

## Application for VET or English Course Enrolment

Applicant Details				
Surname:	Given Name(s):	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Indeterminate	Date of birth: / /	
Passport Number:	Country of Birth:	Citizenship:	Visa Type:	Visa Expiry: / /
USI:	Address:		City:	Postcode:
Telephone:	Mobile:	E-mail:		
Education Background				
List details of your previous education including highest level of education and current studies. Please attach relevant documentation from all studies undertaken (e.g. High school, Advanced Diploma / Diploma / Degree.)				
High School (Senior School)				
What level was achieved			Year you finished High School	
Post-Secondary Education				
Qualification:	Name of the institute:	Country:	Year of Award	
English Proficiency				
Have you taken a recognised English language test, such as IELTS? If yes, Please complete the details below and provide certified copy of your test results				
English Test:	Results:	Date of test:		
Agent Information				
Will you be applying through an agent? <input type="checkbox"/> Yes <input type="checkbox"/> No		Agency Name:	Consultant Name:	Phone No.:
ELICOS Enrolment Details (English Courses recommend start on week 1. * but ask about alternative intakes if necessary )				
<input type="checkbox"/> General English (6-72 weeks)			Number of weeks:	Preferred Start Date: / /
Vocational Courses and Commencement dates				
<input type="checkbox"/> BSB50215 Diploma of Business (52 Weeks)		<input type="checkbox"/> SIT30816 Certificate III in Commercial Cookery (TBA) (52 Weeks)		
<input type="checkbox"/> BSB61015 Advanced Diploma of Leadership and Management (104 Weeks)		<input type="checkbox"/> SIT40516 Certificate IV in Commercial Cookery (TBA) (31 Weeks)		
<input type="checkbox"/> BSB80615 Graduate Diploma of Management (Learning) (52 Weeks)		<input type="checkbox"/> SIT50416 Diploma of Hospitality Management (TBA) (39 weeks)		
Visa office details (if applicable )				
<input type="checkbox"/> Applying through Sydney (In Australia)				
<input type="checkbox"/> Offshore Visa Office; City : _____				
Preferred commencement dates		2020 <input type="checkbox"/> 13 Jan <input type="checkbox"/> 9 March <input type="checkbox"/> 4 May		
		<input type="checkbox"/> 6 July <input type="checkbox"/> 31 Aug <input type="checkbox"/> 26 Oct		
		2021 <input type="checkbox"/> 11 Jan <input type="checkbox"/> 08 Marh <input type="checkbox"/> 03 May		
		<input type="checkbox"/> 5 July <input type="checkbox"/> 30 Aug <input type="checkbox"/> 25 Oct		
CAN UNITED Bank Detail				
Account name		: CAN United Pty Ltd		
BSB		: 062 339		
Acc No		: 11076441		
Bank		: Commonwealth Bank of Australia		
SWIFT Code		: CTBAAU2S		
Bank address		: Tower1, 201SussexStreet, Sydney,NSW,Australia, 2000		
Overseas Student Health Cover option				
ASMI COLLEGE to arrange?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Overseas Student Health Cover	Single	Family		
6 months	\$278.00	\$2559.00		
12 months	\$556.00	\$2831.00		

## AVETMISS DATA

If born in Australia are you?	<input type="checkbox"/> Aboriginal/Torres Strait Islander	<input type="checkbox"/> Non Indigenous		
Do you speak a language other than English at home?	<input type="checkbox"/> If Yes, please specify: _____		<input type="checkbox"/> No	
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
Do you consider yourself to have a disability, impairment or long-term condition?	<input type="checkbox"/> No		<input type="checkbox"/> If Yes, Please specify: _____	
Of the following categories, which BEST describes your current employment status?	<input type="checkbox"/> Full-Time		<input type="checkbox"/> Part-Time	<input type="checkbox"/> Other, please specify: _____
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 get into another course of study	<input type="checkbox"/> For personal interest or self-development	<input type="checkbox"/> Other, please specify: _____

