

Enrolment Form International Student



www.apeiro.edu.au

Submit Your Completed Application via Email (admissions@apeiro.edu.au) or through your agent or post to **APEIRO Institute**

Level 1, 10, Victoria Ave, Perth, WA- 6000. Australia

Note: Information contained in this document is utilised in accordance with APEIRO INSTITUTE Privacy Policy

1. Course Selection (Please choose by placing an X in the boxes that apply to you)			
Course Name		Weeks	Intake #
IELTS Preparation for Success (CRICOS course code: 097832B)		Weeks	
PTE Preparation for Success (CRICOS course code: 097833A)		Weeks	
BSB50215 Diploma of Business (CRICOS course code: 097653E)			
BSB60215 Advanced Diploma of Business (CRICOS course code: 097654D)			
Other: <i>Please specify</i>			
<i>Note: Details of Intake Numbers can be obtained from our Course Schedule or by visiting our website: www.apeiro.edu.au</i>			
2. Personal Details (Please choose by placing an X in the boxes that apply to you)			
Title:		Gender:	Male Female
Date of Birth:	DD / MM / YYYY		
Surname:			
Given Names:		Middle Name:	
3. Passport Details			
Nationality			
Passport Number:			
Passport Issue Date:	DD / MM / YYYY	Passport Expiry Date:	DD / MM / YYYY
Languages Spoken:			
<i>A certified true copy of your original documents must be provided as part of your application (If Not Verified By Agent)</i>			
4. Contact Details			
Address (Home Country)			
Address:			
<i>House number, Street, Suburb, State, Country and Postal Code</i>		Postcode:	
Phone:		Mobile:	
Email:			
Address (Australia) - If Known			
Address:			
Suburb:			
State:		Postcode:	
Phone (Home):		Mobile:	
Email:			

Emergency Contact Details				
Name:		Relationship:		
Address:				
Country:		Postcode:		
Phone (Home):		Phone (Work):		
Email:				
Correspondence Address (Preferred Contact Address)				
Correspondence Address:	Home Country	Australia	Agent Address	
5. VISA Details				
VISA Type (If Held)				
Student	Visitor	Working	Bridging	Other: <i>Please Specify</i>
VISA Number:				
VISA Expiry Date:				
Are you in Australia now:	Yes		No	
If you do not currently hold a valid VISA please complete the following:				
Location of Lodgement:	Country		City	
Date of Intended Application:	DD / MM / YYYY			
<i>A copy of your original documents must be provided as part of your application</i>				
6. Overseas Student Health Cover				
Is Your OSHC Arranged?	Yes (Part A)		No (Part B)	
Part A – Insurer Details				
Name of Insurer:				
Member Number:				
Date of Expiry:	DD / MM / YYYY			
Part B - APEIRO INSTITUTE to arrange				
Cover Type:	Single	Couple	Family (Part C)	
Part C: Dependants Details (<i>Full Name, DOB, Gender</i>)				
1)				
2)				
3)				
1. The Australian Government requires all persons entering Australia on a Student Visa to have Overseas Student Health Cover (OSHC). 2. The length of your OSHC MUST cover the total length of your course(s)				

7. English Language Proficiency <i>(Please choose by placing an X in the boxes that apply to you)</i>			
Assessment Type	Score (Individual & Overall Scores)	Date Achieved	
IELTS			
TOEFL			
Other <i>(Please Specify)</i>			
Not Required. English is my first language:		Yes	No
Do you need any additional support?		Yes	No
Specify:			
8. Education Details			
What is your highest level of education COMPLETED? (Degree, Diploma, / University)			
What is the last School / College that you attended?			
In which Year did you complete School / High School ? <i>(Year 10, Year 12)</i>			
9. Recognition of Prior Learning / Credit Application			
Would you like to make an application for RPL / Credit:		Yes	No
<i>Note: You can download an RPL / Credit Application Kit by visiting our website: www.apeiro.edu.au</i>			
10. Unique Student Identifier (USI)			
APEIRO INSTITUTE is required by law to verify your Unique Student Identifier (USI) before we can issue certification.			
Do you have a USI?	Yes	*NO	Your USI No.
* Obtaining your USI?	I will obtain my own USI from http://www.usi.gov.au/ . I understand that delay in supplying my USI to APEIRO INSTITUTE may result in delay in course participation and certification.		
	I authorise APEIRO INSTITUTE to obtain a USI on my behalf.		
11. Accommodation, AIRPORT Pickup Request			
Do you require APEIRO INSTITUTE to arrange accommodation:		Yes	No
If Selected YES , What type of accommodation would you like:		Shared	Private
Do you require APEIRO INSTITUTE to arrange for Airport pickup:		Yes	No
Additional information regarding above requests: <i>(If Selected YES to any)</i>			

