***INSTRUCTIONS:***

*Fill out the form on your computer. Answer all required fields leaving out fields highlighted in yellow. For your own protection, these fields, the credit card authorisation and student declaration, must be completed in writing. Print and sign the highlighted fields. Send a copy of the completed and signed form to: info@aupi.edu.au.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OFFICE USE ONLY** | Enrolment number: | Enrolment number | Date of enrolment: | Enrolment date |
|  | Student number: | Student number | Enrolment Coordinator: | Enrolment coordinator. |
|  | Date of Cancellation:  | Cancellation date | Cancelled by: | Cancelled by |
| **PERSONAL DETAILS (Please complete all details below)** |
|  |  |
| **Last Name** | Last name. |  |
|  |  |
| **First Name** | Given name/s. |  |
|  |  |
| **Date of Birth (dd/mm/yyyy)** | dd | **/** | mm | **/** | yyyy | **Gender (please tick)** | **Male** |[ ]   | **Not Specified** |[ ]   |
|  |  |  |  |  |  |  | **Female** | [ ]   |  |  |  |  |
|  |  |
| **Country of birth** | Country of birth | **City of birth** | City of birth |  |
|  |  |
| **Age of declaration** | [ ]  I am OVER 18 years of age.[ ]  I am UNDER 18 years of age. |  |
|  |  |
| **Phone** | Phone number | **Mobile** | Mobile number |  |
|  |  |
| **Email address** | Email address |  |
|  |  |
| **Residential address** | Residential address |  |
|  |  |
| **Suburb** | Suburb |  |
|  |  |
| **State** | State | **Postal code** | Postal code |  |
|  |  |
| **Postal address** *(if different from above)* | Postal address |  |
|  |  |
| **Suburb** | Suburb |  |
|  |  |
| **State** | State | **Postal code** | Postal code |  |
|  |  |
| **EMPLOYMENT** |
| **Of the following categories, which BEST describes your current employment status? (Please tick one only)** |
|  | [ ]  Full-time employee[ ]  Part-time employee [ ]  Self-employed – no employees [ ]  Employer | [ ]  Employed - unpaid worker in family business[ ]  Unemployed - seeking full-time work[ ]  Unemployed - seeking part-time work[ ]  Not employed - not seeking employment |  |
|  |
| **EDUCATION AND TRAINING** |
| **What is your highest COMPLETED school level? (Please tick one only)** |
|  | [ ]  Year 12 or equivalent[ ]  Year 11 or equivalent [ ]  Year 10 or equivalent | [ ]  Year 9 or equivalent[ ]  Year 8 or below[ ]  Never attended school |  |
|  |
| **In which YEAR did you complete that school level?** | Click here to enter text. |  |
|  |
| **PREVIOUS QUALIFICATIONS ACHIEVED** |
|  |
| **Have you SUCCESSFULLY completed any of the following qualifications?** | [ ]  Yes [ ]  No  |  |
| **If YES**, then tick any applicable boxes: |
|  | [ ]  Bachelor Degree or Higher Degree[ ]  Advanced Diploma or Associate Diploma[ ]  Diploma (or Associate Diploma)[ ]  Cert IV (or Advanced Cert/Technician) | [ ]  Cert III (or Trade Cert)[ ]  Cert II[ ]  Cert I[ ]  Other Certificates |  |
|  |
| **REASON FOR STUDY** |
| **Of the following categories, which BEST describes your main reason for undertaking this Course/Traineeship/apprenticeship? (Please tick one only)** |
|  | [ ]  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 |  |
|  |
| **LANGUAGE AND CULTURAL DIVERSITY** |
| **In which country were you born? (Please tick one)** |
|  | [ ]  Australia [ ]  Other (please specify): Click here to enter text. |  |
| **What is your current citizenship status (please tick one)** |
|  | [ ]  Australian citizen [ ]  Permanent resident [ ]  New Zealand resident [ ]  Temporary Visa Holder |  |
|  |
| **IMPORTANT NOTICE:**If you are an international student on a student visa, enrolling with a non-CRICOS registered provider is a breach of your visa conditions. *Please note that Australian Polytechnic Institute is NOT a CRICOS provider.*Breach of your visa conditions may result to cancellation of your visa status. Australian Polytechnic Institute is not responsible for ensuring your eligibility to undertake study in Australia. |
| **Are you of Aboriginal or Torres Strait Islander origin? (Please tick one)** |
|  | [ ]  No[ ]  Yes, Aboriginal[ ]  Yes, Torres Strait Islander |  |
| **Do you speak a language other than English at home? (Please tick one)** |
|  | [ ]  No, English only[ ]  Yes, other (please specify) Click here to enter text. |  |
| **How well do you speak English? (Please tick one)** |
|  | [ ]  Very well [ ]  Well [ ]  Not well [ ]  Not at all |  |
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| **DISABILITY** |
|  |
| **Do you consider yourself to have a disability, impairment or long-term condition?** | [ ]  Yes [ ]  No  |  |
| **If YES, please indicate below the areas of disability, impairment or long-term condition: (please tick - you may indicate more than one area)***If NO, please skip section* |
|  | [ ]  Hearing/Deaf[ ]  Medical condition[ ]  Acquired brain impairment | [ ]  Physical[ ]  Mental Illness[ ]  Learning | [ ]  Intellectual[ ]  Vision[ ]  Other: Click here to enter text. |  |
|  |
| *If* ***others*** *please specify and provide**details:* | Click here to enter text. |  |
|  |
| **Do you require extra assistance to complete your training?** | [ ]  Yes [ ]  No  |  |
|  |
| *If* ***YES*** *please specify assistance needed:* | Click here to enter text. |  |
|  |
| **TRAINING AND ASSESSMENT, RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER** |
| **Units of Competency (code and title)** |  | **Training & Assessment** |  | **RPL** |  | **Credit Transfer** |  |
|  |
|  | Click here to enter text. |  | [ ]  |  | [ ]  |  | [ ]  |  |
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|  | Click here to enter text. |  | [ ]  |  | [ ]  |  | [ ]  |  |
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|  | Click here to enter text. |  | [ ]  |  | [ ]  |  | [ ]  |  |
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|  | Click here to enter text. |  | [ ]  |  | [ ]  |  | [ ]  |  |
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|  | Click here to enter text. |  | [ ]  |  | [ ]  |  | [ ]  |  |
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|  | Click here to enter text. |  | [ ]  |  | [ ]  |  | [ ]  |  |
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|  | Click here to enter text. |  | [ ]  |  | [ ]  |  | [ ]  |  |
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| **UNIQUE STUDENT IDENTIFIER (USI)**  |
|  |
|  | A Unique Student Identifier (USI) is a reference number made up of numbers and letters that gives students access to their USI account. A USI will allow an individual's USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing an individual to see all of their training results from all providers including all completed training units and qualifications.For more details, please refer to “Unique Student Identifier (USI)” <https://www.usi.gov.au/>. |  |
|  |
| **USI Reference Number:** | Click here to enter text. |  |
|  |
| **If you don’t have a USI number**, please apply for your USI number directly from the **Student Identifiers Registrar** website <http://www.usi.gov.au> and provide it to Australian Polytechnic Institute within 14 days. **Please note that Australian Polytechnic Institute will not issue you a certificate without verifying your USI.** |

