

# Enrolment Agreement Form

## Personal Details (Legal name as per photo ID, which will need to be sighted to verify legal name)

1) Family Name \_\_\_\_\_  
 Given Name \_\_\_\_\_

2) Date of Birth \_\_\_/\_\_\_/\_\_\_\_ Town & city of birth \_\_\_\_\_ 3) Gender  Female  Male  Other

4) Street Address \_\_\_\_\_

5) Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

Email Address \_\_\_\_\_

USI  I give permission for Australian National Education Pty Ltd to access my Unique Student Identifier (USI) for the purpose of recording my results. If I do not have a USI in place, I am willing for Australian National Education Pty Ltd to set up my USI on my behalf. USI \_\_\_\_\_

Citizenship Status Australian Citizen Permanent Resident Other (please specify: \_\_\_\_\_)

Do you receive government support payments?  Y /  N If yes, specify the type and provide your CRM \_\_\_\_\_

Type of Support Received: \_\_\_\_\_ CRM: \_\_\_\_\_

## Course of Enrolment

Course Code/ Name INSERT UNIT OR QUALIFICATION CODE AND NAME Start Date \_\_\_/\_\_\_/\_\_\_\_

Course Code / Name INSERT UNIT OR UALIFICATIO CODE ND NAME Start Date \_\_\_/\_\_\_/\_\_\_\_

Course Code/ Name INSERT UNIT OR QUALIFICATION COE AND NAME Start Date \_\_\_/\_\_\_/\_\_\_\_

Where did you hear about this course?  Newspaper  Website  Internet  Yellow Pages  Word of Mouth  Radio  Google

## Emergency Contact Details

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_

Contact number \_\_\_\_\_ Mobile \_\_\_\_\_

In the event of an emergency, I give Australian National Education Pty Ltd permission to organise emergency transport and treatment and agree to pay all costs related to the emergency? **YES / NO**

## AVETMISS Data Collection

| Language & Cultural Diversity  | Disability   | Schooling  |
|--|--|--|
| 6) In which country were you born?<br>Australia <input type="checkbox"/> 1101<br>Other – please specify _____  | 10) Do you consider yourself to have a disability, impairment or long-term condition?<br>Yes <input type="checkbox"/><br>No <input type="checkbox"/> No – Go to Question 12  | 12) What is your highest COMPLETED school level? (Please tick ONE box only)<br>Year 12 or equivalent <input type="checkbox"/> 12<br>Year 11 or equivalent <input type="checkbox"/> 11<br>Year 10 or equivalent <input type="checkbox"/> 10<br>Year 9 or equivalent <input type="checkbox"/> 09<br>Year 8 or below <input type="checkbox"/> 08<br>Never attended school <input type="checkbox"/> 02 |
| 7) Do you speak a language other than English at home?<br>No, English only <input type="checkbox"/> 1201 English only – Go to Question 9<br>Yes, other – please specify _____  | 11) If yes, then please indicate the areas of disability, impairment or long-term condition: (you may tick more than one)<br>Hearing/Deaf <input type="checkbox"/> 11<br>Physical <input type="checkbox"/> 12<br>Intellectual <input type="checkbox"/> 13<br>Learning <input type="checkbox"/> 14<br>Mental Illness <input type="checkbox"/> 15<br>Acquired brain impairment <input type="checkbox"/> 16<br>Vision <input type="checkbox"/> 17<br>Medical condition <input type="checkbox"/> 18<br>Other <input type="checkbox"/> 19 | 13) In which YEAR did you complete that School level?<br>_____   |
| 8) How well do you speak English?<br>Very well <input type="checkbox"/> 1 Well <input type="checkbox"/> 2<br>Not well <input type="checkbox"/> 3 Not at all <input type="checkbox"/> 4   |  | 14) Are you still attending secondary school?<br>Yes <input type="checkbox"/><br>No <input type="checkbox"/>   |
| 9) Are you of Aboriginal or Torres Strait Islander origin?<br>(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)<br>No <input type="checkbox"/><br>Yes, Aboriginal <input type="checkbox"/><br>Yes, Torres Strait Islander <input type="checkbox"/> |  |  |

