



# Australian Academy of Commerce Pty Ltd

## Application Form 2014

CRICOS 02599C RTO 90982

### STUDENT DETAILS

Family Name: \_\_\_\_\_

Given Name: \_\_\_\_\_

Gender: Male  Female

Title: Mr  Ms  Other: \_\_\_\_\_

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year

Country of birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Address in home country: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

### INTERNATIONAL STUDENTS

Please provide the following details:

Passport Number: \_\_\_\_\_

Passport Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year

#### Visa Type:

Student  Visitor  Working Holiday  Other: \_\_\_\_\_

DIBP Office: \_\_\_\_\_

### EDUCATION DETAILS

English Language Proficiency\*

Beginner  Intermediate

Upper-Intermediate  Advanced

IELTS score: \_\_\_\_\_

Last institution attended: \_\_\_\_\_

Highest level attained: \_\_\_\_\_

**Note:** Please attach certified copies of academic records with this form.

Entry requirements for international students will be applied to study business qualifications.

→ A minimum of an IELTS band score of 5.5 (or equivalent) is required for entry into Certificate II and higher qualifications.

→ If a student was previously enrolled at a course with another provider in Australia (or overseas and the classes were conducted in English), proof of English language certificate will not be required. An academic transcript with evidence of English language tuition is acceptable.

→ A minimum of Year 10 (or overseas equivalent) pass is required for entry into certificate courses; and Year 12 or completion of Year 10 with relevant work experience for entry into diploma qualifications.

### REQUESTED COURSE AND DURATION

English courses Starting Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year

#### General English I to 60 Weeks

- General English Beginner 12 weeks CRICOS 079248A
- General English Elementary 12 weeks CRICOS 079249M
- General English Pre-intermediate 12 weeks CRICOS 079250G
- General English Intermediate 12 weeks CRICOS 079251F
- General English Advanced 12 weeks CRICOS 079252E

How many weeks do wish to study? \_\_\_\_\_

Morning  Afternoon

#### English for Academic Purposes I to 24 weeks

- English for Academic Purposes Upper Intermediate 12 weeks CRICOS 079253D
- English for Academic Purposes Advanced 12 weeks CRICOS 079254C

How many weeks do wish to study? \_\_\_\_\_

Morning  Afternoon

Business courses Starting Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year

- Intake 1: 13<sup>th</sup> January  Intake 2: 10<sup>th</sup> March
- Intake 3: 14<sup>th</sup> April  Intake 4: 9<sup>th</sup> June
- Intake 5: 14<sup>th</sup> July  Intake 6: 8<sup>th</sup> September
- Intake 7: 13<sup>th</sup> October  Intake 8: 8<sup>th</sup> December

- BSB20112 Certificate II in Business CRICOS 081647A 26 weeks
- BSB30412 Certificate III in Business Administration CRICOS 081649K 39 weeks
- BSB40407 Certificate IV in Small Business Management CRICOS 076601B 39 weeks
- FNS40611 Certificate IV in Accounting CRICOS 081650F 39 weeks
- BSB51207 Diploma of Marketing CRICOS 076602A 26 weeks
- FNS50210 Diploma of Accounting CRICOS 078511K 39 weeks
- BSB51107 Diploma of Management CRICOS078509D 39 weeks
- BSB60407 Advanced Diploma of Management CRICOS078510M 39 weeks

### OVERSEAS STUDENT HEALTH COVER(OSHC)

Visa length cover is compulsory for student visa

Do you have OSHC at the moment Yes  No

If yes, when does it expire \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year

Membership no: \_\_\_\_\_ Insurer: \_\_\_\_\_

Would you like AAC to arrange OSHC for you Yes  No

What type of cover do you require Single  Family\*\*

\*\* Family includes the student, the spouse of the student and an dependent children of the student up to 18 years of age who have been authorised to enter and remain with the student and who are residing at the same place of residence

### ACCOMMODATION AND AIRPORT PICK UP

Airport Pick Up (AUD\$200): Yes  No

## TERMS & CONDITIONS FOR ENROLMENT

### Course progress

Australian Academy of Commerce is required to monitor and record student academic progress throughout their period of enrolment. When a student does not meet the course requirements for two consecutive terms they may be reported to DEEWR via PRISMS as required under section 19 of the *ESOS Act 2000* and this may result in their visa being cancelled.

### Attendance

Student visa holders are required to attend full-time study only. The minimum amount of full-time study shall be 20 contact hours per week, taken as an average for each term while the course is in session.

### Cancellation and Refund Policy

Under Standard 7 of the National Code 2007, except for special circumstances, registered providers are restricted from enrolling and transferring students prior to completing the first six months of the principal course of study.

In the unlikely event that the Australian Academy of Commerce ('Academy') 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 two weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by the Australian Academy of Commerce at no 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 the Academy is unable to provide a refund or place you in an alternative course the Tuition Protection Scheme (TPS) will attempt to place you in a suitable alternative course or, if this is not possible, you will be eligible for a refund as calculated by the TPS Director. For more information visit the official TPS website <https://tps.gov.au/Information/Students/How> or call 02 6271 3440.