|  |
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| **PAYMENT OPTION 1** |
|  |
| **ONE UPFRONT PAYMENT OF:**  | Enter total amount |  |
|  |
| **Select ONE Payment Method** | [ ]  Cheque |  | [ ]  Credit Card (proceed to next section) |  |
|  |

|  |
| --- |
| **PAYMENT OPTION 1** |
|  |
| **INSTALMENT PLAN:**  | Choose instalment plan. |  |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **INSTALMENT PAYMENT OF:** | $ Amount per payment | x | Number of payments |  |
|  |

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| --- |
| **CREDIT CARD AUTHORISATION** |

|  |  |  |
| --- | --- | --- |
|  | **Credit Card Authorisation**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, authorise Australian Polytechnic Institute to debit the amount stated above from the following credit card for the purpose of enrolment into the course outlined in this enrolment form. For both upfront payments and payment plan amounts, please debit my card as per the selected payment option above according to the details provided below.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date and Signature |  |
|  |
| **CARD TYPE** |  [ ]  VISA [ ]  MASTERCARD  |  |
|  |
| **CARD NUMBER** | Click here to enter card number. |  |
|  |
| **EXPIRY** | mm/ yy |  |
|  |
| **CARD HOLDERS NAME** | Click here to enter card holder’s name. |  |
|  |
| **CSV** | Click here to enter CSV. |  |
|  |

