

Application of Enrolment (International Student)

Applicant Information

General Information:

Gender: Male: Female:

Date of Birth (DD/MM/YYYY): ___/___/_____ Title: _____

Family Name/Surname: _____

Given Name/First Name: _____

Victorian Student Number: _____

Residential address: _____

Postal address (Please state AS ABOVE if same): _____

Home telephone: _____ Mobile: _____

Email address: _____

Do you consider yourself to have a disability, impairment or long-term condition that will require special assistance? Yes No
If yes, please attach further information)

English proficiency

(Please tick which of the following options apply and attach documentary evidence)

English is my first language I have undertaken IELTS test

Date taken: _____ Overall band score: _____

I will sit for an IELTS test Date: _____

Completed English course in Australia (attach evidence)

Name of English Language Course: _____

Name of English Language Centre: _____

Start Date: _____ Finish Date: _____

Transferring Student Information: (If Applicable)

Are you transferring from another education provider in Australia? Yes No

If Yes, have you completed the first 6 months of your principal course? Yes No

Name of Institute: _____

Passport No: _____ Visa Type / Class: _____

Are you currently enrolled in another institution in Australia Yes No
(If yes, please provide a Release Letter)

Airport and Accommodation

Do you require pickup at the airport: Yes No

Do you require assistance with accommodation: Yes No

Length of stay (weeks): _____ Accommodation start date: _____

Accommodation type: Home stay

Overseas Student Health Cover (OSHC)

Do you already have an OSHC health cover: Yes No

If yes, please provide details below:

OSHC Membership number: _____ OSHC Provider: _____

If you want The Ashmark Institute of Australia to arrange an OSHC membership for you, then please tick the type of cover below:

Single Family

If you chose family; please attach details of all family members.

Please specify the time period you are looking for:

52 Weeks 104 Weeks 68 weeks

Full duration of the course (If, less than 12months)

Course Selection

Recognition of credit transfers/Recognition of prior learning

I wish to apply for RPL Yes No

I wish to apply for Credit Transfer Yes No

(If yes, Please attach the respective application forms)

Courses offered by The Ashmark Institute of Australia

(Please tick the box of the course(s) you wish to enrol and the preferred start date)

Course Name [study period]	Course Intake Dates (2011-12)	Course Fees(Tuition Fee)	Application, Resources and OSHC fees
<input type="checkbox"/> Two (2) Years Study Package [104 weeks] • AUR30405 - Certificate III in Automotive Mechanical Technology(062971B) • and BSB51107 – Diploma of Management (068447G)	• 26th September, 2011 • 16th January, 2012	Tuition fee: \$23,000 (2 years)	Application Fee – One-Off Payment \$175 Resources Fee – 52 weeks \$1280 OSHC Fee – 2 Year Single Cover \$840
<input type="checkbox"/> Automotive Studies [52 weeks] • AUR30405 – Certificate III in Automotive Mechanical Technology (062971B)	• 26th September, 2011 • 16th January, 2012	Tuition fee: \$13,000 (1 year)	Application Fee – One-Off Payment \$175 Resources Fee – 52 Weeks \$840 OSHC Fee – 1 Year Single Cover \$420
<input type="checkbox"/> Management Studies [52 weeks] • BSB51107 – Diploma of Management (068447G)	• 22nd August, 2011 • 26th September, 2011 • 31st October, 2011 • 5th December, 2011	Tuition fee: \$10,000 (1 year)	Application Fee – One-Off Payment \$175 Resources Fee – 1 Semester \$440 OSHC Fee – 1 Year Single Cover \$420
<input type="checkbox"/> Automotive Studies [68 weeks] • AUR50105 – Diploma of Automotive Management (072603K)	• 15th August, 2011 • 26th September, 2011 • 09th January, 2012	Tuition fee: \$13,500 (68 Weeks)	Application Fee – One-Off Payment \$175 Resources Fee – 68 Weeks \$1085 OSHC Fee – 68 Weeks Single Cover \$595

NOTE: For detailed information on course fees, content, duration and qualifications offered please see "Courses" on our website:

<http://www.ashmark.edu.au>.