### Terms & Conditions:

- Overseas students can only enrol in full time courses. At least 20 hours study/week is required. Students studying ELICOS courses will have their attendance monitored.
- Overseas students must have at least 80% attendance plus satisfactory academic progress.
- All due care is to be taken with ASMI equipment, facilities and property.
- Students enrolling in a vocational course must be over 18 yrs of age; (at time of Start)
- EXPULSION: ASMI reserves the right to expel students for serious breaches of discipline.
- The vocational course's re-assessment fee is \$200 per unit. (The fee is waived if student has 80% or higher attendance).
- Students must provide all personal details such as mail address, mobile number, email address before enrolment. ASMI must be informed immediately of any changes to these details. See Reception for a Change of Personal Details Form.
- Students who enrol at ASMI understand that their information will be shared with those who are directly involved in your enrolment, attendance and progress.
- Students may apply for recognition of prior learning or competence (RPL). Please ask for details if you would like to know more or see the Student Handbook for direction.

### Code of Behaviour:

While you remain a student at ASMI it is your responsibility:

- To conduct yourself in a safe and healthy manner.
- To behave in a manner which prevents injury and disease to you, your trainer and fellow students.
- To identify and report to your trainer any possible hazards from equipment, facilities and the environment.
- To comply with and assist in the Institute's emergency procedures.
- To refrain from smoking anywhere in the Institute's building
- To refrain from drinking and/or eating in the classrooms.
- To attend class regularly and punctually.
- To ensure no discriminatory, harassing or bullying behaviour at all times to other students, staff, work placement supervisors or visitors to the Institute.
- To report any discriminatory behaviour, harassment or bullying to your trainer, workplace supervisor or principal.
- To not participate in unacceptable behaviour including the use of bad language, alcohol and drugs; (unacceptable behaviour also includes cheating or plagiarism)
- To refrain from the use of devices which may disrupt classes or is categorised as unacceptable behaviour. e.g. use of mobile phones and breaches of privacy.

To not uphold the code of behaviour will result in the cancellation of your enrolment.

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### Tuition Protection

To protect the interests of students, ASMI/HOWARD (and its students) is covered by the Tuition Protection Scheme (TPS). If ASMI/HOWARD cannot continue in providing the training due to becoming insolvent or is de-registered, the TPS is notified so they are able to ensure students are not disadvantaged.

### Provider defaults

(a) A registered provider can be in default if either of the following occurs:

- the provider fails to start to provide the course to the student at the location on the agreed starting day,
- the course ceases to be provided to the student at the location at any time after it starts but before it is completed.

(b) the student has not withdrawn before the default day.

### Student defaults

An overseas student or intending overseas student defaults in relation to a course at a location, if:

- the course starts at the location on the agreed starting day, but the student does not start the course on that day (and has not previously withdrawn); or
- the student withdraws from the course at the location (either before or after the agreed starting day); or
- the registered provider of the course refuses to provide, or continue providing, the course to the student at the location because of one or more of the following events:

- the student failed to pay an amount he or she was liable to pay the provider, directly or indirectly, in order to undertake the course;
- the student breached a condition of his or her student visa;
- misbehaviour by the student. (ASMI/HOWARD considers misbehaviour as a breach-of-conduct as can be found in the Student Handbook under "Student responsibilities and code of behaviour") "Breach of conduct" includes course abandonment or student changing their mind after a course has commenced.

### Cancellation

Students may elect to cancel their enrolment by informing ASMI/HOWARD in writing using the Cancellation Form available from administration. An enrolment may also be cancelled due to student default or Provider default (see above).

### Refunds

Refund applications must be made in writing to college by email to [admin@asmicollege.com.au](mailto:admin@asmicollege.com.au). Refunds will be processed within 28 days of receipt of a written application. Administration will respond by explaining if the refund is able to be granted and if so, how the refund was calculated.

