



Enrolment Form

Australian Academy of Management & Science
 14 Douglas Rd (PO Box 203) Quakers Hill, NSW 2763, Australia
 Phone: +612 9837 4213 Fax: +612 9837 4273

Email: info@aams.nsw.edu.au Website: <http://www.aams.nsw.edu.au>

Name _____ Surname _____

Date of Birth (DD/MM/YYYY) _____

Gender (M/F) _____

Phone No _____

Email _____

What is the Address of your usual residence?

Australia _____

In which country were you born?

Australia

Other – please specify _____

Country of Citizenship _____

Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark 'Yes' box)

Yes No

Do you consider yourself to have a disability, impairment or long-term condition? Yes No

If yes please specify _____

What is your highest completed school level? (Tick ONE box only)

Year 12 or equivalent 12

Year 11 or equivalent 11

Year 10 or equivalent 10

Have you successfully completed any of the following qualifications?

Bachelor degree or higher degree

Advanced diploma or associate degree

Diploma (or associate diploma)

Certificate IV (or advanced certificate/technician)

Certificate III (or trade certificate)

What course(s) do you want to study at AAMS?

Level of Study and Tuition Fee:

CHC33015 Certificate III in Individual Support \$10,500

Max. Fee If Eligible For Subsidy: \$1,750.00

CHC43115 Certificate IV in Disability \$10,500

Max. Fee If Eligible For Subsidy: \$2,320.00

CHC52015 Diploma of Community Services \$19,900

Max. Fee If Eligible For Subsidy: \$4,970.00

Course Teaching Delivery:

Face to Face / College Work based / App - Traineeship

Distant Blended Training

Start Date _____ Training End Date _____

What is your reason for enrolling in this course?

To get a job Develop my existing business Try for a different career

Get a better job or promotion Requirement of my job Extra skills for my job

For personal interest or self-development

Other reason

What program are you applying under?

Smart and Skilled

Austudy, ABSTUDY, Youth Allowance or Pensioner Education Supplement

Student loan

Payment of Enrolment Fees:

An initial non-refundable enrolment fee of \$500 applies to all courses. This fee is payable in advance before course commencement. Those students who receive a Government Benefit (i.e. Pension or Allowance) may be exempt from paying this fee, or may receive concession rates. Students claiming an exemption must provide proof that they are receiving benefits (e.g. Health Benefits Card, Health Care Card, and Pension Concession Card).

Unique Student Identifier –It is free and easy to create your own USI on line. You can create your own USI at the USI website www.usi.gov.au

If you create your own USI please should provide your USI to AAMS as soon as possible so you're USI can be verified and records can be validated.

Important Note: The name you indicate below MUST be identical to the name Identification used when you applied for a Unique Student Identifier (USI) Given names: _____

Surname: _____ Date of Birth: / /

Gender Male Female

Entry into the Certificate III & IV course; requires demonstration of a basic understanding of the profession including opportunities and challenges. Provide evidence of how you meet these criteria: (attach documents if necessary)

Entry into the Diploma of Community Services course:

Provide evidence of previous study in the field of community services or how you meet the selection criteria for Diploma of Community Services

NB: Student selection criteria must demonstrate evidence of some prior experience, affinity or involvement with community services work and evidence of personal suitability including empathy and compassion.

Provide evidence of how you meet these criteria: (attach documents if necessary)

Suitability for enrolment into AAMS courses

Briefly explain why you have chosen to study the selected course with AAMS. (Attach additional pages if necessary)

Entry Requirement: Students must have good health; achieve English proficiency of 5.5 as a minimum in IELTS or recognized equivalent. They meet the necessary academic and financial entry criteria for the courses. Students who have completed a diploma or higher level qualification in Australia or students from English speaking background are exempted. The minimum requirements to enrol in AAMS is School Certificate with a minimum of pass overall mark in Year 10. Students must be 15 years of age or older at the time of their initial application. AAMS will not enrol domestic students under the age of 15 years.

Police Clearance

Students are to provide a current local Australian Police clearance, which is required for work placement in the qualifications, **CHC33015 Certificate III in Individual Support, CHC43115 Certificate IV in Disability & CHC52015 Diploma of Community Services;** Students must provide clearance before they go on placement.

Work placement: These qualifications have a work placement component.

Do you wish to apply for Recognition of Prior learning (RPL)? Yes No
 If yes, please complete an 'Application for Recognition of prior learning' Form available from www.aams.nsw.edu.au

Declaration: I have read the terms and conditions, and agree to abide by the terms and conditions of Australian Academy of Management and Science. 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. If under 18 a parent or guardian to sign.

Student Signature _____

Student Name _____ **Date** _____

Agents Signature _____



Entry Requirements for CHC33015, CHC43115 or CHC52015: Whilst there are no pre-requisite units for entry into these qualifications it is highly recommended that students undertake at least one of the lower level courses prior to the CHC52015 Diploma of Community Services. Work placement is compulsory in all 3 courses.

Additional mandatory fees

Enrolment fee: \$500.00.

First instalment of fees payable: At the time of admission, the students should pay: Enrolment fee + upfront tuition fee

Fees: Fees are levied on all courses offered. Please refer to our website or through Administration for detailed current course fees. A non-refundable enrolment fee of \$500.00 is required at the time of enrolment. 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:

Text books \$200.00 approx.

The cost of travel between sites (where applicable)

RPL fee (if applicable): \$100 per unit assessed.

Additional charges will be added for a number of services as listed below:

Replacement ID card \$10

Replacement Diploma /Certificate / Statement of Attainment \$50 if within 5years

Replacement Diploma /Certificate / Statement of Attainment \$250 if 5 to 15 years

Replacement Diploma /Certificate / Statement of Attainment \$500 if 15 to 30 years

Late payment of fees: Students failing to pay fees in accordance with the schedule will be liable for fines. Fines will be levied flat \$100.00 fine for late payment; and 10% of the balance outstanding calculated on a monthly basis.

Reassessment Fees: 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. 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 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 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.

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

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.

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: 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.

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

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.

Refund Policy for Students -Refunds paid if AAMS defaults:

All fees paid by the student including any enrolment 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 enrolment fee) into another ACPET OSTAS member college. Students will be provided with a statement explaining how the refund amount has been worked out.

Refunds paid if the student defaults:

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.

Classes scheduled: AAMS's teaching hours are from 8.30am to 10.15pm and classes will be organised for consecutive days between Monday and Saturday during the day or 4 evening classes Monday – Thursday (Total 20hrs face to face learning with additional student resources available online through the AAMS learning management system Moodle, including forum discussions, additional online resources etc.)

Note: Work experience hours may be outside these scheduled hours.

Attendance: Students are required to attend a minimum 80% of all classes.

Students will receive one warning letter regarding attendance and repeated late attending. Ignoring these warning letters and failing to attend classes will automatically lead to disciplinary action that includes cancellation of your enrolment.

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 within 7 days.

Account details for all direct deposits:

Account Name: Australian Academy of Management & Science Pty Ltd

Bank: National Australia Bank

BSB: 082345 Account Number: 810427823

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
- School Certificate or equivalent qualification
- English Language proficiency result (IELTS /TOEFL score) if applicable
- Copy of Passport (First & Last Page) or drivers licence

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 Essential Standards for Registration to access their personal file held by Australian Academy of Management and Science 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 Department of Immigration and Border Protection, ACPET or ASQA 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.

Office Use:

Training Plan discussed and agreed with Employer and Apprentice / Trainee?

Yes No

Training Plan Logged with AAC and placed on File?

Yes No

Employer and Apprentice / Trainee have been forwarded copy of TP?

Yes No