

## APPLICATION FOR ENROLMENT (International Student Use)

Onshore International Student    
  Offshore International    
  Sydney CBD Campus    
  Liverpool St Campus

Personal details	Visa Details
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other	Nationality:
Family Name:	Passport Number:
Given Name:	Do you have an Australian Visa <input type="checkbox"/> Yes <input type="checkbox"/> No
Preferred Name:	(If yes) Country of issue:
Date Of Birth:	(If yes) Visa type <input type="checkbox"/> Student <input type="checkbox"/> Visitor <input type="checkbox"/> Other
Gender:	(If yes) Visa expiry:
Country Of Birth:	Do you have Overseas Student Health Cover <input type="checkbox"/> Yes <input type="checkbox"/> No
USI (Unique Student Identifier):	(If yes) Provider:                      Number:
Parents/Guardian Names:	Expiry Date:
Parents/Guardian Contact No:	Which Visa office will you apply to for your visa:
<b>Student Contact Details</b>	<b>Visa Details</b> Please attach certified copies of all academic transcripts and copies of certificates (translated into English)
Address (Home country if applicable):	Tertiary Qualification:
Current Address (in Australia):	Institute:
Postal Address (if different):	Course:
Telephone (home):	Year of Completion:
Telephone (business):	Secondary Qualification:
Mobile:	Institute:
Email:	Course:
<b>Emergency Contact Details</b>	Year of Completion:
Name:	If you are currently enrolled in another institute please indicate:
Relationship:	Institute:
Address:	Course:
Contact Number:	Expected time to complete (month/year):
Email:	<i>If you are currently enrolled in a similar course, you may be eligible for a Credit Transfer or Recognition of Prior Learning (see below).</i>
<b>Agent Information (if applicable)</b>	<b>English Proficiency</b> Please attach certified copy of valid test scores
(Agent Stamp Here):	IELTS Score:                      TOEFL Score:
<b>How did you learn about AIS</b>	Other English Score:
<input type="checkbox"/> Agent <input type="checkbox"/> Newspaper <input type="checkbox"/> Internet <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Other RTO	Name of Language School (If applicable):
<input type="checkbox"/> Exhibition <input type="checkbox"/> Other _____	Current English Level:
	<b>Recognition of Prior Learning (RPL) and Credit Transfers (CT)</b>
	The RPL process has been explained to me, I want to apply for RPL: <input type="checkbox"/> Yes <input type="checkbox"/> No
	The CT process has been explained to me, I want to apply for CT: <input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>NB:</b> Any RPL or CT applications <b>MUST</b> be made before you sign the Letter of Offer (LoO) as it may affect course duration and CoE end dates. Applications cannot be made after the LoO has been signed. Please refer to our website for further information.

**Massage Courses**  
Please go to our website for course details & suitability

Course Code	Course Name	Course Duration
HLT42015	<b>Certificate IV</b> in Massage Therapy	□ 9 Months
HLT52015	<b>Diploma</b> of Remedial Massage	□ 18 Months
HLT42015 HLT52015	<b>Certificate IV</b> in Massage Therapy <b>Diploma</b> of Remedial Therapy	□ 18 Months

**Beauty Courses**  
Please go to our website for course details & suitability

Course Code	Course Name	Course Duration
SHB30115	<b>Certificate III</b> in Beauty Services	□ 6 Months
SHB40115	<b>Certificate IV</b> in Beauty Therapy	□ 12 Months
SHB50115	<b>Diploma</b> of Beauty Therapy	□ 18 Months
SHB50216	<b>Diploma</b> in Salon Management	□ 15 Months
SHB40115 SHB50216	<b>Certificate IV</b> in Beauty Therapy <b>Diploma</b> of Salon Management	□ 27 Months
SHB50115 SHB50216	<b>Diploma</b> of Beauty Therapy <b>Diploma</b> of Salon Management	□ 33 Months

