

Form AD128.f
Application for Enrolment
Fee for Service

This form is used for applicants enrolling in Full fee service courses outside Australia

PART A—COURSE SELECTION

Tick	Course Code	Qualification	Course Duration	Tuition Fee	Material Fee
<input type="checkbox"/>	BSB50215	Diploma of Business	52 weeks	\$9,000.00	N/A
<input type="checkbox"/>	BSB51918	Diploma of Leadership and Management	52 weeks	\$9,000.00	N/A
<input type="checkbox"/>	ICT50118	Diploma of Information Technology	52 weeks	\$9,000.00	N/A

STUDY DETAILS

Preferred Start Date: Study mode: Face-to-face Online

Campus location: Online and support centre:

PERSONAL DETAILS

Family Name: Given Name:
Date of Birth: Gender: (Tick one box only) Female Male Other

USUAL RESIDENCE & CONTACT DETAILS

Building/Property name: Flat/Unit number:
Street /Lot number: Street name:
Suburb, locality or town: State: Postcode:
Country: Home phone: Work phone: Mobile:
Email: Email (Alternative) (Optional):

POSTAL ADDRESS— (If the same, write as above)

Building/Property name: Flat/Unit number: Street number:
Street name: Suburb, locality or town:
PO box or roadside delivery box State: Postcode: Country:
Telephone: Email:

EMERGENCY CONTACT

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

ENGLISH QUALIFICATION OR EQUIVALENT

Have you studied an ESL/EAL, ELICOS or any other English course in Australia? Yes (If yes, attach certified evidence) No
What are your English Language Test scores (IELTS, TOEFL iBT, PTE)? (a Attach certified copy of English Language Test Score evidence)
Listening: Reading: Writing: Speaking: Overall Band Score:

RECOGNITION OF PRIOR LEARNING/ CREDIT TRANSFER

Have you enrolled in a similar course elsewhere? Yes No
(If you have enrolled in a similar course elsewhere, you may be eligible for a Credit Transfer or Recognition of Prior Learning. Contact the Student Support Centre 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 Student Support Centre for further information.)

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LANGUAGE AND CULTURAL DIVERSITY

In which country were you born?

Do you speak a language other than English at home (if more than one language, indicate the one that is spoken most often)

No, English Only Yes. Please specify:

DISABILITY

Do you consider yourself to have a disability, impairment or long-term condition? No—You can skip the next question Yes

If Yes, please indicate the areas of disability, impairment or long-term condition (you may indicate more than one area): Please refer to the Disability supplement at Page 7 for an explanation of the following disabilities.

Hearing/deaf Physical Intellectual Learning Mental illness
 Acquired brain impairment Vision Medical condition Other

SCHOOLING

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

If you are currently enrolled in secondary education, the *Highest school level completed* refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the *Highest school level completed* is Year 9

Never attended school Year 8 or Lower Year 9 or Equivalent
 Year 10 or Equivalent Year 11 or Equivalent Year 12 or Equivalent

Are you still enrolled in secondary or senior secondary education? Yes No

STUDY REASON

Of the following categories, which BEST describes your main reason for undertaking this course? Tick one box only.

01-To get a job 02-To develop my existing business 03-To start my own business
 04-To try for a different career 05-To get a better job or promotion 06-It was a requirement of my job
 07-I wanted extra skills for my job 08-To get into another course of study 12-For personal interest or self development
 13-To get skills for community/ voluntary work 11-Other reasons

PREVIOUS QUALIFICATION ACHIEVED

Have you SUCCESSFULLY completed any of the following qualifications? Yes No

If YES, please enter one of these Prior Education Achievement Recognition Identifiers to any applicable qualification level.

A—Australia E—Australian Equivalent I—International

Note: If you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use: 1. A-Australia 2. E-Australian Equivalent 3. I-International

A E I 524-Certificate I A E I 420-Diploma (or Associate Diploma)
 A E I 521-Certificate II A E I 410-Advanced Diploma or Associate Degree
 A E I 514-Certificate III (or Trade Certificate) A E I 008-Bachelor Degree or Higher Degree
 A E I 511-Certificate IV (or Advanced Certificate/Technician) A E I 990-Certificates Other Than the above

What is your highest qualification?

Application for Enrolment

EMPLOYMENT

Of the following categories, which BEST describes your current employment status? (Tick ONE box only)

For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

- | | | |
|---|---|---|
| <input type="checkbox"/> 01-Full time employee | <input type="checkbox"/> 02-Part time employee | <input type="checkbox"/> 03-Self-employed -not employing others |
| <input type="checkbox"/> 04-Self-employed-employing others | <input type="checkbox"/> 05-Employed-unpaid worker in a family business | <input type="checkbox"/> 06-unemployed-seeking full-time work |
| <input type="checkbox"/> 07-Unemployed-seeking part time work | <input type="checkbox"/> 08- Not employed not seeking employment | |

UNIQUE STUDENT IDENTIFIER

From 1 January 2015, we [ATMC] 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 Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVET. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi/> on computer or mobile device.

