



Enrolment Application Form

Personal details			
Surname:		Title: Mr./Mrs./Miss/Ms./Dr./ Other	Date of birth:
First name:		Middle name/s:	
Home phone:	()	Work:	()
Email:		Mobile:	
Unique Student Identifier (USI), if known:			
Please note that applicants are required to be 18 years or above			

Home address (overseas or in Australia)			
Building/ property name:			
Flat/unit details:		Street or Lot Number (e.g. 205 or Lot 118):	
Street name:			
Suburb, locality or town:			
State/Territory (if applicable):		Postcode:	
Country			

Postal address (if different from above)?			
Building/ property name:			
Flat/unit details:		Street or Lot Number:	
Street name:			
Suburb, locality or town:			
State/Territory:		Postcode:	

Residency and other visa details			
Country of birth		Citizenship	
Passport Number			
Do you already have an Australian visa that allows you to study here?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what type of visa?	

Next of kin / emergency contact			
Name:		Relationship to you:	
Address:			
		Postcode:	
Home phone:	()	Work:	()
Mobile:		Email:	



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Please select the course(s):

Qualification Code / Course Title:	BSB40515 Certificate IV in Business Administration
CRICOS Code:	087048J
Course Duration:	Duration: 26 weeks (20 weeks delivery + 06 weeks break) Total course duration: 600hours
Scheduled Course Contact Hours:	20 hours face-to-face per week
Campus Delivery Location:	7 Greenfield Parade, Bankstown NSW 2200
Study Days:	2.5 days per week as follows (20 hours' face-to-face scheduled classroom delivery per week) <ul style="list-style-type: none">• Saturday and Sunday (8:30am to 5:00pm)• Monday 8:30am to 12:30pm Total face to face study 400hours + 200 hours self-study
Course Material:	Student learning material not included in tuition fee.
Course Tuition Fees (total):	A\$3,000
Payment Schedule:	2 installments to be paid 2 x A\$1,500 = A\$3,000
Credit Transfer or National Recognition application:	A\$0
Recognition of Prior Learning (RPL) application:	A\$270 per unit of competency
1 st Assessment Re-sit:	A\$0 per unit of competency
2 nd Assessment Re-sit:	A\$220 per unit of competency
Re-issue of Testamur and Statement of Results:	A\$100

Qualification Code / Course Title:	BSB51918 Diploma of Leadership and Management
CRICOS Code:	098919J
Course Duration:	Duration: 66 weeks (51 weeks delivery + 15 weeks break) Total course duration: 1200hours
Scheduled Course Contact Hours:	20 hours face-to-face per week
Campus Delivery Location:	7 Greenfield Parade, Bankstown NSW 2200
Study Days:	2.5 days per week and a choice between Shifts as follows (20 hours' face-to-face scheduled classroom delivery per week) Shift 1: <ul style="list-style-type: none">• Saturday and Sunday (8:30am to 5:00pm)• Monday 8:30am to 12:30pm Shift 2: <ul style="list-style-type: none">• Thursday and Friday (8:30am to 5:00pm)• Monday 1:00pm to 5:00pm Total face to face study = 1200hours
Course Material:	Student learning material not included in tuition fee.
Course Tuition Fees (total):	A\$9,000
Payment Schedule:	6 installments to be paid 6 x A\$1,500 = A\$9,000
Credit Transfer or National Recognition application:	A\$0
Recognition of Prior Learning (RPL) application:	A\$570 per unit of competency
1 st Assessment Re-sit:	A\$0 per unit of competency
2 nd Assessment Re-sit:	A\$220 per unit of competency
Re-issue of Testamur and Statement of Results:	A\$100



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Qualification Code / Course Title:	BSB61015 Advanced Diploma of Leadership and Management
CRICOS Code:	096772F
Course Duration:	Duration: 98 weeks (74 weeks delivery + 24 weeks break) Total course duration: 1800hours
Scheduled Course Contact Hours:	20 hours face-to-face per week
Campus Delivery Location:	7 Greenfield Parade, Bankstown NSW 2200
Study Days:	2.5 days per week and a choice between Shifts as follows (20 hours' face-to-face scheduled classroom delivery per week) Shift 1: <ul style="list-style-type: none"> • Saturday and Sunday (8:30am to 5:00pm) • Monday 8:30am to 12:30pm Shift 2: <ul style="list-style-type: none"> • Thursday and Friday (8:30am to 5:00pm) • Monday 1:00pm to 5:00pm Total face to face study = 1200hours
Course Material:	Student learning material provided
Course Tuition Fees (total):	A\$13,500
Payment Schedule:	9 installments to be paid 9 x A\$1,500 = A\$13,500
Credit Transfer or National Recognition application:	A\$0
Recognition of Prior Learning (RPL) application:	A\$810 per unit of competency
1 st Assessment Re-sit:	A\$0 per unit of competency
2 nd Assessment Re-sit:	A\$220 per unit of competency
Re-issue of Testamur and Statement of Results:	A\$100

