

# AAC

## APPLICATION FORM

### 2020

#### VET COURSES

Level 5  
579 Harris St,  
Ultimo, NSW 2007  
+61 2 9211 1113  
info@aac.nsw.edu.au  
www.aac.nsw.edu.au

#### ENGLISH COURSES

Level 5  
579 Harris St, Ultimo,  
NSW 2007  
+61 2 9262 9009  
info@aac.nsw.edu.au  
www.aac.nsw.edu.au



### STUDENT DETAILS

Applying for visa in Australia

Applying for visa outside Australia

Title	Mr	Ms	Other
Family Name			
Given Name			
Gender	Male	Female	
Date of Birth			
Place and country of birth			
Nationality			
USI Number			

### ADDRESS IN AUSTRALIA

Flat/Unit No.	Street No.
Street Name	
Suburb	State Postcode
Mobile	
Email	
Postal Address (leave blank if same as Residential Address)	
Flat/Unit No.	Street No.
Street Name	
Suburb	State Postcode

### EMERGENCY CONTACT

Name	Relationship
Mobile	Email



### INTERNATIONAL STUDENTS

Passport Number
Passport Expiry Date

### VISA HISTORY

Have you ever applied for Australian visa(s)? Yes No

If Yes, please specify:

VISA 1 VISA 2

VISA 3 VISA 4

Have you ever been refused an Australian visa? Yes No



### REQUESTED COURSE AND DURATION



#### ENGLISH COURSES

English course Start Date

General English CRICOS 093103A

Beginner - Advanced From 2 to 60 weeks

How many weeks do you wish to study?

Morning Afternoon

IELTS Preparation CRICOS 085409E

Upper-Intermediate - Advanced From 2 to 16 weeks

How many weeks do you wish to study?

Morning Afternoon



#### BUSINESS COURSES

Business courses Starting Date. Please choose your intake

Intake 1	13th January	Intake 2	9th March
Intake 3	13th April	Intake 4	8th June
Intake 5	13th July	Intake 6	7th September
Intake 7	12th October	Intake 8	7th December

BSB20115 | Certificate II in Business

CRICOS 086786E 52 weeks

BSB30415 | Certificate III in Business Administration

CRICOS 086860M 78 weeks

BSB42618 | Certificate IV in New Small Business

CRICOS 098622D 52 weeks

BSB42415 | Certificate IV in Marketing & Communication

CRICOS 091981D 52 weeks

BSB52415 | Diploma of Marketing & Communication

CRICOS 091982C 104 weeks (Certificate IV in Mkg pre-requisite)

BSB51918 | Diploma of Leadership & Management

CRICOS 098715K 104 weeks

BSB61015 | Adv. Diploma of Leadership & Management

CRICOS 087756C 104 weeks

### Entry requirements for international students will be applied to study in all VET qualifications

- ✓ A minimum of an IELTS band score of 5.5 (or equivalent) is required for entry into Certificate II and higher qualifications.
- ✓ Applicants who cannot provide both a minimum of a Year 12 Certificate (or equivalent) and a certified English score, or an AQF Certificate IV (or higher) to the level specified for the course will be required to undertake LLN testing prior to receiving an offer.
- ✓ Applicants who will undertake LLN testing must achieve at minimum:
  - Adv. Dip (Learning 3; Reading 4; Writing 4; Oral Communication 3; Numeracy 3)
  - Diploma (Learning 2; Reading 3; Writing 3; Oral Communication 3; Numeracy 2)
  - Cert IV (Learning 2; Reading 3; Writing 3; Oral Communication 2; Numeracy 2)
  - Cert III (Learning 2; Reading 2; Writing 2; Oral Communication 2; Numeracy 2)
  - Cert II (Learning 2; Reading 2; Writing 2; Oral Communication 2; Numeracy 2)

## EDUCATION HISTORY

What is your highest COMPLETED education level? (Tick ONE box only)

Year 8 or equivalent	Year 9 or equivalent
Year 10 or equivalent	Year 11 or equivalent
Year 12 or equivalent	
Certificate I	Certificate II
Certificate III	Certificate IV
Diploma/ Associate Diploma	Advanced Diploma/ Associate Degree
Bachelor Degree	Postgraduate Degree

Are you applying for advanced standing/credit? Yes No

Do you wish to apply for Recognition of prior learning (RPL)?

Yes (Please complete RPL form) No

(Depending on your previous student and work experience, we are able to give you credit or exemptions from certain course units.)

