

Department	Vocational Education and Training	
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Distribution	Internal	RTO Manager
	External	Prospective students

# Australian Institute of Design & Construction

## Overseas Student Enrolment Form

*CPC50220 Diploma of Building and Construction (Building)*

*RII50520 Diploma Civil Construction Design*

*RII60520 Advanced Diploma of Civil Construction Design*

*CPC30620 Certificate III in Painting and Decorating*

*CPC30220 Certificate III in Carpentry*

**Head Office and Main Campus:**

Level 5, 420 St Kilda Road, Melbourne VIC 3004

**Practical Workshop:**

1/100 Champion Road, Williamstown VIC 3016

**PROVIDING FALSE OR MISLEADING INFORMATION MAY RESULT IN  
YOUR ENROLMENT BEING CANCELLED**

## **PLEASE READ CAREFULLY BEFORE COMPLETING THIS ENROLMENT FORM**

### **Department of Education**

Students must access information provided by the Department of Education for International Students.

<https://www.education.gov.au/international-education>

In particular students should review information 'Before studying in Australia'

<https://www.education.gov.au/international-education/studying-australia>

### **Department of Home Affairs**

Overseas students must also review information regarding visa requirements provided by the Department of Home Affairs.

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#Eligibility>

<https://immi.homeaffairs.gov.au/visas/web-evidentiary-tool>

### **Study in Australia – Cost of Living and Studying in Australia**

Students may be required to provide evidence that they have sufficient finances to live and study in Australia. It is strongly recommended that students use the Cost of Living Calculator. The Cost of Living Calculator is designed to help students think about how they spend money and to give them a broad estimate of potential costs in Australia. They may access the calculator here: <https://www.studyaustralia.gov.au/en/life-in-australia/living-and-education-costs>

It is important that students also familiarise themselves with the arrangements and advice specific to where they intend studying provided by the State or Territory Government.

*Australian Capital Territory (Canberra)*

<https://canberra.com.au/study/international-students/>

*New South Wales (Sydney)*

<https://www.study.nsw.gov.au/>

*Northern Territory (Darwin)*

<https://nt.gov.au/learning/international-education>

*Queensland (Brisbane)*

<https://www.studyqueensland.qld.gov.au/>

*South Australia (Adelaide)*

<https://studyadelaide.com/>

*Tasmania (Hobart)*

<https://study.tas.gov.au/>

*Victoria (Melbourne)*

<https://www.studymelbourne.vic.gov.au/>

# PRIVACY STATEMENT

## Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. Should you decline to provide required information we may not be able to process your enrolment application.

## How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

## How we disclose your personal information

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority. You should also be aware that if you reside overseas then we may need to disclose your personal information to overseas agents of the RTO. For example, if you as an overseas student use an education agent to assist with the enrolment process, then they will need to access personal information about you.

## How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients. For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>

## Surveys

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

## Contact information

At any time, you may contact Australian Institute of Design & Construction to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice.

Students may access Australian Institute of Design & Construction's Privacy Policy on the Institute's webpage.

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## ENROLMENT QUESTIONS

1. Applicant Personal Details				
Title				
Given Name*				
Middle Name				
Family Name*				
Date of Birth*				
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other	<input type="checkbox"/> Prefer not to say

\*As it appears on your passport

2. Contact Details				
Phone number				
Mobile number				
Email address				
Alternate email address				

3. Australian Address Details (if applicable) *				
3.1 Residential Address				
Street address				
Suburb   City		State		Postcode
3.2 Postal Address (If same as residential address, please tick here.)				
Street address				
Suburb   City		State		Postcode

\* If you are currently offshore and do not have an Australian address, please fill in Section 4

4. Permanent Overseas Address Details				
Address Line 1				
Address Line 2				
Suburb   City				
State/Province		Zip code / Postcode		
Country				

