

## Student Application Form

*Thank you for your interest in enrolling in Australian Institute of Language.*

*Please ensure that you answer ALL of the following questions to ensure correct processing of your application.*

Please tick  where appropriate.

### Personal Details (as appears on passport)

Title	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss. <input type="checkbox"/> Ms.	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Given Name(s)		Family Name	
Date of Birth	<i>(dd/mm/yyyy)</i>	Nationality	
Passport No.		Country of Birth	
Passport Expiry date		Passport Issued by	

### Contact Details

Address in Australia			
Suburb/ City	State		Postcode
Address in Home Country			
Suburb/ City	State		Postcode
Home phone (Australian)	Mobile phone		
E-mail Address			

### Emergency Contacts Details

Next of Kin	Name:	Phone Number:
	Address:	Relationship:
Australian Contact	Name:	Phone Number:
	Address:	Relationship:

### Visa Information

Have you visited or studied in Australia previously?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you holding a valid Australia visa?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what type of visa do you have?		Visa expiry date: <i>(dd/mm/yyyy)</i>
If no, what type of visa will you be holding when you commence your studies?		
<input type="checkbox"/> Student <input type="checkbox"/> Working Holiday <input type="checkbox"/> PSW <input type="checkbox"/> Other (Please specify _____)		
Have you applied to become a permanent resident of Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, date of application (dd/mm/yyyy): _____		



English Proficiency			
Is English your first language?		<input type="checkbox"/> Yes <input type="checkbox"/> No: What is your first language? _____	
Have you taken an English language test?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please attach a certified copy of your results, or submit a certified copy.			Date of test (dd/mm/yyyy)
Test Type		Result	

Employment		
Please tick ONE of the following that best describes your current employment status.		
<input type="checkbox"/> Full-time employee	<input type="checkbox"/> Self employed – not employing others	<input type="checkbox"/> Employed- unpaid worker in a family business
<input type="checkbox"/> Part-time employee	<input type="checkbox"/> Employer	<input type="checkbox"/> Unemployed – seeking full time work
<input type="checkbox"/> Unemployed – seeking part time work		<input type="checkbox"/> Not employed – not seeking employment
If you have ticked any of the options for being unemployed, please continue to <b>Unique Student Identifier</b> .		
<b>Please tick ONE of the following classifications that BEST describes your current or recent occupation:</b>		
<input type="checkbox"/> Manager	<input type="checkbox"/> Professionals	<input type="checkbox"/> Technicians and Trade Workers
<input type="checkbox"/> Community and Personal Service Workers	<input type="checkbox"/> Clerical and Administrative Workers	<input type="checkbox"/> Sales Workers
<input type="checkbox"/> Machinery Operators and Drivers	<input type="checkbox"/> Labourers	<input type="checkbox"/> Other
<b>Please tick ONE of the following that BEST describes the industry of your current or previous Employment:</b>		
<input type="checkbox"/> Agriculture, Forestry and Fishing	<input type="checkbox"/> Mining	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Electricity, Gas, Water and Waste Services	<input type="checkbox"/> Construction	<input type="checkbox"/> Wholesale Trade
<input type="checkbox"/> Retail Trade	<input type="checkbox"/> Accommodation and Food services	<input type="checkbox"/> Transport, Postal and Warehousing
<input type="checkbox"/> Information Media and Telecommunications	<input type="checkbox"/> Financial and Insurance Services	<input type="checkbox"/> Rental, Hiring and Real Estate Services
<input type="checkbox"/> Professional, Scientific and Technical Services	<input type="checkbox"/> Administrative and Support Services	<input type="checkbox"/> Public Administration and Safety
<input type="checkbox"/> Education and Training	<input type="checkbox"/> Health Care and Social Assistance	<input type="checkbox"/> Arts and recreation services
<input type="checkbox"/> Other services		

Unique Student Identifier	
Do you have a Unique Student Identifier (USI)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
If you choose NO on the question above, please read through the following and tick the boxes if you agree:	
<input type="checkbox"/>	I will create a USI for myself by going to <a href="http://www.usi.gov.au">www.usi.gov.au</a> .
<input type="checkbox"/>	I understand that if I do not provide Australian Institute of Language with my USI, they cannot issue any certificate or statement of attainment.
<input type="checkbox"/>	I give permission for Australian Institute of Language to check for a USI on my behalf if I do not provide them with one when I begin attending classes.

