

APPLICATION FORM FOR OVERSEAS STUDENTS

www.aipe.edu.au

CRICOS PROVIDER O2927C

AIPE



1. Personal Details (in BLOCK letters)

Mr Ms Mrs Miss Dr Other (please specify) _____

Given Name Family Name

Date of Birth (DD/MM/YYYY) Gender Male Female Nationality

Country of Birth Passport Number

Expiry Date (DD/MM/YYYY)

Visa Type Student Tourist Working Holiday Other Visa Number

Student's OVERSEAS Address

Student's AUSTRALIAN Address

AGENT'S Address

Street No:

Street No:

Street No:

Street Name:

Street Name:

Street Name:

Suburb:

Suburb:

Suburb:

State:

State:

State:

Postcode:

Postcode:

Postcode:

Telephone:

Telephone:

Telephone:

Mobile:

Mobile:

Mobile:

Student's E-mail:
(Mandatory)

Agent's E-mail:
(Mandatory)

2. AIPE's English Language Courses

Course Name	CRICOS Code	Preferred Start Date	No. of Weeks
General English	(063220M)	<input type="text"/>	<input type="text"/>
English for Academic Purposes *	(063221K)	<input type="text"/>	<input type="text"/>
IELTS Preparation *	(063223G)	<input type="text"/>	<input type="text"/>
Advanced IELTS *	(063224G)	<input type="text"/>	<input type="text"/>
English for Healthcare Professionals *	(064333E)	<input type="text"/>	<input type="text"/>
English for Business Professionals *	(063225F)	<input type="text"/>	<input type="text"/>
First Certificate in English (FCE) *	(069144C)	<input type="text"/>	<input type="text"/>
Certificate IV in TESOL *	(075509F)	<input type="text"/>	<input type="text"/>

Please tick your present level of English:

Elementary Pre-Intermediate Intermediate Upper-Intermediate Advanced

Would you like to take: Morning Class Evening Class (Subject to availability)

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

Yes, other - Please specify No, English only

► 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

* Only available to students who have reached the required level. Note: You may be scheduled for a morning or afternoon session. This will be determined upon your arrival at the Institute.

► Are you applying for advanced standing/credit?

No Yes (Please specify)

(If yes, please see and attach the Recognition of Prior Learning Application Form (available from AIPE website and AIPE Campus Reception) and talk to your agent or the Institute. AIPE will charge a course credit processing fee of AU\$120 per unit of RPL offered.)

► Have you ever studied English? No Yes

If yes, attach certified documentary evidence to this application form

If yes, please specify length of time (in months) Months Country

► Test taken: IELTS TOEFL Cambridge First Certificate Other (Please specify) _____

Result Date

*Attach certified copy of the English test results.

9. Student Services

Overseas Student Health Cover: OSHC Type Single Duration & Fee
 Family Duration & Fee

Airport Pick-up: Do you require airport pick-up? Yes No (Optional)

*Accommodation: Do you require assistance with accommodation? Yes No (Optional)

Homestay: Single Room Share Room Share Accommodation: Single Room Share Room

If yes, please specify length of stay (Minimum 4 weeks): Accommodation start date

Medical Conditions Nil Yes (Please specify)

10. Disability

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

Yes No

► If YES, then please indicate the areas of disability, impairment or long-term condition and clarify accordingly:
 (You may indicate more than one area.)

Hearing/Deaf Learning Vision
 Physical Mental Illness Medical Condition
 Intellectual Acquired Brain Impairment Other

► Would you like to receive advice on support services, equipment and facilities which may assist you?

Yes No

**Enrolment Fee	AU\$	<input type="text" value="200"/>
Course/s Fee	AU\$	<input type="text"/>
Airport Pick-up Fee	AU\$	<input type="text"/>
Health Cover	AU\$	<input type="text"/>
Total	AU\$	<input type="text"/>

AIPE Bank Details:

ACCOUNT NAME: Australian Institute of Professional Education Pty Ltd
ACCOUNT DETAILS: BSB No. 062438 ACCOUNT No. 10192290
BANK NAME: Commonwealth Bank **SWIFT CODE:** CTBAAU2S

Send Applications to:

admissions@aipe.edu.au via email or post it to: Australian Institute of Professional Education, Level 2, 5 & 6, 118 Walker Street, North Sydney, NSW 2060, Australia
 Phone: +61 (0) 8412 9300 Fax: +61 (0) 8412 9301

* Homestay / Share Accommodation request and payments must be made for minimum 4 weeks. Minimum 2 weeks' notice period is required for organising Homestay / Share Accommodation

ELICOS course books and materials are charged at a maximum of AU\$150 with a minimum charge of AU\$50 for enrolments of 6 weeks. Students enrolling for 5 weeks or less have an option of purchasing ELICOS book/course material for a charge of minimum AU\$50.

