



DOMESTIC STUDENTS ENROLMENT FORM



ALPHA TRAINING COLLEGE

RTO Number: 45145

CRISCOS ID: 03633J

Email: alphatrainingcollege@gmail.com

Enrolment Form

1. Complete all sections using BLOCK LETTERS.
2. Attach supporting documents, including CERTIFIED copies of your academic documents.

1. Personal Details <i>(Please choose by placing an X in the boxes that apply to you)</i>											
Title:	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other:										
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other										
Enter your birth date	Day/month/year / /										
Surname:											
Given Names:											
<p>*Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want [name of RTO] to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.</p>											
Country of Birth:											
Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)											
<input type="checkbox"/> No	<input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander										
Do you have a Unique Student Identifier (USI) Number?	<input type="checkbox"/> Yes, please specify below this below. <input type="checkbox"/> I will create it myself (visit www.usi.gov.au) <input type="checkbox"/> I authorise AICA to create my USI on my behalf (complete application below)										
Unique Student Identifier(USI):	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> <td style="width: 25px; height: 25px;"> </td> </tr> </table>										



Please note that from 1 January 2015, we (AICA) can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a USI. In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI, you can apply for it directly at <http://www.usi.gov.au/create-your-USI> on a computer or mobile device.

If you wish for Alpha International College Australia (AICA) to create a USI on your behalf, be aware of the following:

AICA will collect information about you for the purpose of creating a USI, this information is collected under the Student Identifiers Act 2014

This information can only be used for:

- Applying, verifying and giving a USI
- Resolving problems with a USI; and
- Creating authenticated vocational education and training (VET) transcripts;

This information may be shared with:

- Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
 - The purpose of administering and auditing VET, VET providers and VET programs;
 - Education related policy and research purposes; and
 - To assist in determining eligibility for training subsidies
- VET regulators to enable them to perform their VET regulatory functions;
- VET admissions Bodies for the purpose of administering VET and VET programs,
- Current and former Registered Training Organizations to enable them to deliver VET courses to individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
- Schools for the purpose of delivering VET courses to the individual and reporting on these courses;
- The National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and the collection, preparation and auditing of national VET statistics;
- Researchers for education and training related research purposes;
- Any other person or agency that may be authorised or required by law to access the information;
- Any entity contractually engaged by the Student Identifies Registrar to assist in the performance of his or her functions in the administration of the USI system; and

Will not be disclosed without your consent unless authorised or required by or under law.



Application for USI

If you would like us (AICA) 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 <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>. You must also provide some additional information as noted below so that we can apply for a USI on your behalf.

I authorise AICA 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 <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>.

Town/City of Birth _____
(please write the name of the Australian or overseas town or city where you were born)

We will also need to verify your identity to create your USI.

Additional Information for USI Application

We will need to verify your identity to create your USI. Please provide details for one of the forms of identity below (please tick). Please ensure that the name written in 'Personal Details' section is exactly the same as written in the document you provide below.

Australian Driver's License State: _____

License Number: _____

Medicare Card
Medicare card number

Individual reference number (next to your name on Medicare card):

Card colour: (select which applies)

- Green - Expiry date ____/____/____ (MM/YYYY)
- Yellow - Expiry date ____/____/____ (DD/MM/YYYY)
- Blue - Expiry date ____/____/____ (DD/MM/YYYY)
- Australian Birth Certificate State/Territory _____
- Australian Passport Passport number _____
- Non-Australian Passport (with Australian Visa) Passport number _____

Stock number _____ Acquisition date ____/____/____ (DD/MM/YYYY)

Certificate of Registration by Descent
Acquisition date ____/____/____ (DD/MM/YYYY)

In accordance with section 11 of the Student Identifiers Act 2014, AICA will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application, or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.



3. Contact Details			
Residential Address (Current)			
Address:			
State/Province:			
Country:		Postcode:	
Phone:		Mobile:	
Email:			
Residential Address (Previous)			
<input type="checkbox"/> Same as above			
Building/Property name (if applicable):			
Flat/unit details (if applicable):		Street or lot number (e.g. 205 or lot 118)	
Street name:			
Suburb		State:	
Phone home:		Phone work:	
Phone mobile:		Email:	
Postal Address in Australia (If different from Residential)			
Address:			
Suburb:			
State:		Postcode:	
Preferred contact method: <input type="checkbox"/> Email <input type="checkbox"/> Phone			
Emergency Contact Details			
Name of person:		Relationship to you:	
Address:			
Mobile/phone:		Email:	



3. Passport Details (Only applicable for Permanent Residence students)

Passport Number:		Passport Expiry Date:	
Country and place of Passport Issue:			

A certified true copy of your original documents must be provided as part of your application.