**Course Information:** Please tick the course/s you are applying for

Course Code	Course Name	Course Duration	Proposed Start Date
PSP50922 <input type="checkbox"/>	Diploma of Interpreting	52 Weeks	
PSP60822 <input type="checkbox"/>	Advanced Diploma of Translating	52 Weeks	

**Study Reason**

Of the following categories, select **ONE** which BEST describes the main reason you are undertaking the course(s)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> To get a job                    | <input type="checkbox"/> To get a better job or promotion    | <input type="checkbox"/> For personal interest or self-development  |
| <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> It was a requirement of my job      | <input type="checkbox"/> To get skills for community/voluntary work |
| <input type="checkbox"/> To start my own business        | <input type="checkbox"/> I wanted extra skills for my job    | <input type="checkbox"/> Other reasons                              |
| <input type="checkbox"/> To try for a different career   | <input type="checkbox"/> To get into another course of study |   |

**Generic Admission Requirements**

Applicants must not be less than 18 years of age at the proposed start date.

All students entering these qualifications must have an English Language proficiency level of one of the below:

- IELTS score of 5.5, or
- Completion of a recognised English language course (minimum requirement: Certificate IV in EAL), or
- Completion of a recognised Diploma or equivalent, or above in any discipline delivered in English

Please contact administration of AIL to obtain detailed entry requirements for each course.

If students wish to discuss any of their matter relevant to their entry and study requirements further, they are free to contact Administration officers.

**Course Credit (Applicable for VET courses only)**

- Yes, (If yes, please provide copies of your academic transcripts)
- No

**Agent Details: (if applicable)**

Agent Name:	Contact No:
Address:	

## TERMS AND CONDITIONS

### Privacy Statement

Australian Institute of Language, also referred to as AIL, respects the right to privacy and fully complies with our obligations under the Privacy Act 2000 for all of our applicants.

### Student Visa Conditions

Under Australian Government regulations all overseas students must be enrolled for, and engaged in, full-time study, unless on a spousal visa.

Overseas Student Health Cover (OSHC) is compulsory for all overseas students while studying in Australia. OSHC does not cover optometry, dental services or pre-existing conditions (i.e. prior to entry into Australia).

### Personal Information

The information provided by you may be available to Commonwealth and State Agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code. AIL is required to advise the Department of Home Affairs (DHA) about certain changes to your enrolment, and any breach by you of a visa condition relating to attendance or unsatisfactory academic performance. In addition, information collected on this form and during your enrolment in order to meet our obligation under the ESOS Act and the National Code 2018 are 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 of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the 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.

### Refund Policy

- AIL reserves the right to cancel or postpone any courses prior to their scheduled commencement dates, should it be necessary. In such circumstances, if the course is postponed or cancelled by more than four weeks, and if a student is unable to enrol in a similar course at AIL, all fees will be refunded within 14 days, in accordance with the requirements of the ESOS Act. A refund of the fees will only be granted in accordance with the refund policy set out below.

### Requests for Refund of Tuition Fees

- Application for a refund of tuition fees in accordance with this Refund Policy must be made in writing, using the request for refund form, stating reasons and relevant details. This must be submitted by email, with attached supporting documents to [admin@ail.edu.au](mailto:admin@ail.edu.au)

### Payment of Refund

- All refunds for which a student is eligible will be forwarded to the person who paid the fees in his or her home country, unless written authorisation is given by the student in favour of another party.
- Except for the situation of provider default where the tuition fees are refunded within 14 days, all refunds due to student default will be made within 28 days.  
Course fees are not transferable to another person.

### No Refunds

- Enrolment Fee is non-refundable.
- Please note an AUD\$250 administration fee will be charged and removed from the total refund amount if no enrolment fee was paid.

