



TRAINING &
EDUCATION

STUDENT APPLICATION FOR ENROLMENT – ENGLISH COURSES

Personal Details

Given Names	
Family Name	
Preferred Name	
Date of Birth	
Country of Birth	
Nationality	
Visa Type	<input type="checkbox"/> Student <input type="checkbox"/> Tourist <input type="checkbox"/> Working Holiday <input type="checkbox"/> Other, please specify: _____
Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Indeterminate/Intersex/Unspecified
Passport Number	

(Please note that visa and passport information is only to be completed by international visa holders and student applicants. Please attach copies of valid passport and visa information.)

Contact Details

Overseas Address (if applicable)	
Australian Address (include full street number and name and postcode)	
State	
Email address	
Australian Phone Number	
Overseas phone Number	

Emergency Contact Information

Name	
Address	
Relationship	
Phone Number	

Referral Source

<input type="checkbox"/> Internet	<input type="checkbox"/> Job Network Provider	<input type="checkbox"/> Already/previously enrolled in another unit
<input type="checkbox"/> Recommended by past student	<input type="checkbox"/> A frame sign on footpath	<input type="checkbox"/> Agent:
<input type="checkbox"/> Social Media:	<input type="checkbox"/> High School:	<input type="checkbox"/> Other referral.....



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Disability

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

- No
- Yes

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):

Please refer to the Disability supplement for an explanation of the following disabilities.

- Hearing/deaf
- Physical
- Intellectual
- Learning
- Mental illness
- Acquired brain impairment
- Vision
- Medical condition
- Other, please specify: _____

English Programs – only select course(s) you are wanting to enrol in

CRICOS Course Code	Course Name	Start Date	Weeks of Study
0100979	English for Academic Purposes (EAP 1)		12 weeks
0100979	English for Academic Purposes (EAP 2)		12 weeks
102939M	General English (Elementary)		10 weeks
102939M	General English (Pre-Intermediate)		10 weeks
102939M	General English (Intermediate)		10 weeks

Overseas Student Health Cover (OSHC)

If you want AHTS to arrange OSHC on your behalf, please advise what type of OSHC will you be requiring:

- Single
- Couple
- Family

If you do **not** want AHTS to arrange OSHC on your behalf and currently have OSHC, please advise the following details:

Who is your provider?			
Membership Number		Expiry	

(Please attach a copy of your membership details noting that it is a requirement of your student visa approval that you show evidence of current OSHC for the duration of your student visa.)

English Language Proficiency

(This section only to be completed by international student applicants. Please attach a copy of a certified valid test result.)

Test	<input type="checkbox"/> IELTS	<input type="checkbox"/> PTE	<input type="checkbox"/> TOEFL
Date of Test			
Overall Score			



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Component Score	Writing Reading Speaking Listening
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Please note that AHTS you may require you to undertake a pre-entry test prior to your enrolment being processed. If this is the case AHTS will contact you after you have made application to organize a suitable time with you to undertake the LLN test.

Language/Cultural Diversity

First Language

Do you speak a language other than English at home?

No, English Only

Yes, Other – Please Specify

How well do you speak English?

Very Well

Well

Not Well

Not at All

Are you of 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

Additional Fees and Charges

(Fees and charges on this offer are correct at the date of publication and subject to change from time to time. You will be advised as soon as the information becomes available.)

Enrolment fee of for both International and Domestic qualification students (not applicable for Short Course Program)	\$250.00 (non-refundable)
Issuance of Student Card (Standard/Express)	\$10.00/\$20.00
Replacement of Student Card (Standard/Express)	\$10.00/\$20.00
Re-Issuance of Testamurs/Statement of Attainment per copy	\$45.00
Photocopy or PDF of original Testamurs/Statement of Attainment per copy	\$25.00
Postage fee of Testamurs/Statement of Attainment to interstate address per copy	\$15.00
Postage fee of Testamurs/Statement of Attainment to international address per copy	\$30.00
Re-assessment fee per unit	\$50.00
Re-assessment fee for any plagiarized assessment	\$300.00
Material fee Cookery program at Cert III level Cookery program at Cert IV level Hospitality program at Cert III level Hospitality program at Cert IV level	\$1,000.00 (non-refundable) \$500.00 (non-refundable) \$450.00 (non-refundable) \$500.00 (non-refundable)
Re-sit fees Cookery program under Certificate III and IV - per practical day Cookery program under Certificate III and IV – theory per unit	\$200.00 \$100.00



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Hospitality program under Certificate III - per practical day	\$100.00
Hospitality program under Certificate III – theory per unit	\$100.00
Hospitality program under Certificate IV, Diploma and Advanced Diploma level per unit	\$400.00
Business program per unit	\$600.00
CoE extension fees	
Cookery and Hospitality program per month	\$1,200.00
Business program per month	\$1,500.00
Late payment of course fees per instalment	
Overdue 0-15 days	\$50.00
Overdue 16-30 days	\$100.00
Overdue 31-60 days	\$200.00
Overdue 61 days and beyond	\$500.00
RPL fee per course	60% of original course fee
Additional Statement of Attainment (one Statement of Attainment will be provided free of charge)	\$50.00
Set up/change of fee payment plan	\$100.00
Assessment due date extension per unit	\$50.00
Administration fee (Credit Transfer Application fees, Course Deferment Application fees, Course Suspension Application fees, Course Withdrawal Application fees, Internal Course Transfer Application fees, and etc.)	\$250.00
Visa Refusal Processing fee (Administration fee)	\$500.00 (Offshore Visa Refusal) \$250.00 (Onshore Visa Refusal)
Printing fee per page	\$0.10 (black and white) \$0.20 (colour)
Laptop hire fee per day	\$5.00

Refund Policy – ELICOS Courses

Reason for Refund of Course Fees Paid	Refund Payable by AHTS
Visa rejection (proof required) – non commencement	<u>For offshore students:</u> 100% refund less \$500 organisational administration fee. <u>For onshore students:</u> 100% refund less \$250 organisational administration fee.
Visa rejection (proof required) – course commenced	Pro-rata refund of unspent tuition fees less \$250 organisation administration fees. Student will be charged for the week(s) student actually attended, in accordance with the program charge rate. This will be calculated and charged as weekly cost for the used portion.
If the student does not meet the Minimum Entry Requirements, or the conditions set out in the Letter of Offer on the agreed starting date of the course.	<u>For offshore students:</u> 100% refund less \$500 organisational administration fee. <u>For onshore students:</u> 100% refund less \$250 organisational administration fee.
Student provides false or misleading information	No refund payable (commenced or non-commenced).
Withdrawal/course transfer prior to commencement: No less than 10 weeks before the agreed starting date of the course	100% refund less \$250 organisational administration fee.
Withdrawal/course transfer prior to commencement: Between 4 weeks and 10 weeks before the agreed starting date of the course	75% refund of the total course tuition fees less \$250 organizational administration fee.
Withdrawal/course transfer prior to commencement: Less than or equal to 4 weeks before the agreed starting date of the course	50% refund of the total course tuition fees less \$250 organizational administration fee.
Withdrawal/course transfer on or after the agreed starting date of the course	No refund of the course is payable, the student will be held liable for any unpaid fees and \$250 organizational administration fees.



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Late Arrival.	No refund for missed classes – fees may be charged for re-sit for missed sessions and assessments.
Enrolment cancellation due to breach of student visa conditions, visa cancellation or failure to comply with conditions of enrolment and AHTS student related policies.	No refund payable (commenced or non-commenced).
Change of status to Permanent Resident after commencement of studies.	No refund, fees payable in line with the student's Letter of Offer.
Student applies for deferral, then does not enrol, and requests a refund	Refund processed using the timelines of the original deferral request.
Successful Credit or RPL (Recognition of Prior Learning) Assessment	Any refund will be assessed case by case based on course credit assessment outcome, in accordance with the program charge rate.
If a student 'fast tracks' and completes their course in a shorter time than what is specified in the Letter of Offer	No refund. Please be aware that the CoE will be cancelled and the Department of Home Affairs notified of early completion of studies.
If the course does not start on the agreed date, and the student withdraws prior to the original date	100% refund of all tuition fees including the organisations administration fees
PROVIDER DEFAULT	
In cases where the organisation is unable to provide the course described in the Letter of Offer, the student may also be offered enrolment in an alternative program at no extra cost to the student. Students have the right whether to accept the place in the alternative program or the full refund of the tuition fee paid. In cases of students accept the place in the alternative program, fees already paid will be applied to the new course. Students will receive a partial refund if the cost of the new course is at a lower cost or will be required to pay the difference if the cost of the new course is higher.	Tuition Protection Service (TPS) will refund unexpended tuition fees