** The Enrolment Fee should be submitted along with all due fees upon acceptance of Letter of Offer and signed Contract through a cheque or money order drawn in favour of "Australian Institute of Professional Education". Students can also choose to pay with credit card. Please click on Online Fees Payment on AIPE website and follow the prompts. A 2.5 % of credit card transaction fees will be applicable. All payments should be made in Australian currency by bank cheque or bank deposit and made before commencement of the course.

11. Terms and Conditions of Enrolment

1. STUDENT CONTACT DETAILS

As per Student Visa Condition, Students MUST notify AIPE student services within 7 days of any change to their contact details that is their name, residential address, telephone numbers, contact email etc. Students can alternatively access AIPE Connect and apply for this change via AIPE Connect Student Portal.

2. ELECTRONIC COMMUNICATION

AIPE communicates with all its students via student email address provided to you on your orientation day. Your email will be your student number@students.aipe.edu.au for example 20092010@students.aipe.edu.au it is student responsibility to check their email accounts regularly as all important communication regarding your course progress, attendance and fees due will be sent to this email accounts. AIPE will endeavour to send all communication to an alternative email address provided by the student as well but will not accept any responsibility if these emails are not received by the student.

3. RECOGNITION OF PRIOR LEARNING (RPL)

Overseas students can apply for recognition of prior learning and this will be assessed by the Institute. Successful recognition of prior learning, past qualifications or work experience may reduce the full course duration and tuition fees, this will also result in variation to the original COE. Please refer to RPL conditions available on AIPE website www.aipe.edu.au RPL is conditional and incurs a charge of AU\$120 per unit of RPL offered.

4. ACADEMIC COURSE PROGRESS, ATTENDANCE AND TIMETABLE CONDITIONS

In accordance with Australian Government and Student Visa regulations, students studying English language need to satisfy course requirements and maintain attendance at 80% in order to continue to be enrolled in the courses offered by the Institute. Minimum 80% attendance is required for Cert. IV and Diploma and Advanced Diploma programs. Non-attendance must be supported by appropriate documentation eg. Medical certificates, approved leave etc. Failure to comply with these conditions will result in the student being reported to the DIAC via PRISMS. This may lead to the cancellation of a student's Visa. Please refer to Course Progress and Attendance policy in the Student Handbook, AIPE website www.aipe.edu.au and on AIPE Connect Student Portal. Please note that the Academic Director reserves the right to alter any students timetable without prior notice.

5. PAYMENT OF FEES

All payments are made to AIPE Pty Ltd. in advance before course commencement as a condition of enrolment. Payment of fees in advance secures the student a place in their chosen course/s and fixes the price of the course/s for the period of time for which they have prepaid. **Course fee is subject to change without prior notice.** Any such change will not affect any payment you have already made.

The DIAC requirement for issuance of visa is a minimum payment of 6 months of tuition fees and overseas student health cover. Tuition fees for 6 months and overseas health cover must be paid prior to commencement of studies.

5.1 Payment Options on "How to Pay" for Overseas Students

a. Bank Cheque (no personal cheques) made payable to AIPE Pty. Ltd.
Sent to: Level 5, 118 Walker Street, North Sydney – NSW 2060

b. Direct Deposit:

Account Name: Australian Institute of Professional Education Pty Ltd.
BSB: 062438 Account No: 10192290
Swift Code: CTBAU25
Bank: Commonwealth Bank of Australia

c. Credit Card Payment:

Click on "Pay your Fees" online on AIPE Website, www.aipe.edu.au and follow the prompts. We accept Mastercard and Visa credit cards and there is surcharge applicable of 2.5% of the total value of the transaction. Continuing students can use AIPE Connect Portal to make credit card payments.

d. Pay in Person:

Student Services – Level 5, 118 Walker Street, North Sydney – NSW 2060.