| Previous Qualifications Achieved   | Employment  | Study Reason   |
|--|---|--|
| 15) Have you <b>successfully</b> completed any of the following qualifications?<br>Yes <input type="checkbox"/> No <input type="checkbox"/> No – Go to Question 17   | 17) Of the following categories, which BEST describes your current employment status? (Tick ONE box only)<br>Full-Time employee <input type="checkbox"/> 01<br>Part-Time employee <input type="checkbox"/> 02<br>Self-employed - not employing others <input type="checkbox"/> 03<br>Employer <input type="checkbox"/> 04<br>Employed - Unpaid worker in a family business <input type="checkbox"/> 05<br>Unemployed – Seeking full-time work <input type="checkbox"/> 06<br>Unemployed – Seeking part-time work <input type="checkbox"/> 07<br>Not employed – Not seeking employment <input type="checkbox"/> 08 | 18) Of the following categories, which BEST describes your main reason for undertaking this course/ traineeship/apprenticeship? (Tick ONE box only)<br>To get a job <input type="checkbox"/> 01<br>To develop my existing business <input type="checkbox"/> 03<br>To start my own business <input type="checkbox"/> 03<br>To try for a different career <input type="checkbox"/> 04<br>To get a better job or promotion <input type="checkbox"/> 05<br>It was a requirement of my job <input type="checkbox"/> 06<br>I wanted extra skills for my job <input type="checkbox"/> 07<br>To get into another course or study <input type="checkbox"/> 08<br>For personal interest or self-development <input type="checkbox"/> 12<br>Other reasons <input type="checkbox"/> 11 |
| 16) If YES, then tick ANY applicable boxes<br>Bachelor Degree or Higher Degree <input type="checkbox"/> 008<br>Advanced Diploma or Associate Degree <input type="checkbox"/> 410<br>Diploma (or Associate Diploma) <input type="checkbox"/> 420<br>Certificate IV (or Advanced Certificate/Technician) <input type="checkbox"/> 511<br>Certificate III (or Trade Certificate) <input type="checkbox"/> 514<br>Certificate II <input type="checkbox"/> 521<br>Certificate I <input type="checkbox"/> 524<br>Other education (including certificates or overseas qualifications not listed above) <input type="checkbox"/> 990 |   |  |

| Office Use Only    | Comments |
|--------------------|----------|
| Fees Paid \$ _____ |          |
| Receipt No _____   |          |

Student Signature: \_\_\_\_\_ Course Cost: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_

**PROPOSED STUDY COST & DURATION**

| Code     | Unit of Competency Name                               | Tuition Fee  | Enrolment Fee | Materials Fee | Time      |
|----------|---|--------------|---------------|---------------|-----------|
| CHC43121 | Certificate IV in Disability Support                  | \$11,400.00  | \$250.00      | \$1,500.00    | 49 weeks  |
| CHC30121 | Certificate III in Early Childhood Education and Care | \$16,500.00  | \$250.00      | \$1,500.00    | 52 weeks  |
| CHC50121 | Diploma of Early Childhood Education and Care         | \$ 20,625.00 | \$250.00      | \$1,500.00    | 62 weeks  |
| CHC52021 | Diploma of Community Services                         | \$32,000.00  | \$250.00      | \$1,500.00    | 101 weeks |
| SIT40521 | Certificate IV in Kitchen Management                  | \$19,500.00  | \$250.00      | \$2,000.00    | 78 weeks  |
| SIT50422 | Diploma of Hospitality Management                     | \$19,500.00  | \$250.00      | \$1,500.00    | 78 weeks  |
| CHC33021 | Certificate III in Individual Support                 | \$12,500.00  | \$250.00      | \$1,500.00    | 49 weeks  |
| CHC43015 | Certificate IV in Ageing Support                      | \$15,500.00  | \$250.00      | \$1,500.00    | 52 weeks  |
| ICT40120 | Certificate IV in Information Technology              | \$15,000.00  | \$250.00      | \$1,500.00    | 52 weeks  |
| ICT50220 | Diploma of Information Technology (Cyber Security)    | \$15,000.00  | \$250.00      | \$1,500.00    | 52 weeks  |
| BSB50420 | Diploma of Leadership and Management                  | \$15,000.00  | \$250.00      | \$1,500.00    | 52 weeks  |
| BSB80120 | Graduate Diploma of Management (Learning)             | \$16,000.00  | \$250.00      | \$1,500.00    | 52 weeks  |
| RII60520 | Advanced Diploma of Civil Construction Design         | \$32,000.00  | \$250.00      | \$1,000.00    | 101 weeks |
| 116707A  | General English Levels 1-6                            | \$21,000.00  | \$250.00      | \$10/w        | 70weeks   |
| 116730B  | English for Academic Purposes Levels 1 - 2            | \$7,000.00   | \$250.00      | \$10/w        | 22 weeks  |

