first language? Yes/No
I can:		
Read the time on a clock (analogue and digital)		
Add up prices of things in my head		
Work out how much change I should give (without help from the register)		
Look up a phone number in a telephone book or on the internet		
Take a phone message and write it down accurately		
Fill in a form (e.g., a timesheet for work)		
Follow spoken instructions for a task		

AIST will review your answers to this checklist and if needed arrange further assessments. We will then let you know if there are any gaps in your LLN skills and determine if you require additional assistance to successfully complete your training course. This assistance will be provided by our trainers, other training providers or LLN specialists. Students are encouraged to discuss any LLN concerns with the Administration Officer or their Trainer prior to enrolment.

Do you require language, literacy and/or numeracy support to complete your studies at the RTO? Yes No

LEARNING MATERIALS

All required materials will be supplied by the college unless otherwise stated in the course information.



QUALITY ASSURANCE

AIST is externally audited at regular intervals to ensure it can maintain its accreditation as a Registered Training Organisation and/or CRICOS provider. A part of this process involves an auditor contacting some of the school's past and current students. Please tick the box that reflects your participation agreement or otherwise.

<input type="checkbox"/> I agree to be contacted	<input type="checkbox"/> I do not want to be contacted
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DECLARATION (Only Select Applicable Boxes)

- I have read, understood, and completed the above information correctly
- I understand that the payment I provide applies to the course I have chosen, and I will be provided further information from the AIST to finalise my enrolment
- I acknowledge that providing false information and/or failing to disclose any information relevant to my application for enrolment and /or failure to complete an application for enrolment form may result in the withdrawal of any offer
- I understand that it is my responsibility to provide all relevant and required documentation as specified in the either the domestic and/or the International Student flyer or Prospectus – Please visit www.aist.edu.au for student prospectus.
- I confirm I am not currently enrolled with another RTO unless allowed to do so.
- I can view current policies and procedures and I can contact the AIST to request a paper copy to be sent to me at any time
- Payment of fees will be included in the student enrolment agreement letter once my application has been accepted
- I acknowledge I have read, understand, and agree to the AIST student refund policy - Please visit www.aist.edu.au
- I acknowledge that I have read and understand the AIST complaints and appeals policy - Please visit www.aist.edu.au for Complaints and Appeals Policy.
- I understand that fees may be subject to change at any time, and I will be responsible for paying the amended amount - Please visit www.aist.edu.au for Student Fees and Refund Policy.
- I understand that if the AIST rejects my application before providing a student enrolment agreement the application fee will not be refunded
- I understand that satisfactory course progression and attendance is mandatory. For students on International Student visas this may result with disciplinary action involving the Department of Home Affairs - Please visit www.aist.edu.au for Attendance and Course Progress Policy.
- I will abide by the policies, procedures, and any other rules of the AIST whilst I am studying. Please visit www.aist.edu.au for Student Code of Conduct Policy.
- I understand that plagiarism of someone else's work is against the AIST policy and if found to have occurred will result in disciplinary action
- I have the financial capacity to meet tuition fees, and agree to pay fees as they become due
- The AIST is required, under s19 of the ESOS Act to report to the Secretary of the Department of Education about changes to student's enrolment; and any breach by students of student visa conditions relating to attendance or course progress
- I agree that the AIST may provide my educational records or information to a sponsoring agency or any other educational institution to which I apply
- I acknowledge and accept that during my study or during activity programs, I may be photographed, videotaped or audio taped, and I hereby grant the AIST unrestricted and non-expiring permission and all rights to use or license such media for any advertising or promotional purposes that the AIST may deem appropriate, without any compensation whatsoever
- I declare that I will disclose to the AIST any contagious medical condition that I might contract prior to or during my stay at the AIST and I agree to disclose any pre-existing medical or health condition that may require ongoing or intermittent medical attention or that may affect my ability to fully participate in either classroom or activity programs. I hereby authorise any doctor or medical facility to provide treatment to me if I am injured or ill whether or not I am able to provide consent.
- I agree and acknowledge that the AIST may collect and retain personal information including medical information because of this application and/or my time at the AIST and acknowledge that this information will only be used in the course of the provision of educational, ancillary and medical services either directly or indirectly and for no other purposes
- I have read and understood the 2019 [VET Data Policy](http://www.aist.edu.au) Privacy Notice and Student Declaration. Please visit www.aist.edu.au for Privacy Notice and Student Declaration.
- For international students I understand that information is collected on this form and during my enrolment in order to meet the AIST obligations