5.2 The Process For The Payment Of Fees is as Follows

Fees due upon application:

a. The Application/Enrolment Fee
The Application Fee of AU\$200 is non-refundable and payable upon acceptance of an offer of enrolment along with your term/semester fees.

b. The Homestay Deposit

The deposit of four (4) weeks Homestay @ AU\$250 per week (total AU\$1000) is non-refundable. **Homestay fees need to be paid a minimum of 2 weeks in advance before course commencement or date of student arrival.**

c. The OSHC (Overseas Student Health Cover) Fee

Full payment of Overseas Health Cover Fees are payable upon acceptance of an offer of enrolment.

d. Course Fees

EIICOS: Full payment of course fees for English Language programs before course commencement is mandatory.

VET: 25% of course fees for VET courses are payable by onshore students and 50% of course fees need to be prepaid by offshore applicants on acceptance of an offer of enrolment. Your payment due including full schedule of future payment due dates will be listed on your course offer letter. Only upon receiving the relevant course fees will AIPE confirm an applicant's place in a course.

5.3 Fees Due Throughout Study Period:

Students can pay their fees in the following ways:

- Payment plan A** – A total payment for the course upon acceptance of an offer of enrolment.
- Payment plan B** – Quarterly (term) and Bi-annually (Semester) payments. 25% of course fees for VET courses are payable by onshore students and 50% of course fees need to be prepaid by offshore applicants on acceptance of an offer of enrolment. Thereafter, payments in the amount of 25% of the total course fees are to be paid on the 28th day of every third month of the first year of study or as stated on your letter of offer - until all fees have been paid. Your offer letter will list your fees payment schedule.
- Payment Plan C** – Instalments. This facility is available only for continuing students. Only under exceptional circumstances will applicants will be able to pay their course fees via an instalment plan. Applicants will have to submit a written request to the Student Services Manager. Applicants will be notified of the outcome of their application via written correspondence within 1 week of receiving all relevant documentation. A minimum of AU\$200 deposit as part of

your tuition fees is mandatory at the time of fee extension application. This provision if approved will be extended to students only once in a calendar year.

d. Additional Charges: AIPE provides students (English Language only) with text notes and lesson plans free of charge. Students (English Language and VET) are expected to purchase normal classroom supplies such as folder, pens, calculator etc. VET students will be supplied with lecture notes, course guidelines and can access materials on CD and through the AIPE – connect student portal. Some subjects may require students to buy their own textbooks as part of the training. Suggested textbook prices for VET Programs are AU\$100 to AU\$400 per academic year. Students studying Diploma programs are expected to purchase recommended books for the course. EIICOS course books and materials are charged at a maximum of AU\$150 with a minimum charge of AU\$50 for enrolments of 6 weeks. Students enrolling for 5 weeks or less have an option of purchasing EIICOS book/course material for a charge of minimum AU\$50.

e. Administration Fee: An administration fee ranging between AU\$200-AU\$400 will be charged for any course changes, late payment of fees, or banking issues such as dishonoured cheques, insufficient funds etc.

f. COE Fees: A minimum charge of AU\$50 is applicable for all COE variation applications. This applies to both EIICOS and VET Students. COE charges are non-refundable.

g. Contract Cancellation Charge: In accordance with the National Code student must complete a minimum of 6 months of principal course in which the student has been enrolled for. For any such reason quoted by the student to change providers and if the application to change providers is approved then a AU\$500 cancellation of contract charge is applicable to the student. Student is exempt from this condition if Provider Defaults – (Please read below explanation on Provider Defaults)

6. REFUND POLICY

AIPE's refund policy applies to both commencing and re-enrolling students. All requests for a refund must be submitted on the appropriate refund application form and must be accompanied by official documentary evidence of the grounds for the request.

Your initial application/enrolment fee of AU\$200 to AIPE is not refundable. A further AU\$50 COE charge will be deducted if the student has not commenced the course and has applied for refund. Refunds apply only to tuition fees and will only be paid to the applicant through an Australian Dollar draft or bank transfer.

