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APPLICATION FOR ENROLMENT

NB: All fields marked ➤ are **mandatory**. Details must be entered before an application can be processed.

Title ➤ **Family Name (Surname)** ➤ **Given Names**

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➤ **Australian Address** (if already in Australia) **AND/OR Home Country Address** (Do not use agent address)

Post Code	Country:

Telephone Numbers

Home Country Telephone Numbers

Home:	Home:
Mobile:	Mobile:
Email Address	Visa Type: <input type="checkbox"/> Student Visa <input type="checkbox"/> Other _____
➤ Date of Birth (dd/mm/yyyy) / / Sex M / F	Visa Number:
➤ Passport Number	Visa Expiry Date (dd/mm/yyyy): / /

Do you need AMI to organise:

NB: OSHC cannot be processed until Visa information is received.

- | | |
|---|--|
| <input type="checkbox"/> Homestay Accommodation
<input type="checkbox"/> Airport Transport <input type="checkbox"/> Pickup <input type="checkbox"/> Return | <input type="checkbox"/> Overseas Student Health Cover
How many months? _____ <input type="checkbox"/> Single <input type="checkbox"/> Family |
|---|--|

Do you have a pre-existing medical or learning condition that could require special consideration?

- No Yes (Provide details) _____

How did you hear about AMI?

- | | | | |
|--|-------------------------------------|--------------------------------------|----------------------------------|
| <input type="checkbox"/> Agent | <input type="checkbox"/> Friend | <input type="checkbox"/> Exhibition | <input type="checkbox"/> Website |
| <input type="checkbox"/> Print advertising | <input type="checkbox"/> AMI Window | <input type="checkbox"/> Other _____ | |

➤ **COURSE**
 Minimum class numbers apply to all AMI Courses

ENGLISH COURSES

FULL-TIME				
<input type="checkbox"/> General English	Textbooks not included	Monday to Friday		_____ weeks
<input type="checkbox"/> English for Academic Purposes	Textbooks not included	Monday to Friday		10 weeks
<input type="checkbox"/> IELTS	Textbooks not included	Monday to Friday	Min 5 wks	_____ weeks
PART-TIME				
<input type="checkbox"/> IELTS	Textbooks not included	Monday to Friday	Min 5 wks	_____ weeks
<input type="checkbox"/> IELTS Primer	Materials included	Tuesday & Thursday	Min 5 wks	_____ weeks
Special Refresher Course for students about to sit the IELTS test				
Have you studied in Australia for 2 years?			Yes or No	
Have you worked in Australia for 2 years?			Yes or No	

➤ Start Date	Specific Intake dates for EAP courses can be found on the AMI website.
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EMERGENCY CONTACT DETAILS IN AUSTRALIA AGENCY DETAILS

Name:	Contact Name:
Relationship to student:	Agency Name:
Tel & Address:	Agency Address:

I declare the above information to be true and correct. If accepted I agree to be bound by the Terms & Conditions of enrolment.

Signature: _____ Date: _____



TERMS AND CONDITIONS

1. On acceptance of the Application for admission to AMI Education, subject to payment of required fees, a binding contract is created between the applicant and AMI Education.

ENROLMENT & ATTENDANCE

2. The Applicant confirms that all the information provided in this application is complete and correct.
3. Applications for admission shall be not be deemed as accepted until all required fees have been received by AMI Education.
4. AMI Education reserves the right to discontinue or alter any course date, tuition or service fee, location, timetable or staffing without prior notice.
5. The Applicant agrees to be bound by the rules and regulations of AMI Education in force during any and all enrolments and otherwise to follow acceptable codes of behaviour, attendance and academic performance and show due concern for other students. Changes to student enrolment and/or any breaches by the student of enrolment conditions will be reported to the Department as required under the ESOS Act 2000 and the National Code and AMI Education reserves the right to request updates from the Department on any action taken.
6. AMI Education may vary such conditions of enrolment as may be necessary to comply with any law or regulation of the Commonwealth of Australia or the States.
7. All information given to AMI Education by the Applicant may be made available to Commonwealth and State agencies and the ESOS Assurance Fund Manager as required.
8. Transfer of courses within AMI Education is not usually granted unless in exceptional cases. All transfers must be approved by the Director of Studies.
9. Transfer to other educational institutions will be treated as a withdrawal from AMI Education and the relevant government authorities will be so advised.

FEES & PAYMENTS

10. All course fees and charges are payable in Australian dollars in accordance with the current Fee Schedule.
11. All fees and charges must be paid in full in advance by the date shown on the Student Quotation.
12. Where an application is withdrawn or cancelled, written notification must be provided. Any request for refund must be forwarded in writing to the Senior Administrator detailing reason for withdrawal and preferred method of payment before any refund can be made. This request must be received within ten (10) working days of notification of withdrawal from the course. Where a refund is due, tuition fees will be refunded less
 - any tuition fees earned through tuition
 - any commission paid to an agent or representative (if applicable)
 - a Withdrawal Administration Fee of \$200.00

Refunds will be issued within two (2) weeks of receipt of the written request. Refunds will be issued in accordance with the policy shown below:

- a. Enrolment Administration fee Not refundable
 - b. Tuition fees – full time courses
 - i. Visa refused prior to commencement (official confirmation required) Full refund
 - ii. Course cancellation by AMI Education & no alternative offered Full refund
 - iii. Notice received 10 weeks+ prior to course commencement Full refund
 - iv. Notice received 4 - 10 weeks prior to course commencement 70% refund
 - v. Notice received less than 4 weeks prior to course commencement 40% refund
 - vi. Withdrawal less than 4 weeks after course commencement 30% refund
 - vii. Withdrawal 4 weeks or more after course commencement No refund
 - viii. Student expelled for breach of college rules or visa conditions No refund
 - c. Tuition fees – part time courses
 - i. Visa refused prior to commencement (official confirmation required) Full refund
 - ii. Course cancellation by AMI Education & no alternative offered Full refund
 - iii. Notice received 10 weeks+ prior to course commencement Full refund
 - iv. Notice received 4 - 10 weeks prior to course commencement 70% refund
 - v. Notice received less than 4 weeks prior to course commencement 40% refund
 - vi. Withdrawal after course commencement No refund
 - d. Overseas Student Health Cover Per OSHC provider conditions
13. If an enrolled student obtains permission to transfer to another course within AMI Education all unearned fees paid will be credited to the new course. Transfers will attract a new Administration Fee at the rate current at date of transfer.
 14. Situations of provider default are covered by the provisions of the ESOS Act 2000 and the ESOS Regulations 2001.

GENERAL

15. The laws of the Commonwealth of Australia and the States govern the contract between the Applicant and AMI Education.
16. This agreement does not remove the right to take further action under Australia's consumer protection laws. AMI Education's dispute resolution procedures do not circumscribe the student's right to pursue other legal remedies.

I _____ have read and fully understood and accept the above Terms & Conditions in full.
(print name)

SIGNATURE OF APPLICANT

DATE