



Enrolment Application

Apex Institute of Education Pty Ltd Trading as Apex Institute of Education
2 Sorrell Street, Parramatta NSW 2150 Telephone – 02 8007 6262 Facsimile – 02 8007 6260
ABN 38 130 193 207 RTO Provider Code – 91606 CRICOS Provider Code – 03156M

Before you complete this Application Form please read all of the information that has been made available about your course and institution. If you have any questions please contact your agent or the institution.

Please attach
Two (2) passport
size photographs

45-50mm highX
35-40mm wide

Write your name and
signature at the back of
each photo

Please complete all details on this enrolment form. This will be used to enrol you in the qualification you are seeking. Some of the information contained herein will be keyed into a database and used for statistical and other reporting. Please ask your agent for assistance; or contact Apex Institute of Education Pty Ltd 02 8007 6262 for any help that you may require.

PLEASE USE BLACK PEN AND WRITE IN BLOCK LETTERS

1. Student Personal Details* (please read enrolment conditions)

Family Name: _____ Given Names: _____
Date Of Birth: ____/____/____ (Day/Month/Year) Country of Birth: _____
Sex: Male Female Citizenship: _____
Passport Number: _____ Date Issued: ____/____/____ (Day/Month/Year)

Do you currently hold an Australian Visa? YES NO

If yes, What Visa Type? _____

Expiry Date ____/____/____ (Day/Month/Year)

If no, which Australian Embassy/High Commission will you lodge your visa application? City: _____ Country: _____

2 Student Contact Details:

Australian Address: _____
Home Phone Number: _____
Mobile Phone Number: _____
Email: _____

3. Overseas Address / Emergency Contact

Overseas Address: _____
Emergency Contact: _____
Relationship: _____
Contact Number: _____
Email: _____

4. Agent Details

Agent's Name _____
Agent's Address _____
Country: _____
Agent Phone Number: _____
Fax Number: _____
Email: _____

Do you authorise the above agent to receive information applicable to your application and studies at AIE? YES NO

5. Course Enrolment Details

Please refer to our website at www.apexaustralia.com for course information and intake dates

1ST Preference

CRICOS Course Code _____
Course name _____
Preferred Start Date ____/____/____ (Day/Month/Year)

2ND Preference

CRICOS Course Code _____
Course name _____
Preferred Start Date ____/____/____ (Day/Month/Year)

Are you transferring from another educational provider?

YES Please attach release letter if applicable
 NO If you answered yes, please read the rules for transferring students in the entry Requirements of this Form

Overseas Student Health Cover (OSHC)

As an International Student, it is a condition of your student visa that you have Overseas Student Health Cover (OSHC) for the entire duration of your stay in Australia. OSHC gives you access to out of hospital and in hospital medical services to help you maintain your health. (Medibank Private Fees may be subject to change)

Do you need Apex Institute of Education to arrange this for you? YES NO

Period	Single Person	Family (2 adults & 2 children)
3 months	\$93.00	\$186.00
6 months	\$185.00	\$370.00
9 months	\$278.00	\$556.00
12 months	\$388.80	\$740.00

6. Education Details:

Highest Qualification University High School
 Technical Institute
Level Attained:
 Certificate Diploma
 Undergraduate Post Graduate

Course Name _____
Year Awarded _____
Institution _____
City/State _____
Country _____

7. Current Study (ONSHORE APPLICATIONS)

Are you Currently Studying in Australia? YES NO

If yes, what is the name of the institution? _____

Course Name _____

Start Date ____/____/____ (Day/Month/Year)

End Date ____/____/____ (Day/Month/Year)

8. English Proficiency

Is English your first language? YES NO

Have you taken a recognised English language Test in the last 24 months? (e.g. IELTS or TOEFL) YES NO
(If Yes complete the details below)

Name of English Test _____

Result _____

Date Undertaken: ____/____/____ (Day/Month/Year)

9. Additional Services

Do you suffer from any medical condition? YES NO

Please Specify _____

Will you require any assistance within the learning environment as a result of this condition? YES NO

10. Recognition of Prior Learning/Course Credit

Are you Applying for RPL? YES NO

Are you Applying for Course Credit? YES NO

If yes, please attach relevant documentation.