# **TERMS & CONDITIONS OF ENROLMENT**

## Your Contract with Australian Polytechnic Institute

I hereby apply to enrol in the course as indicated on the Enrolment Form and agree that I will pay Australian Polytechnic Institute all tuition fees and other charges due for my course. I agree to abide by the following terms and conditions of enrolment. Any variation of the terms and conditions of the Contract must be in writing and be signed by an authorised officer of Australian Polytechnic Institute.

## Your Name must be Correct

Australian Polytechnic Institute must have the correct name. Show documentary evidence (declaration from a lawyer, marriage certificate, etc.) if any of your official documents (birth certificate, mark sheets, etc.) show a name which is different from the one that you have used on this application form.

## Contact Details

Your current home address must be provided along with phone number and email address (if any).

## LLN / ACSF Assessment

All students must complete the LLN assessment provided by Australian Polytechnic Institute and consider corresponding advice accordingly. Australian Polytechnic Institute reserves the right to defer enrolment should it find that the student’s LLN skill level will not allow the student to undertake the course.

## Credit Transfer and Recognition of Prior Learning

Australian Polytechnic Institute offers recognition, where applicable, to students who hold prior relevant and sufficient training and/or work experience. Complete details are outlined in the RPL and Credit Transfer Policy and Procedures. Ask us about it.

## Our commitment to provision of quality courses

* Australian Polytechnic Institute is responsible for the quality of the training and assessment in compliance with the current Standards for RTOs, and for the issuance of the AQF [Australian Qualifications Framework] certification documentation
* Australian Polytechnic Institute is responsible for processing complaints and appeals according to its policies and procedures
* Australian Polytechnic Institute is responsible for providing refunds according to its Fees and Payments Policy and Procedures
* Australian Polytechnic Institute is responsible for providing students:
	+ student support services;
	+ facilities and equipment and staff;
	+ course materials and assessments;
	+ education and learner support.

## Payment of Tuition Fees

The fees are payable prior to start of the course. If the student does not pay the fees by the due date, a late fee may be charged and you may lose your place in the course. Australian Polytechnic Institute reserves the right to review its fees without notice. Students should check the fee details prior to payment.

**Administrative Fees** (GST inclusive)

|  |  |
| --- | --- |
| Administration and processing fee (non-refundable) | $500 |
| Late pay tuition fee – 7 days  | $50 |
| Late pay tuition fee – 14 days  | $75 |
| RPL fee per unit  | $250 |
| Credit transfer fee per unit  | $50 |
| Any official letter from AuPI  | $20 |
| Re-issue of final documents | $100 |

## Outstanding Student Fees

* Non-payment of fees by the due date for continuing enrolments will result in suspension of training. Australian Polytechnic Institute will notify all parties in writing if suspension. Once payment has been finalised, parties will be notified of the recommencement of training.
* Australian Polytechnic Institute will charge a recommencement fee for any suspended training to cover administration cost.
* Australian Polytechnic Institute will not issue SOAs or Certificates if training fees are outstanding.
* Australian Polytechnic Institute will inform students of its process for the recovery of outstanding student fees prior to enrolment through the Fee Administration and Refund Policy.