A verified USI is required for ALL students in order to receive AQF certification documentation unless an exemption applies under the Student Identifier Act 2014. Further information on USI exemptions can be found at <https://www.usi.gov.au/documents/usi-exemptions-table>.

As you are international students undertaking your entire VET course outside Australia (also known as offshore training), you are USI exempted.

HOW DID YOU HEAR ABOUT ATMC

- | | | | |
|--|---|------------------------------------|--|
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Current ATMC Student | <input type="checkbox"/> Friends | <input type="checkbox"/> Media |
| <input type="checkbox"/> Exhibition | <input type="checkbox"/> Seminar | <input type="checkbox"/> Website | <input type="checkbox"/> Agent: <input type="text"/> |
| <input type="checkbox"/> Other: <input type="text"/> | | Agent e-mail: <input type="text"/> | |

ENROLMENT TERMS AND CONDITIONS

- Incomplete enrolment forms will not be processed and will be returned to the student.
- Student enrolling on online courses must have basic computer with Microsoft Office software, including Word, Excel, and PowerPoint, internet and keyboarding skills as described in the course guide. They must have access to a computer with an ISP, a web browser and an e-mail account. Students may use the computer with internet and desktop productivity software of their choice as long as their instructor can access their work. Alternatively, they may use this resource at ATMC online supporting centres.
- Tuition fees are due at the commencement of each study period.
- Students must attend a compulsory orientation session before the commencement of the course.
- Students must return a signed copy of their training plan to ATMC on orientation day prior to commencing the course.
- Students must notify ATMC immediately of any changes to their contact details.
- Students who have outstanding tuition fees will not be issued official documents such as statement of attainment, record of results and or certificates.
- ATMC reserves the right to take legal action to collect outstanding fees. Privacy and confidentiality will be maintained and protected.
- Students are expected to comply with all Policies and Procedures of ATMC. For further information, students must visit the website.
- Students agree to be bound by ATMC rules and regulations and to follow acceptable codes of behavior, attendance and academic performance and show due concern for other students.
- Students must keep themselves up-to-date with ATMC's latest Policies and Procedures (that subject to changes) via ATMC's website.

REFUND POLICY

ATMC reserves the right to amend the fee and refund terms and conditions at any time to ensure compliance with applicable State and Federal laws in Australia.

All students who believe they have been given an incorrect refund are entitled to appeal the decision through our Complaints and Appeals Policy and Procedure.

The College guarantees to complete the training and/or assessment once the student has commenced study in their chosen qualification or course.

Reasons for refund application and refund amount

1. ATMC fails to start course or the course ceases to be provided after it starts (ATMC default)	100% Refund
2. Withdrawal notified in writing and received by ATMC prior to the course commencement or within 15 days of course commencement.	100% Refund
3. Withdrawal notified in writing and received by ATMC after 15 days of course commencement (student default)	No Refund
4. If student is suspended or cancelled by ATMC due to the student being in breach of the student written agreement (student default)	No Refund
5. Student has been refused an Australian Student Visa (visa refusal letter from immigration office is required)	100% Refund of second semester's tuition fees which is 4500 AUD.

Refund Procedure

1. Student will need to complete a refund application form and submit to refunds@atmc.edu.au
2. Refunds will be processed within 4 weeks of time frame after submitting the refund Application.
3. Refunds will be made to the student's account. In case student is unable to provide his/her own bank account he/she can provide his blood relative bank account or the refund can be made to the same source of payment where it came from, in both case a signed authorization would be required.

PRIVACY NOTICE

1. Under the *Data Provision Requirements 2012*, ATMC 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) may be used or disclosed by ATMC for statistical, administrative, regulatory and research purposes. ATMC may disclose your personal information for these purposes to: Commonwealth and State or Territory government departments and authorised agencies; and NCVER.
2. Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes: Populating Authenticated VET Transcripts; facilitating statistics and research relating to education, including surveys and data linkage; pre-populating RTO 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.
3. You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note You may opt out of the survey at the time of being contacted.
4. 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). For more information about NCVER's Privacy Policy go to <https://www.ncver.edu.au/privacy>.

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 Name: Date:

Student Signature:

PROVIDER OFFER (FOR OFFICE USE)

Offer - List Course codes _____ No offer **Student ID:**

Name of the authorised ATMC staff approving/rejecting an offer:

Admissions Manager Signature: Printed name: Date:

Certified copies received: Yes No

Disability supplement

Introduction

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

'11 — Hearing/deaf'

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

'12 — Physical'

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

'13 — Intellectual'

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

'14 — Learning'

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

'15 — Mental illness'

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

'16 — Acquired brain impairment'

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

'17 — Vision'

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

'18 — Medical condition'

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

'19 — Other'

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.