



AUSTRALIAN  
ACADEMY of  
COMMERCE  
*Explore. Learn. Achieve.*

# AAC APPLICATION FORM 2017

**VET COURSES**  
**Prince Centre**  
 Level 5&7, 8 Quay St  
 Haymarket, NSW 2000  
 ☎ +61 2 9211 1113  
 ☎ +61 2 9211 8811  
 @ info@aac.nsw.edu.au  
 www.aac.nsw.edu.au

**ENGLISH COURSES**  
**AAC Language Centre**  
 Level 8, 338 Pitt St  
 Sydney NSW 2000  
 ☎ +61 2 9262 9009  
 ☎ +61 2 9211 8811  
 @ info@aac.nsw.edu.au  
 www.aac.nsw.edu.au

## STUDENT DETAILS

Applying for visa in Australia  
 Applying for visa outside Australia

Title  Mr  Ms  Other  
 Family Name  
 Given Name  
 Gender  Male  Female  
 Date of birth Day Month Year  
 Place and country of birth City Country  
 Nationality  
 USI number

## ADDRESS IN AUSTRALIA

Flat/Unit No Street No  
 Street Name  
 Suburb State Postcode  
 Mobile Email  
 Postal Address (leave blank if same as Residential Address)  
 Flat/Unit No Street No  
 Street Name Street No  
 Suburb State Postcode

## EMERGENCY CONTACT

Name Relationship  
 Mobile Email

## INTERNATIONAL STUDENTS

Passport Number  
 Passport Expiry Date Day Month Year

## VISA HISTORY

Have you ever applied for Australian visa(s)?  Yes  No

If Yes, please specify:

VISA 1	VISA 2
Type of visa	Type of visa
Visa period	Visa period
VISA 3	VISA 4
Type of visa	Type of visa
Visa period	Visa period

Have you ever been refused an Australian visa?  Yes  No

## REQUESTED COURSE AND DURATION

### ENGLISH COURSES

English courses Starting Date Day Month Year

**General English** CRICOS 093103A  
 Beginner - Advanced From 2 to 60 weeks  
 How many weeks do you wish to study?  
 Morning  Afternoon

**IELTS Preparation** CRICOS 085409E  
 Upper-Intermediate - Advanced From 2 to 16 weeks  
 How many weeks do you wish to study?  
 Morning  Afternoon

**English for Academic Purposes EAP** CRICOS 093104M  
 Upper-Intermediate - Advanced From 2 to 24 weeks  
 How many weeks do you wish to study?  
 Morning  Afternoon

**Cambridge Test Preparation** CRICOS 095673F  
 Intermediate - Proficient From 2 to 12 weeks  
 How many weeks do you wish to study?  
 Morning  Afternoon

### BUSINESS COURSES

Business courses Starting Date. Please choose your Intake

<input type="checkbox"/> Intake 1	9 <sup>th</sup> January	<input type="checkbox"/> Intake 2	6 <sup>th</sup> March
<input type="checkbox"/> Intake 3	10 <sup>th</sup> April	<input type="checkbox"/> Intake 4	15 <sup>th</sup> June
<input type="checkbox"/> Intake 5	10 <sup>th</sup> July	<input type="checkbox"/> Intake 6	4 <sup>th</sup> September
<input type="checkbox"/> Intake 7	9 <sup>th</sup> October	<input type="checkbox"/> Intake 8	4 <sup>th</sup> December

**Certificate II in Business** BSB20115  
 CRICOS 086786E 52 weeks

**Certificate III in Business Administration** BSB30415  
 CRICOS 086860M 78 weeks

**Certificate IV in New Small Business** BSB42615  
 CRICOS 090357C 52 weeks

**Certificate IV in Accounting** FNS40615  
 CRICOS 087840G 52 weeks

**Cert. IV in Marketing & Communication** BSB42415  
 CRICOS 091981D 52 weeks

**Diploma of Marketing & Communication** BSB52415  
 CRICOS 091982C 104 weeks (Certificate IV in Mkg pre-requisite)

**Diploma of Accounting** BSB50215  
 CRICOS 087758A 104 weeks (Certificate IV in Acc pre-requisite)

**Diploma of Leadership & Management** BSB51915  
 CRICOS 087757B 104 weeks

**Adv. Diploma of Leadership & Management** BSB61015  
 CRICOS 087756C 104 weeks

Entry requirements for international students will be applied to study in all VET qualifications

- A minimum of an IELTS band score of 5.5 (or equivalent) is required for entry into Certificate II and higher qualifications.
- If a student was previously enrolled at a course with another provider in Australia (or overseas and the classes were conducted in English) in last 5 years, proof of English language certificate will not be required. An academic transcript with evidence of English language tuition is acceptable.
- A minimum of Year 10 (or overseas equivalent) pass is required for entry into certificate courses; and Year 12 or completion of Year 10 with relevant work experience for entry into diploma qualifications.

