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## OVERSEAS STUDENT APPLICATION FOR ENROLMENT

### Personal Information PLEASE USE BLOCK LETTERS

Title \_\_\_\_\_ Surname (Family Name): \_\_\_\_\_

Given name(s): \_\_\_\_\_  Male /  Female

Date of Birth (Day/Month/Year): \_\_\_\_/\_\_\_\_/\_\_\_\_ Age (Years/Months): \_\_\_\_/\_\_\_\_

Nationality: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Passport No: \_\_\_\_\_ Passport Expiry: \_\_\_\_/\_\_\_\_/\_\_\_\_

Are you holding a current Australian Visa?  Yes  No

If Yes: Visa Number: \_\_\_\_\_ Visa Expiry: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Visa Type: \_\_\_\_\_

If No: At which Australian Embassy or High Commission or Consulate will you lodge your student visa application?  
 City: \_\_\_\_\_ Country: \_\_\_\_\_



Do you have any medical condition(s) that may affect your studies?  Yes /  No

If yes, please indicate the condition(s) and provide details of any current medication and of emergency procedures that staff may need to administer to assist you: \_\_\_\_\_

Do you have any other special needs that require consideration for your full participation in our courses?

Yes /  No If yes, please specify: \_\_\_\_\_

### Student Contact Information

Address in Home Country (Overseas Address): \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Address in Australia (if known): \_\_\_\_\_

Telephone in Australia (if known): \_\_\_\_\_

### Emergency Contact Details (Must NOT be your agent):

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### 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? \_\_\_\_\_

Do you hold a current Overseas Student Health Cover (OSHC)?  Yes  No

If Yes, please provide the Provider Name, Membership Number and Expiry Date of your OSHC: \_\_\_\_\_

Compulsory Overseas Student Health Cover required? If Yes, please tick:  Single  Family

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

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

Agency Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Agency Fee: \_\_\_\_\_ Agency Signature or Stamp: \_\_\_\_\_

### Course Information

Course you are applying for:

- ICA50611** Diploma of Website Development (104 weeks, AUD\$16,000)
- ICA50711** Diploma of Software Development (104 weeks, AUD\$16,000)
- ICA50811** Diploma of Systems Analysis and Design (104 weeks, AUD\$16,000)
- ICA60211** Advanced Diploma of Network Security (52 weeks, AUD\$9,500)
- ICA60311** Advanced Diploma of Information Technology Business Analysis (104 weeks, AUD\$16,000)
- ICA60411** Advanced Diploma of Information Technology Project Management (52 weeks, AUD\$9,500)
- BSB50207** Diploma of Business (52 weeks, AUD\$7,000)
- BSB60207** Advanced Diploma of Business (52 weeks, AUD\$8,500)
- BSB60407** Advanced Diploma of Management (52 weeks, AUD\$8,500)
- BSB60707** Advanced Diploma of Project Management (52 weeks, AUD\$9,500)
- BSB60507** Advanced Diploma of Marketing (52 weeks, AUD\$8,500)
- 91419NSW** Certificate IV in Spoken and Written English (Further Studies) (12 weeks, AUD\$3,750)

 My 1st preferred course start date is in: **(please tick the term you wish to start)**
 **Term 1 (Jan) 2012**
 **Term 2 (Apr) 2012**
 **Term 3 (Jul) 2012**
 **Term 4 (Oct) 2012**

My 2nd preferred course start date is in: \_\_\_\_\_

 Are you applying for "Recognition of Prior Learning"?  Yes  No If yes, please attach relevant documentation and fill out Form H.

How did you learn about Aces Centre? \_\_\_\_\_

### 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, SC or equivalent (with certified translation, if not in English)
- Certified copy of student's 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:

Name of Bank	BSB	Account Name	Account Number
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.

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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.