**Preferred Campus Location**

| CRICOS Course Code: 116707A<br>General English Levels | CRICOS Course Code: 116730B<br>English for Academic Purposes | Start Date | Number of Weeks |
|---|--|------------|-----------------|
| 70 weeks<br>(60 Weeks study and 10 weeks of holiday)  | 22 weeks<br>(20 Weeks study and 2 weeks of holiday)          |            |                 |
| <input type="checkbox"/>                              | <input type="checkbox"/>                                     |            |                 |

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

**Preferred Campus Location**

| Level 6, 136 Chalmers Street SURRY HILLS NSW 2010 | Level1, 8 Chandler Street, BELCONNEN, ACT 2617 |
|---|--|
| <input type="checkbox"/>                          | <input type="checkbox"/>                       |

**Preferred Commencement Month**

| 06 Jan2025   | 07 <sup>th</sup> April 2025 | 7 <sup>th</sup> July 2025 | 06 <sup>th</sup> October 2025 | 05 <sup>th</sup> Jan 2026 | 06 <sup>th</sup> April 2025 | 06 <sup>th</sup> July 2026 | 05 <sup>th</sup> Oct 2026 |
|--|-----------------------------|---------------------------|-------------------------------|---------------------------|-----------------------------|----------------------------|---------------------------|
| It may not be always possible to commence at your preferred selection, but all consideration will be provided for that selection |                             |                           |                               |                           |                             |                            |                           |

## Terms & Conditions of Enrolment

### 1. Student Responsibilities - VET

- a) Students must satisfy entry requirements for course of enrolment.
- b) If a student is deemed not yet competent on completion of training, they will be offered an opportunity to be reassessed. If a student is deemed not yet competent a second time, they will be given a third and final opportunity for reassessment.
- c) If a student is required to be reassessed at any time, they will be provided with further guidance from their trainer prior to reassessment.
- d) If after three attempts the student is deemed competent in some but not all the units of competencies required, a Statement of Attainment will be issued.
- e) All students will undergo an induction with ANE College, which will include the student's rights and responsibilities against the relevant Australian

### 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:

- 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;
- 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.

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.

### OTHER POTENTIAL FEES

|   |           |   |        |
|---|-----------|---|--------|
| LEADR External Complaint Resolution Fee                 | No Charge | Use of Photocopier  | \$0.25 |
| Administration/Enrolment Fee (Non-refundable)           | \$250.00  | Overdue Tuition Fee – 7 Days  | \$100  |
| Re-enrolment Fee  | \$500.00  | Overdue Tuition Fee – 14 days up to 28 days                               | \$200  |
| 1 <sup>st</sup> Assessment                              | No Fee    | Overdue Tuition Fee – 28 days & above                                     | \$500  |
| 2 <sup>nd</sup> Assessment – same unit                  | No Fee    | Interim Academic Transcript/Progress Report                               | \$50   |
| 3rd and subsequent Reassessment – Maximum 4 (same unit) | \$250.00  | Change of CoE Details/Course variation fee                                | \$100  |
| Re sit assessment due to Academic Misconduct            | \$400.00  | Welfare Service – ANE College Referral Service                            | No Fee |
| Credit Transfer – Admin Fee                             | \$500     | Welfare Service – ANE College Representative                              | No Fee |
| Replacement Certificate                                 | \$100.00  | Welfare Service - External Professional Fees                              | \$60 + |
| Work placement Logbook                                  | \$50.00   | Personal Accident & Personal Liability - Work Experience / Voluntary Work | \$500+ |

Commonwealth, State or Territory legislation and regulatory requirements.