General information		
1.	Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
2.	Have you ever studied with Australian Smart College before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Where were you born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other, please specify: _____
4.	Do you speak a language other than English at home? If more than one language, indicate the one that is spoken most often.	<input type="checkbox"/> No, English only - Go to question 6 <input type="checkbox"/> Yes, other, please specify: _____
5.	How well do you speak English?	<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all
6.	Are you of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, Aboriginal and Torres Strait Islander
7.	Do you consider yourself to have a disability, impairment or long-term condition? If yes, please indicate the area of disability, impairment or long-term condition. (tick as many as apply)	<input type="checkbox"/> Yes <input type="checkbox"/> No – go to question 8 <input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Intellectual <input type="checkbox"/> Mental illness <input type="checkbox"/> Vision <input type="checkbox"/> Physical <input type="checkbox"/> Medical condition <input type="checkbox"/> Acquired brain injury <input type="checkbox"/> Learning <input type="checkbox"/> Other: _____
8.	What is your highest COMPLETED school level (tick one box only)	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 8 or below <input type="checkbox"/> Never attended school – Go to question 11
9.	In which YEAR did you complete that school level?	
10.	Are you still attending secondary school?	<input type="checkbox"/> Yes <input type="checkbox"/> No



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Previous qualifications		
11. Have you SUCCESSFULLY completed any of the following qualifications?		<input type="checkbox"/> Yes – indicate below <input type="checkbox"/> No – Go to Question 12
<i>If YES, then tick ANY applicable boxes (you may indicate more than one)</i> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Bachelor Degree or Higher Degree <input type="checkbox"/> Diploma (or Associate Diploma) <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate IV (or Advanced Cert/Technician) </div> <div> <input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> Certificate I <input type="checkbox"/> Certificate III (or Trade Certificate) <input type="checkbox"/> Certificates other than these </div> </div>		
Please list any qualifications you have completed, the year of completion and the country where the qualifications were completed.	1.	Year & Country Name:
	2.	Year & Country Name:
	3.	Year & Country Name:
12. Do you wish to apply for Course Credit? If YES, certified copies of transcripts from previous qualifications must be provided with this form.		<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Do you wish to apply for Recognition of Prior Learning? If you indicate yes, you will be contacted to discuss this further.		<input type="checkbox"/> Yes <input type="checkbox"/> No

Employment	
Of the following categories, which BEST describes your current employment status? (tick one box only)	
<input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time employee <input type="checkbox"/> Self-employed – not employing others <input type="checkbox"/> Employer	<input type="checkbox"/> Employed – unpaid worker in a family business <input type="checkbox"/> Unemployed – seeking full-time work <input type="checkbox"/> Unemployed – seeking part-time work <input type="checkbox"/> Not employed – not seeking employment

Study reason	
Of the following categories, which BEST describes your main reason for undertaking this course?	
<input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> Other reason(s) <input type="checkbox"/> It was a requirement of my job

Refund policy
<p>Our refund policy is included in the student written agreement that you are required to sign to indicate acceptance of the offer of enrolment and the terms and conditions specified.</p> <p>Students who withdraw from a course and wish to seek a refund or have the amount they owe on their fees reduced, must apply to Australian Smart College Pty. Ltd. using the <i>Application for Student Transfer/Letter of Release (ADM-01-11)</i> and <i>Refund Application Form (ADM-01-13)</i> outlining the details and reason for their request. Students who have not completed an <i>Application for Student Transfer/Letter of Release (ADM-01-11)</i> are ineligible for consideration.</p> <p>In the unlikely event of default by Australian Smart College Pty. Ltd., such situations are covered by the provisions of the ESOS Act 2000 and the ESOS Regulations 2001.</p>



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In the circumstances of provider default where the refund option is chosen by the student, Australian Smart College must refund the student all course fees. Refund will be paid to students within 28 days of the default day. Situations where a provider default may occur include:

- 1) The course does not start of the agreed starting date which is notified in the Offer Letter
- 2) The course stops being provided after it starts and before it is completed
- 3) The course is not provided fully to the student because the college has a sanction imposed by a government regulator

However, if the student agrees to accept an alternative (replacement) course or part of a course, to be provided to the student at the college's expenses, then the college is relieved of its liability to make the payment. The student must advise the college in writing whether they agree to the alternative arrangement

Refund after course commencement

- A partial refund will be paid in the event of Australian Smart College Pty. Ltd. default. The refund will be calculated from the day of the default as per section 7 of the ESOS Act (Calculation of Refund) Specification 2014. The student will be refunded the weekly tuition fees multiplied by the number of weeks the provider is in default

- If a student is refused a visa but has already commenced their course, non-tuition fees will not be refunded. However, tuition fees will be refunded from the day of the student default as per Section 7 of the ESOS Act (Calculation of Refund) Specification 2014. The student will be refunded the weekly tuition fees multiplied by the number of weeks the student is in default.