under the ESOS Act 2000 and the National Code 2018; to ensure my compliance with the conditions of my visa and my 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 2019 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018. I understand that information collected about me on this form and during my enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Scheme. In other instances, information collected on this form or during my enrolment can be disclosed without my consent where authorised or required by law.

I DECLARE I HAVE READ AND UNDERSTOOD THE ABOVE TERMS AND CONDITIONS AND FULLY UNDERSTAND MY OBLIGATIONS AND THE OBLIGATIONS OF MY TRAINING ORGANISATION.

Full Name:	
Signature (as in passport signature page)	
Date:	

AGENT'S DECLARATION (If Applicable)

- I have assessed the applicant and to the best of my knowledge the applicant is a genuine temporary entrant and genuine student as defined by Australian immigration authorities and I confirm the documents and information provided by the applicant did not disclose any conclusive grounds for rejecting the applicant's declarations that they are a genuine temporary entrant and a genuine student.
- To the best of my knowledge, the applicant is genuine in making this application and has every intention of completing all programs listed in the application.
- The documents which form part of this application appear to be authentic and valid. To the best of my knowledge the applicant has genuine access to the total funds required, while in Australia, to cover all travel, OSHC, tuition and living costs for themselves and their family members (if applicable).
- I recommend AIST to proceed with the assessment for admission of this applicant.
- I confirm the student has signed this application form.
- I have provided the student's personal email address and residential address, as disclosed to me by the student.

Agency Name:			
Agency Branch Office			
Agent Staff Member Name			
Signature of Agent		Date	
Agency Stamp (If Applicable)			



EFT Payment Details

Bank Name: ANZ Bank
BSB: 015010 Account number: 162507736
Account name: Sea English Academy International PTY LTD
Swift Code: ANZBAU3M

Payment may be made by cash, credit card or bank transfer. Payment must be made in full prior to commencement of course.

If paying by credit card and posting your enrolment, please complete the details below:
 Credit Card: Master Card (+1.1% surcharge) Visa (+1.6 % surcharge) Amex Diners (Amex & Diners +4% surcharge)
 Card Number:
 Expiry Date : /
 Card holder's Name: Card holder's Signature:
 I authorise the amount of \$ to be debited from my credit card

O F F I C E U S E O N L Y - P A Y M E N T D E T A I L S					
DATE	ITEM	FEES PAID	BALANCE	RECEIPT NUMBER	PAYMENT METHOD
Confirmation letter sent via				RTO Manager	



Privacy Notice

The Privacy Notice at Schedule 1 of the [National VET Data Policy](#) sets out privacy information a student needs to know before they enrol with a registered training organisation (RTO). The RTO is responsible for providing this Privacy Notice to students, usually as part of the enrolment process.

The Privacy Notice explains how personal information provided by the student may be collected, held, used or disclosed, together with training activity information. It also assists to establish a student's expectations of how their personal information and training data may be handled.

The Privacy Notice also makes it clear that the Notice is in addition to any other specific requirements RTOs are obligated to provide to their students, for example, under state or territory privacy laws.

The following is minimum mandatory content for inclusion in a Privacy Notice.

Privacy Notice

Under the Data Provision Requirements 2012, AIST is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by AIST for statistical, administrative, regulatory and research purposes. AIST may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third-party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

ⁱ <https://www.education.gov.au/national-vet-data-policy-0>