- f) Students are issued with a Student Handbook & International Student Handbook, which includes the Student's rights and responsibilities that will affect their participation in training.
- g) The student acknowledges that they must observe ANE College's policies and procedures, according to State and Federal Government legislative and regulatory requirements and the Student Visa requirements, as set out in the Student Handbook and the International Student Handbook.

### 2. Student Responsibilities – ELICOS

- a) Students will be required to meet a minimum Pass Mark to receive a Certificate of Completion for ELICOS courses as follows:
  - General English - 60% or no less than 50% for each skill
  - English for Academic Purposes (EAP) – 55% or above
- b) Students must attend a minimum of 80% (or above) of their course to meet the minimum course requirements
- c) If a student does not meet the pass requirements, an intervention strategy will be applied, including Study Corner and Extension of studies to gain a chance for successful completion of each level
- d) Students should refer to the Education Services for Overseas Students (ESOS) legislative framework fact sheet prior to signing this agreement available at <https://docs.education.gov.au/system/files/doc/other/esosstudentfactsheetv3.pdf> The purpose of the ESOS framework is to protect the interests of

people coming to Australia on student visas and to protect Australia's reputation for delivering quality education services by setting minimum standards and providing tuition and financial assurance.

- e) Refer to the International Student Handbook for more details on monitoring course progress.

### 3. Visa Requirements

According to Visa requirements, all students are required to undertake full-time study workload and must attend a minimum of at least 80% of classes in their course, as per the duration stated in their Confirmation of Enrolment (CoE)

Failure to meet the minimum attendance requirements may result in the student being reported to the Department of Home Affairs (DHA) for unsatisfactory attendance, which may result in the cancellation of their student visa.

If a student does not commence studies on the agreed commencement date, after 14 days ANE College will cancel the student's CoE unless a new starting date has been agreed. Any student who does not commence studies will be reported to the DHA for Non Commencement of the Course and this may result in the cancellation of the student's visa. Students are required to have in place, prior to commencement of studies, Overseas Student Health Cover (OSHC) throughout the duration of their course of studies. Our organisation has agreements in place with OSHC providers and can assist you with accessing health cover.

### 4. Enrolment & Selection (5.3)

- a) This form is just for registering your initial interest into training with ANE College and is not confirmation of your enrolment into ANE College. The purpose of the form is to gather information from the student to determine their suitability into their course of choice.
- b) All programs consist of a minimum of 20 hours face-to-face scheduled course contact hours per week.
- c) The student is responsible for notifying ANE College if they have a medical condition or disability or require assistance in their training.
- d) An Enrolment Application Fee must accompany enrolment to enable the students' application to be processed.
- e) It is the student's responsibility to note the date, time and location of the course as advertised.
- f) Courses with low enrolments may be cancelled, every effort will be made to contact students, please ensure your contact details are correct.
- g) Requests from the student to transfer or credit their course placement due to changed personal circumstances will be considered and every effort will be made to ensure a placement into an alternative course.
- h) If you are unable to complete your course, due to changed personal circumstances, ANE College will make every effort to ensure you are placed into an alternative pre-scheduled course.
- i) Students can only join after course commencement date if they meet all prerequisites. Full course fees are still payable for late enrolments.
- j) ANE College reserves the right to decline admission to a course, terminate a student's enrolment in a class or change a Trainer/Assessor at any time without notice.
- k) Students participate in courses involving physical activity; field trips, practical demonstrations etc. and do so at their own risk. ANE College's students are covered by public liability insurance whilst studying on campus.
- l) Airport pickup service and Accommodation arrangement/Homestay Placement fees are non-refundable after the arrangement confirmation email has been sent to the student.
- m) Completing the Enrolment Application Form does not guarantee a place with ANE College.
- n) ANE College reserves the right to decline an application.
- o) Students from assessment level 3 and 4 countries are advised to apply through ANE Colleges representative (International Student Agent).
- p) Applications will be processed when all required documents and the non-refundable enrolment fee are received by ANE College.
- q) Accommodation arrangement/Homestay replacement fee and airport pickup service arrangement fee is payable every time the arrangement request is made.
- r) When the duration of studies at ANE College needs to be extended to complete the course, the student is required to pay additional fees for this extension.