To apply for a refund – a **Refund Application Form** or **Agent Refund Application Form** (if applying through an agent) – must be completed and submitted to the Student Services Manager. The Australian Academy of Commerce will issue refunds in advance payment of tuition fees within 28 days when:

- Tuition fees are refunded in full; less 5% of the total amount of pre-paid tuition fees (up to a maximum amount of \$500) if your application for a student visa is rejected by DIBP (the official visa refusal letter from DIBP must be provided as evidence);
- If you withdraw from your course 28 days or more prior to the commencement of your course (*commencement of course* is defined in this policy and procedure as the course start date as per the original Application Form submitted by the student or an agent and not subsequent enrolment changes to the starting date), 80% of your tuition fee will be refunded;
- If you withdraw from your course less than 28 days prior to the commencement of your course, a fee equal to one term tuition will be charged;
- If you applied for a visa extension and it was **not** granted by DIBP; the unused tuition fees are refunded in full;
- If you are a current student and withdraw in writing 28 days or more prior to the commencement of the following term the Academy shall refund the unused tuition fees;
- If a student is provisionally enrolled, on condition of achieving evidence of acceptable English Language Proficiency, and the student cannot achieve the required level, all tuition fees and charges corresponding to the course will be refunded less a charge of AU\$300.

We will not issue refunds for:

- Application fee, accommodation assistance & airport reception fees;
- If you withdraw from your course after the course has commenced;
- If you withdraw from your course not in accordance with your visa obligations and behaved not in good faith;
- Change in student's work hours;
- Inconvenience of travel to class;
- Moving interstate or overseas;
- Job change or retrenchment;
- Students who leave before completing the course &/or qualification.
- If a student becomes a permanent resident of Australia during the program.
- No guarantee of university or other pathway places will apply to such students.

Eligible refunds will be refunded within 28 days of receipt of written notification. The Australian Academy of Commerce will provide the student a statement that explains how the amount has been worked out.

Refund will only be given to the person who paid the tuition fees. For example, if the tuition fee was paid by an agent or parents, the money will only be refunded to either the agent or parents.

"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".

### Expulsion

The Australian Academy of Commerce reserves the right to expel any student for serious breach of discipline and visa obligations as well as failure to pay tuition fees on time. Any advanced fees will not be refunded.

Accommodation Placement: Yes  No

Type of Accommodation:  
➔ Homestay  Hostel  Private Room

## LEARNER'S NEEDS

The Academy endeavors to identify, assess and provide learning support to its clients for all qualifications currently on its scope of registration. If you require a special consideration please tick the appropriate box below:

English language: Yes  No   
Literacy and numeracy: Yes  No   
Physical ability: Yes  No   
Intellectual ability: Yes  No   
Cultural or ethnic background: Yes  No

## Grievance Resolution

The Australian Academy of Commerce has procedures and resolution processes in place for the prompt and fair hearing and resolving student grievances. These procedures do not remove the right for the student to pursue outside legal remedies

## Credit Transfer & RPL

Recognition of Prior Learning (RPL) allows a candidate to receive exemptions for the knowledge and skills they attained or who have had extensive work experience in some aspects. Students who have completed previous studies of their proposed course – with appropriate evidence – may apply for a Credit Transfer before starting. Overseas students should apply for Credit Transfer or RPL before his/her visa is granted.

## Arrival and orientation

If you have enrolled in any course, it is advisable to arrive at least one week prior to the course commencement. Overseas students must attend the scheduled orientation day before registering as a student.

## Course start dates

Starting dates for the business qualifications are generally quarterly, every term. There are also specific entry points during the term where candidates can start. Contact the Australian Academy of Commerce to arrange study entry other than the term commencement.

## Administration Costs

Extra fees will apply whenever an applicant wishes to amend enrolment details, which requires a creation of a new eCoE. The updated eCoE will attract a \$40 administration charge.

## DECLARATION

### To be completed by all students.

I understand that any misleading information that I have provided on this form and to the Australian Academy of Commerce could result in the termination of this application and future enrolment and agreements with the Australian Academy of Commerce.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Day Month Year

Please send this Application Form together with the application fee of A\$200 to:

### Australian Academy of Commerce

Main Campus: Level 7/ 8 Quay Street, Haymarket NSW 2000

Second Site: 2/11-13 O'Keefes Lane, Kogarah NSW 2217

PO Box 20542 World Square NSW 2002 Australia

Website: [www.ausacademy.edu.au](http://www.ausacademy.edu.au)

E-mail Address: [info@ausacademy.edu.au](mailto:info@ausacademy.edu.au)

### For Direct Deposit of Tuition Fee

Name of Bank: **Commonwealth Bank of Australia**

Account Name: **Australian Academy of Commerce P L**

Bank, State & Branch Number (BSB): **062 033**

Account Number: **105 045 38**

Bank Address: **Surry Hills NSW**

Swift Code: **CTBAU2S**

Routing: **02 100 0018**

How did you hear about Australian Academy of Commerce?

- Exhibition / seminar
- Newspaper / Magazine
- Education Agent
- Friend / Relative
- Web surfing
- Other: