

Enrolment Form

497-507 High Street, PENRITH NSW 2750
+61 2 4732 5088 Telephone



Personal Details			
(Please complete this form in English)			
(Given Name)		(FAMILY NAME)	
First:	Middle:	Surname:	Date of Birth: ____/____/____
Sex/Gender: Female <input type="checkbox"/> Male <input type="checkbox"/>	Email for Correspondence: _____		
Visa Type: _____	Expiry Date: ____/____/____	Passport No.: _____	Expiry Date: ____/____/____
Contact details in Australia		Contact person in case of emergency	
No. & Street: _____		Name: _____	
Suburb: _____	State: _____	Postcode: _____	Relationship: _____
Home Phone: _____	Mobile Phone: _____		Phone Number: _____
Have you undertaken an English Language test within the last 2 years? (attach a copy)	Permanent address in home country		
IELTS <input type="checkbox"/> PTE <input type="checkbox"/> OTHER <input type="checkbox"/> _____	Home Country: _____		Telephone: _____
Score of English test: _____	Address: _____		
Date of English test: ____/____/____	Suburb: _____	State/City: _____	Postcode: _____
Course Preference			
(please ✓ ALL required courses)			
		CRICOS code	Duration / Tuition Fee
Certificate III in Individual Support - CHC33015	<input type="checkbox"/>	091837A	49 Weeks AUD \$6000
Commence: ____/____/____ Complete: ____/____/____			
Certificate IV in Ageing Support - CHC43015	<input type="checkbox"/>	091838M	61 Weeks AUD \$8500
Commence: ____/____/____ Complete: ____/____/____			
Certificate IV in Disability - CHC43115	<input type="checkbox"/>	091839K	49 Weeks AUD \$7500
Commence: ____/____/____ Complete: ____/____/____			
Certificate IV in Community Services - CHC42015	<input type="checkbox"/>	091840F	52 Weeks AUD \$7500
Commence: ____/____/____ Complete: ____/____/____			
Diploma of Community Services - CHC52015	<input type="checkbox"/>	091841E	52 Weeks AUD \$8500
Commence: ____/____/____ Complete: ____/____/____			
Certificate III in Business Administration - BSB30415	<input type="checkbox"/>	086862J	26 Weeks AUD \$3900
Commence: ____/____/____ Complete: ____/____/____			
Certificate IV in Business - BSB40215	<input type="checkbox"/>	086951G	26 Weeks AUD \$3900
Commence: ____/____/____ Complete: ____/____/____			
Diploma of Business - BSB50215	<input type="checkbox"/>	087220B	26 Weeks AUD \$4200
Commence: ____/____/____ Complete: ____/____/____			

Office Use Only	
Visa Grant Number:	
Student ID	AST 000
CoE No. Course 1:	
CoE No. Course 2:	
CoE No. Course 3:	
Invoice Number:	

OSHC: ____/____/20 Initial: _____
Medibank Schedule No.: _____

Notes:

Payment Details	
Enrolment Fee (non-tuition payment)	AUD \$
Tuition Fee – Course 1:	AUD \$
Tuition Fee – Course 2:	AUD \$
Tuition Fee – Course 3:	AUD \$
Course Material Fee (non-tuition payment)	AUD \$
OSHC (non-tuition payment)	AUD \$
Total Amount:	AUD \$
Payment Date:	AUD \$
EFT (Bank Transfer) <input type="checkbox"/> POS <input type="checkbox"/> CASH <input type="checkbox"/>	
Balance Outstanding Course #1:	AUD \$
Balance Outstanding Course #2:	AUD \$
Balance Outstanding Course #3:	AUD \$

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Induction Information			
Intakes are commenced monthly except December and January.			
Please select your commencement month below.			
<input type="checkbox"/>	February	<input type="checkbox"/>	July
<input type="checkbox"/>	March	<input type="checkbox"/>	August
<input type="checkbox"/>	April	<input type="checkbox"/>	September
<input type="checkbox"/>	May	<input type="checkbox"/>	October
<input type="checkbox"/>	June	<input type="checkbox"/>	November

Do you have any existing **medical conditions or disabilities** which may affect your learning?