### Refund Policy

- CAN UNITED PTY LTD (ASMI/HOWARD) reserves the right to cancel a student enrolment prior to the date of course commencement and all fees will be refunded.
- Any refunds (according to policies & procedures) can be made to the student or the students' nominated person/s.
- The enrolment fee and material fees (non-tuition fees) are non-refundable in any circumstance and is paid for course enrolment regardless of packaging of Coe's.
- Requests for refunds must be made in writing, addressed to Accounts ([admin@asmicollege.com.au](mailto:admin@asmicollege.com.au)) and submitted with relevant documentary evidence (e.g. visa refusal letter). All refunds will be made by cheque or electronic fund transfer to the nominated bank account of the person who paid them, within 28 days, (after default day or day of refund request receipt).
- If the Visa application is withdrawn, there is no refund from ASMI/HOWARD.
- Where an applicant cancels their enrolment giving more than 28 days notice prior to course commencement, all pre-paid course fees are fully refunded; less the deposit/s (equivalent to the first term's fees for the Coe's written) within 14 days of receipt of notification of cancellation of the course. Cancellation must be made in writing. (Unless in cases of Visa refusal see 9).
- Where an applicant cancels his or her course giving less than 28 days notice prior to their course commencement, no refunds will be given, including if the student is joining a course that has already commenced. (Unless in cases of Visa refusal see 9).
- Where an applicant cancels their course after course commencement all pre-paid course fees are non-refundable (unless in cases of Visa refusal see 9).
- A refund of tuition fees paid by an international student will be made if the student visa application is refused before course commencement. The application for refund must be made no later than four weeks after the visa refusal. Please note: visa refusal document must indicate that the ASMI/HOWARD Coe's were used for the application alone or in a package. A refund would be supplied as per subsection 47E(2) of the Act, the amount of a refund is the amount of the course fees, minus the lesser of either: (a) 5% of the amount of course fees received by the provider in respect of the student before the default day; or (b) \$500.
- In the case of visa refusal during course, a refund of the unspent portion of the tuition fees will be given as per subsection 47E(2) of the Act. Non tuition fees will not be refunded.
- In the event that a student abandons their course without formally cancelling their enrolment with the College, no refund will be issued, which includes all monies paid or scheduled to be paid to ASMI/HOWARD, including monies paid for OSHC. The balance of fees owing will be invoiced to the student. Course abandonment is classified as absence without permission. Abandoning a course may lead to the College reporting the student to DET through PRISMS.
- This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.  
Current fees may increase by a maximum of 3% over the enrolment period for each course. Funds are not transferable.

Please keep a copy of this Fees refund policy for your records and own reference.

- This policy may be updated without notice. Always refer to our website [www.asmicollege.com.au](http://www.asmicollege.com.au) for the most up to date version.

### Declaration:

- I agree to receive electronic communications from ASMI.
- I declare all information I have given on this form is correct and complete.
- I have read, understand and accept the Terms and Conditions and the Refund Policy and agree to be bound by them.
- I have read and/or accessed the Student Handbook.
- I am bringing my own laptop that is installed with Microsoft Office or similar
- I have arranged OSHC (if my visa requires it)

Full Name: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

**ASMI COLLEGE Student Training Needs Analysis (& English Proficiency Confirmation)**

*The below must be completed by the student so that we may issue the Offer Letter*

1. Student Name: \_\_\_\_\_
  
2. Course(s) enrolled in – Please write the full name of the course/s that you would like apply for
  - I. \_\_\_\_\_
  - II. \_\_\_\_\_
  - III. \_\_\_\_\_
  
3. Have you ever worked in business management/hospitality or childcare? If yes, please write down what you have done and when..  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Knowing what your course involves, what extra assistance will you expect to require from your trainers? (For example Practical application of theory or computer work)  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Why are you studying this particular course(s)?  
\_\_\_\_\_
  
6. What are you hoping to achieve with your qualification?  
\_\_\_\_\_
  
7. Are you currently employed? Yes  No   
Who is your employer (Coles, K Mart, Zoo Bar, etc.)? \_\_\_\_\_
  
8. What are you expecting from the facilities and staff during your study?  
\_\_\_\_\_
  
9. Writing evaluation: Using full sentences describe what you did last weekend (min 50 words)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☺ This training needs analysis is for your benefit, thank you for completing it.

*ASMI COLLEGE Office Use Only:*  
*English Proficiency and training needs answers analysis confirms applicant has a sufficient understanding of both to proceed.*  
Signed: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_