

## ONSHORE STUDENT ENROLMENT FORM

Before you complete this Enrolment Form, please read all available information and Course Pre- Information on our website. If you have any enquiries, please contact the ANE College or email us from the Contact Us link on our website [www.ane.edu.au](http://www.ane.edu.au). Once signed and the issue of a receipt for initial fees this document is a binding contract.

Personal Details					
(Legal name as per photo ID, which will need to be sighted to verify legal name)					
Unique Student Identifier (USI) – Refer to Page 5 for assistance					
Surname			Given Name		
Home Address					
Suburb			State & Postcode		
Telephone Number			Email Address		
Date of Birth			Sex	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Emergency Contact Details					
Full Name			Relationship		
Contact Number			Mobile		
In the event of an emergency do you give ANE College permission to organise emergency transport and treatment and agree to pay all costs related to the emergency? <b>YES / NO</b>					
Education Agent /Representative					
Are you applying through an education agent?			Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Organisation Name					
Contact Name					
Education		Previous Qualifications		Employment	
What is your highest COMPLETED school level? (ONE box only.)		Have you SUCCESSFULLY completed any of the following qualifications?		Of the following categories, which BEST describes your current employment status? (ONE box only.)	
Year 12 or equivalent	<input type="checkbox"/>	If YES, then tick ANY applicable boxes		Full-time employee	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	Bachelor or Higher Degree	<input type="checkbox"/>	Part-time employee	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	Advanced Diploma or Associate Degree	<input type="checkbox"/>	Self-employed - not employing others	<input type="checkbox"/>
What YEAR did you complete the relevant qualification?		Certificate III	<input type="checkbox"/>	Unemployed - seeking part-time work	<input type="checkbox"/>
Are you still attending secondary school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Certificates other than the above	<input type="checkbox"/>	Not employed - not seeking employment	<input type="checkbox"/>
Language and Cultural Diversity					
Country of Birth			Australian Citizenship	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you of Australian Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)		Yes <input type="checkbox"/>	Aboriginal	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		No <input type="checkbox"/>	Torres Strait Islander	Yes <input type="checkbox"/>	No <input type="checkbox"/>
How well do you speak English?		Very well <input type="checkbox"/>	Well <input type="checkbox"/>	Not well <input type="checkbox"/>	Not at all <input type="checkbox"/>
Main language spoken at home if not English					