## 5. Emergency Contact or Next of Kin

Full name			Relationship	
Contact number		Email address		
Address				

## 6. Passport & Visa Details

Passport number		Passport expiry date	
Passport country			
Country of birth		Nationality	
Do you currently hold an Australian visa?	<input type="checkbox"/> Yes (please fill 6.1 & 6.2)		<input type="checkbox"/> No (please fill 6.2)
<b>6.1 Section A (if applicable)</b>			
Visa number		Visa type	
Visa expiry date			
<b>6.2 Section B</b>			
Have you ever had a visa application refusal or withdrawal?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please provide details (country, date, visa type, reason, etc.)			
Have you ever had a visa cancelled, breached any visa conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please provide details (country, date, visa type, reason, etc.)			
Have you ever been convicted of any criminal activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please provide details (country, date, nature of offence, etc.)			

## 7. Student Health Cover

Do you have Overseas Student Health Cover (OSHC)?

Yes (Go to 7.1)  No (Go to 7.2)

### 7.1 Section A

Please state healthcare provider details.

Name		
Member number		Valid till

### 7.2 Section B

Do you want the institution to organise OSHC for you?

Yes  No

Please select the cover you require:

Single<sup>1</sup>  Couple<sup>2</sup>  Family<sup>3</sup>

Please state the reason:

<sup>1</sup> Single covers only the valid visa holder.

<sup>2</sup> Dual Family covers one valid student visa holder plus either one adult spouse or recognised de-facto partner OR one or more dependent children.

<sup>3</sup> Multi Family covers one valid student visa holder plus one dependent which includes no more than one adult spouse or recognised de-facto partner AND one or more dependent children.

## 8. Disability, Impairments and Special Needs

Please indicate if you consider you have any of the following disabilities, impairments, learning challenges, or long-term conditions that may affect your ability to complete your course?

Yes  No

If yes, please select the relevant area(s). You may select more than one area.

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	<input type="checkbox"/>	Medical condition	<input type="checkbox"/>
Others, please specify			

Please refer to "Disability Supplement" in your student handbook.

Australian Institute of Design & Construction is committed to the principles of access and equity. The Institute's programs and services will meet the needs of all prospective students, regardless of their cultural and linguistic backgrounds. Please be aware that the decision to disclose this information is a personal one but is important when assessing the suitability of our courses for you. If you are unsure about how to proceed, please consult with Australian Institute of Design & Construction's Student Support and Careers Manager to get advice on how best to respond to this question in your application.

Australian Institute of Design & Construction must ensure the health and safety of all stakeholders and, as such, needs to ensure that any disability or learning challenge will not represent a serious risk to self or others. The Institute may also use this information to assess whether reasonable adjustments to training and assessment may be made to accommodate your disability and/or learning challenge.

## 9. Education & Previous Qualification

Have you successfully completed Year 12?

Yes  No, still attending secondary school, or

No, what is the highest school level completed: \_\_\_\_\_

State all qualifications you have attained or in which you are currently enrolled to complete. Please tick all that apply. If you are currently undertaking a qualification, please write "Current" in the Completion Year column.

Qualification Achieved	Completion Year	Education Provider
<input type="checkbox"/> Bachelor's Degree or higher		
<input type="checkbox"/> Advanced Diploma/Associate Degree Level		
<input type="checkbox"/> Diploma		
<input type="checkbox"/> Certificate IV		
<input type="checkbox"/> Certificate III		
<input type="checkbox"/> Certificate II		
<input type="checkbox"/> Certificate I		
<input type="checkbox"/> Any other qualifications, please specify:  _____		

## 10. Course Details

Please tick all courses you are applying for at Australian Institute of Design & Construction. Refer to our website for course details, fee structure and intake dates.

