



Advanced Education Australia
 ABN: 82 125 721 459
 Address level 3, 136 Chalmers Street Surry Hills NSW-2010 Australia
 Telephone – 02 8542 6006
 Email: info@aea.edu.au
 Website: www.aea.edu.au

Student Application Form (International)

Application Details

Are you currently studying in Australia?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, Name of Institution:		
Are you transferring from another education provider in Australia?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, have you completed the first 6 months of your principal course?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Will you be seeking Recognition of Prior Learning (RPL)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Personal Details

Title	<input type="checkbox"/> MR			<input type="checkbox"/> MRS		<input type="checkbox"/> MISS		<input type="checkbox"/> MS	
Family Name									
Given Name									
Date of Birth									
Gender	<input type="checkbox"/> MALE				<input type="checkbox"/> FEMALE				
Country of Citizenship					Country of Birth				
Passport No					Passport Expiry Date				
Visa Type					Visa Expiry Date				
First Language									
Do you have any type of disability?	<input type="checkbox"/> YES		<input type="checkbox"/> NO		If YES, please specify:				

Australian Contact Details

Street										
Suburb				Postcode				State		
Mobile				Email						



Overseas Contact Details

Overseas Address	
Telephone Number	
Email	

Emergency Contact Details

Name	
Contact Number	
Relationship	

English Language

English Skills Certificate Score*		*Please attach Certified copy of certificate
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Desired Course

Course Code	Course Name	Intake Month	Intake Year
SHB50115	<input type="checkbox"/> Diploma of Beauty Therapy		
SIB50210	<input type="checkbox"/> Diploma of Salon Management		
BSB50215	<input type="checkbox"/> Diploma of Business		
BSB51915	<input type="checkbox"/> Diploma of Leadership and Management		

Education History

Name of Qualification	School/Institution	Country	Year Completed

Overseas Student Health Cover

Do you have OSHC?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Please attach a copy of your membership
If YES, who is your provider?		
Membership No		
Expiry Date		

Please note: It is a requirement of your student visa approval that you show evidence of current OSHC for the duration of your student visa.

Unique Student Identifier (USI)

Do you have a USI?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, provide your USI:	



If NO, would you like Advanced Education Australia to apply for your USI on your behalf?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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Please note: Advanced Education Australia can only issue a qualification or statement of attainment to a student with a USI. For more information, visit www.usi.gov.au

Checklist

<input type="checkbox"/>	Application Fee
<input type="checkbox"/>	Academic Transcripts
<input type="checkbox"/>	Graduation Certificates
<input type="checkbox"/>	Evidence of English Language Proficiency
<input type="checkbox"/>	Bio-data page of your passport and Australian visa
<input type="checkbox"/>	Two recent passport sized photographs
<input type="checkbox"/>	Completed all parts of the International Student Application Form
<input type="checkbox"/>	Read and understood terms and conditions of enrolment
<input type="checkbox"/>	Read and sign the declarations (Student Release Agreement and Student Agreement)

Terms and Conditions

Private Policy

In compliance with the Privacy Amendment (Private Sector) Act 2000, the information requested on this enrolment form will only be used for the process of Enrolment and maintaining the student records at the Advanced Education Australia. All information will be kept confidential and access to this information is only available to the Principal and Administration Staff. A copy of the Colleges Privacy Policy is available from the Administration Department. In some cases, student's names will be supplied to suppliers for things such as awards. No other information will be given out. International Students need to be made aware that information about them may be made 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; and the AEA is required, under s19 of the ESOS Act 2000, to tell the Department about:

- Certain changes to the student's enrolment; and
- Any breach by the student of a student visa condition relating to attendance or satisfactory academic performance.