### 5. Course Fees, Payments and Refunds (5.3)

- a) Please refer to the International Student Prospectus and the Letter of Offer for information on course fees, including any required deposit; administration fees; materials fees and any other charges (if applicable).
- b) Fees must be paid in Australian dollars by bank cheque or bank transfer to ANE College's bank account. ANE College will not be responsible for any monies paid to agents.
- c) ANE College reserves the right to vary fees.
- d) Enrolment and course fees do not cover personal costs, such as the cost of accommodation, living expenses, social activities, stationary or other equipment that the student may like to purchase.
- e) The Enrolment Application Fee is non-refundable in any circumstances.
- f) No refunds will be issued once the student has commenced the course

- g) Certificates and Statements of Attainment are issued to students who are assessed as competent in the units completed. The cost of the certificates is listed under other fees section.
- h) Fees not paid by the due date will incur a late fee of 5% of the total fee due.
- i) The student puts at risk their CoE being cancelled if their course fees are not paid by the due date. If a student has any problem paying fees on time, it is the student's responsibility to discuss alternative arrangements with ANE College administration, before the due date.
- j) An Enrolment Application Fee of \$250 is required to be paid with this Enrolment Application Form, which is non-refundable
- k) Students are responsible for the safe storage of their Certificates and Statements of Attainment. If a student requires a reissue of their Certificate or Statement of Attainment, a certificate re-issue fee of \$100 will be charged.
- l) If a student is required to be reassessed, they will be provided with further guidance from their trainer prior to reassessment.
- m) If a student is deemed competent in some but not all the units of competencies required, a Statement of Attainment will be issued, and the student will be given a six-month period to undertake reassessment if required.
- n) ANE College is responsible for the quality of the training and assessment in compliance with these Standards, and for the issuance of the AQF certification documentation.

### 6. Cooling Off Period (5.3)

Australian National Education protects the rights of the learner including but limited to the Statutory requirements for cooling-off periods.

Students are eligible to cancel their enrolment by placing a formal notice of cancellation in writing to the RTO Manager (a letter or email is acceptable) within 5 business days of enrolment, unless the student has already commenced the training. Please refer to the Refund policy for process on acquiring a refund.

### 7. Changes to Agreed Services (5.4)

Where there are any changes to the agreed services that will affect the learner, including in the event of Australian National Education Pty Ltd closing down, the RTO will advise the learner as soon as practicable. This includes changes to any new third-party arrangements or a change of ownership or any changes to existing third party arrangements.

### 8. Fee Protection (7.3):

#### Domestic students:

Australian National Education Pty Ltd requires a minimum deposit, which will not exceed \$1,500 per domestic individual student, prior to course commencement. If the full course fees are less than \$1,500 for domestic student, the full fees may be required to be paid prior to course commencement. Please refer to the course flyer for an outline of all course fees.

Following course commencement, full fees will be required to be paid by either a payment plan (if remaining fees are more than \$1500), or in full (if the remaining fees are below \$1500) for training and other services yet to be delivered.

#### International students:

Australian National Education Pty Ltd is a registered CRICOS provider, so Australian National Education Pty Ltd will comply with the obligations and requirements of the Education Services for Overseas Students Act (ESOS Act) 2000. 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. For students who choose to pay less than 50% or on term basis, ANE college has tuition fee and payment indicated on the formal letter of offer and written agreement with the student.

## 9. Refund Policy

Refer to the Student Handbook or Fee and Refund Policy on our Website for a comprehensive explanation. Claims for refunds must be made in writing using the Refund Request Form available from ANE College.

## 10. Consumer Guarantee (5.3)

Australian National Education Pty Ltd guarantees that the services provided by the RTO will be:

- provided with due care and skill
- fit for any specified purpose (express or implied)
- provided within a reasonable time (when no timeframe is set for the training).

## 11. Complaints and Appeals (6.1)

If a student is experiencing any difficulties, they are encouraged to discuss their concerns with Senior Management. Australian National Education Pty Ltd administrative staff will make themselves available at a mutually convenient time if a student wishes to seek assistance.

