



Australian Vocational Learning Centre International Student Application

(RTO Provider Code 91683: CRICOS Provider Code 03195D)

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www.avlc.edu.au

Office Use Only

Date Received	Date Checked	Date Approved	Application Checked By	Approved By

Please Initial to indicate that you have read and understand the contents of this page Initial _____ Date _____

Terms & Conditions

Enrolment Fee (\$150 per course)

All AVLC students must pay a non-refundable enrolment fee. This fee should be paid with the first tuition fee.

Material Fee

The material fee covers any work books or resources that you will be using while studying with us. Refer to the letter of offer or www.avlc.edu.au for a listing of course material fees.

Due date for fees

The Enrolment fee, Materials fee and first instalment of your tuition fee are due and payable upon receiving your Letter of Offer if you would like your CoE straight away. You are more than welcome to take your Letter of Offer home and make your payment before your course start date.

Payment Details

Payment via bank deposit should be forwarded to:
Account name: Australian Vocational Learning Centre (AVLC)
BSB Number 082 778
Account number 17 047 1606
Bank: National Australia Bank
Swift Code: NATAAU3302

Tuition fees can also be paid by cash deposit at the college, internet transfer or EFTPOS. Students will not be issued a certificate or statement of attainment while fees are still owing.

Late payment fee

A late payment fee of \$200 will be applied to your account if you are **five** days overdue and a \$400 charge if you are **10** days overdue.

Refund of Fee

When a student applies for but is unable to obtain a Student Visa through no fault of their own, all tuition fees paid will be refunded in full.

Notification of withdrawal must be in writing. When a student withdraws from a course refunds will apply as follows:

- Notification at least 10 weeks before commencement date, 90% of tuition fees paid will be refunded.
- Notification at least five weeks before commencement date, 70% of fees paid will be refunded.
- Notification of four weeks before and after commencement of course there will be **no refund**.

If AVLC withdraws an offer, fails to provide the program offered or terminates an education service:

- Before the commencement date, all tuition fees paid will be refunded in full.
- After the commencement date, a refund, pro rata, of the unearned portion of the term's fees paid.

If AVLC withdraws a student from an education service because the student has seriously breached the international student visa conditions or the rules of AVLC, no refund of the term's fees paid will be given and not less than 50% of fees applicable to a subsequent term will be refunded.

This agreement does not remove the right to take further action under Australia's consumer protection laws.

Complaints

In the event of a dispute between an individual student and AVLC, a complaints policy and procedure are in place to facilitate a resolution to the matter.

The Complaints policy does not circumscribe the student's right to pursue other legal remedies.

The Complaints policy is published in the AVLC International Student Handbook that can be download from www.avlc.edu.au/student-services/international-students/download/

Change of Personal details

Students must notify AVLC within seven days about any changes to their street address, mobile phone numbers and email addresses. This can be done through student services or RTO Manager.

Course Progression and Attendance

Regular and punctual attendance is a requirement for all students. International students must attend a minimum of 80% of classes for the duration of their course. If students fail to meet this requirement their enrolment with AVLC will be cancelled and the student will be reported to DIBP and their visa may be cancelled.

If students do not make satisfactory course progress (more than 50%) they will have to attend counselling with Student Services. If the student fails to meet the progress subsequently they will be reported to DIBP and their visa may be cancelled.

Re-assessment policy

Students are offered the opportunity to re-sit an assessment task that they have not performed satisfactorily on. The student is offered two such opportunities. The first re-assessment is free of charge. The second re-sit will incur a fee.

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Where a student has not achieved a satisfactory result in the third attempt of an assessment/assignment task and has therefore been deemed Not Yet Competent in the entire unit of competency the option of re-training and assessment for the entire unit of competency will be offered.

There are limited options available for the retraining and assessment of a unit. Students will be provided an individual plan of how this option will be delivered and, if acceptable to the student, the student will be required to sign off on the plan.