### Student Default

- A student is not eligible for a refund in the event of a student default. Situations of student default include the following:

- The student breaches a condition of his or her student visa;
- The student fails to start the course on the agreed start day or attend classes and fails to inform the College in writing;
- Misbehaviour by the student; or
- The student withdraws from the course after the agreed start day.

**Defaults by College**

- Situations of the College in default include the following:
  - The course does not start on the agreed starting day; or
  - The course ceases to be provided at any time after it starts but before it is completed; or
  - The course is not provided in full to the student because a sanction has been imposed on the registered provider by the authorities; and
  - The student has not withdrawn before the default day
- In the unlikely event that the College is unable to deliver the course in full, the College will notify the Tuition Protection Service (TPS) Director and Students within three (3) business days of the Provider default and will have a period of fourteen (14) days to satisfy its tuition protection obligations in relation to an affected student.
- The student will be offered a place in a suitable alternative course at the College or another provider, at no extra cost to the student, or will be provided with a refund of all unspent Tuition fees. The refund will be paid to the student within two weeks of the day on which the course ceased being provided. The refund will be paid directly to the student or another person who has been authorised by the student in writing.
- The student has the right to choose whether to receive a refund of the unspent Tuition fees, or accept a place in another course at the College or at another provider.
- If the College is unable to provide a refund or placement in an alternative course, or if it appears to the TPS Director that the College is unlikely to satisfy its tuition protection obligations, the student will have access to an on-line placement facility under the TPS. If a student requires any assistance with the placement process, a TPS Administrator or service provider will be available to help the student to place them in a suitable alternative course, or if this is not possible, they will be eligible for a refund as calculated by the TPS Director.

**Visa Refusal**

- Where a visa application is refused before commencement of the course, AIL will refund fees in full less a 5% of the amount of course fees received or AUD\$500 (whichever is lesser)
- In the event that an extension to the student visa is not granted and the course has commenced, AIL will refund the unused portion of the prepaid tuition fees less \$250 enrolment fee.
- In both circumstances, the student must show proof of refusal and evidence of payment to the College.
- Course fees = tuition fees + non-tuition fees received in respect to the student.

**Withdrawal from Course of Study**

- Notification of withdrawal from a course of study must be made in writing and signed by the student. Refund for withdrawal will be calculated based on the date the notice of withdrawal and will be as indicated in the following tables:

- Before commencement of course:

More than 28 days before initial course commencement:	Full refund of tuition fee paid
28 days or less before initial course commencement	50% refund of tuition fee paid

- After commencement of course:  
No refund

This must be read in conjunction with *Fees, Charges and Refund Policy in Student Handbook*.

## Privacy Notice

Under the *Data Provision Requirements 2012*, Australian Institute of Language 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 Australian Institute of Language for statistical, administrative, regulatory and research purposes. Australian Institute of Language 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](http://www.ncver.edu.au)).

For more information about NCVER's Privacy Policy go to <https://www.ncver.edu.au/privacy>

## Application checklist

- |  |   |
|--|---|
| <input type="checkbox"/> Completed all sections of the application form                                      | <input type="checkbox"/> Attached evidence of English language proficiency    |
| <input type="checkbox"/> Read and understood the terms and conditions, privacy, & refund policies.           | <input type="checkbox"/> Included certified copy of your passport             |
| <input type="checkbox"/> Attached certified copies of your academic qualifications (and English translation) | <input type="checkbox"/> Included certified copy of your visa (if applicable) |
|  | <input type="checkbox"/> Included relevant employment details (if applicable) |
|  | <input type="checkbox"/> AUD\$250 non-refundable enrolment fee                |

## Student Declaration and Consent

This application is not valid unless signed and dated.

I further declare that I agree to abide by the terms and conditions of enrolment, including the refund policy, of which I have read and understood. I understand that the Privacy Notice no longer requires Australian Institute of language to collect and keep a record of my consent to collection, use and disclosure of my personal information on this form.

I also declare that I have been issued with a copy of the refund policy and have a full understanding of the conditions that apply in regards to claiming a refund. I certify that the information provided on this form is true and correct and I agree to abide by the terms and conditions or enrolment.

<b>Signature:</b>		<b>Date:</b> <i>dd / mm / yyyy</i>
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