When the refund is approved, Australian Smart College will:

- Issue a statement detailing how the refund was calculated
- Issue the refund within 28 days of receipt of the *Refund Application Form (ADM-01-13)*.

Tuition Fees

Enrolment Fee	Non-refundable
Visa refused by the DIBP prior to course commencement	Full refund
Withdrawal from registration 5 weeks or more prior to agreed start date	90% refund
Withdrawal from registration between 5 - 2 weeks prior to agreed start date	70% refund
Withdrawal from registration 2 or less weeks prior to agreed start date	No refund
Visa cancelled due to actions of the student	No refund
Visa extension is refused	Return of unused tuition fees
Withdrawal from study - current students	For refund of unused tuition fees, <i>Notification of Withdrawal</i> form must be received by Australian Smart College Pty. Ltd. 2 weeks prior to start date of the following term(s)
Compulsory Health Insurance (Student Visa holders only)	Refer to OSHC provider

Tuition fees **will NOT be refunded** under the following circumstances:

1. Student whose enrolment is terminated for failure to comply with Australian Smart College's policies and procedures and the requirements of their Student Visa
2. Student cancels the enrolment in less than two weeks prior to the course commencement date.
3. Student cancels the enrolment after course commencement date.
4. Does not commence (i.e. Does not arrive, or has not arranged with Australian Smart College Pty. Ltd. for a later start.)

Requests for refund should be made in writing to the CEO with documented evidence of the reason for the refund. Eligible refunds will be refunded within 28 days of receipt of the claim.

All written Refund Requests will receive an outcome statement detailing the reason for declining the request and in the event of a request acceptance - how the refund amount was calculated.



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Refunds will only be given to the person who paid the tuition fees. For example, if the tuition fee was paid by an agent or parents, the money will only be refunded to either the agent or parents.

This refund policy does not remove students' rights to take further action under the Australian Consumer Law (ACL).

Staff is responsible for referring all enquiries regarding fees, charges and refunds to the CEO (in the capacity of Financial Controller) For formal and informal complaints and appeals, read Student Handbook conjunction with the Course Outline

Application checklist –

Provide a certified copy of the following documents with your application. You will need to bring the originals to your orientation day for verification.

- Valid passport copy
- Valid visa (if you have one)
- High School certificate or another relevant certificate(s)
- Proof of English Language Proficiency - IELTS 5.5 or equivalent
- Any other relevant documents to support your application e.g. resume
- Overseas Student Health Cover (OSHC)

All payments to be made after receiving and signing the student written agreement to the bank:

Name of Bank: Westpac Bank

Branch: Bankstown NSW 2200 Australia

BSB: 032 061

Account Number: 500 689

Account Name: Australian Smart College PTY. LTD.

Swift Code: WSECAU21 (for telephonic transfer from overseas)

Agreement

In signing this Enrolment Application Form, you agree:

- That the information you have provided on this form is true, correct and complete.
- That you have been provided with appropriate and sufficient information to make an informed decision about your enrolment in this course(s).
- That you have read and understood Australian Smart College Information Privacy Policy. Information concerning students, including information submitted on the Enrolment Application Form may be shared between Australian Smart College and the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. This information includes personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach by the student of a student visa condition.
- The information may be disclosed to the National Centre for Vocational Education Research (NCVER) and/or other authorised agencies and departments. In certain circumstances information collected during your enrolment can be disclosed without your consent where authorised or required by law; this may include the circumstances of any suspected breach of by the student of a student visa condition.

The provision of this information is necessary for both enrolment and re-enrolment. Information provided will be held securely and disposed of securely when no longer needed. You may access your personal information by contacting Australian Smart College.

- That you have read and understood the Student Handbook.
- That you have been provided with detailed information about the fees and charges associated with your course enrolment including information on all fees (tuition, administration and materials), payment terms and the applicable Refund Policy.
- To provide Australian Smart College Pty. Ltd. with current and accurate contact details and notify if anything changes.



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- To be bound by Australian Smart College's Student Code of Conduct provided in Student Handbook and other student policies and procedures as well as National and State legislation and regulations including any variations that are made from time to time.
- 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.

Student Signature:		Date:	/	/
Printed Name:				

Agent details (if applicable)				
Name:				
Contact Details:				
Stamp:				
Signature:		Date:	/	/