English & Entry Requirements

To enter AVLC course student must have an IELTS score of 5.5 points (or equivalent) and a minimum of Year 12 (or equivalent) and be 18 years or older.

Evidence in the form of original or certified documents must be provided upon registration.

Courses are delivered in English which includes technical and specific terms. Students having an English problem should inform AVLC.

Age requirements

Students must be 18 years old or older at time of application

Overseas Student Health Cover (OSHC)

As a condition of your student visa all students are required to hold Overseas Student Health Cover for the duration of their stay in Australia. OSHC must be in place prior to the issuing of a Confirmation of Enrolment (CoE). AVLC's preferred supplier for OSHC is Bupa. Information on OSHC cover with Bupa can be found at <http://oshc.bupa.com.au>

Financial Capacity Requirements

At time of application students are required to provide evidence of their financial capacity to have sufficient funds during their stay in Australia to cover both living expenses and study costs for 12 months.

Changing courses

Under SSVF all students are required to maintain enrolment with a course of study at the same or high AQF level for which their visa is granted.

If you are thinking about changing your course of study to a lower level AQF course would be a breach of visa conditions and might result in the Student Visa being cancelled.

To change to a lower level AQF course you must apply to DIBP of a new visa and to be granted a new visa before changing.

Transfer between Providers

Subject to the Student Transfer Policy, AVLC reserves the right to refuse an application for a letter of release permitting a transfer to another registered training provider prior to the completion of the initial six months of the student's principal course.

Permission to work

If you and your family members are granted student visas you will be allowed to work up to 40 hours per fortnight once your course has commenced. Neither you nor your family members may commence work until the principal visa holder has commenced studying.

While the course you are studying is in session you cannot work more than 40 hours per fortnight. No work limits apply during recognised periods of vacation offered by your education provider. Family members will be allowed to work up to 40 hours per fortnight throughout the year.

Change of Services

AVLC reserves the right to change particulars of the services it offers including changes to prices, courses, facilitates and dates of courses where circumstances beyond AVLC's control necessitate such changes.

Incorrect, Incomplete or Misleading Information

AVLC have the right to vary or revise any decision regarding this application if information provided is found to be incorrect, incomplete, misleading or fraudulent.

Recognition of Prior Learning and Credit Transfer

Students are encouraged to apply for RPL/CT as part of their application. Any such application for RPL/CT has to be made within fourteen days of the commencement of their course for it to be considered. Successful application will have an impact on the duration of the course or course fees.

Applications made after the fourteen day period at the commencement of the course will not be considered for course duration or fee reduction.

Unique Student Identifier

From 1st January 2015 all students are required to hold a USI number and provide this number to their registered training provider. AVLC is unable to issue qualifications to students without this number. Upon commencement of the course students are required to supply this number to AVLC. Find out more at <https://www.usi.gov.au/students/create-your-usi>



PERSONAL CONTACT DETAILS (Details must be same as displayed on your passport)

Title: Mr, Mrs, Miss, Ms (Please circle) First Name: _____ Middle Name(s): _____
Surname: _____

Gender: Male Female Other

Relationship Status: Single Married De Facto Divorced Separated

Date of Birth: ___/___/_____ Country of Birth: _____

Nationality: _____ Country where Citizenship held: _____

Contact Details (Home Country)

Street Number: _____ Street Name: _____

Town/Suburb: _____ State: _____ Postcode: _____ Country: _____

Home Phone: _____ Mobile Phone: _____

Email address: _____

Contact Details (In Australia)

Street Number: _____ Street Name: _____

Town/Suburb: _____ State: _____ Postcode: _____

Home Phone: _____ Mobile Phone: _____

Email address: _____

Emergency Contact Details (Next of Kin)