Rules and Regulations

- To qualify at the Advanced Education Australia ("the College"), a student must be able to fulfil the following obligations:
 - Demonstrate to the Education Board through attendance and examination that academic and professional skills have been obtained to a satisfactory degree.
 - Demonstrate to the Education Board that he/she is able to conduct himself/herself in a manner suitable to becoming a Skin Care Therapist.
 - Satisfy all academic, administrative and financial obligations to the College.
- During all training sessions at or outside the college, students must wear a uniform and behave in a professional manner.
- No food or drink is to be taken into lecture or practical classes, apart from water, and smoking is not permitted on the College premises or within the building.
- Students must promptly notify the College of any change of name, address and contact details.
- The office may take telephone messages for students if requested and if it is an emergency. Mobile phones must be switched off during class and when in your locker or bags.
- Eighty per cent attendance is required for all classes. The Attendance sheet must be signed the commencement of each class. If a student's attendance is in danger or falling below 80% the student will receive a warning letter advising them that they will be reported for unsatisfactory attendance. The student will then have 20 days in which to access the College's complaints and appeals process. If the student chooses not to access this process or the decision supports the College, the AEA will notify DEST through PRISMS of the student's unsatisfactory attendance and this may affect his/her visa.
- If all payments are not received by the due date, an overdue fee DOES apply. Overdue fees are calculated at 2% of the due fee for each week it is overdue. For example, 1 week late = an extra 2% charged, 2 weeks late = an extra 4% charged etc. Furthermore, the College reserves the right to recover all expenses incurred in recovering any overdue moneys, including debt collection fees, solicitor's fees and all legal costs.
- Students must be aware that they will be unable to sit for their exams until all outstanding fees (including late fees) are paid for.
- Students may be suspended or expelled from the College at the Education Board's discretion for:
 - Failure to uphold or maintain any of the College regulations
 - Misconduct or abusive behaviour



10. The AEA will inform the student of its intention to suspend or cancel their enrolment for failure to uphold College regulations, misconduct, abusive behaviour or unsatisfactory course progress. The student will have 20 working days in which to access the College's internal complaints and appeals process. If the student accesses the College's internal complaints and appeals process, suspension or cancellation of the student's enrolment can not take effect until the internal process is completed, unless extenuating circumstances relating to the welfare of the student apply. Deferring, suspending or cancelling a student's enrolment may affect his/her visa.

11. International students are required as part of their visa conditions to notify the College immediately of any change in their contact details whilst in Australia such as address. Change of address can be made via phone, email or in person at administration.

Media Release

At times during the course, staff / contractors may take photos/video for use in promotional activity. These photos will remain the property of the Advanced Education Australia and will not be sold to any third party. Some of the media may be used for promotional editorials in public and professional publications and other such media. By signing this form, you acknowledge your acceptance in participating in such activities. Should students wish to view or purchase copies of any such photo/video outside the normal distribution (e.g. Graduation Video), this request should be made in writing to the Administration Manager

Refund Policy

A refund of course fees will be given by the College only under special circumstances and only up to 28 days prior to course commencement. Application for a refund must be made in writing and addressed to the Principal, clearly stating the reason for cancellation. Enrolment fee, Application fee, student kit fees and fees paid to student recruitment/education agents are non refundable.

If letter of intention to withdraw is not received by the College 28 days prior to course commencement, then no refund will be given regardless of circumstances. Circumstances under which a refund will be considered and which are beyond the students control include:

- In the case of serious illness – verified by a medical certificate
- Family or personal tragedy
- Acts of God
- Acts of Government authorities, for example where the student is prevented from commencing studies in the agreed course of study.
- Where a students Visa has not been granted

The AEA agrees to refund, within 4 weeks of receiving written application for refund, all course fees paid (less the application fee, enrolment fee and student kit). If a student withdraws from a course of study after commencing, then no refund will be given, and the student will be held liable for any unpaid fees as a result of the withdrawal. The AEA agrees to refund all monies paid, where the course of study has been cancelled prior to commencement in accordance with the scheduled commencement date. Payment will be made within 2 weeks. All monies paid shall be refunded in full. If no refund agreement applies refunds must be paid within 4 weeks. The College will provide the student with a written statement detailing how the amount of the refund has been calculated. 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. The student is able to pursue other legal remedies.

School Age Dependents

Students with school age dependents who are intending to study with the AEA are advised that any school aged dependents accompanying them to Australia will be required to pay full fees for their schooling if they are enrolled in either a government or non-government school.