## STUDY REASON

Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only)

To get a job	It was a requirement of my job
To develop my existing business	I wanted extra skills for my job
To start my own business	To get into another course
To try for a different career	for personal interest or self-development
To get a better job or promotion	
Other reasons	

## LANGUAGE AND CULTURAL DIVERSITY

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

How well do you speak English?

Very well Well Not well Not at all

Are you 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

## EMPLOYMENT

Of the following categories, which best describes your current employment status?

- Full time employee
- Part time employee
- Self-employed - not employing other
- Employer
- Employer - underpaid worker in a family business
- Unemployed - seeking full time work
- Unemployed - seeking part time work
- Not employed - not seeking employment

## OVERSEAS STUDENT HEALTH COVER (OSHC)

Visa length cover is compulsory for student visa.

Do you have OSHC at the moment? Yes No

If yes, when does it expire?

Membership no. Insurer

Would you like AAC to arrange OSHC for you? Yes No

If yes, what is the OSHC start date?

What type of cover do you require? Single Family\*\*

\*\* Family includes the student, the spouse of the student and an dependent children of the student up to 18 years of age who have been authorised to enter and remain with the student and who are residing at the same place of residence.

## ACCOMMODATION & AIRPORT PICK UP

Airport Pick Up (AUD \$200) Yes No

Accommodation Placement Yes\* No

\*Although AAC does not arrange accommodation placement directly, we have an array of partners we can refer you to upon request to [info@aac.nsw.edu.au](mailto:info@aac.nsw.edu.au)

## LEARNERS' NEEDS

The Academy endeavors to identify, assess and provide learning support to its clients for all qualifications currently on its scope of registration. If you require a special consideration please tick the appropriate box below:

English language	Yes	No
Literacy and numeracy	Yes	No
Physical ability	Yes	No
Intellectual ability	Yes	No
Cultural or ethnic background	Yes	No
Computing skills (create, save and edit Microsoft Office Documents)	Yes	No
Computing skills (access and search the internet)	Yes	No
Computing skills (download, upload and save documents from websites)	Yes	No
Computing skills (to participate in online discussion)	Yes	No

## DISABILITY

Do you consider that you have a disability, impairment or long-term condition?

No disability

Physical

Hearing/Deaf

Learning

Mental illness

Vision

Medical condition

Multiple disabilities

Other

## TERMS & CONDITIONS FOR ENROLMENT

### Course progress

Australian Academy of Commerce is required to monitor and record student academic progress throughout their period of enrolment. When a student does not meet the course requirements for two consecutive terms they may be reported to DHA via PRISMS as required under section 19 of the ESOS Act 2000 and this may result in their visa being cancelled.

### Attendance

Student visa holders are required to attend full-time study only. The minimum amount of full-time study shall be 20 contact hours per week, taken as an average for each term while the course is in session.

### Cancellation and Refund Policy

Under Standard 7 of the National Code 2018, except for special circumstances, registered providers are restricted from enrolling and transferring students prior to completing the first six months of the principal course of study.

In the unlikely event that Australian Academy of Commerce ('Academy') is unable to deliver an enrolled course in full, students will be offered a refund of all the course moneys paid to date for this course. The refund will be paid within two weeks (10 business days) of the day on which the course ceased being provided. Alternatively, students may be offered enrolment in an alternative course offered by Australian Academy of Commerce at no additional cost. Students have the right to choose whether they would prefer a full refund of course fees, or to accept a place in another course. If students choose placement in another course, the Academy will ask them to sign a document to indicate that they accept the placement.

If the Academy is unable to provide a refund or place students in an alternative course the Tuition Protection Scheme (TPS) will attempt to place students in a suitable alternative course or, if this is not possible, they will be eligible for a refund as calculated by the TPS Director. Further information is to be obtained as required from the official TPS website <https://tps.gov.au/Home> or phone number on 02 6271 3440.

To apply for a refund – a [Refund Application Form](#) or [Agent Refund Application Form](#) (if applying through an agent) – **must** be completed by the student or approved agent and submitted to a Student Services Officer.