Name: _____ Relationship: _____

Street Address: _____

Town/Suburb: _____ State: _____ Postcode: _____ Country: _____

Home/Work Phone: _____ Mobile Phone: _____

Email address: _____

PASSPORT AND VISA DETAILS

Passport Number: _____ Country of Issue: _____

Date of Issue: ___/___/_____ Expiry Date: ___/___/_____

Do you hold a current Visa to be in Australia? Yes No

If yes please provide details of Visa type, number, expiry date and conditons

Visa Grant Number: _____ Country of Issue: _____

Date of Issue: ___/___/_____ Expiry Date: ___/___/_____ Visa Type: _____

Conditions: _____

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EMPLOYMENT STATUS **REASONS FOR UNDERTAKING COURSE**

- Which best describes your current employment (Tick)
- Full time Employee
 - Part time Employee
 - Self-employed – not employing others
 - Self-employed – employing others
 - Employed – Unpaid worker in a family business
 - Unemployed – seeking full-time work
 - Unemployed – seeking part-time work
 - Not employed – not seeking employment

- Of the following categories, which best describes your main reason for undertaking this course?
- To get a job
 - To develop my existing business
 - To start my own business
 - To try for a different career
 - To get a better job or promotion
 - It was a requirement of my job
 - I wanted extra skills for my job
 - To get into another course of study
 - For personal interest or self-development
 - Other reasons

EQUITY AND DISABILITY

Do you consider yourself to have a disability, impairment or long-term condition that may affect your studies?
 Yes No

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
- Vision
- Acquired brain impairment
- Medical condition
- Other (please specify below)

ACADEMIC QUALIFICATIONS

What is your highest level of secondary school completed?

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent
- Year 8 or below
- Never attended school

What year did you complete that school level? _____

Are you still attending secondary school? Yes No

Have you successfully completed a Degree, Diploma or Certificate? Yes No

If yes, please tick below

- Bachelor Degree or Higher Degree
- Advanced Diploma or Associate Degree
- Diploma or Associate Diploma
- Certificate IV or Advanced Certificate
- Certificate III or Trade Certificate
- Certificate II
- Certificate I
- Other education (including certificates or overseas qualifications not listed above)

Please provide details of all current and previous studies (including High School) that you have completed, or are about to complete on the table below:

Name of Qualification/Course	Name of Institution/School	State/Country	Year Completed

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Do you wish to apply for Credit Transfer or Recognition of Prior Learning: Yes No

If Yes please you must notify us prior to the commencement of your course

LANGUAGE AND CULTURAL DIVERSITY

How well do you speak English? Very Well Well Not Well Not at all

What is the main language spoken at home: _____

Please tick the appropriate box to indicate any English test you have completed within the last two years.

TOEFL IELTS Other _____

Result: _____ Minimum Band Score: _____

Do you consider you have sufficient English ability to complete the course your applying for? Yes No

COURSE/S APPLYING FOR (please tick and note intake date)

- Certificate IV in Accounting FNS40615 (087910J)
- Diploma of Business BSB50215 (087257M)
- Advanced Diploma of Business BSB60215 (0087522K)
- Advanced Diploma of Leadership & Management BSB61015 (087909B)
- Diploma of Leadership & Management BSB51915 (087908C)
- Diploma of Accounting FNS50215 (087995K)
- Advanced Diploma of Accounting FNS60215 (087994M)
- Diploma of Social Media Marketing 10118NAT (095297C)

Available enrolment dates are:

09/10/2017	29/01/2018	23/04/2018	16/07/2018	08/10/2018	28/01/2019	29/04/2019	22/07/2019
13/11/2017	05/03/2018	28/05/2018	20/08/2018	12/11/2018	04/03/2019	03/06/2019	26/08/2019

Requested intake date: ___/___/_____

AGENT DETAILS

Contact Details (Home Country)

Agency Name: _____

Agency Contact Person: _____

Street Address: _____

Town/Suburb: _____ State: _____ Postcode: _____ Country: _____

Work Phone: _____ Mobile Phone: _____

Email address: _____

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Insert Agency Company Stamp Below

When completing this application form the agent supplied you with copies of the following documentation. Please tick documents supplied

- | | |
|---------------------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Course Outline for Selected Qualifications | <input type="checkbox"/> International Student Prospectus |
| <input type="checkbox"/> International Student Handbook | <input type="checkbox"/> Pre-enrolment Information |
| <input type="checkbox"/> Other (please specify): _____ | |

HOW DID YOU HEAR ABOUT AVLC

AVLC would like to find out how you heard about us. Please tick to how you heard about us. Thank you.