NO YES

If yes, please provide more information (e.g. dyslexia, epilepsy)

Do you wish to apply for Recognition of prior learning (RPL) ?	Do you require any specific support assistance with your studies?
NO <input type="checkbox"/> YES <input type="checkbox"/> you will be required to complete an RPL form during your induction	NO <input type="checkbox"/> YES <input type="checkbox"/> you will be required to discuss your needs with student support at your induction

Overseas Student Health Cover (OSHC)

Do you require Astute Training Pty Ltd to organise your Overseas Student Health Cover (OSHC)?

YES NO Please provide copy if you are organizing your own Overseas Health Cover

What level of OSHC do you require? Single Couple Family

Please complete the following details for each dependent (Couple or Family cover only)

Dependent 1		Dependent 2	
Given Names		Given Names	
Family Name		Family Name	
Date of Birth: ____ / ____ / ____ (DD/MM/YY)		Date of Birth: ____ / ____ / ____ (DD/MM/YY)	
Male <input type="checkbox"/> Female <input type="checkbox"/>		Male <input type="checkbox"/> Female <input type="checkbox"/>	
Partner <input type="checkbox"/> Child <input type="checkbox"/>		Partner <input type="checkbox"/> Child <input type="checkbox"/>	
Dependent 3		Dependent 4	
Given Names		Given Names	
Family Name		Family Name	
Date of Birth: ____ / ____ / ____ (DD/MM/YY)		Date of Birth: ____ / ____ / ____ (DD/MM/YY)	
Male <input type="checkbox"/> Female <input type="checkbox"/>		Male <input type="checkbox"/> Female <input type="checkbox"/>	
Partner <input type="checkbox"/> Child <input type="checkbox"/>		Partner <input type="checkbox"/> Child <input type="checkbox"/>	

Where will you lodge your visa application? In Australia Outside of Australia

Financial Information

(you may be asked to provide evidence of funds at time of enrolment to support the box ticked for source of funding below)

Do you have access to sufficient funds to support you and your dependents (if applicable) for the total period of your stay in Australia? This includes tuition fees, travel costs and living costs as outlined on the Department of Home Affairs website: <https://www.homeaffairs.gov.au/>

YES NO

Indicate your source of funding: Self-funded Parent or relative Bank loan

Expense	Per Person	Amount required in AUD	
TRAVEL	Applicant	Return airfare to Australia	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Dependents	One return airfare to Australia per person	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
TUITION	Applicant	Course fees for one academic year	<input type="checkbox"/> Yes <input type="checkbox"/> No
	School age children 5-18yrs	\$8000 per year	
LIVING	Primary Applicant	\$21,041 per year	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Spouse or De Facto Partner	\$7,362 per year	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
	Dependent Child	\$3,152 per year + annual school costs \$8296	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable

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Unique Student Identifier (USI)

All students studying nationally recognised training in Australia from 1 January 2015 will be required to have a Unique Student Identifier (USI). A USI is a reference number made up of numbers and letters. The USI will allow students online access to their training records and results through their online USI account. You can apply yourself for your USI or Astute Training Pty Ltd can apply on your behalf or assist with your application at induction. USI's can be applied for at: www.usi.gov.au

Induction/Orientation

In order to complete your enrolment successfully you must attend induction/orientation before you commence your course. Induction/orientation is held the 3rd Monday of each month.

Overseas Student Health Cover (OSHC)

All international students are required to pay OSHC for themselves and all dependents staying with them in Australia for the duration of their student visa. Astute Training Pty Ltd use Medibank as the OSHC provider but students can choose their own provider.

Refund Policy

Students requesting a refund must complete the Refund Application Form and include a copy of the Visa refusal letter with the application to the email address on the form. The completed form must be received by Astute Training Pty Ltd within 90 days of the decision from DHA. Where a refund is approved, Astute Training Pty Ltd will make payment to the nominated bank account within 28 working days of receipt of the completed Refund Application Form including the supporting documents. No refunds will be paid to a third party unless it is indicated on Refund Application Form.