The Australian Academy of Commerce will issue refunds in advance payment of tuition fees within 28 days when:

- ✓ Tuition fees are refunded in full; less 5% of the total amount of pre-paid tuition fees (up to a maximum amount of \$500) if your application for a student visa is rejected by DHA (the official visa refusal letter from DHA must be provided as evidence);
- ✓ If you withdraw from your course 28 days or more prior to the commencement of your course (commencement of course is defined in this policy and procedure as the course start date as per the original Application Form submitted by the student or an agent and not subsequent enrolment changes to the starting date), 80% of your tuition fee will be refunded;
- ✓ If you withdraw from your course less than 28 days prior to the commencement of your course, a fee equal to one term tuition will be charged;
- ✓ If you applied for a visa extension and it was not granted by DHA; the unused tuition fees are refunded in full;
- ✓ If you are a current student and withdraw in writing 28 days or more prior to the commencement of the following term the Academy shall refund the unused tuition fees;
- ✓ If a student is provisionally enrolled, on condition of achieving evidence of acceptable English Language Proficiency, and the student cannot achieve the required level, all tuition fees and charges corresponding to the course will be refunded less a charge of AU\$300.

We will not issue refunds for:

- ✓ Application fee, accommodation assistance & airport reception fees;
- ✓ If you withdraw from your course after the course has commenced;
- ✓ If you withdraw from your course not in accordance with your visa obligations and behaved not in good faith;
- ✓ Change in student's work hours;
- ✓ Inconvenience of travel to class;
- ✓ Moving interstate or overseas;
- ✓ Job change or retrenchment;
- ✓ Students who leave before completing the course &/or qualification;
- ✓ If a student becomes a permanent resident of Australia during the program. No guarantees of university or other pathway places will apply to such students;
- ✓ If DHA has rejected your student visa application based on their finding that you have supplied fraudulent documents along with your student visa application.

Eligible refunds will be refunded within 28 days of receipt of written notification. Australian Academy of Commerce will provide the student a statement that explains how the amount has been worked out.

Refund 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 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.

[http://consumerlaw.gov.au/files/2015/06/ACL\\_framework\\_overview.pdf](http://consumerlaw.gov.au/files/2015/06/ACL_framework_overview.pdf)

### Expulsion

The Australian Academy of Commerce reserves the right to expel any student for serious breach of discipline and visa obligations as well as failure to pay tuition fees on time. Any advanced fees will not be refunded.

### Grievance Resolution

The Australian Academy of Commerce has procedures and resolution processes in place for the prompt and fair hearing and resolving student grievances. These procedures do not remove the right for the student to pursue outside legal remedies.

### Credit Transfer & RPL

Recognition of Prior Learning (RPL) allows a candidate to receive exemptions for the knowledge and skills they attained or who have had extensive work experience in some aspects. Students who have completed previous studies of their proposed course – with appropriate evidence – may apply for a Credit Transfer before starting. Overseas students should apply for Credit Transfer or RPL before his/her visa is granted.

### Arrival and orientation

If you have enrolled in any course, it is advisable to arrive at least one week prior to the course commencement. Overseas students must attend the scheduled orientation day before registering as a student.

### Course start dates

Starting dates for the business qualifications are generally quarterly, every term. There are also specific entry points during the term where candidates can start. Contact the Australian Academy of Commerce to arrange study entry other than the term commencement.

### Administration Costs

Extra fees will apply whenever an applicant wishes to amend enrolment details, which requires a creation of a new eCoE. The updated eCoE will attract a \$40 administration charge.

## DECLARATION

*To be completed by all students*

*I understand that any misleading information that I have provided on this form and to the Australian Academy of Commerce could result in the termination of this application and future enrolment and agreements with the Australian Academy of Commerce.*

*Furthermore, I permit AAC to apply for an USI on my behalf if I do not have one.*

Signature of Applicant

Date

Please send this **Application Form** together with **passport copy**, **evidence of English level** and highest **level of education completed** (if applying for a VET course).

**VET COURSES & ENGLISH COURSES**

**Level 5, 579 Harris St, Ultimo, NSW 2007**

✉ PO Box 20542 World Square NSW 2002 Australia  
@ [www.aac.nsw.edu.au](http://www.aac.nsw.edu.au)    🌐 [applications@aac.nsw.edu.au](mailto:applications@aac.nsw.edu.au)

### For Direct Deposit of Tuition Fee

Name of Bank. **Commonwealth Bank of Australia**  
Account Name. **Australian Academy of Commerce PL**  
Bank, State & Branch Number (BSB). **062-033**  
Account Number. **105 045 38**  
Bank Address. **Surry Hills NSW**  
Swift Code. **CTBAU25** Routing. **02 100 0018**

### How did you hear about Australian Academy of Commerce?

Education Agent

Exhibition / seminar

Press & Print Media

Friend / Relative

Web surfing

Other