Course Selection

Course Commencement Dates

(Please tick the box of the term in which you wish to begin and write the intake dates you would like to begin)

- | | |
|--|--------------------------|
| <input type="checkbox"/> For Certificate III in Automotive Mechanical Technology and the Diploma of Management (104 weeks) | Intake: ____/____/20____ |
| <input type="checkbox"/> For Diploma of Management (52 weeks) | Intake: ____/____/20____ |
| <input type="checkbox"/> For Certificate III in Automotive Mechanical Technology (52 weeks) | Intake: ____/____/20____ |
| <input type="checkbox"/> For Diploma in Automotive Management (68 weeks) | Intake: ____/____/20____ |

Further Information

Previous Education

Please attach certified copies of all academic transcripts and reports.
(They must be translated into English)

Name of qualification: _____

Name of school or institution: _____

Year awarded: _____ Country / State: _____

Name of qualification: _____

Name of school or institution: _____

Year awarded: _____ Country / State: _____

Agents Details

Agent's Name: _____

Agent's Address: _____

Agent's Email: _____

Telephone: _____

Visa requirements

*Please provide a copy of your visa.

Nationality: _____

Passport number: _____

Country of issue _____

Passport expiry date: _____

Current visa: Yes No Visa expiry date: _____

Visa type: Student Tourist Working holiday Others

If yes, please specify: _____

Others

How did you first hear about The Ashmark Institute of Australia?

- | | | |
|---|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Advertisements | <input type="checkbox"/> Friends | <input type="checkbox"/> Agent |
| <input type="checkbox"/> Internet | <input type="checkbox"/> Exhibition | <input type="checkbox"/> Relatives |
| <input type="checkbox"/> Private | <input type="checkbox"/> Media | <input type="checkbox"/> Seminars |

Refund Policy

This policy contains requirements that apply to all students that are currently studying or formally enrolled with us at The Ashmark Institute of Australia (thereafter known as AIA). The AIA's refund policy observes the principles outlined in the Education Services for Overseas Students Act 2000 (ESOS Act) and The National Code 2007 and applies to all new and re-enrolling students unless otherwise stated. AIA requires all students to be treated fairly and with integrity when applying for refunds and this procedure is intended to ensure that this occurs. Refunds will be made by electronic bank transfer or overseas bank draft. All applications for refund must be made in writing using the Fees Refund Application Form and submitted to the Accounts Department as prescribed in this policy. A refund will be paid directly to the student who entered into the agreement with The Ashmark Institute of Australia (AIA). 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.

Refund Application and Payment Information:

Refunds of fees paid, less deductions provided for in this policy, will be made, if students apply in writing to the Accounts Department, as prescribed in this policy. International students seeking a refund must complete and submit the Application for Refund Form, available from AIA's website. Appropriate supporting documentation needs to be included e.g. visa refusal letter from DIAC, acceptance into another program of study, etc. In order for a refund to be payable, the funds must be available (e.g. cheques are cleared, telegraphic transfers received), and any debts to AIA must be paid in full or the outstanding amounts will be deducted from the refund. In the case of student defaults, refunds will be made within 28 days of receipt of a written application and will include a Refund letter explaining how the refund was calculated. In the case of provider default the refund will be paid within 14 days from the date the application was received. AIA reserves the right to retain the amount of any agent fee incurred by AIA in recruiting a student, in addition to any other amount AIA is entitled to.

Institute Defaults

A refund of any pre-paid fees will be provided in the following circumstances:

- The course in which the student is enrolled does not begin on the agreed commencement date; or
- The course ceases to be provided at any time after it commences but before it is completed; or
- The course is not provided fully to the student because a sanction has been imposed on AIA; or
- If there is an Institute Default, the Student can choose to accept either:
 - a refund of the course fees, which will be issued to the Student within 14 Days; or
 - to be placed in an alternative course with the Institute or another provider. If the Student chooses placement in an alternative course, the Student must sign a document to indicate their agreement to the placement.
- If AIA is unable to provide a refund or place the Student in an alternative course the Tuition Assurance Scheme will be responsible in placing the Student in a suitable alternative course at no extra cost.
- If the Student is an International Student and the Tuition Assurance Scheme is unable to place the International Student in a suitable alternative course, the ESOS Assurance Fund Manager will then attempt to place them in a suitable alternative course or, if this is not possible, the International Student will be eligible for a refund as calculated by the Fund Manager.

Other Refunds

- If the student's application for a student visa is refused such that the student cannot undertake studies in Australia, a Full refund will be given, less or no more than the lesser of AUD\$250 (Administration fee). The student must provide proof of refusal from the Australian Government or else a refund will not be granted; or
- If 10 weeks or more prior to the student's course commencement date, the student indicates to the Institute in writing, that he or she wishes to withdraw from the course, a Full refund of course fees received by the Institute less AUD\$250 Administrative Fee will be granted.

Please note, in all of the above cases, course commencement date is the date indicated on the student's most current and approved eCoE.

