



AUSTRALASIA
INTERNATIONAL SCHOOL

EST: 1973
RTO CODE: 6251 CRICOS: 02747G

Student Application Form

(Domestic Student)

STUDENT DETAILS

Title: Mr. Mrs. Ms. Miss.

Given Names		Family Name	
Date of Birth		Place of Birth	
Male/ Female			
Address			
Suburb		Post Code	
Postal Address		Contact Number	
		Mobile Number	
Email Address			
Unique Student Identifier (USI)			

Unique student Identifier (USI) is compulsory please ensure you provide the correct number

Emergency Contact Person		Relationship	
Telephone	Hm.	Wk.	Mob.
Address		Email address	

VET COURSE SELECTIONS

Please note upon Enrolment there is a non-refundable \$200.00 Administration Fee

Beauty Courses *Individual Course kit breakdown located on course Brochure*

Intake Date <i>(Please Circle)</i>	Course Code	Course Name	Start Date	Course Cost	Kit Price
April July October	SHB20116	Certificate II in Retail Cosmetics		\$2,880.00	\$500.00
April July October	SHB30115	Certificate III in Beauty Services		\$3,880.00	\$600.00
April July October	SHB40115	Certificate IV in Beauty Therapy		\$9,880.00	\$750.00
April July October	SHB50115	Diploma of Beauty Therapy		\$15,880.00	\$850.00



Massage Courses *Individual Course kit breakdown located on course Brochure*

Intake Date <i>(Please Circle)</i>	Course Code	Course Name	Start Date	Course Cost	Kit Price
April July October	HLT42015	Certificate IV in Massage Therapy			
April July October	HLT52015	Diploma of Remedial Massage			
April July October					

Part A Avetmiss Data Requirements	
<i>Mandatory Information for AVETMISS reporting</i>	
These questions must be answered by the student	
1. Residency Details	2. Visa Type (if applicable)
In which Country were you born	Skilled – Regional sponsored (provisional) <i>Visa subclass 475 and subclass 495</i>
Australia	
Other Please specify:	Skilled – Regional Sponsored (provisional) <i>Visa subclass 487</i>
Resident Type	
Australian Citizen	Skilled – Nominated State or Territory <i>Sponsored, subclass 489</i>
Permanent Australian Resident	
New Zealand Citizen living in Australia	State/ Territory Sponsored Business Owner <i>(provisional) Visa, subclass 163</i>
Visa Type – Check question 2	
Visa Holder on a pathway to permanent Australian residency	State/ Territory Sponsored Senior Executive <i>(provisional) Visa, subclass 164</i>
IMPORTANT: Please provide a proof of Identity copy	State/ Territory Sponsored Investor <i>(provisional) Visa, subclass 165</i>
IMPORTANT: Please provide a copy of Visa with Application	

3. Has the student completed the HSC/ Year 12 or equivalent?	10. Do you consider yourself to have a disability, impairment or long term medical condition?
Yes	No
No	Yes – if yes pleas give more detail
4. Highest level of education achieved	You may indicate more than one area
Please indicate all previous qualifications	Hearing/ Deaf
Bachelor Degree or Higher Degree	Physical
Advanced Diploma or Associate Degree	Intellectual
Diploma or Associate Diploma	Learning
Certificate IV or Advanced Certificate/ Technician	Mental Illness
Certificate III or Trade Certificate	Acquired brain Impairment
Certificate II	Vision
Certificate I	Medical condition
Certificate other than the above	Other
No post school qualifications	If more than one has been indicated, please provide details
IMPORTANT: Please provide a copy of your resume	
Part B Demographic	



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5. What is your highest completed school level?		11. Do you have any learning difficulties that the school should be aware of?	
	Year 12 or equivalent		No
	Year 11 or equivalent		Yes - if yes please provide more details
	Year 10 or equivalent	12. Do you have any medical conditions that the school should be aware of?	
	Year 9 or equivalent		
	Year 8 or below		
	Never attended School		Yes - if yes please provide more details
In which year, did you complete that school level?		13. Are you employed within the Industry?	
			No
6. Of the following categories, which best describes your current employment status? Tick one box only		Yes <i>If yes, please provide your resume</i>	
	Full- time employee	14. Is your employer funding this course	
	Part – time employee		
	Self- employed – not employing others		No
	Employer	Yes - if yes please provide employer details	
	Employed – unpaid worker in the family business	Employer:	
	Unemployed – seeking full – time work	Contact Name:	
	Unemployed – seeking full – part – time work	Contact Number:	
	Not employed – not seeking employment	15. Have you applied for Recognition of prior learning?	
7. Do you speak a language other than English at home?			No
	No, English only	Yes - if yes please provide relevant information	
	Yes, other – please specify	16. How did you find out about the School	
8. How well do you speak English?			Facebook
	Very well		Instagram
	Well		A display Ad
	Not well		Google
	Not at all		A friend or relative
9. Are you Aboriginal or Torres Strait Islander		Other – Please specify	
	No		
	Yes, please specify		