## Refund Policy Principles

* Details of Australian Polytechnic Institute Refund Policy are publicly available to prospective students and employers (if applicable), staff and existing students and employers (if applicable).
* Australian Polytechnic Institute will make students aware of the refund policy prior enrolment.
* With regard to all withdrawal of training, Australian Polytechnic Institute will first encourage a client to continue training or provide other options such as enrolling to another course date, prior to processing refund applications.
* All refund requests made to Australian Polytechnic Institute must be done in writing via the Refund Request Form. Australian Polytechnic Institute will only acknowledge, and review requests based on information provided through the form. Exemptions are made to mitigating circumstances, provided there are supporting evidence.
* No refunds will be issued for cancellations outside of the cooling off period.
* For refund applications within the cooling off period, the Refund Request Form must be received by Australian Polytechnic Institute, within the cooling off period. A refund of the course fee, less the applicable Administrative Fees will only be issued if all above criteria have been met and the student has no previous outstanding monies with Australian Polytechnic Institute.
* Australian Polytechnic Institute requires written notification of withdrawal from training; this may be via letter, email or the completion of the Withdrawal from Training Form. Refund will be assessed upon receipt of the request. Statement of fees that includes all fees applied and any fees refunded (if applicable) will be provided where a student withdraws from training.
* Australian Polytechnic Institute will process refund requests within 14 days from the day of receipt. The reimbursement procedure may take up to 4 weeks.
* All refunds will be paid to the person or organisation that originally paid the fees.
* Australian Polytechnic Institute does not provide refund where:
	1. A client has commenced their course/unit
	2. There are changes to work hours
	3. Moving interstate
	4. Student leaves before full course completion and does not complete qualification after assessment
	5. Recognition resources and services have been supplied to the client.
* Australian Polytechnic Institute may provide consideration for refund for students who have commenced training with the discretion of the CEO/Manager.
* Australian Polytechnic Institute does not accept liability for loss or damage suffered in the event of withdrawal from a course by a client.
* Australian Polytechnic Institute provides a full refund to all clients, should there be a need for Australian Polytechnic Institute to cancel a course. In the first instance Australian Polytechnic Institute will (where possible) provide an opportunity for the client to attend another scheduled course. If Australian Polytechnic Institute cancels a course, clients do not have to apply for a refund; Australian Polytechnic Institute will process the refunds automatically.
* Refunds for cancellation of enrolments and other conditions are granted based on the refunds table in the annex of this policy.

## 10.3 Review of Tuition Fees

Australian Polytechnic Institute reserves the right to review its fees and charges. If tuition fees are changed you will be required to pay the new fees from the commencement of the next semester. If you defer your course, you will be required to pay the fees applicable at your new commencement date.

## How to claim a refund

To claim any refund, you must complete a Refund Application Form and return together with your receipt of course fees and certified copies of any supporting documents to Australian Polytechnic Institute. The refund will be paid in Australian dollars & you will be provided with a letter explaining how the refund was calculated. It will be emailed to you within 14 days from the receipt of the Refund Application form.

The above refund policy does not remove your right to take action under Australia’s consumer protection laws. Also, the Australian Polytechnic Institute appeals resolution processes do not circumscribe the student's right to pursue legal remedy. See Refund Policy for complete details.

## Acceptable Behaviour, Attendance and Academic Progress

Admission, if granted, is subject to the student maintaining continuous academic progress through the course. There is an intervention policy to support students and a series of warnings so you know your progress. Students need to progress well in order to continue to be enrolled in the course. You must agree to meet the requirements of your course and to abide by the rules and regulations of Australian Polytechnic Institute, including those for attendance and course progress, where relevant.

You agree that if you breach any of Australian Polytechnic Institute rules or your behaviour is deemed unacceptable by the RTO, your enrolment may be cancelled and you may not be entitled to any refund of the tuition fees or other charges paid to Australian Polytechnic Institute under the Contract.

## Assessment Procedure

Assessments are part of every course and will vary depending on the type of the unit or course. A student must perform satisfactorily to complete the course requirements of every unit.

## Information regarding Disability

 If you have a disability, relevant information is requested to establish whether you require the provision of additional services or facilities not required by students who do not have a disability.

After consideration of your requirements, if the provision of these services or facilities would impose “unjustifiable hardship”, for example, a very high cost on Australian Polytechnic Institute, your enrolment may be refused or additional fees may apply. You will be advised in writing of our decision.

 The provision of additional services or facilities should not be seen as a guarantee of successful completion of a course. Australian Polytechnic Institute reserves the right to terminate a student’s enrolment if the provision of reasonable adjustment is unsuccessful and further provision of services or facilities is determined as unjustifiable hardship.

## LL&N Support

Australian Polytechnic Institute is committed to providing LL&N (Language, Literacy and Numeracy) support to students who may require it during their enrolment. These students may include those from linguistically and/or culturally diverse backgrounds, students with a disability and students whose first language is not English. For Australian Polytechnic Institute to best accommodate students, we ask that every student complete the enrolment interview and LLN assessment.

## Student’s Rights

Your rights and obligations and Australian Polytechnic Institute obligations, policies and procedures are set out in the student handbook and the website. There is a complaints process if you have a grievance. If the student is dissatisfied with the decisions of Australian Polytechnic Institute after following the complaints and appeals procedures, you may seek independent external. The terms and conditions of enrolment as stated above do not remove the right of the student to take action under Australia’s consumer protection laws. Also, Australian Polytechnic Institute dispute resolution processes do not circumscribe the student's right to pursue legal remedy.

## Access to Student’s Details

Information provided by the student may be made available to Commonwealth and State agencies.

The primary purpose in collecting your information is to fulfil our business commitments to you in providing education and training. We may use the information you provide to help improve the services we deliver to you, measure interest in our services, inform you of other products and services or to comply with requirements under the law. We shall not otherwise disclose your personal information to any other party without your consent and we do not sell personal information to third parties. More information can be found on the Privacy Policy and Student Handbook.

## Disclaimer

Australian Polytechnic Institute does not represent or guarantee that the student will:

* Be accepted for enrolment at Australian Polytechnic Institute
* Successfully complete studies undertaken
* Gain employment.
* Australian Polytechnic Institute accepts no liability for any unexpected interruption in services through events such as staff strikes, electrical failure, floods and other.

## Breach of Terms & Conditions

Any breach of terms and conditions may result in the termination of the student’s enrolment.

## Personal information & privacy protection statement

Personal information you supply and consent to being contacted about is to be used by Australian Polytechnic Institute in connection with an application for a student to study in Australian Polytechnic Institute. Provision of information is voluntary but, if not provided, the application may be hindered. Australian Polytechnic Institute will not disclose personal information to outside parties, other than as provided in the application form, unless required by law, you consent or it is needed to prevent serious threat to a person’s health or safety. You can access and correct your personal information by contacting Australian Polytechnic Institute. The personal information you provide for this application will be protected in accordance with the Privacy Policy and Privacy legislation. You have a right to access and correct any personal information concerning you held by the RTO in the student and financial databases. As required by law and our registration standards, personal information may be shared between Australian Polytechnic Institute and the Australian Government and designated authorities and, if relevant, the Tuition Protection Scheme. By signing this application, it is understood that you have read this statement and agree to the use and disclosure of your personal information as outlined above. For full details please see Student Handbook.

## Student Declaration and Signature:

* I declare that all information provided with this application form is correct and that I have read and understand and agree to be bound by the Terms and Conditions relating to this application (including Cancellation, Fees and Payments, and Complaints policies).
* I agree that in the event that false, inaccurate or misleading information is provided, Australian Polytechnic Institute reserves the right to cancel the enrolment.
* I agree to pay the applicable tuition fees set out by Australian Polytechnic Institute prior to the commencement and subsequent semesters of the nominated studies by the due dates. Additionally, I agree to be jointly or severally liable to the debt arising from fees owing.
* I agree that when I am accepted for enrolment in Australian Polytechnic Institute, I must comply with and ensure that I comply with the terms and conditions of enrolment.
* I hereby consent to being contacted in connection with this application and any subsequent enrolment by text message, email or other electronic means and note that I may, at any time, opt out of being contacted by any such electronic means by contacting Australian Polytechnic Institute and so advising.
* I agree that if there is any difference in meaning of provisions of the English version and any translated version of this form or the terms and conditions provided to me, the English version is to prevail. This application must be signed and dated.

**Student Declaration**

|  |
| --- |
| **By singing this form, I declare that prior to enrolling to the course, I have read and understood the entry and course requirements, along with other relevant course information in the website. I have read and understand the student handbook including the Fees, Payments, Cancellations and Refunds Policy, and other policies and procedures prior to enrolling.**  |
| **Signed:**Click here to enter text. | **Date:**Click here to enter text. |

**Office Use Only**

|  |
| --- |
| **Date received:****Received and processed by:**  |
| **Comments:** |

*Australian Polytechnic Institute reserves the authority to change above terms and conditions without prior notice.*

*Please visit our website for details information about: Course information, course fee, privacy policy, information on disability and other relevant information.*