



# ENROLMENT AND FEES AGREEMENT

This agreement is between the parties known as  
**Australian Academy of Management & Science**

Of 14 Douglas Rd (PO Box 203) Quakers Hill, NSW 2763, Australia  
 Phone: +612 9837 4213, Fax: +612 9837 4273

Email: [info@aamsaustralia.com.au](mailto:info@aamsaustralia.com.au), Website: <http://www.aamsaustralia.com.au>

And the student

**Student Name** .....

**Date of Birth** ..... **Gender**.....

**Address in Home Country**.....

.....

.....

**Address in Australia**.....

.....

.....

**Phone No**:.....

**Email**.....

**Country of Citizenship**:.....

**Passport Number**:.....

**English Language Proficiency Result**

(IELTS /TOEFL score ) .....

**Course Information**

**Course**: .....

**Duration**.....

**Provider: Australian Academy of Management and Science Pty Ltd Trading as Australian Academy of Management and Science**

**Level of Study and Tuition Fee:**

- **Certificate III in Disability CHC30408**  
A\$7,450.00 (48 Weeks)
- **Diploma of Disability - CHC50108**  
A\$14,900.00 (104 Weeks)
- **Certificate III in Hospitality (Commercial Cookery)**  
A\$10,000.00 (52 Weeks) – SIT30807
- **Diploma of Hospitality – SIT50307**  
A\$14,900.00 (104 Weeks)
- **ELICOS \$200 per week (2-30 Weeks)**  
Level: EAP1..... EAP2..... EAP 3.....

**Commencement Date/ Sessions:**

Jan 20\_\_\_ April 20\_\_\_ July 20\_\_\_ Oct 20\_\_\_  
 NOTE: Please tick the Course and session above.

**Payment Details**

**Enrolment/Admin Fee (Non-refundable) A\$250.00**

**Tuition Fee: A\$**.....

**OSHC (One Year Single/ Family):** .....

**Accommodation Placement: A\$.NA**.....

**Other Chargers** (please specify).....

**I agree that total course fees are:** \$.....

**First Instalment: A\$5000.00 + A\$250.00 + OSHC A\$**.....

**Balance payment: A\$**.....  
 (payable in instalments during studies)

(The Fee schedule will apply as specified above, unless otherwise mutually agreed between the parties to the agreement. For payment dates please refer to the Academic calendar of the institute.)

**Declaration:** I have read the terms and conditions of this contract, and agree to abide by the terms and conditions of Australian Academy of Management and Science Enrolment Fees and Agreement.

I have been issued with a copy of the Refund Policy and the Student Handbook and have a full understanding of the conditions which apply in regards to claiming a refund.

**I am over 18 years of age.**

**Student Signature**.....

**Student Name**.....**Date**.....

**Witness Signature**:.....

**Witness Name**:..... **Date**.....

**Agency/ Occupation**:.....

.....



**Terms of Agreement**

**Entry Requirement:** Students must have good health, achieve English proficiency of 5.5 as minimum in IELTS or recognized equivalent (Except for ELICOS), and meet the necessary academic and financial entry criteria for the courses. The minimum requirements to enroll in AAMS are High School Certificate or their equivalents with a minimum of pass overall marks in both Years 11 and 12. **Students must be 18 years of age or older at the time of their initial application.** Australian Academy of Management and Science will not enroll students under the age of 18 years.

**Additional Entry Requirements for CHC50108- Diploma in**

**Disability:** Students must be recognised as competent, through a recognised training program recognition process, against the following units of competency common to CHC40308 Certificate IV in Disability:

- CHCCS400A** Work within a relevant legal and ethical framework
- CHCCS411A** Work effectively in the community sector
- CHCDIS301A** Work effectively with people with a disability
- CHCDIS410A** Facilitate community participation and inclusion
- CHCICS402A** Facilitate individualised plans

Enrolment into these pre-requisite units can be arranged through your AAMS course advisor. OR:

Have sufficient relevant work experience in the disability sector to indicate likely success at this level of qualification in a job role involving:

1. The application of knowledge with depth in some areas and demonstration of a broad range of technical and other skills.
2. A wide range of tasks and roles in a variety of contexts, with complexity in the range and choices of actions required.