Checklist

	Proof of Identity
	Visa <i>(if required)</i>
	Resume
	Transcripts <i>(if required)</i>



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REFUND POLICY

For a refund of upfront fee payment and any refund request will be reviewed in accordance with this refund policy. The purpose of this policy is to provide guidelines for refunds for Domestic students currently enrolled at the Australasia International School. The policies and procedures which govern the refund of fees are different for each payment type.

Fees are made up of:

Application Fee (Non-Refundable) \$200.00
Course tuition Fee (As nominated on course Brochure)
Kit Fee (Non-Refundable) (As per discipline)

A 20% deposit is required once application has been successful, this will confirm a position in the course. Once you have paid the deposit it is understood that you have seriously considered all aspects of your chosen career path and have made the commitment to complete your course.

In the event that you want to cancel your course more than 28 days' prior to the course commencement, all prepaid tuition fees are fully refunded excluding the \$200.00 application fee.

In the event that you want to cancel your enrolment 28 days or less prior to the course commencement, no paid fees are refunded.

No refunds will be made after the course commences unless the AISchool defaults in the delivery of the course enrolled. In the event that the course cannot be delivered you may either be entitled to a refund of the portion of the course content not delivered or be placed in a suitable alternative course.

Refunds will be paid within 14 working days after the AISchool receives the written request. All refunds will be paid to the person named on the enrolment form unless the AISchool is advised in writing by the person named on the enrolment form to pay the refund to someone else. Students under the age of 18 years, refunds will be paid to the parent or guardian named on the enrolment form. Refunds will be paid in Australian Dollars (AUD\$) and a written statement detailing how any refund has been calculated will be provided. Requests for refund based on extenuating circumstances will be considered on case by case basis. If an enrolment is cancelled by the AISchool for breaching the Student Behavior Code (Code of Conduct) no refund of the fees will be given.

Application for a refund is in writing to:

Administration Officer
info@aischool.com.au

An outcome and decision will be provided to the applicant in writing within 14 working days from receiving the refund request. If a refund is granted, payment will be made by electronic



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transfer into the applicants nominated bank account.

Deferment of enrolment

Students are required to provide written notification of deferring from any enrolled course or course component. A student is only allowed to defer commencement or suspend studies of a course on medical grounds (with a medical certificate) or other exceptional compassionate circumstances. An enrolment can only be held open for no longer than 24 months of the original start date.

The Australasia International School reserves the right to defer or temporarily suspend the enrolment of the student on the grounds of misbehavior (Breach of AISchool policies and procedures) by the student. In this situation AISchool will inform the student in writing of the Intention to suspend or cancel the student's enrolment and the student has 20 working days in which to access the complaints and appeals process. If the complaints and appeals processes are accessed by the student, then the deferment will not take place until the Internal process is completed

In a case of default by the Australasia International School, the school will issue a Statement of Attainment for achieved units of competency. In the event of default by the Australasia International School all student's fees are protected by our membership of the National Tuition Assurance scheme as detailed in the student handbook. The AISchool terms and conditions and refund policies do not remove the right of a student to take further action under Australia's consumer protection laws.

Refund Procedure

Where the student proceeds to request a refund of fees they must notify AISchool in writing. Written notification may be by completion and return of the "Refund Request Form" available emailing the Academic Manager Administration officer info@aischool.com.au clearly stating;

Name

Address

Course code and Course Title

Reason for the refund

All applications must include a request for Refund form and any other relevant supporting documents

Applications will only be reviewed and processed once all documents have been received

The Academic Manager will review all applications and will interview the student before approving or considering the application

The Academic Manager will then make a record of findings and recommendation to the Director of Studies or the final decision

If the student refund is approved, the AISchool will cancel the student's enrolment and fees will be refunded in accordance with this policy and circumstances involved.