**Management Courses**  
Please go to our website for course details & suitability

Course Code	Course Name	Course Duration
BSB41515	<b>Certificate IV</b> in Project Management Practice	□ 12 Months
BSB51415	<b>Diploma</b> of Project Management	□ 12 Months
BSB61218	<b>Advanced Diploma</b> of Program Management	□ 18 Months
BSB51918	<b>Diploma</b> of Leadership and Management	□ 12 Months
BSB61015	<b>Advanced Diploma</b> of Leadership and Management	□ 12 Months

**SPECIAL NEEDS**

AIS is committed to helping students with Special Needs. Please make any comments that may assist us in ensuring that your circumstances and or your needs are addressed by us:

\_\_\_\_\_

\_\_\_\_\_

**Massage & Beauty Course Intake Dates**

<b>2019</b>	□ 21/01/2019	□ 15/04/2019	□ 08/07/2019	□ 30/09/2019
<b>2020</b>	□ 20/01/2020	□ 13/04/2020	□ 06/07/2020	□ 28/09/2020
<b>2021</b>	□ 18/01/2021	□ 12/04/2021	□ 05/07/2021	□ 27/09/2021

**Management Intake Date**

<b>2019</b>	□ 21/01/2019	□ 04/03/2019	□ 15/04/2019	□ 27/05/2019
	□ 08/07/2019	□ 19/08/2019	□ 30/09/2019	□ 11/11/2019
<b>2020</b>	□ 20/01/2020	□ 02/03/2020	□ 13/04/2020	□ 25/05/2020
	□ 06/07/2020	□ 17/08/2020	□ 28/09/2020	□ 09/11/2020
<b>2021</b>	□ 18/01/2021	□ 01/03/2021	□ 12/04/2021	□ 24/05/2021
	□ 05/07/2021	□ 16/08/2021	□ 27/09/2021	□ 08/11/2021

**FEE REFUND TABLE**

- Special consideration may be given to the refund of fees in extenuating circumstances (compassionate/compelling), following a written application to the CEO.
- All Fees, Charges and Course costs are subject to change without notice please refer to the current course price list.
- Go to [www.aischool.edu.au](http://www.aischool.edu.au) and read our comprehensive AIS Refund policy.

Unsuccessful Visa application and 28 days' notice is given	Full refund of unused prepaid fees will be provided to students minus 5% or \$500 whichever is less.
Cancellation of enrolment more than 28 days prior to commencement date.	80% refund of Tuition Fees paid
Cancellation less than 28 days prior commencement date.	50% refund of Tuition Fees
Cancellation after commencement date.	No refund
Visa cancelled due to actions of student	No refund
Course cancelled by Australasia International School (provider default)	100% refund of all unused prepaid fees

**USE OF PERSONAL INFORMATION**

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2018; to ensure student compliance with the conditions of their visas and their 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 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service and the ESOS Assurance Fund Manager. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law. Information provided will be in accordance with the Privacy Act of 1988.

**Project Management and Leadership & Management Timetabling Preference:**

Weekday DAY       Weekday EVENING       Weekend DAY

Note: 1-AIS will attempt to accommodate your preferences but makes no promise. 2-No preferences selected? AIS will enroll you automatically

**Declaration**

- Attached certified copies of IELTS or English test scores score.
- Attached certified copies of academic qualifications, work experience (if applicable) and Overseas Student Health Cover (if applicable).
- Attached a copy of your certified passport (front and back), copy of Visa (if applicable) or birth certificate.
- Attached relevant employment documentation.
- I declare that I have read this document in its entirety and agree to its terms and conditions.

**I also state that:**

- **I have read the AIS Student Handbook and agree to its Policies & Procedures and contents available at [www.aischool.edu.au](http://www.aischool.edu.au)**
- **I hereby declare that the information supplied by me is true and correct.**
- **I have also attached the evidence of payment details of enrolment application fee.**
- **I have read the refund policy and agree to abide by these terms.**
- **I give permission that any image taken of me while I am a student can be used by the School on its websites, social media and in marketing material.**

Print name: \_\_\_\_\_ Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please complete this form and send to: Student Services Officer Australasia International School (AIS) Email: [enrolment@aischool.edu.au](mailto:enrolment@aischool.edu.au)

**AIS - OFFICE USE ONLY**

Date application received	Offer ID: