

OFFSHORE 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. 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 <small>(Including Country & Area Code)</small>		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? YES / NO					
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? <small>(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)</small>			Aboriginal	Yes <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											
<input checked="" type="checkbox"/>	Code	Unit of Competency Name	Tuition Fee	Enrolment Fee	Materials Fee	Time					
	CHC43115	Certificate IV in Disability	\$11400	\$250.00	\$850.00	52 weeks					
	CHC50113	Diploma of Early Childhood Education and Care	\$20900	\$250.00	\$1500.00	104 weeks					
	CHC52015	Diploma of Community Services	\$19200	\$250.00	\$1000.00	78 weeks					
	SIT40521	Certificate IV in Kitchen Management	\$15950	\$250.00	\$1500.00	78 weeks					
	SIT50416	Diploma of Hospitality Management	\$11300	\$250.00	\$850.00	78 weeks					
Preferred Commencement Month											
10 th Jan 2022	4 th April 2022	27 th June 2022	19 th Sept 2022	9 th Jan 2023	3 rd April 2023	26 th June 2023	18 th Sept 2023	8 th Jan 2024	1 st April 2024	24 th June 2024	16 th 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"> 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	Replacement Certificate			\$100.00				
Administration/Enrolment Fee (Non-refundable)			\$250.00	Use of Photocopier			\$0.25				
Re-enrolment Fee			\$500.00	Overdue Tuition Fee – 7 Days			\$100				
1 st Assessment			No Fee	Overdue Tuition Fee – 14 days & above			\$200				
2 nd 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
		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	
Circumstance	Refund due
ANE College cancels course before commencement	Full refund of all fees
ANE College cancels course following commencement	Full refund of all unspent fees calculated as follows: Weekly tuition fee multiplied by the weeks in the default period (calculated from the date of default).
Student withdraws more than 10 weeks before the commencement of the course	Application fee not refunded. Refund of all other fees and charges.
Student withdraws less than 10 weeks but more than 6 weeks before the commencement of course	Application fee not refunded. Refund of 70% of all other fees and charges.
Student withdraws less than 6 weeks but more than 4 weeks before the commencement of course	Application fee not refunded. Refund of 50% of all other fees and charges.
Student withdraws less than 4 weeks but more than 2 weeks before the commencement of course	Application fee not refunded. Refund of 30% of all other fees and charges.
Student's visa is cancelled before or after the Commencement of course	No refund.
Student withdraws his/her student visa application from Department of Home affairs (approved/disapproved by ANE College) before or after Commencement of a course or packed course.	No refund: Paid Course tuition and non-tuition fees for the course withdrawn from and any subsequent package courses.
The student does not commence on the agreed start date and has not previously withdrawn.	No refund.
Student withdraws after commencement.	No refund.
Student's enrolment is cancelled due to disciplinary action.	No refund.
Student breaches a visa condition.	No refund.
The student has supplied bogus, false, incorrect or misleading information causing ANE College to withdraw the offer of the course prior to commencement.	No refund.
Student defers enrolment and commencement date	Tuition fees will be held by ANE College until course commence date. If student does commence the course after deferment-No refund.
Student provides ANE College with bogus, false, incorrect, or misleading information during the time of application/enrolment.	No refund.

Refund Policy – Refer to the Student Handbook or Website documents for a comprehensive explanation	
Circumstance	Refund due
Student's visa is refused by Department of Home Affairs due to submission of bogus, false, incorrect, or misleading information and documents during the process of visa application.	No refund.
The student is refused a visa and therefore does not commence their course on the agreed starting day or withdraws from the course on or before the agreed starting day because of the visa refusal.	The total amount of all course fees (tuition and any non-tuition fees) received or less whichever is the lower amount of 5% of the total amount of the fees or the sum of \$500.
The student is refused a visa and has already commenced their course.	The total amount of all course fees (tuition and any non-tuition fees) received for less whichever is the lower amount of 5% of the total amount of the fees or the sum of \$500.
Conditions:	
At the time of enrolment any Credit Transfer (CT)/ Recognition of Prior Learning (RPL) will be discussed & granted after the student provides sufficient evidence, If the Credit Transfer allows shortening of the duration of the course pro-rata fees will be worked out and offered to the student. Once the student accepts this offer, there will be no further reduction of the fee.	
Fees not listed in this refund section are not refundable. Prior to a student enrolling fee may be altered without notice. Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course. If a course length is extended by the student, then any fee increases will be required to be paid for the extended component of the course.	
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Disclaimer	
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.	
ANE College Commitment	
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.	
Applicant Signature	Date
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	
Required Document/s to be submitted with this Application	
Off-Shore Student	
1. Student Visa Supporting Evidence Checklist – Genuine Temporary Entrant (GTE) Document; 2. ANE Pre-Enrolment Questionnaire; 3. Previous Academic Certificate (Certified if not in English); 4. Statement of Purpose (SOP); and 5. Certificate of English Language Proficiency.	
If you do not have access to these forms, please contact us at 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:

Please post or email enrolment to	Email:	Postal Address:
	enrolmentmanager@ane.edu.au	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.