



## INTERNATIONAL STUDENT APPLICATION

### Instructions to complete the application form:

This application form is to be completed by international students only.

- All fields must be completed in English clearly using **BLOCK LETTERS** to proceed. Please tick boxes where appropriate.
- Please complete all sections of this form, sign it and send it to us with the following:
  - Certified transcripts and certified English translations of relevant academic records.
  - Evidence to demonstrate English Language Competence (AIST LLN Test) or certified evidence of English language proficiency (IELTS certificate or equivalent). Students may submit evidence of any of the above to demonstrate English Language competence.
  - Certified evidence of having met the published course entry requirements for the course in which you wish to enrol – as outlined on the Course Outline and summarised below.
  - Any additional documentation to support your application (e.g. resume, work certificates, references).
- Certified copy of your passport including a copy of your visa if currently available. If you are applying for course credit, please read the information on Course Credit in the Student Handbook. Note that the granting of course credit will affect the length of your student visa.
- You will need to include payment for the non-refundable application fee which you can pay by money order or direct transfer into our bank account.
- All money orders should be made out to Australian Institute of Science and Technology. To make payment directly into our bank account, please use the following details:

**Bank Name:** Australia and New Zealand Banking Group Limited (ANZ)  
**Account Name:** Australian Institute of Science and Technology  
**BSB:** 012 370  
**Account Number:** 323 529 611 (include your full name in the transaction statement)  
**SWIFT/BIC Code:** ANZBAU3M

### Which course do you wish to enrol in?

- BSB50420 Diploma of Leadership and Management**  
CRICOS Course Code 104365F
- BSB60420 Advanced Diploma of Leadership and Management**  
CRICOS Course Code 107767H
- ICT50220 Diploma of Information Technology**  
CRICOS Course Code 107768G
- ICT60220 Advanced Diploma of Information Technology**  
CRICOS Course Code 107769F
- BSB580120 Graduate Diploma of Management (Learning)**  
CRICOS Course Code 108597B

**Preferred intake date:** \_\_\_\_\_

### Student Details:

**Title:**  Mr  Miss  Ms  Mrs  Dr  Other

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

**Given Name(s):** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Gender:**  Male  Female  (Indeterminate/Intersex/Unspecified)

**Nationality:** \_\_\_\_\_

**Passport No.:** \_\_\_\_\_

**First Language:** \_\_\_\_\_

### Home Address - Overseas (must be applicant's address):

**Unit No:** \_\_\_\_\_ **Street No:** \_\_\_\_\_

**Street Name:** \_\_\_\_\_

**Suburb:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Country:** \_\_\_\_\_

**Home Phone No:** \_\_\_\_\_

**Mobile Phone No:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

### Address in Australia (if known, must be applicant's address):

**Unit No:** \_\_\_\_\_ **Street No:** \_\_\_\_\_

**Street Name:** \_\_\_\_\_

**Suburb:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Country:** \_\_\_\_\_

**Home Phone No:** \_\_\_\_\_

**Mobile Phone No:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

## Visa Details:

Do you have a current Australian visa?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, Visa Type:	<input type="checkbox"/> Student <input type="checkbox"/> Visitor <input type="checkbox"/> Other
If no, which Visa Type are you applying for?	<input type="checkbox"/> Student <input type="checkbox"/> Visitor <input type="checkbox"/> Other

At which HOME AFFAIRS office location will you submit a visa application?

City: \_\_\_\_\_

Country: \_\_\_\_\_

## Overseas Student Health Cover Arrangement:

OSHC arrangement is a requirement for a student's visa application from HOME AFFAIRS.

Do you have OSHC?  Yes  No

If no, do you require AIST to arrange OSHC?  Yes  No

If you have OSHC, please provide details: (please also attach a copy of your OSHC certificate/card with this application)

If yes, please provide details:

Membership No: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

## Information on special needs and personal history:

The information provided below will assist AIST in arranging, monitoring and improving services to assist students.