The fees will be paid directly to the person who initially paid the fees

If the student refund is not approved then the student will have the option of lodging a formal appeal against the decision in accordance with the policy and procedure Complaints, Grievances and appeals within 28 days after receiving the notification on non-approval of refund

The outcomes are communicated in writing to the Australasia International School accounts department where it is entered in the students account file

COMPLAINT AND APPEALS POLICY (extract from student handbook)

The Australasia International School takes all complaints and appeals extremely seriously. Most issues and complaints can be resolved at the local level and students and staff are encouraged to take steps to do this.

All complaints will be handled in a fair and impartial manner according to the process outlined in the policy. The complaints procedure has been provided to ensure all student complaints are heard fairly and impartially to reach effective resolution.

All students are encouraged to adhere to this policy by bringing all problems and complaints firstly to the attention of the Educator or Academic Manager. The purpose of the policy is to give the educators and the students an opportunity to clear up problems, misconceptions, disputes or misunderstandings of any kind. It should be considered a formal method of assuring everyone just and suitable treatment. For this procedure to be successful, everyone must want it to work and use it when informal methods prove unsatisfactory.

If you still are not satisfied with the outcome you may lodge a formal appeal.

COMPLAINTS AND APPEALS PROCEDURE

All complaints and appeals will be actioned within 7-10 working days of receipt of a complaint and or appeal.

The Procedure

- The student notifies AISchool of an intent to formally make a complaint or appeal by Completing the 'Complaint or Appeal Form' or in writing to the Academic Manager
- The Academic Manager will assess the complaint or appeal
- An outcome or decision will be determined based interviews between the Complainant / appellant and the appropriate staff that may be required to help in determining a decision and course of action
- An outcome letter is issued to the student within 7 - 10 working days of the date of the letter of receipt of complaint or appeal



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- If the student does not agree with the decision, they are informed of their right to seek an external appeal.
- Each complaint, appeal and its outcome is recorded in writing. A copy is given to the complainant and a copy is placed in the students file
- Each appellant and complainant can formally present his or her case and is given a written statement of the appeals or complaints outcomes, including reasons for the decision
- All staff will exercise professionalism and confidentiality in relation to any discussions about problems and concerns
- Note: you have the right to appoint an independent nominee to attend all discussions
- Whilst this complaint and appeals process is being undertaken, the candidate will still attend all classes of which they are enrolled
- AISchool will act upon any substantiated complaint or appeal and these may result in a Continuous Improvement activity within the Australasia International School
- All appeals and complaints are reviewed at staff meetings and if appropriate, will result in a continuous improvement activity
- If the internal or external complaint or appeal process results in a decision that supports the student, the AISchool must immediately implement any decision and or corrective and preventative action required and advise the student of the outcome

If a resolution cannot be met and the complaint is taken to the next level the student may contact an External Complaints and Review

Resolution Institute (previously known as LEADR) Learner mediation Scheme

Resolution Institute contact information;

Contact number: 02 9251 3366

Email Contact: infauso@resolution.institute

PRIVACY STATEMENT

The Australasia International School respects the privacy of individuals always. The information provided by all students is done so in accordance with the information privacy principles set out in the Privacy Act 1988. All information provided by students is kept private and confidential

Personal information All student personal information provided to the Australasia International School is not available to any other person other than the student that appears on the enrolment form. This statement is printed on the enrolment form.



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STUDENT DECLARATION

Student Declaration

I have honestly and accurately provided information contained in this application form

Upon signature of this form, the applicant agrees to the course and incidental expenses and to abide by the Australasia International School Policy & Procedures including the refund policy and the privacy statement.

Given Names _____ Surname _____

Signature _____ Day _____ Date _____

Parent/ Guardian's Name and Signature (if applicant is under the age of 18years)

The Parent/ Guardian irrevocably guarantees to be liable for the payment of all monies due under this agreement.

Default clause: **In the case of default of any monies due under this agreement the applicant and or parent/ guardian are jointly liable for the payment of all course costs incurred but not limited to legal costs, debt collection costs, and any reasonable administration costs.**

Parent/ Guardian Given Name _____ Surname _____

Parent/ Guardian Signature _____ Day _____ Date _____