4. VISA DETAILS (Only applicable for Permanent Residence students)

VISA Type		VISA Subclass
VISA Number		VISA Expiry Date

5. Disability Status

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

Disability, Impairment or Long-Term Condition. If yes then please select the following area:

<input type="checkbox"/> Hearing / Deafness	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Acquired Brain Impairment
<input type="checkbox"/> Physical	<input type="checkbox"/> Medical Condition	<input type="checkbox"/> Vision
<input type="checkbox"/> Learning	<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Other

If Yes, do you require additional assistance because of this disability or any other support need during your study? Yes No

Please provide details of what support you will require during you study:

6. Course Selection (Please chose by placing an X in the boxes that apply to you)

Please be advised that as part of the application process you will be required to do a pre-training review. Course Code and Name	Duration (Weeks) (Including Holiday breaks)	Start Date- End Date	Total fees
CHC30113 Certificate III in Early Childhood Education and Care			
CHC50113 - Diploma of Early Childhood Education and Care			

BSB42015 - Certificate IV in Leadership and Management			
BSB51918 - Diploma of Leadership and management			
BSB50215 - Diploma of Business			

Location of courses: Level-8,500 Collins Street,Melbourne,VIC-3000

Mode of Delivery: Blended-face to face and work based practical learning.

Note: Details of Intake can be obtained from our Course Guide or by visiting our website:

*These qualifications include compulsory workplace training.

7. Previous qualification achieved (PLEASE DO NOT LEAVE THIS SECTION BLANK)

Have you successfully completed any of the following qualifications in Australia or hold any overseas qualification? If yes, tick any of the below boxes:

- Bachelor Degree or higher Advanced Diploma or associate degree
 Diploma
 Certificate IV Certificate III Certificate II
 Certificate I
 Other education (including certificates or overseas qualifications not listed above)

8. Qualification details:

Name of Institute:

Year Awarded:

In the case of overseas qualification, has the qualification been assessed as equivalent to an Australian qualification?

YES NO

Attach documentation including certified copies of all academic records. A certified copy is a photocopy stamped and signed by a public notary. If you believe you have relevant work experience, attach details and documentation (e.g., employer reference, curriculum vitae, etc.)

9. Schooling

What is your highest COMPLETED school level? (Tick ONE box only)

- Year 12 or equivalent Year 11 or equivalent
 Year 10 or equivalent Year 9 or equivalent
 Year 8 or below Never attended school



Are you still enrolled in secondary or senior secondary education?

- Yes No

10. Employment

Which of the following best describes your current employment status?

- | | |
|---|--|
| <input type="checkbox"/> Full time employee | <input type="checkbox"/> Part time employee |
| <input type="checkbox"/> Unemployed-seeking full time work | <input type="checkbox"/> Unemployed-seeking part time work |
| <input type="checkbox"/> Self-employed - not employing others
employment | <input type="checkbox"/> Not employed - not seeking |
| <input type="checkbox"/> Employed - unpaid worker in a family business | <input type="checkbox"/> Self-employed - employing others |

Which of the best describes your employment sector?

- A - Agriculture, Forestry and Fishing
- B - Mining
- C - Manufacturing
- D - Electrical, Gas, Water and Waste Services
- E - Construction
- F - Wholesale Trade
- G - Retail trade
- H - Accommodation and Food Services
- J - Information Media and Telecommunications
- K - Financial and Insurance Services
- L - Rental, Hiring and Real Estate Services
- M - Professional, Scientific and Technical Services
- N - Administrative and Support Services
- O - Public Administration and Safety
- P - Education and Training
- Q - Health Care and Social Assistances
- R - Arts and Recreation Services
- S - Other Services, please specify: _____

Please specify position:

11. Reasons for study

- | | |
|--|---|
| <input type="checkbox"/> To get a job | <input type="checkbox"/> To get a better job or promotion |
| <input type="checkbox"/> It was a requirement of my job | <input type="checkbox"/> To develop my existing business |
| <input type="checkbox"/> To start my own business | <input type="checkbox"/> To try for a different career |
| <input type="checkbox"/> To get into another course of study | <input type="checkbox"/> I wanted extra skills for my job |
| <input type="checkbox"/> For personal interest or self-development | <input type="checkbox"/> To get skills for community/voluntary work |
| <input type="checkbox"/> Other | |

In case of Others, please state reason: _____

Note: AICA does not offer or guarantees any employment or job outcomes.