**Fees:** Fees are levied on all courses offered. Please refer to the fee schedule available on our website or through Administration for detailed current course fees.

A non refundable enrolment fee of \$250.00 is required at the time of enrolment and this guarantees your place in the course. The enrolment deadline is 14 days prior to the commencement of courses.

**Please note:** the fee payment schedule is determined on a case by case basis.

**Course fees do not include (if applicable):**

- First Aid Training Fee: \$150 approx.
- Trade specific equipment such as (but not limited to) Cookery Uniform, Tool Kit & Course Notes which may cost A\$700 (approximately)
- Text books which may cost A\$200.00 per semester approx;
- Shoes which may cost A\$100.00 (approximately);
- The cost of travel between sites (where applicable)
- RPL fee (if applicable): A\$100 per unit assessed.

**OSHC Medibank Private Premium Price List**

	Single	Family
1 Year	A\$429	A\$858
2 Years	A\$858	\$1716

It is an essential requirement of your student visa that you have adequate health cover while you are studying in Australia. You are required by law to pay for Overseas Student Health Cover (OSHC). OSHC helps pay for medical and hospital care should

you become ill during your stay in Australia. AAMS preferred health care provider for Overseas Student Health Cover (OSHC) is Medibank Private. Medicare Private pays referral fee to AAMS for each student. For more information about overseas student health cover, please refer to the website: <http://www.medibank.com.au>.

**Late payment of fees:**

Students failing to pay fees in accordance with the schedule on the last page of this document will be liable for fines. Fines will be levied as follows:

flat \$100.00 fine for late payment; and 10% of the balance outstanding calculated on a monthly basis.

Students will not be permitted to continue participating in either theory or practical classes in the event that fees are outstanding beyond 5 working days. In addition, students who miss practical kitchen classes will be required to pay an additional \$250.00 per practical session missed in order to have those sessions rescheduled during term breaks to fulfil on training and assessment requirements. Students failing or missing a theory assessment will be permitted to re-sit that exam once without consequence. Students failing or missing the second scheduled attempt will be required to pay an additional \$250.00 per theory assessment missed in order to have those assessments rescheduled during term breaks to fulfil on training and assessment requirements.

**Appeals against fines** may be heard by the Chief Executive Officer on an individual basis.

**Refund Policy**

AAMS's Refund Policy applies to both commencing and re-enrolling students. All requests for refunds must be lodged in writing to the Chief Executive Officer; The Organisation respects and protects the rights of its students in accordance with the Privacy Act.

Should a student claim a refund, the Principal will review the claim in accordance with AAMS's Refund Policy and make a decision. In the event that a refund is given AAMS will refund all or partial fees based on the Refund Policy.

Any person claiming a refund will be requested to obtain a Refund Request Form (#43) from the administration office to complete and submit to the Principal for review and authorisation. Refund applies only to tuitions fee and will only be paid to the applicant in Australian Dollars. Where a refund has been deemed payable the payment will be made within 14 days. Where a student's Visa has not been granted, a full fee refund less the \$250 administration/ application fee will be granted.

False or misleading information provided by the student prior to or during their course of study automatically disqualifies the student from any refunds.

This policy does not remove the students' right to take further action under Australia's consumer protection laws. The students are able also to pursue other legal remedies that are appropriate.

**1. Refund Policy for Local Students Full Refund of Tuition Fee**

A full refund will only be granted under the following circumstances:

- AAMS is unable to provide the course for which an offer has been made
- The student is unable to commence or continue to study due to death or serious illness
- The student is not permitted to enrol or re-enrol at AAMS, because of failure to meet the prerequisite for the qualifications, or failure to meet the terms of a conditional offer
- AAMS defaults



Applications for a total refund under the above grounds must be lodged prior to the commencement of the term for which the offer is made.

**AAMS defaults when:**

- The course does not start on the agreed starting day, or
- The course ceases to be provided before it is completed.
- The course is not provided in full to the student.

**Partial Refund of Tuition Fee**

A partial refund of tuition fees will only be granted under the following circumstances:

- The Principal, after consideration of the application and documentation, determines that exceptional circumstances apply.
- An offer of a place is withdrawn by AAMS where the offer was made on the basis of incorrect or incomplete information supplied by the applicant. In such cases, 75% of the fee paid will be refunded.

