

Personal Details

Name (Family) Given Name
 Nationality [] Male [] Female Date of Birth / /

Australian Contact Details

Address
 Telephone Mobile.....
 Fax Email
 Passport Number
 Health problems

Home Country Contact Details

Address
 Telephone Mobile.....
 Fax Email

Person to Contact in an Emergency

Name Relationship
 Address
 Telephone Mobile.....
 Fax E-mail

Study Details

Start Date
 See overleaf for intake dates

1st Year	2nd Year		
[]		THH 31602	Certificate III in Hospitality (Patisserie) 055425J
[]		THH 31502	Certificate III in Hospitality (Commercial Cookery) 055424K
[]		THH 60202	Advanced Diploma of Hospitality Management 055839J
[]		UTE 30702	Certificate III in Electrotechnology (Entertainment Servicing) 057442C
[]		UTE 40602	Certificate IV in Electrotechnology Entertainment Servicing 060748C
[]		UTE 50399	Diploma of Electronic Engineering 057443B

Education and Experience

Highest qualification

English exams completed and score.....

Have you enrolled in a similar course elsewhere? Yes No
 (If you have you may be eligible for a credit transfer or Recognition of Prior Learning contact the Training Manager for further information)

Have you been employed in the area covered by the course applied for? Yes No
 (If you have you may be eligible for Recognition of Prior Learning contact the Training Manager for further information)

Credit Transfer/Recognition of Prior Learning (RPL)/Exemptions

You have to request the Credit Transfer/Recognition of Prior Learning (RPL)/Exemptions upon enrollment at AOI Institute, so the altered duration and tuition fees can be reflected in the letter of offer.

If you have received Credit Transfer/Recognition of Prior Learning (RPL)/Exemptions (Advanced standing) for previous studies, this will have been indicated in your letter of offer. The course duration shown on your letter of offer will reflect the amount of Advanced Standing you have received.

If you have not requested Advanced Standing at the time of submission of your application you can do so after you have been accepted in to the course. Please be aware that in this case the price of the course may remain unchanged, however your study load can be reduced or in some cases course duration can reduced.

Own assessment of English level Elementary Intermediate Advanced

Language spoken at home..... Other languages spoken

Tell us the reason you want to take our course Career Academic Personal

Other reason to take course.....

Where did you hear about us?.....

Would you like AOI Institute to organize the Overseas Student Health Cover (OSHC) on your behalf? Yes No

Intake dates

Term 1	5-Jan-09	4-Jan-10	3-Jan-11	2-Jan-12
Term 2	2-Mar-09	1-Mar-10	28-Feb-11	27-Feb-12
Term 3	27-Apr-09	26-Apr-10	25-Apr-11	23-Apr-12
Term 4	22-Jun-09	21-Jun-10	20-Jun-11	18-Jun-12
Term 5	17-Aug-09	16-Aug-10	15-Aug-11	13-Aug-12
Term 6	12-Oct-09	11-Oct-10	10-Oct-11	8-Oct-12

Accepted by AOI Institute

SignedDate / /

Name and position of person approving the offer

Payment Details and Policy (cross out accommodation assistance or airport reception if not required).

		1 year	2 years
Tuition Fee	AU\$	8990 []	17980 []
Enrollment Fee	AU\$	100 []	100 []
Books/material Fee	AU\$	1500 []	3000 []
OSHC	AU\$	354 []	708 []
Accommodation assistance (optional)	AU\$	180 []	180 []
Airport reception (optional)	AU\$	100 []	100 []

Total Fees and Charges AU\$

Please make your payment by Bank Draft to AOI Institute. No obligation is created on AOI Institute until an official receipt is issued. Please note that Government Legislation requires tuition fees and application fees to be refunded in full if:
 the course does not start on the agreed starting date which is notified in the offer letter
 the course stops being provided after it starts and before it is completed, or
 the course is not provided fully to the student because the Institute has a sanction imposed by the government regulator
 Full refunds will be made within 14 days of the date of any of the above three events and will be accompanied by a written statement explaining how the refund has been calculated. AOI Institute may arrange for another course, or part of a course, to be provided to students at no cost to the student as an alternative to refunding course money. If students agree to accept this alternative arrangement, AOI Institute is no longer liable to refund the money owed for the original enrollment.

Agreement and Contract

- 1 The Applicant confirms that all the information provided in this application is complete and correct.
- 2 The Applicant agrees to be bound by AOI Institute rules and regulations in force from time to time and otherwise to follow acceptable codes of behaviour, attendance and academic performance and show a concern for other students and staff.
- 3 All fees and charges must be paid in full prior to course commencement unless a "payment plan" is arranged with the Student Administrator. Student tuition fees are safeguarded through the use of insurance and assurance schemes mandated by Australian Legislation.
- 4 Refund applications must be made in writing to the student administrator of AOI Institute. Refunds will be refunded to the student within 28 days of receipt of a written application and will include a statement explaining how the refund was calculated.
 - 4.1 Application FeeNot refundable
 - Accommodation assistance feeNot refundable
 - Airport reception feeNot refundable
 - RPL Application FeeNot refundable
 - Materials FeeNot refundable
 - Accommodation Booking FeeNot refundable
 - Compulsory Health Insurance (Student Visas only)As available from Health Insurance Fund
 - 4.2 Tuition Fee
 - 4.2.1 Visa refused Full refund of tuition fees
 - 4.2.2 Withdrawal more than 10 weeks prior to semester commencement Full refund of tuition fees
 - 4.2.3 Withdrawal 4 to 10 weeks prior to semester commencement date 80% refund of tuition fees
 - 4.2.4 Withdrawal less than 4 weeks prior to semester commencement date 70% refund of tuition fees
 - 4.2.5 Withdrawals notified in writing and received by AOI Institute on the commencement date or after the semester commences No refund of tuition fees or agreed installment
- 5 This agreement does not remove student right to take further action under Australian Consumer Protection laws or to pursue other legal remedies.
- 6 Students who believe they have been charged and incorrect fee or given an incorrect refund are entitled to dispute the decision using the AOI Institute Complaints and Appeals procedure.
- 7 The AOI Institute Complaints and Appeals procedure does not circumscribe a student's right to pursue other legal remedies.

Student Declaration

I understand the terms of this Contract and the refund conditions and confirm that I have been fully advised of the fees, refund conditions and conditions of enrollment and agree to be a student at AOI Institute.
 Personal information is collected solely for the purpose of operating as a Registered Training Organisation under the Australian Quality Training Framework administered by the Victorian Government who are the registering authority The requirements of the registering authority may mean the release of your personal information for the purposes of audit or for collection of data by Commonwealth and State Government departments and agencies and the fund manager of the ESOS assurance agency. It is a requirement of the Australian Quality Training Framework that students can access personal information held by AOI Institute and may request corrections to information that is incorrect or out of date. Apply to the Registrar if you wish to view your own records.
 I acknowledge receipt and understanding of:
 The student application form
 The student prospectus
 Information about the local environment and living in Australia

Applicant SignatureDate / /

Enrollment Form

Application & Admission Procedure

To apply by mail fax or in person

- Please complete all sections of the Application for Enrollment form, sign and date at each place indicated including at the foot of each page.
- Return all sections of the Application for enrollment to AOI Institute.
- Include certified evidence of academic qualifications and English language proficiency
- Enclose a non-refundable AU\$ 100 application fee by bank draft made payable to AOI Institute
- Return the application and attachments to:

**AOI Institute
130 Bourke Street
Melbourne
VIC 3000**

Acceptance Procedure

1. As soon as a decision is made on your eligibility you will be informed of the outcome by post or by e-mail.
2. If you are successful, you will receive a Letter of Offer, stating the course for which you have been accepted, course fees to be paid, commencement dates and overseas student health cover information.
3. Sign the Acceptance of Offer document and return it to AOI Institute.
4. Pay the tuition and other fees (as detailed in Letter of Offer).
5. When you have paid your fees a Confirmation of enrollment will be sent to you. This form is used to obtain a student visa from the Australian Diplomatic Mission in your country, or from the Department of Immigration & Citizenship (DIAC).

How to Pay the Fees

AOI Institute accepts payments in form of:

Cash
Cheque
Money Order

Telegraphic Transfer directly to our account, the details are listed below.

(Please note this can take up to two weeks to clear, depending on the country of origin). Bank charges for this transfer must be met by the applicant.

AOI Institute Bank Details:

Bank:	Bank of Melbourne (Westpac)
Branch:	Greensborough
Account Name:	Australian Online Institute Pty. Ltd.
BSB Number:	033-053
Account Number:	35-4495
Swift Number:	WPACAU2S

When paying fees into this account please fax a copy of the deposit receipt from your bank direct to AOI Institute.

Fax Number: +61 3 9662 4472
Attention: Student Administration
Students name: _____

As soon as we receive the faxed copy of your deposit receipt and the above details we can process your electronic Confirmation of Enrollment (e-CoE).