Program History												
To get a job	<input type="checkbox"/>	To get a better job or promotion	<input type="checkbox"/>	To get into another course of study	<input type="checkbox"/>							
To try for a different career	<input type="checkbox"/>	It was a requirement of my job	<input type="checkbox"/>	For personal interest or self-development	<input type="checkbox"/>							
To start my own business	<input type="checkbox"/>	I wanted extra skills for my job	<input type="checkbox"/>	Other reasons	<input type="checkbox"/>							
To develop my existing business		<input type="checkbox"/>										
Do you wish to apply for Recognition of Prior Learning?				Yes <input type="checkbox"/>		No <input type="checkbox"/>						
Disability												
Do you consider yourself to have a disability, impairment or long-term condition? Yes <input type="checkbox"/> No <input type="checkbox"/>												
If YES, then please indicate the areas of disability, impairment or long-term condition (You may indicate more than one area.)												
Hearing/Deaf	<input type="checkbox"/>	Learning	<input type="checkbox"/>	Vision	<input type="checkbox"/>							
Physical	<input type="checkbox"/>	Mental Illness	<input type="checkbox"/>	Medical Condition	<input type="checkbox"/>							
Intellectual	<input type="checkbox"/>	Acquired Brain Impairment	<input type="checkbox"/>	Other	<input type="checkbox"/>							
English Proficiency Test												
Test:		Score:			Year:							
IELTS												
PTE												
TOEFL												
If Other (Please Specify)												
Proposed Study												
✓	Code	Unit of Competency Name			Tuition Fee	Enrolment Fee	Materials Fee	Time				
	CHC43115	Certificate IV in Disability			\$11400.00	\$250.00	\$350.00	52 weeks				
	CHC50113	Diploma of Early Childhood Education and Care			\$20900.00	\$250.00	\$350.00	104 weeks				
	CHC52015	Diploma of Community Services			\$19200.00	\$250.00	\$350.00	78 weeks				
	SIT40516	Certificate IV in Commercial Cookery			\$15950.00	\$250.00	\$1000.00	78 weeks				
	SIT50416	Diploma of Hospitality Management			\$11300.00	\$250.00	\$350.00	78 weeks				
Preferred Commencement Month												
10 <sup>th</sup> Jan 2022	4 <sup>th</sup> April 2022	27 <sup>th</sup> June 2022	19 <sup>th</sup> Sept 2022	9 <sup>th</sup> Jan 2023	3 <sup>rd</sup> April 2023	26 <sup>th</sup> June 2023	18 <sup>th</sup> Sept 2023	8 <sup>th</sup> Jan 2024	1 <sup>st</sup> April 2024	24 <sup>th</sup> June 2024	16 <sup>th</sup> Sept 2024	
It may not be always possible to commence at your preferred selection, but all consideration will be provided for that selection												
Photography Consent												
I consent to having my photograph used in documents for advertising for this organisation. Yes <input type="checkbox"/> No <input type="checkbox"/>												
Fees Collection												
ANE College collects student fees in advance and therefore it will comply with the following options for initial and continuing fee collection and registration: <ul style="list-style-type: none"> <li>Students, or the person responsible for paying the tuition fees, can now choose to pay more than 50 per cent of their tuition fees before they start their course;</li> <li>ANE College cannot require students to pay more than 50 per cent of their tuition fees before they start the course. A further 50% fee is due at the commencement of the second semester.</li> </ul> Any payment plan for any outstanding fees will be negotiated and will be detailed on a separate document and will only apply to the second payment.												
<b>Please Note ANE College does not accept Cash Payments under any circumstances. No responsibility will be taken if cash is paid to any person.</b> <b>All payments by Bank Transfer Only. Minimum payment from 1 July 2020 for any COE issue will be - \$3,150.00</b> <b>Please check student eligibility for entry at <a href="http://www.training.gov.au">www.training.gov.au</a></b>												
Other Potential Fees												
LEADR External Complaint Resolution Fee				No Charge	Re sit assessment due to Academic Misconduct				\$400.00			
Administration/Enrolment Fee (Non-refundable)				\$250.00	Replacement Certificate				\$100.00			
Re-enrolment Fee				\$500.00	Use of Photocopier				\$0.10			
1 <sup>st</sup> Assessment				No Fee	Welfare Service – ANE College Referral Service				No Fee			
2 <sup>nd</sup> Assessment – same unit				No Fee	Welfare Service – ANE College Representative				No Fee			
3 <sup>rd</sup> and subsequent Reassessment – Maximum 4 (same unit)				\$250.00	Welfare Service - External Professional Fees				\$60 +			

Note: There is a possibility for potential fees to change during a student's course and applicable refund policies.

**Refund Policy – Refer to the Student Handbook or Website documents for a comprehensive explanation**
**ANE College Refunds Policy, Procedures and Actions: Student Guide**
**Schedule A: Visa Issues: Visa Application Rejection or Processing Delay; Visa Cancellation or Breach; Change of Visa Status**

Situation	Refund
Student's visa application is rejected. (We will need to sight a verified letter from the Australian Embassy/Consulate rejecting the application).	<ul style="list-style-type: none"> <li>Student is subjected to receive <b>Full Refund</b> of: <ol style="list-style-type: none"> <li>Initial Payment fee.</li> <li>Enrollment Fee</li> <li>Material Fee.</li> </ol> </li> <li>Student is required to pay \$500 for administrative fee.</li> </ul>
Student withdraws their visa application on request from ANE college.	<ul style="list-style-type: none"> <li>Student is subjected to receive Full Refund of: <ol style="list-style-type: none"> <li>Initial Payment fee.</li> <li>Enrollment Fee</li> <li>Material Fee.</li> </ol> </li> <li>Student is required to pay \$500 for administrative fee.</li> </ul>
Student cannot start their course on time because the Visa Application processing is delayed by circumstances beyond the student's control.	<ul style="list-style-type: none"> <li>Student is subjected to <b>No Refund.</b></li> <li>if Application for Deferral of Enrolment is submitted, ANE college will defer enrolment and provide new documentation for the next Commencement Date.</li> </ul>
Student's visa is cancelled because they fail to comply with enrolment conditions or breach their visa conditions.	<ul style="list-style-type: none"> <li>Student is subjected to No Refund of Course Tuition Fees, nor the Materials Fee for the course withdrawn from and any subsequent Package Courses.</li> </ul>