If a Staff member or Student wishes to make a formal complaint they are required to complete a Complaints and Appeals Form, which is included in the Student Handbook. Once the form has been completed, the form should be submitted to the RTO for actioning.

Please refer to the Student Handbook for more details on the complaints and appeals process.

## 12. Credit Transfer (3.5)

The RTO recognises the Australian Qualifications Framework and Vocational Education and Training (VET) qualifications and VET statements of attainment issued by any other Registered Training Organisation.

Credit Transfer will be awarded for all units of competencies that directly align with units from the qualification the student has enrolled. Evidence of competences achieved must be supplied for recognition to be processed (i.e. presentation of original certificate or transcript).

Please refer to the Student Handbook or contact the office for the procedure on how to apply for a Credit Transfer.

## 13. Language, Literacy and Numeracy (LLN) (1.7)

LLN support is available to provide students with advice and support services in the provision of language, literacy and numeracy assessment services. Students needing assistance with their learning is to be identified upon enrolment. Trainers and staff within the RTO can provide students with support to assist the student throughout the learning process.

Language, Literacy and Numeracy skills are generally included and identified in Training Packages and accredited course programs. In identifying language, literacy and numeracy requirements, students are required to have basic skills in:

- Count, check and record accurately
- Read and interpret
- Estimate, calculate and measure

All students undertaking a Certificate III qualification or below are required to undertake an LLN Assessment.

## 14. Support Services (1.7)

Australian National Education Pty Ltd caters to diverse client learning needs and aims to identify and respond to the learning needs of all clients. Clients are encouraged to express their views about their learning needs at all stages of their learning experience from the initial enrolment and induction stage to course completion, through their trainer or RTO staff.

Australian National Education Pty Ltd is committed to providing clients requiring additional support, advice or assistance while training. Please see the Student Handbook on the types of support provided by the RTO.

To achieve this and to ensure the quality delivery of training and education, the RTO provides client vocational counselling to improve and extend training outcomes. Students are advised to make an appointment with their trainer in the first instance, if required the student can then schedule an appointment with the RTO for further counselling and/or assistance.

## 15. Legislative and Regulatory Requirements (8.5)

All students will undergo an induction with the RTO, which will include the student's rights and responsibilities against the relevant Commonwealth, State or Territory legislation and regulatory requirements. Students are issued with a Student Handbook, which also includes the Student's rights and responsibilities that will affect their participation in vocational education and training.

The student acknowledges that they must observe Australian National Education Pty Ltd's policies and procedures, according to State and Federal Government legislative and regulatory requirements, as set out in the Student Handbook.

## 16. Privacy Protection

Australian National Education Pty Ltd respects the importance of securing any form of personal information which is collected from the student(s) and/or other Stakeholders. Information collected from students is only utilised for the purpose gathering information on the student as part of their enrolment, training, assessment and certification process. All data is kept securely within either a locked filing cabinet or filed electronically within a password protected database.

Australian National Education Pty Ltd has an obligation under Commonwealth and State legislation to provide information to certain government departments for the purpose of reporting data to the government. On occasion, the government regulatory body will require access to student records for the purpose of auditing the RTO against the Standards for RTO's. No student files will be removed from the RTO's site, unless a student is notified beforehand.

## 17. Privacy Notice

Under the Data Provision Requirements 2012 and National VET Data Policy (which includes the National VET Provider Collection Data Requirements Policy at Part B), Registered Training Organisations are required to collect and submit data compliant with AVETMISS for the National VET Provider Collection for all Nationally Recognised Training. This data is held by the National Centre for Vocational Education Research Ltd (NCVER), and may be used and disclosed for purposes that include:

- populating authenticated VET transcripts
- administering VET, including program administration, regulation, monitoring and evaluation
- facilitating statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

NCVER is authorised by the National Vocational Education and Training Regulator Act 2011 (NVETR Act) to disclose to the following bodies, personal information collected in accordance with the Data Provision Requirements or any equivalent requirements in a non-referring State (Victoria or Western Australia), for the purposes of that body:

- a VET regulator (the Australian Skills, Quality Authority, the Victorian Registration and Qualifications Authority or the Training Accreditation Council Western Australia)
- the Australian Government Department of Education, Skills and Employment
- another Commonwealth authority
- a state or territory authority (other than a registered training organisation) that deals with or has responsibility for matters relating to VET.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

## 18. Age Dependents

Should the student be accompanied by school age dependants, the student must accept responsibility for any primary or secondary school fees. The dependants are not eligible to attend government schools free of charge.