(Commencement: The first day of the course to be attended by the student as detailed in CoE/Timetable.)

Fees

- There is a **NON-REFUNDABLE** registration fee of **\$250** for processing of enrolment application
 - Payment of course fees is due when a Letter of Offer and Acceptance is sent to the student
 - A schedule regarding payment of course fees will be provided
- Payment of other fees such as health cover, accommodation placement fee, accommodation and airport pick up fees are due when a Letter of Offer and Acceptance is sent to the student

Procedures for Claiming a Refund

1. Student to complete Request for Refund form and provide all required supporting documentation, then provide the completed and signed documents to Reception who will check completeness.
2. Reception will forward the Request for Refund form and supporting information to the Finance team, who will calculate the refund due to student.
3. Any refund that is due to the student will be processed within 20 working days after the decision is made and approved. Refunds will only be made payable to the person who paid the student fees. The refund will be paid by cheque or into a bank account (either Australian or International). No cash refunds will be given.
4. If a student is not satisfied with a decision, they can appeal the decision using the organisations complaints and appeals process.

Visa Conditions

- Students must maintain a study load of 20 contact hours per week
- Students must maintain a rate of progress in the course of study to be able to complete the course in the scheduled timeframe and in accordance with their Confirmation of Enrolment



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- Students must have Overseas Student Health Cover prior to arrival in Australia

Complaints and Appeals

AHTS has a complaints and appeals policy. The policy broadly is that if at any time during your training you feel you have been adversely affected by unsatisfactory training, poor supervision, unfair treatment in relation to your training and assessment, any form of harassment or victimization or other matters of concern, please initially, discuss your concerns informally with your teacher or the Training Coordinator.

If a complaint or appeal cannot be resolved informally the School adopts the following complaints and appeal procedure. It will record the complaint or appeal, examine the claims that have been made and advise the complainant in writing within 60 days the outcome. A copy of the complaint or appeal will be placed in the student and/or staff file and in the Complaints and Appeals Register.

The terms and conditions stated in 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.

Excursions

I am fully aware that I undertake all excursions at my own risk. AHTS is not liable in any way and I am to organize my own insurance or take part at my own risk.

Learning Materials

All required learning and assessment materials will be supplied by AHTS.

Quality Assurance

AHTS is externally audited at regular intervals to ensure it can maintain its accreditation as a Registered Training Organisation. A part of this process involves an auditor contacting some of the School's past and current students. Please tick the box that reflects your participation

<input type="checkbox"/> I agree to be contacted	<input type="checkbox"/> I do not want to be contacted
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Declaration

- I have read, understood and completed the above information correctly
- I understand that the payment I provide applies to the course I have chosen and I will be provided further information from AHTS to finalize my enrolment
- I acknowledge that providing false information and/or failing to disclose any information relevant to my application for enrolment and /or failure to complete an application for enrolment form may result in the withdrawal of any offer
- I understand that it is my responsibility to provide all relevant and required documentation as specified in the ELICOS Student Prospectus
- I can view current policies and procedures and I can contact AHTS to request a paper copy to be sent to me at any time
- Payment of fees will be included in the student enrolment agreement once my application has been accepted
- I acknowledge I have read, understand and agree to AHTS's student refund policy
- I acknowledge that I have read and understand the AHTS complaints and appeals policy
- I understand that fees may be subject to change at any time and I will be responsible for paying the amended amount
- I understand that if AHTS rejects my application before providing a student enrolment agreement the application fee will not be refunded
- I understand that satisfactory course progression and attendance is mandatory. For students on International Student visas this may result with disciplinary action involving the Department of Home Affairs
- I will abide by the policies, procedures and any other rules of AHTS whilst I am studying
- I understand that plagiarism of someone else's work is against AHTS policy and if found to have occurred will result in disciplinary action
- I have the financial capacity to meet tuition fees, and agree to pay fees as they become due
- AHTS is required, under s19 of the ESOS Act to report to the Secretary of the Department of Education about changes to student's enrolment; and any breach by students of student visa conditions relating to attendance or course progress
- I agree that AHTS may provide my educational records or information to a sponsoring agency or any other educational