**Schedule B: Provider Default: ANE College Fails to Start the Agreed Course or is Unable to Deliver it in Full**

Situation	Refund
ANE college cancels a course and does not offer an equivalent alternative course at no extra cost.	<ul style="list-style-type: none"> <li>Student is subjected to receive <b>Full Refund</b> of: <ol style="list-style-type: none"> <li>Initial Payment fee.</li> <li>Enrollment Fee</li> <li>Material Fee.</li> </ol> </li> <li>Student is required to pay \$500 for administrative fee.</li> </ul>
<ul style="list-style-type: none"> <li>ANE college cancels the Agreed Course but offers an alternative equivalent course at no extra cost to the student.</li> <li>Student chooses to Accept the offer of the alternative course.</li> </ul>	<ul style="list-style-type: none"> <li>Student is subjected to No Refund: Student is issued LOO for the alternative course. The pre-paid Tuition Fees will be fully refunded, and the student will be invoiced for the alternative course fees, or on the student's request, the pre-paid fees will be transferred from discontinued course to alternative course.</li> <li>Student is issued CoE for the equivalent alternative course.</li> </ul>
<ul style="list-style-type: none"> <li>ANE college cancels the Agreed Course but offers an alternative equivalent course at no extra cost to the student.</li> <li>Student chooses to Accept the offer of the alternative course.</li> </ul>	<ul style="list-style-type: none"> <li>Student is subjected to <b>No Refund</b> of Unspent Tuition Fees for current course and any subsequent package course for which fees have been pre- paid, subject to appeal.</li> </ul>

**Schedule C: Student Default: Course Withdrawal/Release Package Program Courses**

Situation	Situation
Cancellation/Withdrawal before or after the Commencement Date of a course which is part of a package program.	<ul style="list-style-type: none"> <li>Student is subjected to <b>No Refund</b>: Paid Course Tuition and Non-Tuition Fees for the course withdrawn from and any subsequent package courses.</li> </ul>
Cancellation of CoE and Reporting for breach of student visa conditions, conditions of enrolment and/or National Standards (Unsatisfactory Attendance, Unsatisfactory Academic Progress, Non-payment of Fees, etc.)	<ul style="list-style-type: none"> <li>Student is subjected to <b>No Refund</b> of Unspent Tuition Fees and Materials Fees for their current course and any subsequent package course for which Tuition Fees have been pre-paid</li> </ul>
Cancellation/Withdrawal due to demonstrated Compassionate and/or Compelling Circumstances and approved by ANE college.	<ul style="list-style-type: none"> <li>Student is subjected to receive <b>Full Refund</b> of: Tuition Fees for the cancelled course and any subsequent package courses plus associated Non-Tuition Fees.</li> </ul>