Course Code and Title	CRICOS Code	Duration (including holidays)	Preferred Intake commencement date
<input type="checkbox"/> <b>CPC30620</b> Certificate III in Painting and Decorating	119476J	92 weeks	__ / __ / ____
<input type="checkbox"/> <b>CPC30220</b> Certificate III in Carpentry	119477H	104 weeks	__ / __ / ____
<input type="checkbox"/> <b>CPC50220</b> Diploma of Building and Construction (Building)	119474M	104 weeks	__ / __ / ____
<input type="checkbox"/> <b>RII50520</b> Diploma of Civil Construction Design	119478G	52 weeks	__ / __ / ____
<input type="checkbox"/> <b>RII60520</b> Advanced Diploma of Civil Construction Design	119475K	78 weeks	__ / __ / ____

## 11. Course Age Entry Requirement

I confirm that I will be 18 years or older at the time of course commencement.

## 12. English Language and Cultural Diversity

Is English your primary language?  Yes  No

If no, please specify your first language: \_\_\_\_\_

Was English the language of instruction in your secondary studies?  Yes  No

If yes, attach evidence to this application.

### 12.1 English Language Proficiency Entry Requirement

You must provide evidence of your proficiency in the English language by having completed one of the following tests, within the last two (2) years, and attained at least the required minimum test score. For further information refer to the DHA website:

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#Eligibility>

English Language Test Providers	Minimum Test Score	Date Completed (dd/mm/yyyy)
<a href="#">International English Language Testing System (IELTS)</a>	6.0	__ / __ / ____
<a href="#">TOEFL internet-based test (only accepted if test is taken on or before 25 July 2023)*</a>	64	__ / __ / ____
<a href="#">Cambridge English: Advanced (Certificate in Advanced English)**</a>	169	__ / __ / ____
<a href="#">Pearson Test of English Academic (PTE Academic)</a>	50	__ / __ / ____
<a href="#">Occupational English Test</a>	B for each test component	__ / __ / ____

I have completed none of the above tests (Proceed to Section 12.2)

\* On 26 July 2023 the TOEFL internet-based test (TOEFL iBT) stopped offering English language tests for Australian visa purposes. A score for a TOEFL iBT test taken on or after 26 July 2023 will no longer meet the English language requirement for Student visa purposes. We only accept TOEFL iBT scores from a test taken on or before 25 July 2023 for Student visa purposes.

\*\* From 12 February 2024, we will only accept results from the paper-based Cambridge C1 Advanced test (previously known as Cambridge English: Advanced CAE) for Australian visa and migration purposes. We will still accept test scores for both C1 Advanced paper-based and computer-based tests taken before 12 February 2024, in the specified validity period.

## 12.2 English Language Proficiency Assessment

If you have not completed at least one of the English Language Tests listed in Section 12.1, then you may be required to complete Australian Institute of Design & Construction's English Language Proficiency Assessments prior to you submitting this enrolment form. The Test may be undertaken face to face or online. The Institute will contact you to make the necessary arrangements. Note the following exemptions.

### IMPORTANT INFORMATION

You do not need to provide evidence of an English test score if one of the following applies:

- you are a citizen and hold a passport from UK, USA, Canada, NZ or Republic of Ireland
- you are a Foreign Affairs or Defence sponsored student, or a Secondary Exchange student (AASES)
- you are enrolling in a principal course of study that is a registered school course
- you are enrolling in a principal course of study that is a standalone English Language Intensive Course for Overseas Students (ELICOS)
- you are enrolling in a principal course of study registered and delivered in a language other than English
- you are enrolling in a registered post-graduate research course
- the student has completed at least 5 years' study in English in Australia, UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland
- in the 2 years before applying for the student visa, the student has completed the Senior Secondary Certificate of Education in Australia in English while they held a student visa
- in the 2 years before applying for the student visa, the student completed a substantial component of a course that would qualify them under the Australian Qualifications Framework at the Certificate IV or higher level, while they held a student visa.

Note: You may need to provide evidence of an English test score if you hold a British National Overseas (BNO) passport.

## 12.3 Aboriginal or Torres Strait Islander

Are you of Aboriginal or Torres Strait Islander origin?  Yes  No

If yes,  Aboriginal, or  Torres Strait Islander

## 12.4 Digital Literacy Skills

Use of a computer which may include a notebook or laptop	<input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Limited <input type="checkbox"/> Not Good <input type="checkbox"/> Very Poor
Using software such as Microsoft Word and Microsoft Excel, or similar software	<input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Limited <input type="checkbox"/> Not Good <input type="checkbox"/> Very Poor
Using the internet	<input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Limited <input type="checkbox"/> Not Good <input type="checkbox"/> Very Poor
Saving your work to an external device such as a memory or USB stick, or an external drive	<input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Limited <input type="checkbox"/> Not Good <input type="checkbox"/> Very Poor

Where you have indicated that your skill level is Not Good or Very Poor, you will need to undertake the Institute's Digital Literacy Assessment so that support may be provided as required.

## 13. Unique Student Identifier (USI)

Do you have a Unique Student Identifier (USI)?  Yes  No

Yes, please provide your USI details:

No, you can create a USI via <https://www.usi.gov.au/>

If you are unsure about how to proceed with this, please consult with Australian Institute of Design & Construction's Student Support and Careers Manager.

#### 14. Credit Transfer / Advanced standing / Recognition of Prior Learning (RPL)

Will you be applying for credit transfer / advanced standing on the basis of your post-secondary studies?

Yes  No

If yes, please fill below.

Name of institution			
Country/State			
Name of qualification			
Start date		End date	

Do you wish to apply for Recognition of Prior Learning (RPL)?  Yes  No

If you have selected **Yes** to any of the questions above, you need to provide certified copies of relevant documents with this application.

#### 15. Employment Status

What is your current employment status?

Full-time employee (Go to 15.1)	<input type="checkbox"/>	Part-time employee (Go to 15.1)	<input type="checkbox"/>
Self-employed – not employing others	<input type="checkbox"/>	Self-employed – employing others	<input type="checkbox"/>
Employed – unpaid worker in a family business (Go to 15.1)	<input type="checkbox"/>	Unemployed – seeking full-time work	<input type="checkbox"/>
Unemployed – seeking part-time work	<input type="checkbox"/>	Not employed – not seeking employment	<input type="checkbox"/>

#### 15.1 If currently employed, please provide details:

Employer Name	
Employer Address	
Job Title	

#### 16. Study Reason(s)

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

Other reason(s) (please specify):

## 17. Financial Capacity

How will pay for all of your course fees and living expenses whilst studying in Australia?  
Tick all that apply.

<input type="checkbox"/> Self-financed	<input type="checkbox"/> Family in home country
<input type="checkbox"/> Family in Australia	<input type="checkbox"/> Bank loan / credit
<input type="checkbox"/> Sponsorship/Scholarship	<input type="checkbox"/> Other (please specify)

NOTE: You may be required to evidence of your financial capacity.

## 18. Airport Pickup

Do you require airport pickup service?  Yes  No

Please know we require a minimum of 10 (ten) business days' notice to provide this service. This service will incur an extra fee.

If you tick yes, email the following details to [info@aidc.edu.au](mailto:info@aidc.edu.au)

Airline		Flight number	
Arrival date		Arrival time	

## 19. Accommodation

Do you require accommodation?  Yes  No

If yes, please state your preference:

<input type="checkbox"/> Single room	<input type="checkbox"/> Shared room	<input type="checkbox"/> Hostel	<input type="checkbox"/> Hotel
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**20. Education / Migration Agent Details (if applicable, to be completed by Agent)**

Agency Name	
Branch office	
Agent address	
Telephone number	
Email address	

**Education Agent declaration**

I have reviewed the Genuine Student\* requirement for student visas and am satisfied that the applicant is a genuine student as defined by DHA. I am also satisfied that the applicant has access to sufficient funds to cover tuition, travel, living and OSHC costs for themselves and any dependents. To the best of my knowledge, the documentation provided with this application is authentic, and where the document has been stamped or translated by the agency, the original document has been sighted. I recommend the student for admission.