- Do you have a disability, impairment or long term medical condition which may affect your studies?  Yes  No
- Would you like to receive information on support services, equipment and facilities available which may assist you?  Yes  No
- Please indicate the type of disability that applies:

Mobility  Hearing  Vision  Learning  Medical

If other, please specify: \_\_\_\_\_

Do you have any medical conditions or allergies?  Yes  No

If yes, please specify: \_\_\_\_\_

Is there anything in the student's history or circumstances (including behavioural, physical violence or illegal drug use) that might pose a risk of any type to the student, other students or staff?  Yes  No

If yes, please specify: \_\_\_\_\_

## Accommodation Arrangement:

Do you require AIST to arrange airport transfer services?  Yes  No

Do you require AIST to arrange homestay?  Yes  No

If yes, you must complete **Homestay Application Form** for these services

If no, please provide your homestay details (AIST will inspect homestay place):

Contact's Name: \_\_\_\_\_

Contact's Mobile: \_\_\_\_\_

Phone No: \_\_\_\_\_

Contact's Email: \_\_\_\_\_

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

Unit No: \_\_\_\_\_ Street No: \_\_\_\_\_

Street Name: \_\_\_\_\_

Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home Phone No: \_\_\_\_\_

## Education Agent/Representative

Are you applying through an education agent?  Yes  No

Representative's details:

I hereby confirm that I shared the course information with the applicant. I also disclosed the commercial benefit to the student by enrolling him/her at AIST

Agent Signature: \_\_\_\_\_

## Education History:

What is your highest completed school level? (tick one box only)

- Year 12 or equivalent  Year 11 or equivalent  
 Year 10 or equivalent  Year 9 or equivalent  
 Year 8 or below  Never attended school

In which year did you complete that school level? \_\_\_\_\_

Are you still attending secondary school?  Yes  No

## Have you successfully completed any of the following qualifications?

If Yes, please tick any applicable boxes:

- Bachelor Degree or Higher Degree  
 Advanced Diploma or Associate Degree  
 Diploma (or Associate Diploma)  
 Certificate I  
 Certificate II  
 Certificate III (or Trade Certificate)  
 Certificate IV (or Advanced Cert/Technician)  
 Certificates other than these

## Please list any qualifications you have completed and the year of completion

Qualification	Year

### Do you wish to apply for Credit Transfer or RPL?

- Yes- Credit Transfer or National Recognition.  
Certified copies or transcripts from previous qualifications must be provided with this form.
- Yes- Recognition of Prior Learning (an RPL Application form must also be submitted with this form)
- No

### English Level Details: (Documents are required to be provided)

Test Type	Results/Score Overall	Date of the Result

### Employment History:

Tick one of the following categories, which best describes your current employment status? (tick one box only)

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

### Study Reason

Tick one of the following categories, which best describes your main reason for undertaking this course?

- To develop my existing business
- To try for a different career
- It was a requirement of my job
- To get into another course of study
- To get a job
- To start my own business
- To get a better job or promotion
- I wanted extra skills
- For personal interest of self-development
- Other reasons

### Your needs and expectations:

Please outline in a paragraph why you are enrolling in this course and what you hope to achieve by completing the course.

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Do you have any individual needs that you will require support from AIST during your participation in the program? This might include support with learning difficulties, disabilities, English, reading, writing or other. If yes, please outline below.

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Is there any other information that you would like to share with AIST that may be important for us to know to help you to achieve a successful outcome in this course? If yes, please outline below.

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### Transfer from another provider:

Are you currently enrolled with another registered Australian education institution?

- Yes
- No

If Yes, how long have you been enrolled with the other provider for?

- 0-6 months -- complete below
- More than 6 months

If you answered 0-6 months above, please answer the following questions:

Do you have a written letter of release from the other provider?

- Yes (please attach with your application)
- No

Has the other provider ceased to be registered?

- Yes
- No

Has the course that you were enrolled in ceased to be registered?

- Yes
- No

Has the original provider had a sanction imposed on its registration by the Australian Government or state or territory government that prevents you from continuing your course?

- Yes
- No

Does any government sponsor of yours considers the change to be in your best interest and has provided written support of change?

- Yes
- No

### Documents Checklist

Please ensure to check if you have attached the following documents to this application. All documents that are not in English must be translated into English.

- A copy of passport
- A copy of current Australian visa (for onshore applicants)
- Certified copies of English proficiency (must be obtained with the last 2 years, if required)
- Proof of completion of year 11 or equivalent or above (e.g. certified copies of Academic Transcripts and Certificates etc.)
- Statement of Purpose
- GTE documents according to HOME AFFAIRS requirements (GTE: Genuine Temporary Entrants)

Note: AIST may also require the applicant to provide evidence of financial capacity and other documents if required by Department of Home Affairs for student visa application to analyse the risk. AIST reserves the right to reject an application which is considered to be too risky for student visa application.