## EDUCATION HISTORY

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

<input type="checkbox"/> Year 8 or equivalent	<input type="checkbox"/> Year	<input type="checkbox"/> Year 9 or equivalent	<input type="checkbox"/> Year
<input type="checkbox"/> Year 10 or equivalent	<input type="checkbox"/> Year	<input type="checkbox"/> Year 11 or equivalent	<input type="checkbox"/> Year
<input type="checkbox"/> Year 12 or equivalent	<input type="checkbox"/> Year		
<input type="checkbox"/> Certificate I	<input type="checkbox"/> Year	<input type="checkbox"/> Certificate II	<input type="checkbox"/> Year
<input type="checkbox"/> Certificate III	<input type="checkbox"/> Year	<input type="checkbox"/> Certificate IV	<input type="checkbox"/> Year
<input type="checkbox"/> Diploma/ Associate Diploma	<input type="checkbox"/> Year	<input type="checkbox"/> Advanced Diploma/ Associate Degree	<input type="checkbox"/> Year
<input type="checkbox"/> Bachelor Degree	<input type="checkbox"/> Year	<input type="checkbox"/> Postgraduate Degree	<input type="checkbox"/> Year

Are you applying for advanced standing/credit?  Yes  No

Special Conditions

Do you wish to apply for Recognition of prior learning (RPL)?

Yes (Please complete RPL form)  No

(Depending on your previous student and work experience, we are able to give you credit or exemptions from certain course units)

## STUDY REASON

Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship?

(Tick ONE box only)

<input type="checkbox"/> To get a job	<input type="checkbox"/> It was a requirement of my job
<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
<input type="checkbox"/> To try for a different career	<input type="checkbox"/> For personal interest or self-development
<input type="checkbox"/> To get a better job or promotion	
<input type="checkbox"/> Other reasons	

## LANGUAGE AND CULTURAL DIVERSITY

Do you speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often)

Language   No, English only

How well do you speak English?

Very well  Well  Not well  Not at all

Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No  Yes, Aboriginal  Yes, Torres Strait Islander

## EMPLOYMENT

Of the following categories, which best describes your current employment status?

- Full time employee
- Part time employee
- Self employed - not employing other
- Employer
- Employer - unpaid worker in a family business
- Unemployed - seeking full time work
- Unemployed - seeking part time work
- Not employed - not seeking employment

## OVERSEAS STUDENT HEALTH COVER (OSHC)

Visa length cover is compulsory for student visa.

Do you have OSHC at the moment?  Yes  No

If Yes, When does it expire? Day  Month  Year

Membership no  Insurer

Would you like AAC to arrange OSHC for you?  Yes  No

If Yes, What is the OSHC start date? Day  Month  Year

What type of cover do you require?  Single  Family\*\*

\*\* Family includes the student, the spouse of the student and an dependent children of the student up to 18 years of age who have been authorised to enter and remain with the student and who are residing at the same place of residence.

## ACCOMMODATION & AIRPORT PICK UP

Airport Pick Up (AUD\$200)  Yes  No

Accommodation Placement  Yes\*  No

\*Although AAC does not arrange accommodation placement directly, we have an array of partners we can refer you to upon request to [info@aac.nsw.edu.au](mailto:info@aac.nsw.edu.au)

## LEARNER'S NEEDS

The Academy endeavors to identify, assess and provide learning support to its clients for all qualifications currently on its scope of registration. If you require a special consideration please tick the appropriate box below:

English language	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Literacy and numeracy	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Physical ability	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Intellectual ability	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cultural or ethnic background	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## DISABILITY

Do you consider that you have a disability, impairment or long-term condition?

- No disability
- Physical
- Hearing/Deaf
- Learning
- Mental illness
- Vision
- Medical condition
- Multiple disabilities
- Other  Please specify

# TERMS & CONDITIONS FOR ENROLMENT

## Course progress

Australian Academy of Commerce is required to monitor and record student academic progress throughout their period of enrolment. When a student does not meet the course requirements for two consecutive terms they may be reported to DET via PRISMS as required under section 19 of the ESOS Act 2000 and this may result in their visa being cancelled.

## Attendance

Student visa holders are required to attend full-time study only. The minimum amount of full-time study shall be 20 contact hours per week, taken as an average for each term while the course is in session.

## Cancellation and Refund Policy

Under Standard 7 of the National Code 2017, except for special circumstances, registered providers are restricted from enrolling and transferring students prior to completing the first six months of the principal course of study.

In the unlikely event that the Australian Academy of Commerce ('Academy') is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within two weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by the Australian Academy of Commerce at no cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement.

If the Academy is unable to provide a refund or place you in an alternative course the Tuition Protection Scheme (TPS) will attempt to place you in a suitable alternative course or, if this is not possible, you will be eligible for a refund as calculated by the TPS Director. For more information visit the official TPS website: <https://tps.gov.au/Home> or call +61 1300 980 434.