### 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.

## **Terms and Conditions**

By signing and submitting this application form I understand and agree that:

- I am aware that if my Visa application is rejected, Aces Centre will refund to the student (or their nominees) all tuition fees less administration expenses, provided that sufficient evidence of this is produced and the student officially withdraws from the course.
- I understand that the Aces Centre protects the privacy of its students in accordance with the Privacy Act (2001).
- 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 acknowledge that it is my responsibility to seek independent advice regarding this application before signing this form.
- 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](http://www.acescentre.com.au).
- 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, which may affect the duration of my student visa. I understand that the Elective Units in each Qualification may change at Aces Centre's discretions before/during/after my studies.
- I understand that Australian law dictates that students holding student visas must make Aces Centre aware of any change of address within 7 days. Aces Centre must be notified of all other changes in student contact details in a timely fashion.
- I understand that it is my responsibility to check the Aces Centre website and the email I corresponded with Aces Centre regularly before commencement of and during my studies.
- I understand that Aces Centre premises may be under surveillance for security reasons.
- I understand that Aces Centre is not a migration agent and as such is not responsible for giving advice on any migration issues, or the student visa application process.
- I understand that Australian law dictates that students holding student visas must make Aces Centre aware of any change of address within 7 days. Aces Centre must be notified of all other changes in student contact details in a timely fashion.

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- I understand that I would take any food or consumables provided to me at Aces Centre at my own risk. I understand that they might be placed in a different container or packaging from the original one. I agree that Aces Centre is not accountable for any misadventure that may arise from any intake of any food or consumables.
- 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, the ESOS Assurance Fund Manager, ASQA and DIAC. This information includes my personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach of my student visa condition.
- 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 \$600.
- I understand that, for the duration of my course, I must meet the course progress and attendance requirements set out by Aces Centre, which are detailed in the Pre-Enrolment information available on the Aces Centre website and in the Aces Centre Student Handbook. I understand that if I do not meet these requirements, Aces Centre may cancel my enrolment and therefore my student visa may be jeopardised.
- 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 I have read and understood and agree to follow the course content/outline, Aces Centre brochures and the Aces Centre website ([www.acescentre.com.au](http://www.acescentre.com.au)) 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, Deferrals and 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 understand that I need to pay in advance the tuition fees for all the courses that I require Aces Centre to issue an Overseas Student Confirmation of Enrolment (CoE) for me. I understand that Aces Centre can issue a CoE for each course or qualification I study at the Centre.
- 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 (including website) or the information provided to me by anyone and any means the English version will prevail.
- I agree that during the course of my study Aces Centre will monitor my course progress in accordance with The National Code Standards (<http://www.aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Pages/default.aspx>). I acknowledge that I have read and understood The National Code, ESOS Act 2000 and ESOS Regulations 2001.
- 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 Aces Centre staff; if approved, reassessment will be offered free of charge and will occur at a time scheduled by the Aces Centre staff (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 required to attend full-time (20 hours a week including online learning) and that my attendance (face-to-face and online) will be monitored and recorded. I must provide supporting evidence to justify my absences from class and I understand that if my attendance falls below 80%, I may be reported and have my enrolment cancelled.
- I agree that during the course of my study, timetable may vary term-to-term and Aces Centre will generate my class timetable before commencement of each term and provide it to me. I agree that it is my responsibility to contact Aces Centre with any enquiries related to my timetable prior to the commencement of each term. I agree to attend and adhere to the timetable provided to me at the beginning of each term, and make satisfactory course progress and attendance. I understand that each course may include post-study periods as indicated on Aces Centre's website. I acknowledge that I must attend the timetable provided to me.
- I understand that I must have health insurance while in Australia. I understand Aces Centre can organise Overseas Student Health Cover (OSHC) for me, but it is my responsibility to make sure I have a valid and appropriate OSHC while in Australia.
- I understand that I can scan the required documents and email them to [info@acescentre.com.au](mailto: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 as soon as requested by Aces Centre. Aces Centre reserves the right to cancel the CoE at any time, if I am unable to provide the certified translated to English copies of my documents provided to Aces Centre electronically.
- 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 declare that all the information that I have supplied to Aces Centre in this form is correct.