- | | |
|--------------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Press or Media | <input type="checkbox"/> Agent (please print) _____ |
| <input type="checkbox"/> Internet | <input type="checkbox"/> Family or Friends |
| <input type="checkbox"/> Other (please specify): _____ | |

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STUDENT DECLARATION

- ✓ I declare that the information provided by me on this form is true and correct. I understand that this information will be treated as private and confidential and will not be divulged without my written consent, except where AVLC is legally obliged or required by law to do so.
- ✓ I understand giving false or misleading information is a serious offence under state and/or federal law in Australia.
- ✓ I declare that the signature on this form is my signature and has not been signed on my behalf by another person including my agent or sponsor.
- ✓ I agree to advise the AVLC immediately if there is any change to the information I have provided in this application.
- ✓ I understand that AVLC has the right to vary or reverse any assessment made on the basis of incorrect, incomplete, false or misleading information which I have provided.
- ✓ I understand that by completing and signing this application, I am giving written consent to AVLC to independently verify the information supplied by me in this application.
- ✓ I declare that I have access to the funds required to study at AVLC for the length of my course including course/tuition fees and living expenses for myself and my dependents.
- ✓ I declare that I am a Genuine Temporary Entrant and a Genuine Student and that I am required to return home upon completion of my studies at AVLC or upon completion of the applicable Post Study Work period.
- ✓ I declare that I have completed my Statement of Purpose included within this application myself without assistance and have signed said Statement of Purpose to that effect.
- ✓ I understand that when enrolling at AVLC we agree that the staff of AVLC can access the personal information contained in your student file without written consent being obtained.
- ✓ I understand that my RTO AVLC is required to submit data sourced from this enrolment form to the National Centre for Vocational Education Research Ltd (NCVER) as a regulatory reporting requirement.
- ✓ I understand that upon commencement of my course I will be required to supply AVLC with my USI number and that I can apply for my USI number at <https://www.usi.gov.au/students/create-your-usi>
- ✓ I declare that my education agent has supplied me with information about my selected AVLC courses, international student handbook, international student prospectus and a copy of the AVLC pre-enrolment information.

The information requested in this enrolment form will be used by the relevant Australian government departments such as Department of Immigration and Border Protection for research, statistical and internal regulatory management purposes only. In supplying the requested information, I understand that I have consented the use of this information and the information contained within my student file for those purposes.

During your training there may be circumstances that will require AVLC to discuss your progress with an authorised third party. Also there will be the need to examine documentation samples for the purpose of assessment and audit. All discussions will be strictly confidential.

Documents Required to Complete Application

When coming to the college to gain admission or emailing through an application form please ensure that you supply the following documentation:

- | | |
|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Signed and completed application form | <input type="checkbox"/> Current Resume that includes working history |
| <input type="checkbox"/> Evidence of IELTS / English Equivalent (copy certified) | <input type="checkbox"/> Completed Hand Written and Signed GTE Statement of Purpose (if applicable) |
| <input type="checkbox"/> Academic transcripts from your country (copy certified) | <input type="checkbox"/> Completed GTE and GS Documentary Requirements for Applications (if applicable) |
| <input type="checkbox"/> Academic transcripts from Australia (copy certified) (if applicable) | |
| <input type="checkbox"/> Passport and or visa (copy certified) | |

Please note that the application will not be processed without the student's initials and date at the end of each page

I (print name) _____ authorise the training representative from AVLC to discuss my training program development and / or view appropriate evidence with my agent/ trainer. Further, I declare that I have read and understood my fee schedule, the refund policy and the student handbook.

Signed: _____ Date: _____

Name: _____

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