Any school age dependant of a student must be enrolled and attending school during the period that the student is studying with ANE College.

## 19. Accommodation and Airport Pickup Service

If you require assistance with making arrangements for Accommodation and/or Airport Pickup Service, ANE College will require a minimum 28 days' notice to arrange accommodation and 14 days for airport pick-up service. If the student has requested an Airport Pickup Service, on arrival the student will be accompanied from the airport by an approved delegate of ANE College.

## 20. Students Contact Details

All international students are required to inform ANE College of their Australian residential address within seven (7) days of arrival in Australia and must advise any changes of address or other contact details such as contact number, email address, etc, within five (5) working days.

## 21. Termination

ANE College reserves the right to expel a student for breaching enrolment or/and visa conditions. Fees will not be refunded and the CoE will be cancelled immediately after the student is notified. This may result in cancellation of the student's visa.

## 22. Deferring, Suspending or Cancelling Enrolment

Students need written permission from ANE College to defer their course. In cases where permission is granted, DHA will be advised via PRISMS. Student enrolments will be deferred or temporarily suspended by ANE College when there are compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student is unable to attend classes), or misbehaviour by the student.

The full policy and procedure pertaining to the circumstances in which a student may defer, suspend or cancel their enrolment is available within the International Student Handbook. ANE College is required to advise DHA via PRISMS when a student fails to commence a course, withdraws before the course ends, or changes their course, which will affect his or her student visa. Students who are unable to arrive on time may be given up to one week to commence. After one week, the student cannot be guaranteed a place in the course. If the student arrives after the agreed date, they may be required to

return home or placed in an English language program until the next available commencement date for the course. Evidence of assessment of applications for deferment or suspension of enrolment will be retained on student files. ANE College will inform the student of its intention to suspend or cancel the student's enrolment where the suspension or cancellation is not initiated by the student and notify the student that he or she has 20 working days to access ANE College's internal Complaints and Appeals procedure.

## 23. ANE College Contact Hours

Office Hours are 9:00 AM to 5:00 PM by appointment only. Email correspondence is made during weekdays only and not weekends and public holidays. ANE College does not take calls or reply to emails outside of office hours, weekends and public holidays.

## 24. Pre-Departure Information

If this is your first time studying in Australia, we recommend that you visit the following website:

<https://www.studyinaustralia.gov.au/english/live-in-australia>, which provides useful information regarding travelling and living in Australia.

## STUDENT DECLARATION

- I declare that the information contained in this Enrolment Agreement Form is true and correct.
- I confirm that I have read, understood and consent to the Terms and Conditions of Enrolment and the Fee Payment and Refund Procedures
- I acknowledge and agree with the terms and conditions of enrolment with specific reference to the RTO's enrolment and selection
- I consent to Australian National Education Pty Ltd providing my information to Australian Commonwealth and State Governments for the purpose of reporting to the Government as part of my enrolment.
- I understand that I will be required to pay a deposit with this Enrolment Agreement Form and that the deposit is non-refundable.
- By signing this document, I give permission for the RTO to access my Unique Student Identifier for the purpose of my training.
- I understand that my rights and responsibilities as a student are outlined in the Student Handbook and that I should refer to this handbook for further information on USI, LLN Assessment, Complaints and Appeals, WHS, Support Services and other legislative and regulatory policies and procedures.

