APPLICATION FORM

PERSONAL DETAILS

▶ Given names:

▶ Family name:

▶ Other name: _(i.e. English name)_

▶ Date of birth: _DD/MM/YYYY_ · Gender: _Male_ ☐ _Female_ ☐

▶ Nationality:

EDUCATION EXPERIENCE

The highest level of education received, or is attending, incl. overseas' qualification

▶ Primary school:

▶ High school: _(Major & University name)_

ENGLISH PROFICIENCY

▶ Have you completed an AEAS or similar test? If yes:

	Listening	Reading	Writing	Speaking	Vocabulary	Overall
◆ AEAS:						
◆ IELTS:						
◆ Other:						

If you have not completed any English test before, an IN-HOUSE test may be applied before enrolling in our training courses. Please speak to one of our course advisors or consultants.

CONTACT DETAILS

▶ Mobile:

▶ Email:

▶ Telephone:

▶ Address:

EMERGENCY CONTACT

▶ Name:

▶ Relationship:

▶ Telephone:

▶ Address:

TARGET AEAS SCORE

Please specify score for each section:

Listening	Reading	Writing	Speaking	Vocabulary	Overall

If you have booked any future test, please specify:

Date

HOW DID YOU HEAR ABOUT US?

☐ Friends/Relatives   ☐ WeChat

☐ Migration agent   ☐ Walking in

☐ Other

AEAS TRAINING COURSES AND FEES

AIL Official AEAS Preparation Courses are delivered as one-to-one (1:1) Training

OFFICIAL AEAS TEST PREPARATION COURSES			AEAS SCHOOL PREPARATION COURSES		
			Year 4-6	☐	$6,600 + $100
Year 7-9	☐	$4,400 + $50	Year 7-9	☐	$6,600 + $100
Year 10-12	☐	$4,400 + $50	Year 10-12	☐	$6,600 + $100

AIL ENGLISH FOR ACADEMIC PURPOSE COURSE AND FEES

GROUP TRAINING COURSES			ONE-ON-ONE (VIP) TRAINING COURSES	
Year 7-9	☐	$3,600	☐ 10 hours one-on-one training course	$1,500
			☐ 15 hours one-on-one training course	$2,200
			☐ 20 hours one-on-one training course	$2,800
Year 10-12	☐	$3,600	☐ 30 hours one-on-one training course	$3,600
			☐ 50 hours one-on-one training course	$6,000
* All the fees above include GST.			☐ Extra VIP course for current learner $140.00/h	$

Agreed Total Training Fees (in AU$):

Agreed Date of Training Commencement:

Payment Method(s):

Learners' Signature:

This application is not valid unless it is signed by the learner. Agents must not sign the declaration on behalf of any learner

Date:

Administration Officer

Admin officer: Date:

Australian Institute of Language
Web: www.ail.edu.au

Address: _Level 2, 388 Bourke Street, Melbourne, VIC, 3000, Australia_
Email: _enquiries@ail.edu.au_   Phone: _03 9670 8868_ | _0425 465 522_

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TERMS AND CONDITIONS

LEARNER CODE OF BEHAVIOUR

The Learner Code of Behaviour requires learners to respect and adhere to the following rights at all times.

➢ The right to be treated with respect from others, to be treated fairly and without discrimination, regardless of religious, cultural, racial and sexual differences, age, disability or socio-economic status;
➢ The right to be free from all forms of intimidation;
➢ The right to work in a safe, clean, orderly and cooperative environment;
➢ The right to have personal property (including computer files and student work) and the training center property protected from damage or other misuse;
➢ The right to have any disputes settled in a fair and rational manner;
➢ The right to work and learn in a supportive environment without interference from others;
➢ The right to express and share ideas and to ask questions; and
➢ The right to be treated with politeness and courteously at all times.;
➢ Refrain from all forms of disruptive behaviour including, but not limited to talking or making phone calls when you have not been recognized by the trainer;
➢ Any form of recording of training is not allowed;
➢ The training premises is smoking-free

·Infraction of above rules may cause termination/dismission of training and will be requested to leave the institute.

COURSE RULES AND REGULATIONS

➢ Please make sure to attend the training session on time and *sign-in* for attendance prior to every training session.
➢ If you cannot attend a group training session, please inform us prior to the beginning of the session. To making up a missed session, please submit the formal written request.
➢ A learner who attends group training course is not allowed to switch to one-on-one training course.

➢ If you cannot attend a one-on-one training session, please give us at least **24 hours** notice prior to the beginning of the session to re-schedule that training session. Notice of absence within 24 hours before the scheduled one-on-one training session, a re-scheduled training session will not be given – special consideration with supporting evidence may applied, such as medical certificate for illness.

REFUND POLICY

REFUNDS REQUESTED BY

After full amount is made the refund arrangements are as follows:

a) Refund requests must be in writing, signed and dated by the person requesting the refund and delivered to the training organization in person or by letter.
b) No refund will be given 24 hours prior to the scheduled commencement of group training session.
c) After course commencement – NO refund is payable.
d) No refund will be given to one-on-one training courses learners; however, the learner is allowed to choose another available trainer after the first scheduled training session.
e) No refund will be given to a learner who is requested to leave Australia due to a breach of visa conditions or a refusal of any visa.
f) No refund will be given to a learner who is requested to leave the training organization due to a breach of the terms and conditions.

DELAYED COMMENCEMENT OR NON-COMMENCEMENT

In the event that the institute delays commencement is unable to commence the course or is unable to deliver your course in full, you will be offered a refund of any training fees you have paid in advance of course delivery. The refund amount will be:

➢ If the course does not commence, the deposit or full payments received by the institute;
➢ If the course does not compelte, any amount learners have paid in excess of the total course fee multiplied by the percentage of the duration completed by the institute at the time course delivery ceased.

DEFINITIONS:

COURSE: A course offered by Australian Institute of Language in which you are enrolled in. A course is usually divided into certain number of organized sessions.

SESSION: A session is an organized training and assessing ivity toward your learning goal, and this usually takes no more than 3 hours, including breaks.

LEARNERS ACCEPTANCE OF THE PAYMENTS, REFUNDS AND OTHER TERMS & CONDITIONS

➢ I confirm that I have been fully advised and understand of the fees, refund conditions and other terms and conditions and agree to be a learner at Australian Institute of Language.
➢ I confirm that all the information provided in this written agreement is complete and correct. I agree to be bound by the centre's rules and regulations in force from time to time and otherwise to follow acceptable codes of behaviour, attendance and show a concern for other learners. I agree to pay the agreed amount that is part of this agreement.
➢ I understand that my visa conditions that allow me to study in this institute.

➢ I understand that my personal information may be shared with the Australian Government, The Australian Department of Immigration and Border Protection, and designated authorities. This information may include personal and contact details, course enrolment details and changes, and circumstances of any suspected breach by the learner of their visa condition.
➢ I acknowledge that Australian Institute of Language has the right to change its fees and conditions, cancel or defer courses, and to alter course timetable and class locations at any time without notice.

This application is not valid unless it is signed by the learner. Agents must not sign the declaration on behalf of any learner.
I have read and understood the terms and conditions of enrolment. I agree to these terms and condition.

Learner's Signature:

Date:

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