The Refund Policy applies to both commencing and re-enrolling students. It applies to students who wish to withdraw from the course that they have enrolled and paid for. All refund requests must be submitted in writing on the appropriate form and must be accompanied by official documentary evidence of the grounds for the request.

The Application/enrolment fee, the Homestay Accommodation Placement Fee and the Airport Pickup fee are non-refundable under any circumstances. For overseas students who are applying for an Australian Student Visa, only course fees paid in advance prior to commencement will be refunded by AIPE within 28 days of refund application.

Refund applies only to the course fee and will only be paid through Australian Dollar draft to the applicant only (unless authorization is given by the student in favour of another party). Refund cheque will be posted to the address in country of origin. AIPE will respond within 28 days to written requests for refunds and make payment within 28 days from the refund approval date. Any bank fees, fines etc incurred by AIPE as a result of misinformation, error etc on behalf of the student, will be passed on to the student in addition to an administration fee of AU\$200.

6.1 Total Refund

A total refund will only be granted under the following circumstances:

- AIPE is unable to provide the course for which an offer has been made.
- Provider Default
- An offer of a place is withdrawn by AIPE (unless the offer was made on the basis of incorrect or incomplete information supplied by the applicant). In this case, 90% of the fee paid will be refunded.
- The applicant is unable to obtain a visa from an Australian Diplomatic Office and has given the Institute 28 days' notice (Note: Refund will be minus AU\$200 processing fee).
- Compassionate and/or compelling circumstances

6.2 Partial Refund

If a student wishes to apply for a refund under certain circumstances, which are not covered under total refund, he/she may be eligible for a partial refund. The amount of partial refund is determined by the date of receipt of notice of withdrawal. Partial refunds (minus processing fee and non-refundable fees) will be given as follows:

- If a request for a refund is given to AIPE 28days or more before the commencement of the term then the student will receive a refund of 70% fees paid for that term. This is not applicable if the student first defers the course and then applies for refund within the stipulated timeframe. If this occurs then only 30% of the total fees is eligible for refund.
- If a request for a refund is given to AIPE less than 28days, but more than 7 days before the commencement of the term then the student will receive a refund of 50% fees paid for that term. Applies to new students/enrolments only
- If a request for a refund is given to AIPE 7 days before course commencement then the student will receive a refund of 30% fees paid for that term.
- If a student withdraws from the course for whatever reason 6 days or less before course commencement then the student will not be eligible for a refund of any of the course fees paid for the term/semester
- Applications for a partial refund under the Visa Refusal grounds must be lodged 28 days prior to the commencement of the term for which the offer is made. If the student has been refused his/her visa after the term start date and the student has commenced the course (eg. onshore applicants, bridging visa applicants) no refund request will be considered.
- Only 50% of the total fees will be refunded if the student is not permitted to enroll or re-enrol at AIPE, because of failure to meet the prerequisite for the qualifications, or failure to meet the terms of a conditional offer
- False or misleading information in your application or during your course of study automatically disqualifies you from any refunds

If the student applies for deferral first and then reapplies for refund of course fee then partial refund policy of 30% or less condition will apply.

6.3 How to Claim a Refund

To claim any refund, you must complete a Refund Application Form available on the AIPE website and return together with your receipt of course fees and certified copies of any supporting documents (such as Visa rejection letter, etc.) to the Institute. The refund will be paid in Australian dollars and you will be provided with a letter explaining how the refund was calculated. It will be posted to your address in your home country within 14 days from the receipt of the Refund Application form. The above refund policy does not remove your right to take action under Australia's consumer protection laws. Also, the Institute's dispute resolution processes do not circumscribe the student's right to pursue legal remedy.

6.4 Student Default

AIPE will refuse to provide a refund or continue to provide a course to a student due to:

- Failure to pay an amount he or she was liable to pay to AIPE directly or indirectly in order to undertake a course
- The student breached a condition of his or her student visa;
- Misbehaviour by the student.

6.5 Provider Default

In the unlikely event that AIPE 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 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by AIPE at no extra 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 AIPE is unable to provide a refund or place you in an alternative course our Tuition Assurance Scheme (TAS) ACPEP will place you in a suitable alternative course at no extra cost to you.