If you have previous relevant qualifications and experience, you may apply for Recognition of Prior Learning or Recognition of Current competencies

Refer to our website for fees charges and forms:

Do you require Airport Pick-up? AUD \$90 YES NO

Accommodation Placement / Home stay YES NO

Application Fee: AUD \$200 (non-refundable)

Total Tuition Fee: AUD \$

Overseas Student Health Cover (OSHC): AUD \$

OTHER: AUD \$

TOTAL: AUD \$

Application/Enrolment Fee, accommodation fee and airport pick-up are non-refundable. Please advise Apex Institute of Education of your arrival details as soon as possible.

Enrolment Terms and Conditions

Student Handbook
All the students enrolling into Apex Institute of Education are required to go through the Student handbook provided on its website in addition to a copy being made available at the reception upon request.
Privacy
Apex Institute of Education collects and stores your personal details and during training we record your progress. Apex Institute of Education uses this information to measure the RTO and your performance. For international students we are obliged to submit your details and progress to DIAC and DEEWR by using an electronic Commonwealth reporting program for visa conditions, statistical analysis, program evaluation, post completion survey and internal management purposes. We DO NOT share, rent, or sell personal information you provide us. The confidentiality of the information we collect from you is protected under the Privacy Act 1988 and the Privacy Amendment Act 2004.
Fees Policy
All fees and charges are payable upon invoice and will cover a period of the impending six (6) months. Students may be precluded from sitting exams, receiving results or attending classes if tuition fees are not paid by the date specified on the invoice. Fees may be subject to change without notice.
Application/Enrolment Fee and Non-refundable fees
All applicants to Apex Institute of Education Pty Ltd must pay a non refundable enrolment/application/administration fee of \$200.00. Accommodation booking fee and airport pick-up fees are also non- refundable.
Tuition Fee
Tuition fees are only applied for student tuition. Tuition fees do not cover enrolment/application/administration, airport transfers, accommodation, transport, textbook and/or tools/equipment, stationery or internet. Tuition fees are due to be paid on invoice six (6) months in advance. A late fee of \$200.00 may be applied for tuition fees not paid on time. Tuition fees must be paid in the form of a bank draft or bank cheque, and made payable to the Apex Institute of Education Pty Ltd. The Apex Institute of Education will not be responsible for any moneys paid to an agent or third party. When Apex Institute of Education receives a fee, and confirms the applicant has signed the Terms & Conditions on this application form, Apex Institute of Education will forward a Confirmation of Enrolment Form. This E-CoE is used to apply for a student visa.
Refund Policy
The following information is consistent with the requirements of the ESOS Act, in relation to refunds of course money in the case of student and/or provider default and is detailed in the Student Handbook: <ol style="list-style-type: none">Application fees, enrolment fees, accommodation booking fee and airport pick-up fee are non- refundable.The cost of compulsory books, equipment and other materials fees needed for the course are non-refundable.Tuition fees are refunded in full, only if the student's visa application is rejected (for Off Shore Students only). Student must provide AIE with a written notification and a copy of documents evidencing the refusal including an original letter from the Australian Embassy, High Commission or Immigration Office . For on shore applicants refunds will be applicable as per d,e & f.Tuition fees will be refunded less a cancellation fee of 25% of that semester's total tuition fee provided that the written intention to withdraw from a course is received 28 days or more prior to the course commencement date.If written notice of your intention to withdraw from a course is received less than 28 days prior to the course commencement date or the student does not commence on the agreed date, or withdraws from the course once it has commenced there will be no refund of the tuition fees.If a student withdraws from a course after its commencement , then the student will be held liable for the any unpaid fees for that semester as a result of this withdrawal.AIE will not authorise the transfer of fees to other institutions or any other student's account.Bank charges for refunds made by cheque, bank draft or electronic transfer will be deducted from the refund amount.All refunds will be made in Australian Dollars only within 14 days after AIE receives a written refund claim by the student in accordance with the Terms and Conditions as outlined on the Enrolment/Application Form – this forming the written agreement with the registering student.For students taking package courses, the second and subsequent CoE's will incur a \$1000 non – refundable deposit and refund will be granted on the principal course CoE less the enrolment fee.If AIE cancels a course or on cases of Provider Default, paid fees are refunded in full within 2 weeks of the official announcement of the decision to default:<ol style="list-style-type: none">This policy applies to a student in relation to a course if:<ul style="list-style-type: none">the course does not start on the agreed starting day; orthe course ceases to be provided at any time after it starts but before it is completed; orthe course is not provided in full to the student because a sanction has been imposed on the registered provider under the ESOS Act; andthe student has not withdrawn before the default day.No refunds will be given to students who provide false or misleading information to the college.No refund will be made if a student fails to comply with the conditions of enrolment at AIE and any breach of the visa requirements of his or her visa imposed by the Australian GovernmentIf students are introduced to AIE through a third party who retains any portion of their payment or charges any additional fees, then such monies will not be refunded by AIE except the portion of prepaid tuition fee paid from the student, as such the third party/person shall be deemed to be your agent or not the agent of AIE.If a student completes the course early, the full tuition fees and additional fees must be paid before a certificate can be issued. If a student extends their course, they will be required to pay additional fees before the commencement of the extended course.If a student decides to changes courses within AIE's offering after commencement of the original course, the enrolment fee will be deducted from the paid fees. The remainder of the tuition fees will then be transferred as payment for the other course.Students' complaints in relation to refunds are processed using the AIE grievance and appeals procedures. AIE dispute resolution processes do not circumscribe the student's right to pursue other legal remedies; students may take further action under Australia's Consumer Protection Law.