To apply for a refund - a [Refund Application Form](#) or [Agent Refund Application Form](#) (if applying through an agent) - must be completed and submitted to the Student Services Manager. The Australian Academy of Commerce will issue refunds in advance payment of tuition fees within 28 days when:

- ✔ Tuition fees are refunded in full; less 5% of the total amount of pre-paid tuition fees (up to a maximum amount of \$500) if your application for a student visa is rejected by DIBP (the official visa refusal letter from DIBP must be provided as evidence);
- ✔ If you withdraw from your course 28 days or more prior to the commencement of your course (commencement of course is defined in this policy and procedure as the course start date as per the original Application Form submitted by the student or an agent and not subsequent enrolment changes to the starting date), 80% of your tuition fee will be refunded;
- ✔ If you withdraw from your course less than 28 days prior to the commencement of your course, a fee equal to one term tuition will be charged;
- ✔ If you applied for a visa extension and it was not granted by DIBP; the unused tuition fees are refunded in full;
- ✔ If you are a current student and withdraw in writing 28 days or more prior to the commencement of the following term the Academy shall refund the unused tuition fees;
- ✔ If a student is provisionally enrolled, on condition of achieving evidence of acceptable English Language Proficiency, and the student cannot achieve the required level, all tuition fees and charges corresponding to the course will be refunded less a charge of AU\$300.

We will not issue refunds for:

- ✔ Application fee, accommodation assistance & airport reception fees;
- ✔ If you withdraw from your course after the course has commenced;
- ✔ If you withdraw from your course not in accordance with your visa obligations and behaved not in good faith;
- ✔ Change in student's work hours;
- ✔ Inconvenience of travel to class;
- ✔ Moving interstate or overseas;
- ✔ Job change or retrenchment;
- ✔ Students who leave before completing the course &/or qualification.
- ✔ If a student becomes a permanent resident of Australia during the program.
- ✔ No guarantee of university or other pathway places will apply to such students;
- ✔ If DIBP has rejected your student visa application based on their finding that you have supplied fraudulent documents along with your student visa application.

Eligible refunds will be refunded within 28 days of receipt of written notification. The Australian Academy of Commerce will provide the student a statement that explains how the amount has been worked out. Refund will only be given to the person who paid the tuition fees. For example, if the tuition fee was paid by an agent or parents, the money will only be refunded to either the agent or parents. "This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws".

## Expulsion

The Australian Academy of Commerce reserves the right to expel any student for serious breach of discipline and visa obligations as well as failure to pay tuition fees on time. Any advanced fees will not be refunded.

## Grievance Resolution

The Australian Academy of Commerce has procedures and resolution processes in place for the prompt and fair hearing and resolving student grievances. These procedures do not remove the right for the student to pursue outside legal remedies.

## Credit Transfer & RPL

Recognition of Prior Learning (RPL) allows a candidate to receive exemptions for the knowledge and skills they attained or who have had extensive work experience in some aspects. Students who have completed previous studies of their proposed course - with appropriate evidence - may apply for a Credit Transfer before starting. Overseas students should apply for Credit Transfer or RPL before his/her visa is granted.

## Arrival and orientation

If you have enrolled in any course, it is advisable to arrive at least one week prior to the course commencement. Overseas students must attend the scheduled orientation day before registering as a student.

## Course start dates

Starting dates for the business qualifications are generally quarterly, every term. There are also specific entry points during the term where candidates can start. Contact the Australian Academy of Commerce to arrange study entry other than the term commencement.

## Administration Costs

Extra fees will apply whenever an applicant wishes to amend enrolment details, which requires a creation of a new eCoE. The updated eCoE will attract a \$40 administration charge.

## DECLARATION

To be completed by all students.

*I understand that any misleading information that I have provided on this form and to the Australian Academy of Commerce could result in the termination of this application and future enrolment and agreements with the Australian Academy of Commerce.*

*Furthermore, I permit AAC to apply for an USI on my behalf if I do not have one.*

Signature of Applicant

Day

Month

Year

Please send this **Application Form** together with **passport copy, evidence of English level** and **highest level of education completed** (if applying for a VET course).

**VET COURSES & ENGLISH COURSES**  
**Prince Centre** & **AAC Language Centre**  
 Level 5 & 7, 8 Quay Street Haymarket, NSW 2000    Level 8, 338 Pitt Street Sydney NSW 2000  
 PO Box 20542 World Square NSW 2002 Australia  
 www.aac.nsw.edu.au    applications@aac.nsw.edu.au

### For Direct Deposit of Tuition Fee

Name of Bank. **Commonwealth Bank of Australia**  
 Account Name. Australian Academy of Commerce PL  
 Bank, State & Branch Number (BSB). 062-033  
 Account Number. 105 045 38  
 Bank Address. Surry Hills NSW  
 Swift Code. CTBAU2S    Routing. 02 100 0018

## How did you hear about Australian Academy of Commerce?

- |   |  |
|---|--|
| <input type="checkbox"/> Education Agent      | <input type="checkbox"/> Friend / Relative |
| <input type="checkbox"/> Exhibition / seminar | <input type="checkbox"/> Web surfing       |
| <input type="checkbox"/> Press & Print Media  | <input type="checkbox"/> Other             |