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institution to which I apply

- I acknowledge and accept that during the course of my study at AHTS or during activity programs, I may be photographed, videotaped or audio taped and I hereby grant AHTS unrestricted and non-expiring permission and all rights to use or license such media for any advertising or promotional purposes that AHTS may deem appropriate, without any compensation whatsoever
- I declare that I will disclose to AHTS any contagious medical condition that I might contract prior to or during my stay at AHTS and I agree to disclose any pre-existing medical or health condition that may require ongoing or intermittent medical attention or that may affect my ability to fully participate in either classroom or activity programs. I hereby authorise any doctor or medical facility to provide treatment to me if I am injured or ill whether or not I am able to provide consent.
- I agree and acknowledge that AHTS may collect and retain personal information including medical information as a result of this application and/or my time at AHTS and acknowledge that this information will only be used in the course of the provision of educational, ancillary and medical services either directly or indirectly and for no other purposes
- For International students I understand that Information is collected on this form and during my enrolment in order to meet AHTS's obligations under the ESOS Act and the National Code 2007; to ensure my compliance with the conditions of my visa and my obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. I understand that information collected about me on this form and during my enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Scheme. In other instances information collected on this form or during my enrolment can be disclosed without my consent where authorized or required by law

I DECLARE I HAVE READ AND UNDERSTOOD THE ABOVE TERMS AND CONDITIONS AND FULLY UNDERSTAND MY OBLIGATIONS AND THE OBLIGATIONS OF MY TRAINING ORGANISATION.

Full Name:	
Signature:	
Date:	
Parent / Guardian's Signature: (if under 18 years of age)	
Date:	

Payment Options:

Fees can be paid by cash, cheque, EFT Remittance, credit card, Alipay, Wechat Pay or through an education agency.

Due to high processing costs all credit card payments will incur a surcharge fee. *American Express* and *Diners Club* cards will attract a 4% surcharge fee; *Visa credit cards* will attract a 1.60% surcharge fee; Alipay and Wechat pay will attract a 1.40% surcharge fee; and *Master credit cards* will attract a 1.10% surcharge fee. Your letter of offer includes the payment dates required for course fees.

International money transfer may incur a bank charge up to \$25, however the bank charges may vary in different countries. Please check with your own financial institution to make sure the money transfer includes the additional bank fees for international transaction.

Any bank fees incurred are the responsibility of the sender.

Bank Details

Bank Name: Commonwealth Bank of Australia

Account Name: ASHT Pty Ltd

BSB (Branch No): 065 000

Account No: 10273986

IBAN Number/Swift Code: CTBAAU2S

(Please quote your FULL NAME in the DESCRIPTION)



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Cash

Cash is accepted by Reception (Level 2, 97 Pirie Street, Adelaide SA 5000).

Alipay or Wechat pay

Please scan the below merchant QR code to make payment.



Credit Card Payment Details

Please phone +61 8 8223 1818 between 9.00 am to 4.00 pm Monday to Friday (ACST)

If paying by credit card *and* posting your enrolment, please complete the details below

Credit Card: Master Card (+1.1% surcharge) Visa (+1.6 % surcharge) Amex Diners (Amex & Diners +4% surcharge)

Card Number:

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Expiry Date:

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Card holder's Name: Card holder's Signature:

I authorize the amount of \$..... to be debited from my credit card