Visa Refusal	Tuition Fees (the fee for the delivery of training) are refunded in full if a visa application is rejected; however, the Enrolment Fee is non-refundable and there is an administration charge of \$250 which is charged for the processing of all refunds. The visa refusal letter must be attached to the refund application. *
Enrolment Fee	Non-refundable **
Visa Renewal Refusal	Refund of unused tuition fee
Overseas Health Cover	Refer to the OSHC Provider Policy
Withdrawal after the commencement date	Non-refundable
Withdrawal less than 30 days prior to the commencement date	Non-refundable
Withdrawal 30 days prior to the commencement date	80% refund of the tuition fees
Withdrawal by existing student after visa granted and course commencement	No refund available on fees paid Please Note: After course commencement a student must give 1 months' notice of intention to withdraw from a course or 1 month's fees will be charged.

Tuition Protection Service (TPS)

The Tuition Protection Service (TPS) is an initiative of the Australian Government that was introduced to assist International Students whose education providers are unable to deliver their course of study.

The TPS ensures that International Students are able to either:
-complete their studies in another course or with another education provider or receive a refund of their unused tuition fees.

Tuition fee refund in full in the case of provider default:

- The course has not started on the agreed start date
- The refund will be paid within 7 days from the day you are advised of the course cancellation
- Provider has had a sanction imposed

Section 46A of the ESOS Act 2000

In the case of provider default, in accordance with section 46A of the ESOS ACT 2000, the course fee refund will be processed as per the TPS procedure.

<https://tps.gov.au/StaticContent/Get/ProviderInformation>

Tuition Fees will not be refunded under the following circumstances:

- When a student fails to comply with the conditions of enrolment at Astute Training Pty Ltd
- When a student enrolment is terminated for failure to comply with the requirements of their student visa by Department of Home Affairs.
- A student does not commence their course (i.e. does not arrive or has not arranged with Astute Training Pty Ltd for a later start date)
- A student terminates a course during the term.

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.

Privacy Policy

- A student's right to privacy of information is protected at Astute Training Pty Ltd under the NSW Privacy and Personal Information Act 1998.
- In terms of the ESOS Act 2000, your information may be made available to Commonwealth and State Agencies, appropriate fund managers and Department of Home Affairs.

School age dependants

If you are intending to come to Australia with school age dependants, you will be required to pay the full fees for their compulsory schooling.

Recognition of Prior Learning (RPL)

Recognition of prior learning (RPL) is a process for giving students credit for skills, knowledge and experience gained through working and learning. It can be gained at any stage of their lives, through formal and informal learning, through work or other activities such as volunteering

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Student Declaration

I declare that:

- I understand that if I provide incorrect or incomplete information, this may result in the cancellation of my enrolment
- I am aware of the tuition fees and living costs associated with studying in the course I have selected and I am prepared to meet these costs. I agree to pay tuition fees on time.
- I have read, understood and accept the terms and conditions of Astute Training Pty Ltd.
- I have read and understood the refund policy
- I understand in line with Department of Home Affairs requirements Astute Training Pty Ltd requires students to maintain a minimum of 80% attendance for their course each term and I must also maintain satisfactory academic progress each term. I understand that if my attendance falls below 80% and is deemed not satisfactory and does not improve after being counselled, Astute Training Pty Ltd is required to inform the appropriate government departments of this and my visa may be cancelled.
- I understand that I am obliged to notify Astute Training Pty Ltd within 7 days of any change of address while I am enrolled in the course
- I understand that the signed acceptance form (letter of offer) sent by Astute Training Pty Ltd will constitute a written agreement between the student and Astute Training Pty Ltd for the purpose of the ESOS Act 2000, Education Services for Overseas Students Regulations 2019 and the National Code 2018.
- I understand that as an international student, I am only allowed to defer commencement or suspend studies for medical reasons (in which case a medical certificate is required) or in the case of exceptional compassionate circumstances.
- I authorise Astute Training Pty Ltd to create and/or search for a Unique Student Identifier (USI) for myself
- I give Astute Training Pty Ltd permission to use any photographic image on which I may appear for advertising materials, the website and social media, brochures or media releases. Yes No

Student's Signature

Date

Please Forward Completed Form to:



Astute Training Pty Ltd
497-507 High Street, Penrith, NSW 2750 AUSTRALIA
Tel: +61 2 4732 5088
reception@astutetraining.edu.au