Finally, if ACPEP cannot place you in a suitable alternative course, the ESOS Assurance Fund Manager 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 Fund Manager. You will be advised of the default situation in advance, and will have a letter explaining how any refunds would be calculated. Such situations are covered by the provision of the Commonwealth Government ESOS Act 2000 and the ESOS Regulations 2001.

7. DEFERMENT, SUSPENSION AND CANCELLATION OF ENROLMENT

In compliance with the National Code AIPE, may defer, temporarily suspend or cancel the enrolment of a current student for the following reasons:

- Compassionate or compelling reasons (for example prolonged sickness wherein a medical certificate clearly deems student unfit to study for extended period)
- Misbehaviour by the student
- Failure to pay the fees on time as scheduled on the offer letter.

Cancellation or suspension of student COE may affect the student visa. The student has the right to appeal the decision through AIPE's internal appeals process. Any such appeal must be made within 20 days of cancellation/suspension of COE.

8. ENTRY REQUIREMENTS

AIPE outlines strict entry requirements guidelines for its VET programs. All such details including English Language requirements are listed on AIPE Brochure or website under the course entry requirement schedule. Students applying to AIPE Vet programs must comply with these entry requirements at the time of application and enrolment.

9. ESOS FRAMEWORK

A comprehensive information sheet is available on the ESOS Framework link on the AIPE Website. Students should access this information sheet when applying to study in Australia.

10. DISCLAIMER

AIPE undertakes many recreational as well as activities of academic value for its students. Students permit AIPE to take pictures/videos of such activities and use it for AIPE's promotional purposes. These pictures and videos or any such material created involving students remains the property of AIPE and AIPE does not owe any monetary benefits towards its students for any promotional material that has been created.

11. STUDENT'S RIGHTS AND RESPONSIBILITIES

Students attending AIPE acknowledge that the Institute is committed to protecting an individual's right to privacy in accordance with the Privacy Act 2001. Student information 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 and the National Code. This agreement and the availability of the complaints and appeals processes does not remove the right of the student to take action under Australia's Consumer Protection Laws.

12. IN SIGNING THE AIPE APPLICATION FORM I UNDERSTAND AND AGREE TO THE FOLLOWING

- I have read and accept AIPE's Terms and Conditions of Enrolment and Refund Policies.
- I have the financial capacity to meet my tuition fees commitments and agree to pay all fees as they are due.
- I will abide by the rules and regulations of AIPE.
- The information provided within all application documentation and the accompanying documentation is true and correct.
- AIPE is obliged by law to keep confidential student records on file for administrative purposes only.
- A copy of AIPE's Privacy Policy can be viewed on the Institute's website: www.aipe.edu.au.
- AIPE has permission to forward any relevant information regarding my academic results, attendance and course progress at the insti tute to parents/ guardians/representing agents and employers/Human Resource departments in which industry training may be arranged.
- If I instruct an agent to complete this application on my behalf, I do so on the understanding that the agent is acting for me and as such it remains my responsibility to read and understand the Terms and Conditions of enrolment.
- Information provided 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 National Code 2007. This information includes contact and personal details, course enrolment details and changes to the circumstances of any suspected breach by the student of student visa conditions.

I agree with the terms and conditions stated above

Applicant's
Signature

Guardian's Signature
(if applicant under 18)
(Please attach Guardian Agreement form available on AIPE website)

Name
Date

Name
Date

Application Checklist

Completed all sections of the application form

Application Checklist :

- | | |
|--|---|
| <input type="checkbox"/> Read and understood the terms & conditions | <input type="checkbox"/> Attached copies of valid passport |
| <input type="checkbox"/> Signed the application form | <input type="checkbox"/> Attached copies of current visa (if available) |
| <input type="checkbox"/> Attached transcribed certified copies of your academic qualifications | <input type="checkbox"/> Attached University application form (if applying for pathway studies) |
| <input type="checkbox"/> Attached evidence of English language proficiency | <input type="checkbox"/> Attached notification of Guardian form (if under 18) |

Please email this application form along with the relevant documents to admissions@aipe.edu.au or print and fax to +61 (2) 8412 9301

Print Form

Submit by Email