

Additional Information

What language(s) do you speak at home? _____

Is English your first language? Yes No

IELTS score: _____ (required if English is not your first language)

What is your highest academic qualification? _____

Year: _____ Institution: _____ Country: _____

What is your employment history?

Course Information

Course you are applying for:

- FNS60204** - Advanced Diploma of Accounting (52 weeks, A\$9,000)
- FNS60404** - Advance Diploma of Financial Services (Financial Planning), (39 weeks, A\$8,000)
- ICA20105** - Certificate II in Information Technology (13 weeks, A\$2,500)
- ICA60208** - Advanced Diploma of Information Technology (Network Security), (39 weeks, A\$9,000)
- ICA50705** - Diploma of Information Technology (Software development), (79 weeks, A\$10,500)
- ICA50505** - Diploma of Information Technology (Database Design and Development) (92 weeks, A\$12,500)
- ICA50805** - Diploma of Information Technology (Systems Analysis and Design) (104 weeks, A\$15,500)
- BSB60407** - Advanced Diploma of Management (52 weeks, A\$7,500)
- BSB60507** - Advanced Diploma of Marketing (52 weeks, A\$7,500)
- BSB50207** - Diploma of Business (52 weeks, A\$7,000)
- BSB40207** - Certificate IV in Business (26 weeks, A\$3,000)
- 91419NSW** - Certificate IV in Spoken and Written English (Further Studies) (12 weeks, A\$3,750)

My 1st preferred course start date is in: **(please tick the term you wish to start)**

<input type="checkbox"/> Term 1 (Jan) 2010	<input type="checkbox"/> Term 1 (Jan) 2011
<input type="checkbox"/> Term 2 (Apr) 2010	<input type="checkbox"/> Term 2 (Apr) 2011
<input type="checkbox"/> Term 3 (Jul) 2010	<input type="checkbox"/> Term 3 (Jul) 2011
<input type="checkbox"/> Term 4 (Oct) 2010	<input type="checkbox"/> Term 4 (Oct) 2011

My 2nd preferred course start date is in: _____

How did you learn about Aces Centre? _____

If you have used an Agency Representative please provide feedback regarding the services of the agent or representative: _____

Agency Details: (Do not complete this section if you are not applying through an agent)

Agency Name: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____ Agency Fee: _____ Agency Signature or Stamp: _____

Are you applying for "Recognition of Prior Learning"? Yes No

If yes, please attach relevant documentation and fill out Form H.

Applicant's Signature _____

Date: ____/____/____

Attachment Checklist:

Before mailing this form please ensure that it is complete and that the following attachments are included if necessary.

- Certified evidence of English language proficiency if required
- Recent standard passport photo attached to the first page of this application
- Certified copy of evidence of HSC or equivalent (with certified translation, if not in English)
- Certified copy of your birth certificate
- Certified copy of supporting documents for Recognition of Prior Learning (RPL) if applicable
- Receipt for non-refundable Application Fee of \$200 payable to Aces Centre Pty Ltd to:

<u>Name of Bank</u>	<u>BSB</u>	<u>Account Name</u>	<u>Account Number</u>
Westpac	032016	Aces Centre Trust Account	301023

Please forward complete application form to: **Aces Centre, PO Box Q119, Sydney, NSW 1230, Australia**

Refund Policy:

Student default

If, for any reason, you withdraw from your course and seek a refund of fees (either before or after commencement of your course), you must inform Aces Centre in writing, marked to the attention of the CEO.

Your claim for a refund must include the following information:

- your full name;
- the date the course started (or was due to start); and
- the reason you are withdrawing from the course.

The amount of your refund will be determined as follows:

- a) If you notify us of your withdrawal more than 4 weeks before your course start date, the tuition fees you have paid will be refunded, minus an administration fee of \$500.
- b) If you notify us of your withdrawal less than 4 weeks but more than 1 week before your course start date, the tuition fees you have paid will be refunded, minus an administration fee of \$750.
- c) If you notify us of your withdrawal less than 1 week before your course start date the tuition fees you have paid will be refunded, minus an administration fee of \$1,250.
- d) If you choose to withdraw from your course after the scheduled starting date, you will not be entitled to a refund.
- e) If you are not granted a student visa, we will refund you 100% of the fees you have paid, minus the application fee of A\$200.

The application fee of \$200 is not refundable under any circumstances.

“Starting date” is defined as the first day of your course as stated on your letter of offer. For continuing students it is the first day of the study period to which your tuition fees relate as shown in your timetable.

Refunds will be paid within 4 weeks after we receive your written application. All refunds will be paid in Australian dollars to the person who originally paid the course fees.

