

# Enrolment Application Form

Please complete in clear English using black ink and BLOCK letters.

## Personal Details

Family Name:
Given Names:
Preferred Name:
Date of Birth:      /      /      (DD/MM/YYYY)
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Country of Birth:
Parents'/ Guardian's Names:
Parents'/ Guardian's Contact Details:

## Student Contact Details

Address (Home country if applicable):
Current Address (in Australia)
Postal Address (If different from above):
Telephone (Home):
Telephone (Business):
Mobile:
E-mail:

## Emergency Contact Details

Name:
Relationship:
Address:
Telephone/Mobile:
Email:

## Agent / Information (if applicable)

[AGENT STAMP HERE]

## Visa Details

Nationality:
Passport Number:
Do you have an Australian Visa? <input type="checkbox"/> Yes <input type="checkbox"/> No
(If Yes) Country of Issue:
(If Yes) Visa Type: <input type="checkbox"/> Student <input type="checkbox"/> Visitor <input type="checkbox"/> Others
(If Yes) Visa Expiry Date:      /      /      (DD/MM/YYYY)
Do you have Overseas Student Health Cover? <input type="checkbox"/> Yes <input type="checkbox"/> No
(If Yes) Provider:      Number:
Expiry Date (if Yes):      /      /      (DD/MM/YYYY)
Which Visa office will you apply to for your Visa?

## Academic Qualifications

Please attach certified copies of all academic transcripts and copies of certificates (translated into English)

TERTIARY QUALIFICATION
Institute:
Course:
Year of Completion:
SECONDARY QUALIFICATION
Institute:
Course:
Year of Completion:
If you are currently enrolled in another institute, please indicate
Institute:
Course:
Expected time to complete (month/year): If you are currently enrolled in a similar course, you may be eligible for a credit transfer or Recognition of Prior Learning.  Please contact ANIMT staff or visit ANIMT website for more details. Kindly attach verified copies of documents to support a credit transfer or RPL application.

## English Proficiency

Please attach certified copy of valid Test score

IELTS Score:      TOEFL Score:
Other English Score:
Name of Language School (if applicable):
Current English Level (if applicable):

## Work Experience

Have you been employed in the area covered by the course applied for? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, you may be eligible for Recognition of Prior Learning (RPL). Please contact ANIMT staff or visit ANIMT website for more details. Kindly attach verified copies of documents to support a credit transfer or RPL application.
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### Course Selection

### Fee Refund Policy

* Please note fees are effective from 30.11.2016		Duration	Any cancellation/withdrawal, must give notice in writing. This may be send via email or letter. <ol style="list-style-type: none"> <li>If your application for a student visa is refused by the Department of Immigration and Border Protection, you will receive a full refund of the paid tuition fee, excluding non-refundable enrolment application fee.</li> <li>If enrolment is cancelled/ withdrawn 28 days or more BEFORE commencement, 70% of the tuition fees will be refunded.</li> <li>If enrolment is cancelled/ withdrawn within less than 28 days BEFORE commencement, 50% of the tuition fees will be refunded.</li> <li>No refund will be given if enrolment is cancelled/withdrawn after commencement of course,</li> <li>No refund will be granted to a student whose enrolment is terminated for failure to comply with ANIMT's policies and procedures and the requirements of their visa by Dept. of Immigration and Border Protection (DIBP).</li> <li>Any behavioural misconduct after being formally warned will result in cancellation of enrolment and will not be entitled to receive a refund.</li> <li>Suspensions and Deferral doesn't entitle a student to receive any refunds of fees and costs already paid.</li> <li>Where refunds are approved, eligible refunds will be made within 28 calendar days after receipt of the claim. Monies refunded will be made in Australia Dollars (AUD). Refunds are to be paid via electronic funds transfer using the authorised bank account nominated by the student on the Refund Request Form.</li> <li>If ANIMT defaults, a full refund will be paid where fees have been paid in advance (before commencement of course) including enrolment application fee or partial refund if it is after commencement date to the student within 28 calendar days from the default day. In the case of provider default there is no requirement for a student to lodge a Refund Request Form.</li> <li>Where a student cancellation of enrolment occurs due to compassionate or compelling circumstances, ANIMT may refund the balance of unused fees less a non-refundable amount at the discretion of the ANIMT CEO.</li> <li>This agreement and the availability of complaints and appeals procedure does not remove the rights of the student to take further action under Australia's consumer protection laws.</li> </ol>
<input type="checkbox"/> BSB50215 Diploma of Business - \$16500.00 Entry Requirements: <ul style="list-style-type: none"> <li><input type="checkbox"/> Above 18years</li> <li><input type="checkbox"/> IELTS 5.5 or equivalent</li> <li><input type="checkbox"/> CERT Test</li> <li><input type="checkbox"/> Satisfy Student Visa 500 subclass requirements</li> <li><input type="checkbox"/> Evidence of secondary schooling level of a High School Certificate or higher</li> </ul>	60 Weeks tuition + 8 Weeks holiday		
<input type="checkbox"/> This section is left blank intentionally.			

### Use of Personal Information

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

### Office Use Only

### How did you learn about ANIMT?

- Agent  
  Newspaper  
  Internet  
  Friend/Relative  
 Exhibition  
  Other

### IMPORTANT – Application Checklist

Please check that you have:

- Read and understood the Student Handbook, Course Brochure including the Fee Refund Policy
- Attached certified copies of your IELTS score
- Attached certified copies of your academic qualifications, work experience (if applicable) and Overseas Student Health Cover (if applicable)
- Attached a copy of your certified passport (Front and Back page)
- Attached a copy of your visa (if applicable) or birth certificate
- Attached relevant employment documentation (if applicable)

### Declaration

All applicants must complete this section

- I have read, understood and agree to be bound by the Terms and Conditions as outlined by ANIMT.
- I hereby declare that the information supplied by me is true and correct.
- I have also attached the evidence of payment details of enrolment application fee.
- I have read the refund policy and agree to abide by these terms.

Signature of applicant:

Date:     /     /     (DD/MM/YYYY)

**Please complete this form and send to:**

**Administrative Officer**

**Training Organisation NSW Pty Ltd (ANIMT)**

**Level 6, 460 Church Street, Parramatta, NSW- 2150**

**Email: enrolment@animt.edu.au**