	<ul style="list-style-type: none"> <li>Student is required to pay \$500 for administrative fee.</li> </ul>
<b>Schedule D: Student Default: Course Withdrawal/Release Non – Packaged Program Courses</b>	
<b>Situation</b>	<b>Situation</b>
CoE is cancelled as a result of a students' enrolment cancellation/withdrawal more than 8 weeks (56 days) before the commencement date of their non-package course.	<ul style="list-style-type: none"> <li>Student is subjected to receive <b>Full Refund</b> of: <ol style="list-style-type: none"> <li>Initial Payment fee.</li> <li>Enrollment Fee</li> <li>Material Fee.</li> </ol> </li> <li>Student is required to pay \$500 for administrative fee.</li> </ul>
CoE is cancelled for a non-packaged course as a result of a students' enrolment cancellation/withdrawal more than 4 weeks (28 days) but less than 8 weeks.	<ul style="list-style-type: none"> <li>Before the commencement date of their non-package course, student is entitled to a <b>75% refund</b> of: <ol style="list-style-type: none"> <li>Initial Payment fee.</li> <li>Enrollment Fee</li> <li>Material Fee.</li> </ol> </li> <li>Student is required to pay \$500 for administrative fee.</li> </ul>
CoE is cancelled for a no packaged course as a result of their enrolment cancellation/withdrawal less than 2 weeks (14 days)	Before, or after the commencement date of their non-package course, students are subjected to <b>No-Refund</b> of their pre-paid Course Tuition Fees and Materials Fee.
CoE is cancelled as a result of a breach of student visa conditions, conditions of enrolment and/or National Code Standards (Unsatisfactory Attendance, Unsatisfactory Academic Progress, Non-payment of Fees, etc.)	Student is subjected to <b>No Refund</b> of their pre-paid Course Tuition Fees and Materials Fee.
CoE is cancelled due to demonstrated compassionate and/or compelling circumstances	<ul style="list-style-type: none"> <li>Student is subjected to receive <b>Full Refund</b> of: Tuition Fees for the cancelled course and any subsequent package courses plus associated Non-Tuition Fees.</li> <li>Student is required to pay \$500 for administrative fee.</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>If the withdrawal is <b>before</b> course commencement date, student is subjected to Full-Refund.</li> </ul> <p>If the withdrawal is <b>after</b> the course commencement date, student is subjected to a <b>50% of Refund</b> for the unspent Tuition Fees for the cancelled course at time of withdrawal.</p>
<b>Disclaimer</b>	
Students are requested to declare at your time of enrolment anything that might prevent you from satisfactorily progressing through the training and assessment program e.g. anything related to physical ability, cultural background or educational background. ANE College will not accept liability for any issue not declared at enrolment that has a potential to prevent satisfactory progress.	
<b>ANE College Commitment</b>	
ANE College undertakes to provide a course/program corresponding to the requirements of the relevant National Training Package and the respective qualification as identified by this application as well as being compliant to the National Vocational Regulator Standards as accredited by the Australian Skills Quality Authority.	
<div style="display: flex; justify-content: space-between;"> <div> <p>.....</p> <p><b>Applicant Signature</b></p> <p>This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws</p> </div> <div> <p>.....</p> <p><b>Date</b></p> </div> </div>	
<b>Required Document/s to be submitted with this Application</b>	
<b>On-Shore Student</b> <ol style="list-style-type: none"> <li>Student Visa Supporting Evidence;</li> <li>Copy of a Valid Passport;</li> <li>Previous Academic Certificate (Certified if not in English); and</li> <li>Certificate of English Language Proficiency.</li> </ol>	

If you do not have access to these forms, please contact us at [sydney.campus@ane.edu.au](mailto:sydney.campus@ane.edu.au) and make a request to supply them.

### Unique Student Identifier

ANE College can be prevented from issuing you with a Nationally Recognised VET qualification Certificate or Statement of Attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI>.

If you would like ANE College to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <http://www.usi.gov.au/Training-Organisations/Documents/Privacy-Notice.pdf>

### Please complete Section A or Section B.

#### Section A (You will create your own USI)

Student Name: .....

I, ..... (insert name) will create my own USI and advise ANE College. I also give permission for ANE College to verify my records by viewing them via the USI. I understand my enrolment cannot be confirmed until I provide the USI.

Signature: .....Date: .....

#### Section B (Giving permission to ANE College to create your USI)

I (insert name) ..... authorise ANE College to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf. I have read, and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <http://www.usi.gov.au/Training-Organisations/Documents/Privacy-Notice.pdf>.

Select one of the following and attach a copy:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Drivers licence              | <input type="checkbox"/> Medicare card                          | <input type="checkbox"/> Passport                |
| <input type="checkbox"/> Australian Birth Certificate | <input type="checkbox"/> Certificate of Registration by Descent | <input type="checkbox"/> Citizenship Certificate |

Signature: .....Date: .....

<b>Please post or email enrolment to</b>	<b>Email:</b>	<b>Postal Address:</b>
	<a href="mailto:enrolmentmanager@ane.edu.au">enrolmentmanager@ane.edu.au</a>	ANE College Suite 67/68, Level 6 8-24 Kippax Street, SURRY HILLS, NSW 2010 AUSTRALIA

**OR** bring the form to the ANE College with your payment. By making this payment and signing, I agree to the terms and conditions of enrolling in the selected course.

### Issuing Certificates and/or Statements

It is important that you provide the exact name you wish to have shown on any qualifications or licences issued. Therefore, it is important that you complete the particulars below in neat BLOCK letters so we can transfer the details to your documents.

Any incorrect information will incur a re-issue fee if we have to print the documentation again.