12. Recognition of Prior Learning /Credit Application

Would you like to make an application for RPL/ Credit transfer:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If you are seeking credit transfer/recognition of prior learning, you must attach certified translated (English) copies of the course outline/syllabus and other relevant documents such as academic transcripts, graduation certificates, grading system information , etc., so that AICA can assess your eligibility for credit recognition. Also attach certified copies of previous relevant qualifications or experience. Complete the RPL/CT Form available online at AICA website or at AICA reception.

13. Accommodation Requirements

Do you require assistance in finding accommodation options?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes please specify below.

What type of accommodation arrangements would you like:	<input type="checkbox"/> Shared	<input type="checkbox"/> Private
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Please note that AICA student support officer can assist students in finding accommodation by conducting online search, suggesting accommodation sites, real estate agents in particular area, however, AICA does not provide accommodation to its students.

Any additional information

14. Marketing

How did you find out about this course?

- | | | |
|--|--|--|
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Newspaper | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Friends | <input type="checkbox"/> Search engines/Google | <input type="checkbox"/> Other, specify: _____ |

15. Payment Details		
<input type="checkbox"/> Payment by Credit Card (Please fill in the credit authorization form)		
<input type="checkbox"/> Bank Cheque made payable to Alpha International College Australia		
<input type="checkbox"/> Bank Transfer to be made to the following bank account:		
Account Name:		
Account Number:	BSB: ACCOUNT NUMBER:	SWIFT Code:
Bank Name:		
Bank Address:		
16. Declaration		
I declare that the information on this form and supporting documentation is true and correct. I have read and understood the Entry Requirements, the Privacy Policy and the Cancellation and Refund Policy of AICA provided to me along with this application. I confirm that I have been fully advised of the fees, cancellation and refund conditions and I agree to be a student at AICA. I acknowledge that the provision of incorrect information or documentation or the withholding of information or documentation relating to my application may result in the cancellation of my enrolment.		
Name:		
Signature: Date:		
17. Application Checklist		
<input type="checkbox"/> Completed all sections of this application	<input type="checkbox"/> Attached certified copies of your English Proficiency	
<input type="checkbox"/> Attached relevant employment documentation	<input type="checkbox"/> Attached any other relevant documentation	
<input type="checkbox"/> Attached certified copies of your qualifications	<input type="checkbox"/> Read and signed the declaration	

NOTE: Students must maintain 50% or more for better course progress in each study period and must maintain a minimum of 80% attendance.

I have read and understood AICA's policy and procedure.



Refund of Tuition fees

Fee Payment

Initial payment of fees is payable when the student enrolls into a course. The student will be required to pay an enrolment fee, material fee and initial tuition fee deposit prior to commencement. Please note that enrolment fee is one-time fee to cover cost of administration related costs and a non-refundable fee. Fee has been scheduled to ensure that AICA is not collecting more than the initial tuition fee amount as stated on your offer letter and that AICA will not receive more than 50% of the students' total fee for a course before the student has begun their course unless the course has only one study period which is 24 weeks or less. Students are not required to pay more than the initial tuition fee amount as stated on the offer letter (or 50% of the tuition fee) before the start of the course. However, students, or the person responsible for paying the tuition fees, may choose to pay more than 50 % of their tuition fees before they start their course if they wish to do so.

COURSE WITHDRAWAL

All refund requests are conditional on the following:

- the college must have received funds in order for any refunds to be made available (i.e. cheques are cleared, telegraphic transfers have been received)
- Any debts to the college must be paid in full or the outstanding amounts will be deducted from the refund.
 1. **College is unable to start or deliver the course**
 - a. In an unlikely event that the college is unable to start or deliver the course, the student can choose to accept either:
 - A. a refund of course fees, which will be issued to the student within 14 days.
 - B. or be placed in an alternative course with the college or another provider. If the student chooses this option, they must sign a new written agreement to indicate they have accepted the placement.
 - b. If the student chooses to receive a refund of course fees, the college will calculate the unspent portion of tuition fees paid to date (i.e. tuition the student has paid for, but which has not been delivered by the college). The refund will be paid within 14 days after cessation of the course.
 2. **Student withdraws from the course**
 - a. If a student withdraws from a VET course within 10 days after the enrolment in to the course or 15 days before commencement date, whichever comes later that course, 100% of tuition fees paid for course will be refunded to the students.
 - b. Student must withdraw in writing and apply for a refund with AICA by completing Refund Application Form.
 - c. No refund is applicable if the student withdraws from a course more than 10 day after enrolment or less than 14 days before commencement or after the course commencement date, whichever comes early. less than 15 days course commencement or after the course commencement date.

3. Special Circumstances

Where a student withdraws from the course because of exceptional and extenuating circumstances of a compassionate nature, such as a death or severe illness in the immediate family, 100% of all the unspent fees paid will be refunded.

STUDENT'S RIGHTS TO APPEAL

- a. Any student who is refused a refund by the college may appeal within 14 days in writing to the Compliance Manager and follow the complaints and appeal process of AICA.
- b. The college appeal process does not restrict the student's right to pursue other legal avenues.
- c. This written agreement and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.

Media Consent

From time to time, AICA staff may request to take photographs/videos or verbal/written interviews/testimonials of students at AICA or at places where the student is involved in an activity. These creations may be used in a classroom, or at on-the-job work activities or could be published by AICA in print, digital or broadcast media such as documents, the student magazine, website, television, YouTube, social media platforms, newsletters, displays, journals, professional development materials for trainers and marketing collateral. Staff may also at times, request students to provide any of the above of the students' own creation for the same purposes.

I do consent to the use of my photos / videos / testimonials / interviews to be used in AICA's promotional materials prepared for marketing purposes in Australia and overseas.

Media Consent withdrawal option

You have a right to refuse the use of your image or work. You may also decline the media consent by ticking no consent option below or withdraw your consent any time by sending an email or contacting AICA's administration department.

I do not consent to the use of my photos/videos/testimonials/interviews to be used in AICA's promotional materials prepared for marketing purposes in Australia and overseas.

Complaints and Appeals Policy

AICA has a Students Complaints and Appeals Policy and Procedure to provide students with a fair and equitable process for resolving any disputes or complaints they may have. After completing AICA's informal and formal complaints processes, a student dissatisfied with the outcome may lodge an internal appeal. If dissatisfied with the outcome, the student may request mediation, which is free of cost. Please refer to a detailed complaints and appeals procedure. It can be obtained from Administration or viewed at website <https://www.alphatrainingcollege.edu.au/> . Refer to a detailed complaints and appeals policy and procedures available on AICA's website <https://www.alphatrainingcollege.edu.au/>.

Privacy Notice



Under the Data Provision Requirements 2012, AICA is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER). Your personal information (including the personal information contained on this Enrolment form, USI and your training activity data) may be used or disclosed by AICA for statistical, administrative, regulatory and research purposes.

AICA may disclose your personal information for these purposes to third parties, including:

- Commonwealth and State or Territory government departments and authorized agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information that has to be disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage
- pre-populating AICA's student enrolment forms
- Understanding how the VET market operates, for policy, workforce planning and consumer information; and
- Administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey, which may be administered by a government department or an NCVER employee, agent or third party contractor. Please note that you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Access, correction and complaints

You have the right to seek access to or correction of your own personal information. You may also complain if you believe that your privacy has been breached.

Emergency Medical Indemnity

I also authorise AICA or their representative to obtain Medical Treatment in the event of an emergency. I indemnify AICA or their representative.

Student Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

STUDENT SIGNATURE

PARENT/GUARDIAN SIGNATURE

[or electronic acknowledgement]

[or electronic acknowledgement]

.....

.....

Date

Date

**Parental/guardian consent is required for all students under the age of 18.*

Note: Students are responsible for keeping a copy of the written agreements as supplied by AICA, and receipts of any payments of tuition fees or non-tuition fees.

OFFICE USE ONLY			
Staff Member		Student Activated	PRISMS Updated
Signature		ID Card Issued	New Student
Date:	Student ID:	SMS Updated	Existing Student
Any support need identified on application form are discussed with student and forwarded to relevant support officer to make arrangement for support			





**ALPHA
INTERNATIONAL COLLEGE**

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