## TERMS & CONDITIONS

### Review of Fees

AIST reserves the right to review its fees. If tuition fees are increased, you will be required to pay the new fees when they are introduced.

**Tuition Fees:** AIST will not be responsible for any monies paid to an agent or third party. When AIST receives your fees and confirms you have signed our Terms & Conditions on the Letter of Offer, we will send you a **Confirmation of Enrolment**. This form is used to apply for your student visa. For courses exceeding 24 weeks' duration no more than 50% of the total course fee is required prior to the course commencement date. Tuition fees only cover the charges for tuition. Tuition fees DO NOT cover the charges for application fee, accommodation placement, airport pickup, transport, living expenses, textbooks, stationery, and equipment; or clothing required. Individual payment plans can be organised on an individual student basis.

On accepting **Letter of Offer** students must pay:

- a) The first course fee instalment, equal to 50% of total course fees, prior to the commencement of the course in order to obtain a **CoE** to start their course **OR**
- b) The full course tuition fee in the case where the course is 24 weeks or less or if the student chooses by him/herself to pay the full tuition fee as mentioned on the letter of offer.

In the case where a course exceeds 24 weeks in duration, (i.e. more than one 24-week period), the remaining fee instalment/s is/are required to commence two weeks prior to the commencement of the second study period. Non-payment of course fees will result in expulsion and reporting to HOME AFFAIRS. If fees are not paid by the due date, a late fee of AUD\$50.00 per week may be charged.

**Course Credit:** AIST offers course credit if a student demonstrates written knowledge of equivalent subject content and duration. For details please refer to the student handbook on our website ([www.aist.edu.au](http://www.aist.edu.au)).

### Refund Policy:

#### SCOPE

1. This policy covers the refund process for all fees payable for training services provided within Australian Institute of Science and Technology scope of registration, in accordance with National Code.

#### PURPOSE:

2. To provide for appropriate handling of student's payments and to facilitate refunds in the case of cancellation by either party. The refund process will allow students the option to disengage from training in a manner in which a negative impact may be negated or reduced, depending upon notification time frame.
3. Unless otherwise stated, all refund of fees will only be granted in accordance with this policy. The terms and conditions of this policy apply to all students, whether they are waiting to commence or are continuing studies.

#### PROCEDURE:

4. Details concerning the scope of Australian Institute of Science and Technology Refund Policy are to be clearly disseminated to prospective students prior to contractual arrangements being made. This dissemination is in the form of the Student Handbook, Application for Enrolment and Letter of Offer.
5. This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

#### GENERAL RULES:

- a) The refund process reflects the commitment by Australian Institute of Science and Technology to hold places as booked by students and the amount of administrative resources consumed at the various stages.
- b) Refunds must be requested in writing (fill in Refund Application form) to Australian Institute of Science and Technology by submitting in person at AIST reception desk or via email to [studentservice@aist.edu.au](mailto:studentservice@aist.edu.au) with supporting documents (refer to the following Table of Refunds).
- c) Australian Institute of Science and Technology will process refund requests and if approved, arrange payment within 28 days.
- d) Refunds will be paid in Australian Dollars into the nominated bank account.
- e) To allow prompt settlement of refund requests, all advanced payments will be held in a nominated bank account by Australian Institute of Science and Technology until the course start date.
- f) All requests for refund will be processed on an individual basis, taking into account impact on follow-on units/modules if applicable
- g) The term "commencement" in this policy refers to the first day of the first program attended by the student.

- h) Issues with regard to payment are to be handled at the first available opportunity and directed to the Accounts & Student Service Officer of Australian Institute of Science and Technology. All Refund Requests and issued refunds are to be logged in the Refund Log.
- i) Refunds will only be paid to the student or legal guardian of a student under 18. If a student has paid the fees to their agent, AIST will recover the paid fees and return to student. Please refer to the Table of Refunds on page 5 for more details

#### Change of Provider

A student on a student visa is not permitted to change his or her primary provider during the first six months unless exceptional circumstances apply.

#### Change of Student Contact Details

A student must immediately advise AIST of any changes in address/contact details and/or in any circumstances within 7 days.

#### Assessment and Delivery

AIST delivers and assesses only the courses registered on its scope of registration. Delivery and assessment strategies have been developed in consultation with industry representatives and include various strategies, validation processes and pathways. Student visas require students to make satisfactory academic progress and to complete assessment tasks satisfactorily.

#### Discipline and expulsion

AIST reserves the right to expel students for serious breaches of discipline following appropriate disciplinary procedures. Refunds are subject to the refund policy. HOME AFFAIRS will be notified.

#### Arrival and Induction

All students will attend an Orientation to AIST and be inducted into AIST and courses within the first week of classes.

#### Academic Performance

All overseas students on a student visa must maintain satisfactory academic progress of any stage of their course. Students not maintaining these conditions will be warned and subsequently reported to HOME AFFAIRS via PRISMS.

#### Release of Personal Information

The information provided by the student to AIST, including personal and contact details, course enrolment details and changes, attendance and academic progress can be made available to Commonwealth and State agencies, pursuant to obligations under the ESOS Act 2000 and the National Code. AIST is obligated, under s19 of the ESOS Act 2000, to inform certain Government bodies about changes to the student's enrolment and the circumstances of any suspected breach by the student of a student visa condition relating to attendance or satisfactory academic performance without student consent or notification. Personal information supplied, along with consent to being contacted, will only be used by AIST in connection with an application for a student to study at AIST or in the case where any outstanding fees payable need to be recovered by an external agency. Provision of personal information is voluntary. However, the application may be hindered if relevant information is not provided. AIST will only disclose personal information to outside parties if required to by law, with parental consent in other circumstances, or if it is needed to prevent serious threat to a person's health or safety. Personal information provided to AIST can be accessed and amended by contacting Student Services Department.

#### 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 NCVET 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 NCVET policies and protocols (including those published on NCVET's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

#### Visa and Visa Subclass Conditions

It is the responsibility of the student to remain aware of the conditions of their visa and visa subclass relating to their course after the student has taken their Confirmation of Enrolment to HOME AFFAIRS for approval.

#### Change to Conditions

AIST reserves the right to change its fees, conditions, course times or course commencement dates.

#### Complaints Procedure

If the student or parent has any complaint(s) about the services provided by AIST or the relevant fees, attempts should be made to resolve the problem with the relevant staff before lodging the complaint.

Full details of the complaints procedure are available at the campus.

#### Breach of Terms and Condition

Any breach of these terms and conditions may result in the termination of the student's enrolment.

#### Overseas Student Health Cover (OSHC)

All international students are required to arrange Overseas Student Health Cover (OSHC). It is the student's responsibility to check the conditions of this health cover. AIST arranges OSHC and OVHC for students and student's guardian upon requests.