The amount of partial refund is determined as follows:

- If a request for a refund is given to AAMS eight (8) or more weeks before the commencement of the term then the student will receive a refund of 75% fees paid for that term.
- If a request for a refund is given to AAMS less than eight (8) weeks of the commencement of the term then the student will not receive any refund of fees paid for that term.
- If a student withdraws from the course for whatever reason after the start of the term the student will not be eligible for a refund of any of the course fee.
- This Agreement does not remove the student's right to take further action under Australia's consumer protection laws.
- Students are able to pursue other legal remedies where in disagreement with the Academy's decision regarding their tuition fee refund.

**2. Refund Policy for Overseas Students**

**Refunds paid if AAMS defaults:**

- All fees paid by the student including any administration fees will be refunded within two (2) weeks after the default day
- AAMS, as a member of the ACPET OSTAS, if unable to fulfil its obligations to complete a course, the student will be offered a no cost enrolment (i.e. no administration/enrolment fee) into another ACPET OSTAS member college
- Students will be provided with a statement explains how the refund amount has been worked out

**AAMS defaults when:**

- The course does not start on the agreed starting day, or
- The course ceases to be provided before it is completed.
- The course is not provided in full to the student.

**Refunds paid if the student defaults:**

- If the student's application for Australian student visa is rejected, any course fees paid (less administration fee) will be refunded, provided that original documentary evidence is supplied within two (2) weeks of visa rejection.
- If visa has not been issued on the time to commencement of course, the student must contact AAMS in writing and another commencement date will be organised without any additional cost. If AAMS does not receive any intimation on the time of commencement of course then student will not be entitled for refund of the course fee paid for the first term,
- If the student withdraws from the course after the visa has been granted then student will not be eligible for any refund for the course fee paid for the first term.

- If a student withdraws from the course for whatever reason after the start of the term the student will not be eligible for a refund of any of the course fee.
- This Agreement does not remove the student's right to take further action under Australia's consumer protection laws.
- Students are able to pursue other legal remedies where in disagreement with the Academy's decision regarding their tuition fee refund.

**Classes scheduled**

- Monday to Friday, maximum of 5 days/week
- AAMS's teaching hours are from **9.00 am and 5.30 pm.**

**Attendance**

- Students are required to attend 100% of practical classes and 80% of theory classes.
- Students arriving 30 minutes after the commencement of a practical or theory class or not attending for the required duration of a practical or theory class will be marked absent and deemed to have missed that class.
- Students will receive one warning letter regarding attendance and repeated late attending. Ignoring that warning letter and failing to attend classes will automatically lead to disciplinary action that includes cancellation of your enrolment and notification to DIAC of a breach in VISA conditions.

**Change of Details:**

Students are obligated to notify Australian Academy of Management and Science of changes to personal contact details including address and phone number while enrolled in the course with in 7 days.

**Account details for all direct deposits:**

**Account Name:** Australian Academy of Management and Science Pty Ltd

**Bank:** National Australia Bank

**B.S.B.:** 082345 **Account Number:** 810427823

**SWIFT Code:** NATAAU3303M (for overseas Transactions)

**Please provide certified copies of all relevant documents by completing checklist below (Please tick the box below)**

- 2 Passport size photograph
- Completed & signed enrolment form attached
- High school Certificate or equivalent qualification
- English Language proficiency result (IELTS /TOEFL score )
- Copy of Passport (First & Last Page)

**Privacy:**

Australian Academy of Management and Science meets the requirements of the Federal Privacy Act 1988. The Chief Executive Officer is in charge of privacy issues. All students have the right under the AQTF Essential Standards for Registration to access their personal file held by Australian Academy of Management and Science and may also request that updates be made to information that is incorrect or out of date. Access may be given to an identified government or other representative from such agencies as DIAC, DEEWR, ACPET or VETAB for the purposes of audit against requirements including but not limited to Visa conditions. This information includes personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach by the student of a student visa condition. Access to a copy of student or staff records by a third party can only be obtained by written permission of the relevant person whose file has been requested. Such permission will identify the sections of the file to be available. Personal information is collected solely for the purposes of demonstrating the effective control of operations as a Registered Training Organisation.