Please take note that there will be no refund for the following administrative fees:

- | | |
|--|---|
| 1. Bank charges | 2. Courier charges |
| a. This will cost approximately AUD\$25;
depending on the bank current overseas bank draft charges. | a. This will cost within AUD\$15 – AUD\$50;
all refunds are posted by Australian post courier services |

Refund Policy

Student Defaults

No refund will be provided in the following circumstances:

Before Commencement Date:

- If the student notifies AIA less than 10 weeks prior to the student's course commencement date that he/she wishes to withdraw from the course; or
- The student does not commence the course on the date specified in the student's CoE and does not notify the Institute

After Commencement Date:

- If the student notifies AIA on or after the commencement date that he/she wishes to withdraw from the course; or
- The student fails to pay any monies for which he/she was liable to pay to AIA, directly or indirectly; or
- The student breaches a condition of student visa; or
- If after deferring, a student gives written notice that he/she does not wish to continue/start their studies.
- Misconduct or Misbehavior by the student.
- Any refund will be processed within 28 days from the written request being received.
- No refund will be given to any student who has deferred their enrolment.

Note: The Institute reserves the right to withhold granting the Award attained by the student, if student fees remain outstanding.

- A student abandons his/her course without formally cancelling his or her enrolment with AIA. However, the balance of all fees due will be invoiced to the student.
- Where a student has received a packaged offer for a combination of courses, and does not enroll in the second or subsequent course, the deposit paid for those courses shall be retained by AIA.

AIA reserves the right to retain the full fee paid where an offer was made on the basis of fraudulent documents. If the initial visa is not granted, a refund of course fees received by the Institute less the AUD\$250 enrolment fee will be issued to the International Student within 28 days of the written request. The written request must be in AIA approved form with proof of visa refusal attached. Without proof of refusal from the Australian Government a refund will not be granted. Where the student agrees to this arrangement, AIA will not be liable to refund the money owed for the original enrolment.

Deferral of Studies

Students who wish to defer their course commencement date must notify AIA in writing prior to the course commencement date. A new Offer letter will be issued advising the student of their new course commencement date. (NOTE: A place may only be deferred for up to 6 calendar months). Where a course deferral is granted, any monies paid to accept the original course will be transferred as a deposit for the deferred course only upon the written agreement of the prospective student and AIA.

Grievance Procedure

Students who believe they have been charged an incorrect fee or given an incorrect refund are entitled to dispute the decision using The Ashmark Institute of Australia's Complaints & Appeals procedure. Any appeal regarding decisions relating to this policy should be lodged in writing with AIA within 10 working days of the student receiving the original decision from AIA. Written appeals should be addressed to the Head of Accounts.

Amounts below include any course money collected by education agents on behalf of The Ashmark Institute of Australia	
Visa refused prior to course commencement	Full refund, less no more than the lesser of AUD\$250 (Inclusive of all Administrative Fee) and 5% of the total course money received before default date.
Visa refused after the course commencement	Full refund, less no more than the lesser of AUD\$250 (Inclusive of all Administrative Fee) and 5% of the total course money received before default date.
Withdrawal at least 10 weeks prior to course commencement date	Full refund less AUD\$250 (Inclusive of all Administrative Fee)
Withdrawal less than 10 weeks prior to course commencement date where visa is granted	No refund
Withdrawal after the course commencement date where the visa is granted	No refund
The Institute is unable to provide the course for which the original offer was made.	Full refund
Course withdrawn by the Institute	Full refund
Visa cancelled due to actions of the student	No refund
Withdrawal from study - current students	No refund
Airport pick-up	No refund
Home stay fees and accommodation booking fee	No refund

General Information

- Information on course content and duration, qualifications offered, recognition of prior learning (RPL), modes of study, assessment methods, campus locations, a general description of learning facilities, information on living in Australia including indicative living costs and accommodation options, can all be found on the Institute's website www.ashmark.edu.au
- Information on relevant legislation (ESOS Framework) relating to overseas students studying in Australia can be viewed on http://aei.dest.gov.au/AEI/ESOS/QuickInfo/ESOS_FrameWork_pdf.pdf
- The student is entitled to defer, on the basis of compassionate or compelling circumstances. Please contact Admissions for more information.
- Information on the requirements for entry into a course including minimum English and academic requirements can be found in the Institute's Student Prospectus and on www.ashmark.edu.au.
- As a student on an international student visa, you are required to have overseas student health cover (OSHC) for the duration of your studies in Australia.

General Information

- If a student changes residential addresses, the Institute must be notified of the new address within 7 days.
- Applicants must 18 years of age or older.