TABLE OF REFUNDS			
Type	Time Frame	Amount Refunded	Documents
VISA Refusal	At any time	<b>100% refund of the paid tuition fee, material fee and placement fee (if applicable). \$400.00 application fee is not refundable</b> <i>Note: if the visa refusal is due to false or misleading information about student identity, previous qualifications and experiences or other relevant information in support of student visa application in order to obtain migration, there will be no refund for paid tuition fee.</i>	Application for Withdrawal Form Refund Application Form Proof of VISA Refusal
VISA Renew Refusal for onshore students	After the course has commenced	Paid tuition fees that have not been spent will be refunded. Spent tuition fee is payable to the college. Material fee, placement fee (if applicable) and the \$400.00 application fee are not refundable.	Application for Withdrawal Form Refund Application Form Proof of VISA Refusal
Student breach of VISA conditions, suspension or cancellation of enrolment by the college or the student transfer to another registered provider and has been granted release letter	At any time after commencement of a course	No refund for the paid tuition fee for the current course. Tuition fee scheduled in the Letter of Offer is payable to the college. Material fee, placement fee (if applicable) and the \$400.00 application fee are not refundable.	Application for Withdrawal Form Refund Application Form  Relevant documents: Proof of VISA Refusal, or a valid offer letter from another registered provider, or flight ticket
Withdrawal, Transfer or Enrolment Cancellation	Written notification provided 28 days or more before the commencement of the course	30% of tuition fee will be retained by the college and is payable to the college. The remaining paid tuition fee will be refunded. Material fee and placement fee (if applicable) will be refunded. \$400.00 application fee is not refundable.	Application for Withdrawal Form Refund Application Form  Relevant documents: Proof of VISA Refusal, or a valid offer letter from another registered provider, or flight ticket
	Written Notification provided less than 28 days before commencement of the course	70% of tuition fee will be retained by the college and is payable to the college. The remaining paid tuition will be refunded. Material fee, placement fee (if applicable) and the \$400.00 application fee are not refundable.	
	Written notification provided after the course has commenced	No refund for the paid tuition fee for the current course. Tuition fee scheduled in the Letter of Offer is payable to the college. Material fee, placement fee (if applicable) and the \$400.00 application fee are not refundable.	
Student does not commence the course on the start date for any reason and subsequently provides notice of withdrawal from the course	At any time after commencement of a course	No refund for the paid tuition fee for the current course. Tuition fee scheduled in the Letter of Offer is payable to the college. Material fee, placement fee (if applicable) and the \$400.00 application fee are not refundable.	Application for Withdrawal Form Refund Application Form Any relevant supporting documents
AIST is unable to deliver the course for any reasons	On the course commencement date	100% refund of the paid tuition fee, material fee and placement fee (if applicable). \$400.00 application fee is not refundable.	Application for Withdrawal Form Refund Application Form
AIST is unable to complete the course that has been started	After commencement of a course	Paid tuition fee that has not been spent will be refunded. Spent tuition fee is payable to the college. Paid material fee and placement fee (if applicable) that has not been spent will be refunded.	Application for Withdrawal Form Refund Application Form
Withdrawal from Recognition of Prior Learning (RPL process)	After Submission of the fees	Paid RPL assessment fee and \$100.00 application fee are not refundable.	Application for Withdrawal Form Refund Application Form

## DECLARATION

I (student) would like to apply for enrolment in the selected course with Australian Institute of Science and Technology (AIST) and I declare that:

1. I have answered all questions truthfully to the best of my knowledge.
2. I have read and understand information about my course including course delivery and duration, entry requirements, required resources, and other relevant information on AIST's website [www.aist.edu.au](http://www.aist.edu.au) and AIST's Prospectus.
3. I have also reviewed the policies and procedures associated with my enrolment on AIST website including the Fees and Refund Policy and Procedures, Complaints and Appeals Policy and Procedures, Privacy Policy & Procedures etc, and understand the terms of my enrolment with AIST.
4. I declare that I have been provided appropriate and sufficient information to make an informed decision about my enrolment in this course.
5. I declare that I have the financial capacity to meet tuition fees and agree to pay fees as they become due.
6. I understand that all my personal details, including my USI, are confidential and are protected by relevant privacy laws. I give my consent to AIST to release my name, date of birth, contact details and statistical information, including my USI, to the relevant Federal government bodies for the purpose of auditing, regulation of training, obtaining feedback and as statistical information.
7. I understand that I will be required to supply a USI to AIST, in accordance with national legislation. I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <https://www.usi.gov.au/training-organisations/usi-support-materials/privacy-notice-students-when-applying-usi-their-0>. I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.
8. I understand that my enrolment in this course will not be finalised until my application has been assessed to ensure I meet the entry requirements of the course and once I have signed a Written Agreement and Letter of Offer.
9. I understand that, I am responsible to provide up-to-date and accurate contact details to AIST and notify us if anything changes.
10. I hereby consent to being contacted in connection with this application and any subsequent enrolment by text message, email or other electronic means and note that I may at any time opt out of being contacted by any such electronic means by contacting Admissions Department and so advising.

I (guardian) consent to the student named on this application form:

- Attending and participating in AIST activities, including excursions and trips arranged by AIST, and
- In the event of an emergency, using ambulance transportation and/or receiving such medical or surgical treatment as may be deemed necessary. I am responsible for costs incurred in providing medical treatment and associated services for the student.

I agree that if there is any difference in meaning of the provision of an English version and any translated version of this form or the Terms and Conditions to me, the English version is to prevail. I enclose the required fees and authorise Australian Institute of Science and Technology to retain my tuition fees in accordance with the Refund Policy, if I elect to cancel my enrolment at any time.

*This agreement, and the availability of AIST complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.*

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Full Name \_\_\_\_\_

***(must be signed by the student)***