



PART A – APPLICATION INFORMATION

SELECT COURSE	QUALIFICATION	COURSE DURATION	TUITION FEE
()	BSB40120 Certificate IV in Business	52 Weeks	A\$6,000
()	BSB50420 Diploma of Leadership and Management	52 Weeks	A\$6,000
()	BSB60420 Advanced Diploma of Leadership and Management	104 Weeks	A\$12,000
()	BSB40820 Certificate IV in Marketing and Communication	52 Weeks	A\$6,000
()	BSB50620 Diploma of Marketing and Communication	104 Weeks	A\$12,000
()	BSB60520 Advanced Diploma of Marketing and Communication	104 Weeks	A\$12,000
()	CHC43121 Certificate IV in Disability Support	52 Weeks	A\$6,000
()	CHC43015 Certificate IV in Ageing Support	52 Weeks	A\$6,000

Intake Month Year: () Onshore: () Offshore: ()
 () January () February () April () May () July () August () October () November

Class Timetable

() Day Class () Evening Class () Weekend Class

Personal details

Given Name Family Name
 Nationality () Male () Female Date of Birth /..... /.....
 USI (Unique Student Identifier).....

Home Country Contact Details

Address
 Telephone Mobile.....
 Email

Australian Contact Details (if known)

Address
 Telephone Mobile.....
 Passport Number Email.....
 Health problems

Person to Contact in an Emergency

Name Relationship.....
 Address
 Telephone Mobile.....
 Email



PART B – EDUCATION AND EXPERIENCE

Qualifications

(You must attach verified copies of all qualifications)

English exams completed and score

(You must attach verified copies of English language results, for example IELTS)

Have you enrolled in the same or a similar course elsewhere? () Yes () No

(If you have you may be eligible for a credit transfer or Recognition of Prior Learning – contact the Director of Studies for further information. You must attach verified copies of documents to support a credit transfer or RPL application)

Have you been employed in the area covered by the course applied for? () Yes () No

(If you have you may be eligible for Recognition of Prior Learning – contact the Director of Studies for further information You must attach verified copies of documents to support an RPL application)

Own assessment of English level () Elementary () Intermediate () Advanced

Language spoken at home Other languages spoken

Tell us the reason you want to take our course () Career () Academic () Personal

Where did you hear about us?

Do you have any disability that will affect in your learning environment? () Yes () No

If yes, please specify

Please make sure you refer to the specific entry requirements that apply to the course you are enrolling for. These requirements are detailed in the student information section of the Handbook.

OVERSEAS STUDENT HEALTH COVER

() Single Cover

() Couples Cover

() Family Cover

PART C – FEES

Tuition Fee (from first page of application)	A\$
COE Re-issuance Charges (Except Visa rejection)	A\$ 100
Application Fee (not refundable)	A\$ 200
Admin. Processing fee for visa rejection case	A\$ 250
RPL fee (not refundable)	A\$ 250
Repeat unit fee	A\$ 500
Material fee Per Course	A\$ 100
Assessment re-sit fee	A\$ 100
Late payment fee	A\$ 200
Homestay Assistant fee - optional (not refundable)	A\$ 250
Airport meeting – optional (not refundable)	A\$ 150
OSHC	A\$
Total Fees	A\$.....

Please make your payment by Bank Draft to Australian College of International Studies. No obligation is created on ACIS until funds are cleared and an official receipt is issued.

Acceptance Procedure:

1. As soon as decision are made on your eligibility, you will be informed of the outcome.
2. If your application is successful you will receive a copy of this countersigned Student Written Agreement and a Letter of Offer stating the course, for which you have been accepted, courses fee to be paid, commencement date and Overseas Student Health Cover information.
3. When you have paid your fees a Confirmation of Enrolment will be sent to you, and ACIS will have DIBP advised within 14 days.



PART D - REFUNDS

- 1 The Applicant confirms that all the information provided in this application is complete and correct.
- 2 The Applicant agrees to be bound by ACIS rules and regulations in force from time to time and otherwise to follow acceptable codes of behaviour, attendance and academic performance and show a concern for other students.
- 3 All fees and charges must be paid in full prior to course commencement unless a "payment plan" is arranged with ACIS. Student tuition fees are safeguarded through the use of insurance and assurance schemes mandated by Australian Legislation.
- 4 Refund application form must be completed and submitted to ACIS. Refunds will be refunded within 28 days of receipt of a refund application form and will include a statement explaining how the refund was calculated.

4.1 Tuition Fee & Material fee

- Visa refused

Refund of tuition fee less A\$250
Admin. Processing fee (Refer Part C)
100% refund of material fee

 - Withdrawal notified in writing and received by ACIS 28 days or more prior to course commencement

70% refund of tuition fee
100% refund of material fee
 - Withdrawal notified in writing and received by ACIS less than 28 days prior to course commencement and before the commencement date

50% refund of tuition fee
100% refund of material fee
 - Withdrawals notified in writing and received by ACIS on the commencement date or after the course commences

No refund of current semester tuition fee
No refund of current semester material fee
- OR In case of deferment of course by the student

- 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.
- 6 In the unlikely event that ACIS is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by ACIS at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement. If ACIS is unable to provide a refund or place you in an alternative course the Tuition Protection Service (TPS) will be responsible for providing refunds or providing assistance to locate an alternative.
- 7 Fees not listed in the refund section (part 4) are not refundable. Prior to a student enrolling fees may be altered without notice. Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course. If a course length is extended by the student then any fee increases will be required to be paid for the extended component of the course.
- 8 Students wishing to defer the commencement of studies or suspend their studies must complete deferral or suspension form and submit to ACIS. ACIS may decide to suspend or cancel a student's enrolment on its own initiative as a response to misbehaviour by the student. Deferral of commencement, suspension of enrolment and cancellation of enrolment have to be reported to DIBP and may affect the status of a student visa
- 9 Students must notify ACIS of changes of address, telephone number, and email address within 7 days they occur. Failure to do this may mean student do not receive important information which may affect their course, their enrolment or the visa.

Student declaration

I understand the terms of this Contract and the refund conditions and confirm that I have been fully advised of the fees, refund conditions and conditions of enrolment and agree to be a student at ACIS.

Information is collected on this form and during your enrolment in order to meet ACIS obligations under the ESOS Act and the National Code 2007; and 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 (TPS). In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

Applicant Signature

Date

PART E – PROVIDER ACCEPTANCE

Accepted by Australian College of International Studies

Signed Name..... Date

PART F – Agent

• Agent Name:

• Signature Date.....