

Select the AQF Level qualification:

- Certificate III Certificate IV
 Diploma
 Others:

Qualification/Unit Code:

Qualification/Unit Title:

PERSONAL DETAILS

1. Family name (Surname):

Given names:

2. Date Of Birth (Day/Month/Year):

3. Gender (Tick ONE box only) Male Female

4. What is the address of your usual residence?

Building/Property Name:

Flat/Unit Details:

Street Or Lot Number (e.g. 205 Or Lot 118):

Street Name:

Suburb, Locality Or Town:

State/Territory: Postcode:

Phone: Mobile:

Email:

5. What is your postal address (if different from above)?

LANGUAGE AND CULTURAL DIVERSITY

6. In which country were you born?

Australia Other – please specify

7. Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)

No, English only – Go to question 9

Yes, other – please specify

8. How well do you speak English?

Very well Well Not well

Not at all

9. Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No Yes, Aboriginal

Yes, Torres Strait Islander

DISABILITY

10. Do you consider yourself to have a disability, impairment or long-term condition?

Yes No – Go to question 12.

11. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

(You may indicate more than one area)

Hearing/deaf Physical Intellectual

Learning Mental illness

Acquired brain impairment Vision

Medical condition Other

SCHOOLING

12. What is your highest COMPLETED school level? (Tick ONE box only)

Year 12 or equivalent Year 11 or equivalent

Year 10 or equivalent Year 9 or equivalent

Year 8 or below Never attended school

Never attended school – Go to question 15

13. Are you still attending secondary school?

Yes No

14. In which YEAR did you complete that school level?

PREVIOUS QUALIFICATIONS ACHIEVED

15. Have you SUCCESSFULLY completed any of the following qualifications?

Yes No – Go to question 17.

16. If YES, then tick ANY applicable boxes

Bachelor degree or higher degree

Advanced diploma or associate degree

Diploma (or associate diploma)

Certificate IV (or advanced certificate/technician)

Certificate III (or trade certificate)

Certificate II Certificate I

Certificates other than the above

EMPLOYMENT

17. Of the following categories, which BEST describes your current employment status? (Tick ONE box only)

Full-time employee Part-time employee

Self employed – not employing others

Employer Employed – unpaid worker in a family business

Unemployed – seeking full-time work

Unemployed – seeking part-time work

STUDY REASON

18. Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship?

(Tick **ONE** box only)

- To get a job To develop my existing business
 Unemployed – seeking part-time work

UNIQUE STUDENT IDENTIFIER (USI NUMBER)

19. What is your USI Number:

(all students of nationally recognised training must have a USI number).

If you do not have a USI number then you may apply for a USI number yourself, directly on the Student Identifier's Registrar website <http://www.usi.gov.au> and provide it to AIP prior to commencement of your course.

OR

- I give AIP permission to apply for USI on my behalf

Please provide AIP permission with at least one of the following identification document/s to apply for a USI on your behalf:

Driver's Licence

Driver's Licence Number:

State of issue:

Medicare Card (*Please attach a copy of Medicare Card)

Medicare Card Number:

Name on card:

Australian Passport

Australian Passport Number:

Australian Birth Certificate (not extract)

Registration State: Registration Year:

Registration No.: Registration Date:

Certificate No.: Date Printed:

Certificate of Registration by descent

Acquisition Date:

Australian Citizenship Certificate

Stock No.: Acquisition Date:

ImmiCard

ImmiCard Number:

Visa with non-Australian passport (*Attach a copy of current visa)

Passport No.:

Country of Issue:

Note: If you have an objection to being assigned a Unique Student Identification (USI) Number, you may apply for an exemption, directly to the Student Identifiers Registrar. Please be advised that we will be unable to issue your Certificate and/or Statement of Attainment upon completion of your study and training without a USI. **Please see the Student Identifier's Registrar <http://www.usi.gov.au> website for the privacy policy in regards to the USI.

EMERGENCY DETAIL OF NEXT OF KIN

Contact Person Name:

Relation: Phone No:

PRIVACY STATEMENT

Personal information may be collected and disclosed to relevant VET Regulatory bodies which may include verification of a student's previous qualifications, NCVER, Commonwealth and State Agencies, and Department of Industry.

For any other third party the Institute will only release student information with the written consent of the student. AIP will endeavour to take all reasonable steps to protect personal information from misuse, loss or unauthorized access, modification or disclosure.

Privacy provisions set out how AIP will collect, use, keep, secure and disclose personal information that it has obtained. This also gives the individual or student the right to know what information AIP holds about them and establishes a right to correct that information if it is incorrect.

AIP will endeavour to take all reasonable steps to ensure that the information is accurate, complete and up to date.

TERMS AND CONDITIONS

The date you agree to these terms & conditions is considered the Agreement Date.

By accepting this Agreement you:

1. Agree to comply with the Australian Institute of Professionals (AIP) student Policies & procedures as indicated in the AIP Student Handbook.
2. Confirm that you fulfil all entry requirements in which you are enrolling.
3. The Course Fee does not include: a) postage of any assessments or other materials by you to AIP; or b) any materials that are listed as "Computer Requirements" or "Additional Requirements".
4. On successful completion of all assessments and the full payment of the Course Fee if applicable, AIP will issue you appropriate certification for your course.
5. AIP may make changes to your course, course materials and the AIP Student Policies and Procedures as reasonably required.
6. A \$50 for re-issue of a Certificate, Qualification or Statement of Attainment.
7. The course material that AIP provides to you shall become your property. However, the content of the course materials, including copyright and all other such intellectual property rights contained therein, remain the property of AIP or a nominated third party.
8. The maximum duration of your course is specified on the AIP website. In the event that you do not complete the course within the maximum duration; your enrolment expires without refund. If you wish to extend your Course beyond the course expiry date, you must:
9. Non-attendance of classes does not constitute cancellation of the course. All course costs are still payable to AIP in the event you are deferring or cancelling your enrolment. (Only Applicable to On Campus students)
10. AIP reserves the right to cancel a course prior to course commencement date. In this rare circumstance you are entitled to a full refund (or pro-rata adjusted refund) or transfer of funds to another future course. In this event, you will be given your preferred option. If a refund is requested AIP will refund the fees within four weeks of the course cancellation. (Only Applicable to On Campus students)
11. If you fail to notify AIP of your Cancellation Request within 5 calendar days of the Agreement Date, you will be liable to pay the Course Fee to AIP in full.
12. If you suffer from a medical condition that directly impacts on your ability to undertake your studies, you need to notify AIP in writing. Your enrolment may be suspended for a period of no more than six months, thereby extending the maximum duration of your course. No refund of Course Fees will apply and you will still be liable for all payments due under this Agreement.
13. It is your responsibility to inform AIP in writing within seven days of any corrections or changes to your personal details including name, address and phone numbers, payment options and banking details.
14. This Agreement will be governed by the laws of Victoria.

FEE AND REFUND

(Grounds for refunds)

- Students will receive a full refund of fees paid and there will be no administration charge in the following circumstances:
- The course is cancelled
- The course is rescheduled to a time and location that is unsuitable for the Student.
- A Student is not given a place due to the class being full.
- The calculation of the date would be when AIP receives the refund application accompanied by the relevant supporting documentation.
- If a Student is able to produce evidence of a successful application for RPL in parts of a course where the full fees have been paid, they may apply for a full refund of fees for those units of competency, except for the application fee which is non-refundable.

To apply for a refund, Students can download the Fee Refund Form from the AIP's website. A hard copy of the form may also be obtained from the Reception. The student fills in the form and submits it at the reception. The Academic Director takes decision with the consent of Account and Training Manager.

Applications will be considered, and applicant advised in writing, within 20 working days of the AIP receiving the application.

The amount to be refunded will be calculated in accordance with the following table:

PAYMENT OF REFUNDS

AIP Cancel course	100% refund
Withdrawal notified in writing and received by the Institute 28 days or more prior to course commencement	70% refund of tuition fee
Withdrawal notified in writing and received by the Institute less than 28 days prior to course commencement	50% refund of tuition fee
Withdrawal notified in writing and received after the course commencement	No Refund

The AIP will pay the refund to the same person or body from whom the payment was received on behalf of the Student. This includes credit cards so where credit cards are used for payment, the AIP will refund that credit card

Complaints and appeals

Student complaints are to be taken seriously by all staff, and action is commenced within 15 working days of receipt. We will act upon the subject of any complaint found to be substantiated.

For appeals against assessment decisions, appeals must be lodged within 20 working days of the assessment decision, and are to be re-validated by the Academic Director.

Assessment

Assessment for each unit of competence includes a range of approaches to allow students a number of different ways to demonstrate competence. Assessment will include practical demonstration of competence, written tests, assignments, case study reports, participation in role plays and classroom activities. Practical work takes place in both a simulated environment and within a commercial workshop environment for all courses. Students must demonstrate that they are 'job ready' in order to complete their program. Assessment criteria and methods are addressed further in this guide.

Reassessment

Students will have an opportunity to undertake two supplementary assessments in each unit for which they have been deemed Not Yet Competent (NYC). All reassessment procedures will be provided to students at no charge.

If Students deemed NYC during second reassessment they will have to re-enrol in the unit (failure to do so may result in termination of enrolment), which will incur additional charges.

The re-enrolment fee = (Total course fee/Total hours of the course) X unit hours

Enrolment Acceptance Declaration

I, , agree that by signing this declaration, I am accepting an offer of a place in the course as outlined in the table above:

- I further declare that:
- I have read and understood and consent to the privacy notice and have completed all questions and details on the enrolment form
- The information herein provided is to the best of my knowledge true, correct and complete at the time of my enrolment
- Arrangements must be made to pay all fees and charges applicable to this enrolment
- I agree to meet the conditions as specified in this Enrolment form.
- I have read the rules and regulations provided in the AIP student handbook including the 'Refund Policy' and 'Plagiarism Policy'
- I understand that the refunds will only be granted in accordance with the refund policy.
- I agree to abide by AIP rules and regulations and any amendments made to them during the period of my enrolment
- I agree to observe the AIP student code of conduct
- I have disclosed to AIP any special needs which may affect my learning.
- Any course credit granted through Recognition of Prior Learning or Credit transfer following acceptance of this offer may result in a variation in the course duration.
- If credits/exemptions have been offered, I accept this offer.
- I understand that 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.
- I have read and understood the course progress policy of AIP and understand that AIP will cancel my enrolment if not achieving course progress satisfactory level
- I have read and understood the AIP privacy statement
- I have read and understood the AIP compliant and appeal procedures
- I confirm that I have been informed about the course training and assessment and support provided, and about my rights and obligations as a student prior enrolment completion
- I confirm that pre – enrolment and pre training review conducted by AIP
- I will be 18 years old or more by the time of commencement of my studies.

Student Signature:

Date:

AIP OFFICE USE ONLY:

Approval Status:		Payment Method:	
Approved By:		Credit Card (2% extra):	
Academic Director Signature:		Cash:	
If not Approved provide Reason:		EFTPOS:	
Course Fee:			
Invoice Number:			