## INTERVIEW QUESTIONS – To determine students suitability for entering into the course

| QUESTION   | POSSIBLE ANSWERS   | OTHER COMMENTS – Interviewer is to add additional notes here, which should expand on the "Possible Answers" |
|--|--|---|
| Why have you decided to enrol into this course?                                  | <input type="checkbox"/> To get a job<br><input type="checkbox"/> To develop new skills<br><input type="checkbox"/> Work in the industry currently<br><input type="checkbox"/> Want to develop my existing skills  |   |
| What level is your current skills and knowledge of the course you wish to enrol? | <input type="checkbox"/> <i>Limited Experience</i> - I am new to the industry<br><input type="checkbox"/> <i>Some Experience</i> - I have worked in the industry for 1-3 years<br><input type="checkbox"/> <i>Intermediate Experience</i> - I have worked in the industry for 3-6 years<br><input type="checkbox"/> <i>Extensive Experience</i> - I have over 6 years' experience in the industry  |   |
| What is your expectation upon completion of training?                            | <input type="checkbox"/> To get a job<br><input type="checkbox"/> To get a pay rise<br><input type="checkbox"/> To be able to apply for a higher position<br><input type="checkbox"/> To get a better job<br><input type="checkbox"/> To learn new skills  |   |
| Are there any specific training needs you may have?                              | <input type="checkbox"/> I may require flexibility in my training to meet my personal needs<br><input type="checkbox"/> I may require adjustment to training to meet my learning needs<br><input type="checkbox"/> I have a disability and would like further assistance<br><input type="checkbox"/> I do not have access to materials and equipment to assist with my learning and assessment<br><input type="checkbox"/> I may need adaptive technology or specific equipment to assist with my learning<br><input type="checkbox"/> I have a cultural need and training may need to be adapted to meet my needs<br><input type="checkbox"/> I would like to be referred to a support service to assist me with my learning (ie language and literacy)<br><input type="checkbox"/> I have a physical disability and may need the training and assessment environment to be adjusted<br><input type="checkbox"/> I have difficulty with language, literacy and/or numeracy and may need some assistance |   |

|   |   |  |
|---|---|--|
|   | <input type="checkbox"/> I have financial difficulties and would like to negotiate a payment plan   |  |
| We provide a range of Support Services for our students, are there any special needs that you need help with?   | <input type="checkbox"/> I may need equipment to be modified due to physical disability (eg. Ramps, disability toilets and classes held in rooms accessible to persons with disabilities)<br><input type="checkbox"/> I may need equipment to be modified to assist my learning (eg. lowering benches, enlarging computer screens, providing chairs with support)<br><input type="checkbox"/> I may need assessment tools to be modified to assist with my disability (eg. Oral exam instead of written or allowing additional time for a scribe to write an exam for person with a disability)<br><input type="checkbox"/> I may need the course delivery to be adjusted, as I have a disability or a personal need (eg. Providing student notes or research materials in different formats or by accessing a Sign Language Interpreter)<br><input type="checkbox"/> I may need assistance from disability organisation that represents or provide services to people with a disability<br><input type="checkbox"/> English is not my first language, I will need assistance with language<br><input type="checkbox"/> I am currently working and would like to complete assessments within the workplace<br><input type="checkbox"/> I will need support with my learning<br><input type="checkbox"/> I will need specialist support equipment or personnel<br><input type="checkbox"/> I am interested in undertaking tutorials to assist with my learning<br><input type="checkbox"/> I will need assistance with using technology<br><input type="checkbox"/> Referral to LLN training or assistance |  |
| We offer Recognition of Prior Learning and Credit Transfer, are you interested in applying for either of these? | <input type="checkbox"/> <b>RPL</b> – Need to explain to the student what is the RPL process and the type of evidence that will need to be collected<br><input type="checkbox"/> <b>CT</b> – Student currently holds an equivalent unit   |  |
| <i>Office Use Only</i>  | <input type="checkbox"/> <b>LLN testing required prior to course commencement</b><br><input type="checkbox"/> <b>Reasonable adjustment. Please state specific needs</b><br><input type="checkbox"/> <b>RPL/CT granted</b><br><input type="checkbox"/> <b>Mode of delivery suitable for candidate</b><br><input type="checkbox"/> <b>Selection criteria met existing skills and knowledge of student</b>   |  |

APPLICANTS SIGNATURE: \_\_\_\_\_ DATE: \_\_/\_\_/\_\_\_\_

EDUCATION AGENT (EA)  
/REPRESENTATIVE: \_\_\_\_\_

AGENT CONTACT NUMBER: \_\_\_\_\_

AGENT EMAIL ADDRESS: \_\_\_\_\_