Agent's Signature: \_\_\_\_\_

Agent's Name: \_\_\_\_\_

Date: \_\_\_\_\_

AGENT REPRESENTATIVE  
STAMP

\* <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-student-requirement>

## 21. Genuine Student (GS) Requirement

This is a compulsory section.

All applicants for a student visa must be a genuine applicant for entry. They must stay as a student and be able to show an understanding that studying in Australia is the primary reason of their student visa. The GS requirement is intended to include students who, after studying in Australia, develop skills Australia needs and who then go on to apply for permanent residence.

To be granted a student visa, you must demonstrate that you satisfy the genuine student criterion or the genuine student dependent criterion.

*Please refer to this link for more information about GS requirement:*

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-student-requirement>

Please answer the following questions.

Answers must be written in English, with a maximum of 150 words per question.

Where applicable, you may be required to provide evidence to support your responses.

### **Question 1**

*Give details of your current circumstances. This includes ties to your family, community, employment and economic circumstances.*

### **Response**

### **Question 2**

*(a) Explain why you wish to study the course(s) and why you have selected to study the course(s) in Australia.*

*(b) Why have you chosen to undertake the course(s) with Australian Institute of Design & Construction?*

*(c) Explain the requirements of your intended course(s), and your reasons for wanting to study in Australia.*

### **Response**

**Question 3**

*Explain how completing the course will be of benefit to you.*

**Response****Question 4**

*Give details of any other relevant information you would like to include.*

**Response****Required Evidence**

*The following is a guide to evidence that you may need to provide to support your responses.*

**A Guide to Providing Suitable Evidence****(a) Previous study**

This includes:

- Academic transcripts showing qualifications achieved*
- Name of the education provider(s)*
- Length of study*
- Certificates of attainment*

**(b) Previous study in Australia**

This includes:

- A complete history of study record(s) in Australia*
- Reasons for change of course and/or education providers*
- Details of information on course progress*
- Study gaps of more than 2 months during an academic year*
- Any other information the applicant considers relevant to their study record in Australia*

**(c) Current employment**

This includes:

- Details of their current employer and company address*
- Period of employment*
- Details of position held*
- The name and contact details of someone who can confirm the circumstances of the declared employment*

(d) Circumstances in their home country or country of residence

This includes:

- The nature of your personal ties e.g. example family, community and employment. You will need to provide reasons for not studying in your home country if a similar course is available.*

(e) Your circumstances in your home country or country of residence

This includes:

- Documents showing employment or business activities for 12 months before lodging an application*
- Potential employment offers including salary and other benefits, after course completion*
- Income tax return or bank statements*

If there is political and civil unrest and military service commitments in your home country that would present as a significant incentive for them to leave your home country, you must provide your reasons and supporting evidence.

## 22. Document and Action Checklist

Please note you need to attach certified copies of all relevant documents to support your application.

If your original documentation is not in English, please provide certified translated copies.

Issuing a Confirmation of Enrolment (CoE) cannot occur until all required certified documents are provided.

Please confirm if the documentation has been submitted with this application.

Passport

Visa, including evidence to meet Genuine Student requirement

Overseas Student Health Cover (OSHC) (*if applicable*)

Academic records for all studies completed  
(e.g. Testamur, Statement of Attainment or Academic Transcript)

If required, evidence of your proficiency in the English Language which meets course entry requirements

Copy of approved English Proficiency Test results attained within the last 2 years, or evidence to support exemption (refer to p. 7)

I will bring my own laptop / notebook with internet access, and MS Word and MS Excel installed

Other supporting documents (*if applicable, please specify*):