Student Welfare and Support Services

The welfare of our students is of the utmost importance to us at the AEA. For this reason, we encourage the students to advise us of any difficulties they may be having whether they are personal or course related if these issues are affecting their enjoyment of the course or the outcome of their learning. We will aid all students in need of personal counselling to seek the help they require and will put them in touch with any external welfare or guidance services they may need. If you have any special needs, including Language, Literacy, Learning, mobility, visual impairment, or hearing please notify staff prior to enrolment to allow us to cater for your needs. If you do not tell us of any condition that may affect your learning, we will not be able to assist you if the need arises.

Your Rights

As part of your training and assessment, you have various rights. The Advanced Education Australia wants to ensure your time spent with us is both beneficial and enjoyable. If at any point you feel harassed, discriminated against or feel abused, please notify the Principal immediately either face to face, via phone or in writing. If you feel you need to complain about any aspect of service or training and assessment you may do so verbally and in writing. Appeals on any decision made by the AEA can be lodged with the Principal and must be done so in writing. For more information on your rights, please talk to the Principal.

Transfer Policy

Students who have enrolled into the Diploma of Beauty Therapy are unable to transfer to the Certificate IV in Beauty Therapy at any time. If you withdraw from the course during the twelve (12) months you will receive a transcript with the units, you have been assessed on and will be subject to a cancellation fee. If a student has enrolled for the Certificate IV in Beauty Therapy full time or part time and wishes to continue with the Diploma of Beauty Therapy on a full time basis they need to notify the College and submit a Diploma enrolment form two months prior to the end of the Certificate IV. Places in the Diploma full time course will be subject to availability for transferring students.



Practical Training, Non-Discriminatory Environment and Respect for Personal Modesty

In order to avoid misunderstandings related to different cultural ways of life and religious beliefs in different countries, Students should be aware of the following:

- Classrooms at the College are a non-discriminatory environment and in order to complete the course successfully students must participate in all practical training required by the Course Curriculum.
- Participation in practical training will involve practicing beauty treatments on each other and performing the skills on model clients from general public.
- Students will be required to undress when receiving treatments, and reveal parts of their body for training purposes during the classes.
- Privacy and individual modesty are important values at the College and are observed and respected at all times to the extent customary in Australia.
- While the College students are predominantly female, male students may be admitted to the college, male client models may attend the class for a treatment and a male trainer or other staff member may be present during the classes.
- Students are required to wear a college uniform while on the college premises.

Prior to Enrolment

The Advanced Education Australia, as an RTO, is required to provide all students prior to enrolment information on the following:

- Student selection, enrolment and induction/orientation procedures
- Course information, including content and vocational outcomes including fees and charges, including refund policy
- Provision for language, literacy and numeracy assistance
- Welfare and guidance services, student support, including any external support the Institute arranges for clients
- Flexible learning and assessment procedures
- Appeals and complaints procedures and disciplinary procedures
- Staff responsibilities for access and equity
- Recognition of prior learning (RPL) arrangements and credit transfer
- Course related fees including the potential for fees to change and refund policies
- ESOS Framework

Visa Conditions

It is the responsibility of the student to remain aware of the conditions of their visa and visa subclass to register for an Advanced Education Australia course after the student has taken the Advanced Education Australia's letter of offer to DIBP for approval.

Change to Conditions

Advanced Education Australia reserves the right to change its fees, conditions, course times or course commencement dates at any time without notice.

Recognition of Prior Learning (RPL)

The decision to grant an exemption or credit in regard to the Recognition of Prior Learning (RPL) rests with the Director. Students, who believe that they can satisfy the requirements of any course competency as a result of prior learning, practical experience or both, and wish to be exempted from re-doing this competency, may apply for an exemption.

RPL is the formal recognition of the skills and knowledge a person has regardless of how or where these skills may have been attained, that is, through formal or informal training work experience, (paid and unpaid) voluntary work and life experience. The evidence provided for RPL must address the currency of competencies being assessed.

Recognition of Current Competency (RCC) – This term is sometimes used for general purposes; the term is synonymous with RPL.

Credit Transfer – An arrangement to give a standard level of credit or formal recognition to a learner who has previously achieved competence in a training or educational environment. Some Credit Transfer arrangements are also called Advanced Standing or Exemptions.

RPL for Entry – An arrangement where learners are provided access to assessment tools and processes to assist them to meet minimum entry requirements for access to a course or qualification.

Note: in RPL for Entry, no qualification is issued. Recognition is given to the person's prior learning to permit entry through equivalence into a qualification that requires some specified entry standard.

Overseas Equivalence – An arrangement to give formal recognition to an individual who has completed a course or qualification overseas. The Overseas Equivalence Unit can assist this process.

Note: Under national recognition enrolling students may apply for exemptions on the basis of having previously attained a competency for competency units as listed on the Advanced Education Australia's course flyer. The granting of Exemptions and RPL does not change the requirement for student to be enrolled in full time study and any shortening of course duration will be reported to DIBP via PRISMS. Resultant course fee changes will be notified through the Director.



Student Declaration

- I, _____ understand and agree to the following:
- a) I will follow all the study instructions and College Rules and Regulations as outlined on this enrolment form.
 - b) Money I pay to the Advanced Education Australia for Application, enrolment, and student kit fees as well as education agents fees the College is required to pay are non-refundable unless the course is cancelled;
 - c) I release and hold harmless the Advanced Education Australia, its principal, staff and agents in respect of any property loss or personal injury that I may sustain whilst participating in my course or attending the College however caused.
 - d) I have read and understood all of the information contained in this enrolment form.
 - e) I have received and understood all 'Prior to Enrolment' information as outlined above including the "International Students Course Guide"
 - f) I have been given information on all fees payable to the College including those fees which are non-refundable.
 - g) I understand and am aware of the AEA Transfer Policy relating to students who wish to change courses during study.
 - h) I have not been actively recruited by the AEA. (The AEA recruit's students in an ethical and responsible manner – Standard 2 National Code 2007).
 - i) I have read and understood the ESOS framework.

Student Signature:

Date:

Refund Agreement

I, _____ understand that to receive a full refund of all course fees paid in the event that I withdraw from a course conducted at the Advanced Education Australia I must fulfil the following obligations:

- State my intention to withdraw from the course and request a refund in a letter sent to the Principal of the College;
- The letter must be received by the College at least twenty-eight (28) days prior to the course commencement date;

I understand that if I withdraw from the course and give less than twenty-eight (28) days notice then no refund will be given regardless of the circumstances.

I accept that if I withdraw from a course of study after the commencement date, then no refund will apply and that I may be liable for any unpaid fees as a result of the withdrawal.

I agree that in the event I am awarded a refund of the course fees I will not receive a refund on the following items; Application Fee, Enrolment fee, Student Kit fee and money paid to an Education Agent.

The Advanced Education Australia agrees that if a refund is given then all monies will be paid to the client within four (4) weeks of awarding the refund or within four (4) weeks of receiving written notification.

"This agreement, and the availability of complaints and appeals processed, does not remove your right to take action under Australia's consumer protection laws."

Student Signature:

Date:

Please photocopy this Refund Agreement for your own records prior to returning to the College



Payment of Application Fee Only by Direct Deposit

Our preferred method of payment is International Bank Transfer. If you choose to pay fees direct from your bank account please notify administration by fax, phone call or email once payment has been made. Please note: all payments are to be made in Australian Dollars.

International Bank Transfer Details

Beneficiary Name:	Advanced Education Australia Pty Ltd
Address	Level 3, 136-140 Chalmers Street, Surry Hills, NSW, 2010, Australia
Bank Name	Commonwealth Bank Australia
Bank Address	304 Elizabeth Street, Surry Hills, NSW, 2010, Australia
SWIFT Code	CTBAAU2S
Branch No (BSB)	062033
Account Number	10732768
Reference	Name and Instalment Number e.g. <i>Jo Bloggs-Inst 1</i>