Change of Student details and Visa Conditions
It is the responsibility of the student to remain aware of the conditions of their visa and visa subclass to register for a college course after the student has taken the Apex Institute of Education Pty Ltd letter of offer to DIAC for approval. A student must advise Apex Institute of Education of any changes to accommodation and contact details whilst registered as a student with Apex Institute of Education
Change to Conditions
Apex Institute of Education Pty Ltd reserves the right to change its fees, conditions, course times or course commencement dates at any time with sufficient formal notice to International students.

Student Declaration

<ul style="list-style-type: none"> I have read, understood and agree to abide by the "Terms and Conditions" of this enrolment. I am aware of the extent of the tuition and living costs associated with studying in the Course Program and I am prepared to meet these costs. I understand that Tuition Fees DO NOT include charges for accommodation, living expenses, textbooks, stationery, equipment, and external examinations and that textbooks, local excursions, course materials and equipment are separate additional costs that must be paid for and paid by myself. I agree that Tuition fees are payable in advance and I understand that late payment of fees may incur a \$200.00 fee and that penalties will apply. Not paying on time may restrict or withhold services or materials. I have read and understood the Fees and Charges Policy, Refund Policy and Student Deferral procedures located on AIE's website and outlined in the Student Handbook I have read and understand all of the available information about Apex Institute of Education and I have read and understood the information detailing course content and vocational outcomes on AIE's website and pre-course information brochures for my course. I have read and understood my responsibilities regarding Overseas Student Health Cover and to advise of any medical condition or disability that may interfere or limit my ability to meet the competencies of my training; I agree to advise of any limitations in my literacy, numeracy or English language skills that may affect my ability to meet the training competencies; I agree to advise of any intended application of Recognition of Current Competencies / Recognition of Prior Learning. I accept that Apex Institute of Education will determine the grades that I achieve in the course and that I will receive an offer of a place in my pathway program of first preference if I meet the grades specified for that program. In the event that I do not meet these grades I may be offered places in other programs if I meet their requirements. I hereby allow Apex Institute of Education to make enquiries to the relevant providers on academic results that I obtain in any subsequent pathway program at another institution. I understand that my personal information, including my personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach of my student visa condition, may be shared between Apex Institute of Education and the Department of immigration and Australian Citizenship (DIAC), Department of Education, Employment and Workplace Relations (DEEWR) and designated authorities and the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. I agree to release training information to another RTO where a partnership arrangement exists. I agree to have my photograph used by Apex Institute of Education for promotional purposes and I understand I can withdraw this consent at any time. I recognize that it is my responsibility to provide all necessary documentation to support this application. The information I have provided is true and correct to the best of my knowledge. I understand that if I provide incorrect or incomplete information, this may result in cancellation of my enrolment. I understand that I am obliged to notify Apex Institute of Education of any change to my personal information, address and contact details within 7 days while I am enrolled in the course. If I am admitted to the Course, I agree to abide by this application and other rules and conditions of the program, attend any induction presentations when required and regularly attend classes to meet the requirements of the program and my visa; If I am admitted to the Course, I agree to demonstrate my skills and knowledge in accordance with the assessment requirements of my course and in conjunction with the appointed trainer/assessor; I agree to complete any requests for feedback to assist with the improvement of services and products provided by this course's related training organisations; 			
Student Name			
Signature		Date	