

Australian International Skills Training

Course Enrolment Form

Personal Details

Mr/Mrs/Ms/Miss/Other First Name(s): _____
 Surname: _____ Date of Birth: _____
 Home address: _____
 Post Code: _____ Email Address: _____
 Home Phone: _____ Mobile: _____
 Country of Birth: _____ City: _____
 Emergency Contact person: _____ Mobile: _____

Sex: MALE FEMALE

Previous Enrolment with AIST

Have you previously enrolled in a course with AIST Yes No
 What year did you study with AIST? _____ Name of course? _____
 Under what name did you study? _____

Government Program (if relevant)

Certificate 3 Guarantee Traineeship / Apprenticeship Workplace training
 VETFEE Help Existing Worker Job Seeker **Please complete the Job Seeker details below**

Job Seeker ID: _____ Job Seeker Category / Stream _____

Job Service Provider: _____ Job Seeker Consultant: _____

Job Service Provider Phone No.: _____

Healthcare Card Type: Number: _____

Other Course:

Type of Study: Full Time Part Time Distance Learning Blended

Employment

Full Time Part Time Returning to Work Other.....

Education

What is your highest completed school level? Year 12 Year 11 Year 10 Year 9 or lower

In which YEAR did you complete that school level?

Since leaving school, have you COMPLETED any qualifications? Yes No

If YES, then tick ANY applicable boxes...

- | | |
|---|--|
| <input type="checkbox"/> Certificate level I | <input type="checkbox"/> Certificate level II |
| <input type="checkbox"/> Certificate level III | <input type="checkbox"/> Certificate level IV |
| <input type="checkbox"/> Certificate level V | <input type="checkbox"/> Certificate level VI |
| <input type="checkbox"/> Trade Certificate | <input type="checkbox"/> Advanced/Technician |
| <input type="checkbox"/> Associate Diploma | <input type="checkbox"/> Undergraduate Diploma |
| <input type="checkbox"/> Degree or Postgraduate Diploma | <input type="checkbox"/> Other Certificate |

Statistical Information

Is English the main Language spoken at Home? Yes No

How well do you speak English? _____

Very Well Well Not well Not very well

Are you of Aboriginal, Torres Strait Islander or Australian South Sea Islander Origin? Yes No

If yes: Are you Aboriginal? Yes
 Are you of Torres Strait Island origin? Yes
 Are you of Australian South Sea Islander Origin? Yes

Tick 'Yes' to all if
Applicable

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

If YES, then tick ANY applicable boxes

- | | | |
|---------------------------------------|--|--|
| <input type="checkbox"/> Hearing/Deaf | <input type="checkbox"/> Physical | <input type="checkbox"/> Intellectual |
| <input type="checkbox"/> Learning | <input type="checkbox"/> Mental Illness | <input type="checkbox"/> Acquired Brain Impairment |
| <input type="checkbox"/> Vision/Sight | <input type="checkbox"/> Medical Illness | <input type="checkbox"/> Other |

Study Reason -

- | | | |
|---|--|---|
| <input type="checkbox"/> To get a job | <input type="checkbox"/> To start a different career | <input type="checkbox"/> For personal interest |
| <input type="checkbox"/> To start/develop my own business | <input type="checkbox"/> Extra Skills | <input type="checkbox"/> For personal development |
| <input type="checkbox"/> To get a promotion | <input type="checkbox"/> To get into another course | <input type="checkbox"/> Other |

AGREEMENT:

I understand that Full Tuition Fees are payable on the date of commencement of studies. I am aware of the 'Fees paid in advance' policy, and that I have access to my assessment records/results upon request. *Registration can only be effective if this form is completed in full and accompanied by payment of the tuition fees. It is hereby acknowledged and confirmed that I have received a copy of the Student Information Pack and understand all conditions and content.

STUDENT CONTRIBUTION FEE – Tick the Qualification that you want to enroll into						
Qualification		Course fee	Non- Concession funding	Non concession Gap fee	Concession funding	concession Gap fee
SIB20110 Certificate II in Retail Make-Up and Skin Care	<input type="checkbox"/>	\$2950.00	\$2296.00	\$624.00	\$2870.00	\$50.00
SHB30315 Certificate III in Nail Technology	<input type="checkbox"/>	\$3,858.60	\$2,148.00	\$1,710.00	\$2,864.00	\$994.60
SHB30315 Certificate III in Beauty Services (General Beauty elective)	<input type="checkbox"/>	\$3,858.60	\$2,148.00	\$1,710.00	\$2,864.00	\$994.60
All uniform(s) & study materials are inclusive. NO MORE to pay. Except: Brazilian wax extra \$250 Brazilian eyelash extension extra \$250						

STUDENT CONTRIBUTION REFUND POLICY

- o Student Contribution refunds must be requested in writing 7 business days prior to commencement. As a general rule, **no refund** will be payable after course has commenced, however, exceptions will be considered on a case by case basis.
- o Withdrawal request must be submitted in writing. This must be signed by the student.
- o Payments will be refunded on a unit-by-unit basis for all non-commenced units. Refunds will be processed via Electronic Funds Transfer (EFT) to the nominated account 7 business days after the request has been received.
- o If an offer of a place is withdrawn, or AIST is unable to provide the training program, the learner will receive a full refund on tuition fees paid within 7 business days

CONCESSION FEE ELIGIBILITY REQUIREMENTS

- (Please tick the applicable boxes and provide a copy of relevant documentation)*
- o I hold a health care concession card or pensioner concession card Card No: _____
 - o I hold an official form under commonwealth law confirming that I am entitled to concessions under a health care concession card or pensioner's card. Letter Ref No: _____

PRIVACY STATEMENT

The Queensland Government allocates funding for participants to undertake qualifications under the Certificate 3 Guarantee Program. AIST has been approved to deliver training and assessment for qualifications which eligible participants will be entitled to undertake under the Certificate 3 Guarantee Program. The personal information you provide will be collected and used by AIST for the purposes of:

- o Assessing your eligibility for the Certificate 3 Guarantee Program;
- o If you are eligible to participate in the Certificate 3 Guarantee Program, all aspects of enrolment, administration and delivery of the qualification; and
- o Advising your Employer (if applicable) of your participation and attendance in training. AIST may also collect and disclose your personal information to the Queensland Government Department of Education, Training and Employment (DETE) and other Australian Government agencies.
- o DETE administers the Certificate 3 Guarantee Program.

AIST may also disclose your personal information to another person, body or agency without your consent where authorised or required by law.

DECLARATION

- o The details I have provided in this form are true and correct.
- o I understand that once I complete this Certificate III qualification under the Certificate 3 Guarantee program, I will no longer be eligible for a subsidised training place under the Program.
- o I agree to fill out and return a Training and Employment Survey within 3 months after training.
- o I acknowledge the access to the student handbook on the website and hardcopy if desired.
- o I confirm that I have read and understood the terms and conditions of enrolment relating to fees, course duration, training to be provided and the refund policy and agree to be bound by them.
- o I am giving AIST permission to create my Unique Student Identification number and assessing my portal while I am studying at AIST.

CERTIFICATION:

I hereby certify that all of the above information is true and current to the best of my knowledge. If accepted, I agree to abide by all rules and regulations of *the Australian Institute of Industry and Training*.

Student's Signature Date

Office Use Only		
Student No (Powerpro): USI:	Student Handbook Issued Date	Tuition Fee \$
Invoiced Invoice Number	Invoice Paid	Entered Data Base Date Initials

Student Entry Questionnaire

STUDENT BACKGROUND INFORMATION

Please tell me a little about yourself [e.g.: where you work, any previous training done etc]

Why are you doing this course and what do you hope to gain from it?

I _____ have read and understand the material

contained in the Student Handbook. In particular, I am aware of the Australian International Skills Training's Refund Policy, Appeals Procedure and complaints Procedures. [If you are unsure of this please discuss it with your tutor before commencement] I have received information on recognition of prior learning in the student information and acknowledge that this is offered to me on enrolment.

Signed _____ Date _____