## Student Declaration and Student Declaration of Financial Capacity

- I declare that the information given in this application and the supporting documentation is true and correct.
- I declare that I am a genuine student as defined by the Department of Home Affairs. I declare that I have access to sufficient funds to cover tuition fee, travel, living costs and OSHC costs for myself and my dependants for the total duration of my stay in Australia. I have accessed and reviewed the results of the Cost of Living Calculator Tool.
- I understand that my student visa requires me to remain with my provider until I complete six (6) months of my principal course, which is the course at the highest AQF level.
- I agree to allow the Australian Institute of Design & Construction to check my visa entitlements via DHA's visa Entitlement Verification Online (VEVO) system.
- I agree to allow the Australian Institute of Design & Construction to obtain official records from any prior or current educational institutions I have attended, and/or employers I have stated, on this application form, by whom I have been employed.
- I understand that Australian Institute of Design & Construction may give advance notice of its intention to cancel my enrolment if my tuition fees are not paid by the required date. If my enrolment is cancelled due to non-payment of fees, I understand that Australian Institute of Design & Construction will be required to cancel my Confirmation of Enrolment; and that I will have to seek advice from the Department of Home Affairs regarding my ongoing eligibility for a student visa.
- I understand that any incorrect information or documentation given or the withholding of relevant information or documentation that relates to this application may result in cancellation of an offer letter or enrolment as a consequence.
- I declare that I have visited the Australian Institute of Design & Construction's website and read relevant course guides and understand the relevant sections, including the course information of the courses I have selected, admission and entry requirements, tuition fees, terms and conditions and refund policy.
- I understand that my enrolment may be terminated, and all fees forfeited should any course work, or part thereof, submitted by me for assessment be found to be plagiarised, copied without acknowledgement or not my own, where it is clear that I present and submit it as my own work.
- I understand that tuition fees do not include books and other course materials other than those specifically stated in the course guide. I have read and understood the above conditions and accept them in full.
- I understand that I will need to bring my own laptop / notebook with internet access, and MS Word and MS Excel installed

### Additional Declaration for Sponsored Students Only:

- I understand that I am responsible for ensuring that the Financial Guarantee provided by my sponsor remains current.
- If my Financial Guarantee expires, becomes invalid or my sponsor fails to pay, I understand that I will become responsible for payment of my tuition fees, Overseas Student Health Cover and Amenities Fee (where applicable).

Your Full Name (as it appears on your passport) \_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Legal Guardian's Full Name \_\_\_\_\_  
(if you are under 18 years)

Parent or Legal Guardian's Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(if you are under 18 years)

*\* Where a parent or legal guardian signs this declaration, a copy of an identify document, which includes the person's signature must be provided with this enrolment application. Students must be 18 years of age at the time of course commencement.*

Completed Enrolment Forms may be submitted by mail as follows:

Level 5, 420 St Kilda Road, Melbourne VIC 3004

**OR**

A scanned copy of the completed enrolment form, and required documents, may be submitted by email:

[info@aidc.edu.au](mailto:info@aidc.edu.au)

### IMPORTANT INFORMATION

After we have processed your enrolment application form, and approved your request to enrol, we will send you an **Overseas Student Offer and Acceptance Agreement**.

You must complete and sign the Agreement, and provide evidence of payment of the required tuition and non-tuition fees.

Once we receive your completed, and signed, *Overseas Student Offer and Acceptance Agreement* we will send you a Confirmation of Enrolment (CoE). We will email this to you within 5 working days.

You will then need to use your Confirmation of Enrolment (CoE) to apply for your student visa.

## Office Use Only

Enrolment Form Processed: Date:

Additional Information Requested: Date: Additional Information Received: Date:

Enrolment Application Accepted: Date:

Enrolment Application Rejected: Date:

Reason for rejection of enrolment application:

- Applicant does not meet minimum age requirement
- Applicant does not meet academic course entry criteria
- Applicant did not satisfactorily complete ACSF Level 3 Assessments
- Other (please specify) \_\_\_\_\_

Student notified of rejection of enrolment application: Date:

RTO Manager has been informed of decision to reject enrolment application: Date:

### **NOTES:**

### **Authorised RTO Personnel**

Name:

Signed:

Date: