

**Markready International Pty Ltd**

ABN 44 110 838 732 t/as  
 CRICOS Provider Code: 02812C  
 Level 2, 91-95 Rawson Street,  
 Auburn Sydney NSW 2144 Australia  
 Tel: 61 2 9649 5999 Fax: 61 2 9649 7787  
 Email: info@aise.com.au Web: www.aise.com.au

# Australian Institute of Skills Education



## Application for Enrolment

Please print clearly in English using BLOCK LETTERS. Tick boxes where appropriate.

**How did you hear about us?**

Friend  Family  Educational Agent  Website  Advertisement  Other \_\_\_\_\_

**Personal Details**

Family name		Given names		Attach passport photo here
Male <input type="checkbox"/>	Female <input type="checkbox"/>	Age	Date of birth (DD/MM/YY) _____/_____/_____	
<b>Passport and Visa Details</b>				
Country of Citizenship (as shown on Passport)		Country of Birth		
Passport number	Expiry date	Do you hold a current Australian visa? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Visa type		Visa number		
Are you currently living in Australia? Yes <input type="checkbox"/> No <input type="checkbox"/>		if no, please provide your overseas address.		

**Overseas Address**

City	Postcode/Zip	State/Province	Country
Home telephone	Mobile telephone	Email	

**Address in Australia** *(must be details of Student not the Agent)*

Home (mailing) address		
City	Postcode	State
Home telephone	Mobile telephone	
Email		

**Emergency Contact**

Contact name	Relationship to you
Home telephone	Mobile telephone

**Requested course starting date and course duration**

(DD/MM/YY) _____/_____/_____	Number of weeks _____
------------------------------	-----------------------

**English Proficiency**

Please provide evidence of your English language proficiency (If available).

Test taken: IELTS <input type="checkbox"/> TOEFL <input type="checkbox"/> other (please specify) <input type="checkbox"/>
Score achieved _____ Year taken _____

**Educational Qualifications**

Please attach certified copies of transcripts or reports (translated into English) (If available).

Name of qualification		
School/Institution attended		
State/Province	Country	Year Awarded

**Students Services**

Do you require Special assistance? Yes <input type="checkbox"/> No <input type="checkbox"/> if yes, please specify

## OSHC Cover

The Australian Government requires all persons entering Australia on a Student Visa to take out Overseas Student Health Cover (OSHC). The OSHC payment is Compulsory

## Payments (All fees should be paid in Australian Dollars)

Bank Cheque / Draft payable to:  
Telegraphic Transfer to:  
Account Name:

**Australian Institute of Skills Education**

BSB No: **062 107**  
Account No: **10482521**  
Bank: **Commonwealth Bank**  
Branch: **Auburn, Sydney Australia**  
Swift Code: **CTBAU25**

**Note:** AISE will not be responsible for any monies paid to an agent. We accept bank cards, MasterCard, VisaCard and Amex. An additional surcharge of 1.5% for Visa and Master Card and 3% for American Express.

## Terms & Conditions

**ATTENDANCE:** Regular attendance is required. Students must attend 100% of classes, the minimum being 80% attendance at all times. Where there is a legitimate record for non-attendance, Students have to provide the college with supporting documentation (for example, illness supported by a Doctor's Certificate).

**USE OF PERSONAL INFORMATION:** Please note that personal information provided to The Australian Institute of Skills Education may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code.

**FEES, COURSE DATES, TIMES:** The College reserves the right to vary these conditions at any time without notice.

**EXPULSION:** The College reserves the right to expel students for serious breaches of discipline.

**CHANGE OF ADDRESS:** In accordance with the ESOS Act 2000, the college is required to maintain a record of your current residential address. If there is any change to your Australian residential address or telephone number, it is your responsibility to notify the college immediately.

## Cancellation & Refund Policy

The Australian Institute of Skills Education fully complies with the ESOS Act 2000 and the National Code 2007.

All refunds will be made in Australian dollars (AUD) only, and will be made payable to and sent to the student or their nominated agent.

**STUDENT DEFAULT:** Application fee, Student Services fees and other fees are non-refundable, if they are incurred before the day of default.

Any refunded amount will have deducted a refund administration charge of AUD\$200, and any applicable transaction fees, bank charges and currency exchange fees, if they have been incurred before the day of default.

Tuition fees will be refunded in full if the visa application is rejected, provided that all documents together with an original letter from the Australian Embassy or DIAC Office are supplied to the college before the course commencement date minus applicable deductions\*.

If a student who has not yet commenced the course informs the college in writing of a cancellation not later than 28 days prior to the commencement of the course, the enrolment fee plus 30% of tuition fees will be forfeited minus applicable deductions\*.

If a student withdraws from their course 28 days or less before the start date, there will be no refund.

No refund will be made to any student who cancels after their course has commenced.

Students enrolling into a "package" course which involves an English course followed by a High School / Vocational College / University course, are deemed to have two start dates and two enrolment fees. No refund will be granted on the second course after commencement of the first course in the event of cancellation or withdrawal.

**PROVIDER DEFAULT:** If The Australian Institute of Skills Education fails to offer the course for which the student has enrolled, **all compulsory fees** will be refunded in full within fourteen days. Where The Australian Institute of Skills Education cancels a course before completion, a full refund of **all compulsory fees** also applies within fourteen days. **In both cases, the student will be issued with a written statement explaining how the refund has been calculated.**

Alternatively, if the Australian Institute of Skills Education defaults, the College may offer an alternative (replacement) course or part of a course. The student must advise in writing within fourteen days whether he or she accepts the alternative arrangement.

\* Applicable deductions refer to: Refund Administration charges of AUS\$200, non-refundable Application fees, Administration and Student Services fees, applicable Bank Transaction fees, Bank Charges and Currency Exchange fees; if they are incurred before the day of default.

## Declaration

### PERSONAL INFORMATION AND PRIVACY PROTECTION STATEMENT

I declare that the information on this application form and the supporting documentation are correct and complete. I acknowledge that the provision of incorrect information or documentation relating to my application may result in the cancellation of my enrolment.

- Note:
- I have read, understand and agree to be bound by the Terms and Conditions (including Cancellation, Refund and Grievance policies) as stated above.
  - I have read the Cancellation, Grievances and Refund Policies and agree to abide by them.
  - I hereby declare that the information supplied by me is true and correct.
  - I agree to pay all fees owing and by the due dates.
  - I agree that on acceptance of enrolment by the AISE, the Application for Admission form will become the Contract of Enrolment.

Signed (applicant)

Date

Signed (parent, legal guardian\*)

Date

\* if the applicant is under 18 years of age at time of signing, please attach the legal guardian form (if applicable)

Send your application to:

Mail: Student Recruitment office  
Australian Institute of Skills Education  
Level 2, 91-95 Rawson Street  
Auburn, NSW 2144  
Sydney, AUSTRALIA

Fax: +61 2 96497787

Application checklist:

- Completed all sections of the application form
- Read and understand the Terms and Conditions
- Signed the application form
- Attached certified copies of your qualifications
- If under 18, please attach legal guardian form

Agent's Stamp:

office Use Only

SRO

Process Date

Accepted?

Initial