Victorian Student Number

Introduction of the Victorian Student Number:

The Ashmark Institute of Australia is working with the Department of Education and Early Childhood Development to allocate a Victorian Student Number (VSN) to each student at our institute as per the Education and Training Reform Amendment Bill 2008.

The VSN is a student identification number that is being assigned to all students in government and non-government schools, and students up to the age of 24 in the Vocational Education and Training providers. The number, which is unique to each student, will be used as a key identifier on a student's records, and will remain with the student throughout his or her education, until reaching the age of 25. The VSN is nine digits long, randomly assigned, and tied to stable information about the student (name, gender, date of birth).

The introduction of the Victorian Student Number will provide the capability to accurately detect patterns of student movement through, and departure from, the Victorian education and training system. It will greatly improve the collection and analysis of timely and accurate data about education in Victoria. Schools and institutes currently collect data on such things as student attendance, student achievement, course choices and special needs and report these to the Department. Skills Victoria summarises this information to track improvements made to the education system, to identify areas that require further improvement, and to analyse trends and identify future needs. The VSN will simply improve the accuracy, reliability and completeness of this information, providing a better basis for assessing needs and developing policies to meet them. The improved quality of information will also result in more accurate reporting to taxpayers on the state's education system. You will see the VSN appear on the student results report, enrolment forms and student details confirmation reports. You can also request information from [VET provider administration] that has been notified to the Victorian Student Register and the allocated VSN.

If you want to know more about the VSN please visit <http://www.education.vic.gov.au/management/governance/vsn/overview.htm>

Release of Personal Information

Personal Information is collected solely for the purpose of operating as a Registered Training Organisation under the Australian Quality Training Framework, and administered by the National Audit and Registration Agency, who is the registering authority. The requirements of the registering authority may mean the release of your personal information for the purposes of audit or for collection of data by Commonwealth and State Government departments and agencies and the Fund Manager of the Tuition Assurance Scheme and ESOS Assurance Agency. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition.

It is a requirement of the Australian Quality Training Framework that students can access personal information held by Ashmark Institute of Australia and may request corrections to information that is incorrect or out of date. Apply to the Administration Department, if you wish to view your own records.

Agreement and Contract

- The Applicant confirms that all the information provided in this application is complete and correct.
- The Applicant agrees to be bound by the Ashmark Institute of Australia's rules and regulations and otherwise to follow acceptable codes of conduct, attendance and academic performance and show a concern for other students and teachers.
- Ashmark Institute of Australia reserves the right to terminate this agreement in the case of serious misconduct by the student.
- This agreement, and the availability of complaints and appeals processes, does not remove the right of a student to take action under Australian Consumer Protection laws.
- All information and conditions detailed in this Enrolment Application form part of the terms of the contract.

Student's Declaration

- I understand the terms of this contract and the refund conditions and confirm that I have been fully advised of the fee, refund entitlements and conditions of enrolment and agree to be a student at Ashmark Institute of Australia.
- I am aware of the visa conditions attached to my Student Visa issued by the Department of Immigration and Citizenship (DIAC). I have also been advised to visit www.immi.gov.au for any information related to student visas and requirements.
- If I instruct an agent to complete this application form on my behalf, I do so on the basis that the agent is acting for me and it remains my responsibility to read the terms and conditions of enrolment.
- I am solely responsible and accept the consequences for any incorrect or fraudulent information provided with this application.
- The Ashmark Institute of Australia has neither procured nor helped me to procure submitted documents.
- The Ashmark Institute of Australia will not be held responsible any documents misplaced during the visa process and/or transit nor for the granting or otherwise of a student visas from the Australian High Commission or Embassy.

I certify that all information I have provided on this form is correct and true and understand that if this is not so the application may be rejected. I have:

- Completed all sections of this Application Form
- Read and understood the Cancellation & Refund policy
- Attached certified copies of my academic qualifications (Transcripts must be in English)
- Attached evidence of English language proficiency
- Included a copy of my passport/visa

Student signature: _____

Date (DD/MM/YYYY): ____/____/____

Information is collected on this form and during your enrolment in order to meet our obligations under the Education Services for Overseas Students Act 2000, and the National Code 2007, and to ensure student compliance with the conditions of their visa and their obligations under Australian immigration laws generally. This information may be provided to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. The Ashmark Institute of Australia operates under the ESOS Framework. Further information can be found here: <http://aei.dest.gov.au/ESOS>

Please send this completed application to: The Ashmark Institute of Australia
287-313, Macaulay Road, North Melbourne, VIC 3051 Or email to info@ashmark.edu.au or Fax +61 3 9329 2454

Office use only

Date received: ____/____/____

Letter of Offer: ____/____/____

Signature: _____