Requests for a refund based on extenuating or compassionate circumstances will be considered on an individual basis. In the event that you do not commence or cannot continue a course due to sickness or other extenuating circumstances, you may apply for a refund by outlining your reasons in writing to the CEO. Substantiating evidence may be required and any such refund is at the discretion of the CEO. If a refund is approved, the refund will be paid within four weeks of the date the request is received.

If for any reason Aces Centre is unable to continue your tuition, we will repay you 100% of the tuition fees you have already paid for that part of the course we cannot deliver. In this case you will receive a refund within 2 weeks of the day on which the course ceased to be provided.

Aces Centre will provide you with a written statement detailing how the refund amount has been calculated.

This refund policy and the Aces Centre complaints and appeals process do not remove your right to take further action under Australia's consumer protection laws.

Aces Centre default

Aces Centre defaults if the course we offer does not start on the agreed starting day. If Aces Centre defaults, we pay a full refund to the student within 2 weeks after the default day. Aces Centre gives the student a statement that explains how the refund amount has been worked out.

Applicant's Signature _____

Date: ____/____/____

www.acescentre.com.au

Alternative Arrangements

Aces Centre may arrange for another course, or part of a course, to be provided to the student at Aces Centre's expense as an alternative to refunding course money. If the student agrees to accept the alternative arrangement, Aces Centre is no longer liable to refund the student the money owed for the original enrolment. A refund of tuition fees will be granted where the student is unable to commence or continue to study due to death. This policy does not remove the right to take further action under Australia's consumer protection laws or prevent you from pursuing your rights under relevant Australian legislation. The registered provider's dispute resolution processes do not circumscribe the student's right to other legal remedies.

Deferment and Transfer Policy

If you defer your enrolment commencement date, you may be charged a deferment fee of \$500. You may not defer your enrolment period for more than four (4) months. Requests for course deferment should be made in writing to CEO at least 4 weeks prior to commencement.

Students are permitted to transfer automatically between registered providers after a six month period, following commencement of their principal course of study, on the condition that they have evidence of a new CoE issued from another provider. If you wish to transfer between registered providers within the first six months of the commencement date of your principal course of study, you must make a request in writing to the CEO at least 4 weeks prior to the desired transfer date. Aces Centre will assess the practicability of your request through the College's transfer request assessment policy and procedures. A letter of release, if granted, will be issued at no cost. If a student is granted early transfer from Aces Centre to another registered provider, this does not indicate the agreement to provide any refund to the student. The refund of course fees and other fees is governed by Aces Centre's Fees Refund Policy.

If Aces Centre cancels any training session, students are entitled to transfer to replacement training sessions at our centre.

Aces Centre's refund policy applies to both commencing and re-enrolling students.

Conditions:

I have read and understood all Aces Centre Policies regarding Fees and Charges, Deferrals, Pre-enrolment & Refunds, which are available on the Aces Centre Website (www.acescentre.com.au). By signing and submitting this application form I understand and agree to follow these policies and procedures:

- I am aware there is a non-refundable application fee of \$200.
- I have read and understood the course content as shown on the Aces Centre website.
- I agree to pay tuition fees and all other fees in full as soon as requested by Aces Centre. I agree that all fees must be paid based on the agreement indicated in my Letter of Offer.
- I understand that it is my responsibility to check the Aces Centre website regularly before commencement of and during my studies.
- I understand that course timetables and dates published by Aces Centre are subject to change. I accept that Aces Centre reserves the right to make changes to the times and duration of each course at any time. I understand that in the event of changes to my course timetable or duration I will be notified and I must follow the changes implemented by Aces Centre.
- The course timetable may vary term-to-term. I acknowledge that I must attend the timetable provided to me, at the beginning of each term, and make satisfactory course progress.
- I understand that by starting the course I owe Aces Centre the full tuition fees and any other relevant fees. I understand that Aces Centre reserves the right to cancel my CoE, anytime before or during my studies, if I have not paid outstanding fees by the given date as specified by Aces Centre. I understand that all fees must be paid directly to Aces Centre to the bank account provided on their website at www.acescentre.com.au.
- I am aware that my personal information may be shared between Aces Centre and the Australian Government and designated authorities including the Tuition Assurance Scheme This information includes my personal and contact details, course enrolment details and changes.
- I understand that the Aces Centre protects the privacy of its students in accordance with the Privacy Act (2001).
- I understand that Aces Centre premises may be under surveillance for security reasons.
- I understand Aces Centre's policy of Recognition of Prior Learning (RPL). I acknowledge that the procedure for the application for Recognition of Prior Learning has been explained fully in the Aces Centre Policies. I understand the RPL fee for each Unit of Competency is \$500.
- I understand that it is my responsibility to check the attendance and course progress requirements with Aces Centre administration at the beginning of each term and abide by them.
- I declare that all the information that I have supplied to Aces Centre in this form is correct.
- I understand that Aces Centre must be made aware of any special needs that I have that affect the Centre's provision for language, literacy and numeracy before the classes start.
- I acknowledge that it is my responsibility to seek independent advice regarding this application before signing this form.
- I acknowledge that I have read and understood and agree to follow:

Applicant's Signature _____

Date: ____/____/____

- The course outline and Aces Centre brochures.
- The Aces Centre Website including all information regarding:
 - Pre-Enrolment & Enrolment, Orientation, Provision for Language, Literacy and Numeracy Support, Flexible Learning and Assessment Procedures, Appeals, Complaints and Grievances procedures, Access and Equity Policy, Fees and Charges Policy, Student Refund Policy, Pre-requisite requirements.
- I understand that Aces Centre does not represent or guarantee that the student will successfully complete studies undertaken nor gain entry into further tertiary studies.
- I am aware of all other fees indicated on the Aces Centre website.
- I agree that if there is any difference in meaning of provisions of the English version and any translated version of this document or any other document of Aces Centre in any format or the information provided to me by anyone and any means the English version is to prevail.
- I understand that Aces Centre operates in accordance with the DEST-DIAC Course Progress Policy and Procedure. I have read the DEST-DIAC Course Progress Policy and Procedure (available on the Aces Centre website under Pre-Enrolment) and am aware of the course progress requirements. I have also read the Aces Centre Cancellation Policy and am aware of the conditions for which my enrolment may be cancelled.
- I understand that if I am unable to attend or submit an assessment for reasons of severe illness or misadventure, I must provide a medical certificate or other suitable evidence as soon as possible. This evidence will be examined by the CEO; if approved, reassessment will be offered free of charge and will occur at a time scheduled by the CEO (usually as soon as possible after the student is able to return to the premises). Any student undergoing reassessment will be assessed using the same criteria as per all other students, although the actual assessment material/questions may vary. If I do not attend or submit an assessment for any reason other than severe illness or misadventure, or I am deemed Not Yet Satisfactory (NYS) in an assessment, I may request reassessment. This request must be made in writing. If reassessment is granted it will incur a charge of \$100. I may only be reassessed on a given assessment a total of two times, at a cost of \$100 each reassessment.
- I understand that part of my training (no more than 25% of my total course) will be delivered online. I understand that in order to complete the online component of my course, I must have access to my own computer/laptop equipped with MS Office software and at least ADSL2+ Internet connection. Aces Centre is not responsible for providing me with IT facilities or Internet for my personal study or other use.
- I understand that I am expected to attend 20 contact hours a week (including online learning) and that my participation (face-to-face and online) will be monitored and recorded.
- I agree that during the course of my study Aces Centre will determine class timetable and venue for each term. I agree that it is my responsibility to enquire to the Aces Centre office prior to the commencement of each term about the course timetable and venue assigned by Aces Centre for that term. I agree to adhere to the timetable and venue set for each term. I understand that each course may include post-study periods as indicated on Aces Centre's website.
- I understand that I can scan the required documents and email them to info@acescentre.com.au to expedite my application process provided Aces Centre has received the application fee. I also understand that I need to provide Aces Centre with all the required certified documents in hard copies before they issue the CoE(s).
- I understand that no other organisation provides training and/or assessment services on Aces Centre's behalf, nor does Aces Centre act on behalf of any other organisation for training and/or assessment services.
- I accept the following Student Responsibilities and understand that action will be taken if I do not comply with these expectations:
 - To conduct myself in a safe and healthy manner.
 - To behave in a manner that prevents injury and disease to myself, trainer(s), fellow students and staff members
 - To identify and report to my trainer any possible hazards relating to equipment, facilities and/or any other source
 - To comply with and assist with the Centre's emergency procedures
 - To refrain from smoking anywhere in the centre
 - To refrain from drinking and/or eating in the labs/classrooms including chewing gum
 - To attend class regularly and punctually
 - To comply with assessment requirements as outlined in the student handbook section on Conduct of Assessment
 - To discuss any complaints/feedback with my trainer or the Aces Centre CEO
 - To refrain from any discriminatory, harassing or bullying behaviour towards other students, staff or visitors to the centre, at all times
 - To report any discriminatory behaviour, harassment, victimisation or bullying to the trainer or CEO
 - To refrain from unacceptable behaviour including the use of bad language, alcohol and drugs
 - To refrain from using devices which may disrupt class e.g. mobile phones, mp3 players and pagers, photo or video cameras
 - To comply with the current Aces Centre Policy and Procedure Handbook and Student Handbooks.

Applicant's Signature _____

Date: ____/____/____