12. Disability Status (Please choose by placing an X in the boxes that apply to you)			
Do you suffer from any physical / mental disability that may affect your participation in the course?			
Yes	No	– Go to Question 13	
Disability, Impairment or Long-Term Condition			
Hearing / Deafness	Acquired Brain Impairment	Vision	
Physical	Learning	Medical Condition	
Intellectual	Mental Illness	Other / Not Specified	
13. How did you hear about APEIRO Institute?			
Agent <i>Please Specify</i>		APEIRO INSTITUTE: (<i>Website, Brochure, Expo</i>)	
Family Member / Friend		Other <i>Please Specify</i>	
APEIRO Institute Student: <i>(Please Provide Students Name)</i>		APEIRO Institute Staff member: <i>(Please Provide Staff Member's Name)</i>	
14. Education Agents (To be filled if applying through an Agent)			
Education Agent:	Yes	No	
Name:			
Phone (Work):		Mobile:	
Email:			
15. Current Employment Status			
Full time Employee	Not employed - not seeking employment	Self-employed, Not employing others	
Part-time employee	Unemployed - seeking Part time work		
Employed in the Family Business	Unemployed - seeking full time work	Employer	
16. Reason to STUDY			
To Get Job	I Need extra Skills for my job	It was a requirement for my job	
To Get better Job/ Promotion	To develop my existing business	To get into another course of study	
For Self Development	To try different career	To start my own business	
Others <i>(Please Specify)</i>			
17. Payment Details			
Applications submitted to APEIRO INSTITUTE will incur a NON REFUNDABLE Application Fee of AUD250 . This fee applies to all applications directly to APEIRO INSTITUTE or through APEIRO INSTITUTE's agents.			
Account Name:	Apeiroy Institute Pty Ltd		
BSB:	066 118	Account Number:	1041 4136
Bank Name:	Commonwealth Bank of Australia		
Bank Address:	672A Beaufort St, Mount Lawley WA 6050		
SWIFT Code:	CTBAAU2S		

Table 1 - Refund and Cancellation			
Reason for Refund/Cancellation	Notification Period	Refund	Cancellation Fee
Application for visa is unsuccessful	Before Course Commences	Full refund less cancellation fee	\$300
Application for visa is unsuccessful	After Course Commences	Full refund less cancellation Fee	\$300 cancellation administration fee + Pro- rata of tuition fee used calculated on a weekly basis
Student Default Student with a student visa withdraws Or Student is cancelled for breach of College's rules or breach of student visa rules	More than 10 weeks before course commences	Full refund less cancellation fee	10% of a total course fee*
	More than 4 weeks and up to 10 weeks before	70% of a total course fee*	30% of a total course fee*
	Less than 4 week before the course	30% of a total course fee*	70% of a total course fee*
	After Course Commenced	Nil	100% of a total course fee*

* Conditions of refund

- For refund purpose, fees will be calculated based on number of teaching weeks (excluding holidays).
- Date of 'refund form' submitted will be considered as a date of notice given to Apeiro Institute for refund calculation purpose.
- If the application is made at the start, middle or end of a teaching week, that specific week will be considered as teach-out week -For refund calculation, it will be assumed that the candidate has paid full course fees.
- If a candidate/student has only paid partial fees, it may result in - a candidate owes to Apeiro Institute or Apeiro Institute owes to a candidate/student. This will be calculated for each individual application.

Student Default occurs when:

- The course starts at the location on the agreed starting day, but the student does not start the course on that day (and has not previously withdrawn); or
- The student withdraws from the course (either before or after the agreed starting day); or
- APEIRO INSTITUTE refuses to provide, or continue providing, the course to the student because of one or more of the following events:
 - The student failed to pay an amount he or she was liable to pay the provider, directly or indirectly, in order to undertake the course;
 - The student breached a condition of his or her student visa as stated by Department of Home Affairs;
 - Breach of Apeiro Institute's policies as outlined in the student handbook.

Refunds after Apeiro Institute Default

In the unlikely event of Apeiro Institute, **within 14 days of the default**, Apeiro Institute will:

- Either offer you an alternative place at Apeiro Institute's expense, that is accepted by you in writing; or
- Refund you the unused portion of the prepaid fees.

If Apeiro Institute is unable to provide a refund or place you in an alternative course, then the student shall be referred to the Tuition Protection Service (TPS: www.tps.gov.au), who will place you in a suitable alternative course or if a suitable course cannot be found, pay a refund as calculated by the TPS Administrator.

Commencement Dates

- ** Please note commencement for correspondence courses is the date that the training materials were posted to the client.
- Commencement for online clients is the date that online access is provided to an individual client for a particular course.
- Commencement date for a classroom based learning mode is the first day of the course.

Complaints and Appeals

- Whilst studying at APEIRO INSTITUTE you have the right to access the Complaints and Appeals process at any time.
- You shall be afforded 20 days to access this process, otherwise any Complaint or Appeal will be taken as being accepted by you

Visa Requirements

- The Australian Government has specific guidelines for the issue and management of student VISA's. The failure to comply with these conditions may result in your VISA being revoked at you returned home.
- As an education provider, APEIRO INSTITUTE has the responsibility to ensure you maintain a satisfactory rate of Course Completion and Attendance.
- APEIRO INSTITUTE will monitor this and advise you if you are failing to meet to the minimum requirements.
- APEIRO INSTITUTE is required to report any issues relating to this to Department of Home Affairs.

Deferral, Suspension or Cancellation of Course

- APEIRO INSTITUTE has specific guidelines that meet the requirements of the National Code and ESOS Act of the Deferral, Suspension and Cancellation of student enrolments.
- If a student's enrolment is Deferred, Suspended or Cancelled for any reason, then APEIRO INSTITUTE is required to inform Department of Home Affairs of this at the earliest available opportunity.
- The student is also required to contact Department of Home Affairs to ascertain any changes in their VISA conditions.

Credit Transfer / Recognition of Prior Learning

- Students are encouraged to apply for Credit Transfer or RPL prior to enrolment and to request an application kit where necessary:
 - Where Credit Transfer or RPL is granted before the issue of a VISA, the course duration will be indicated on the Confirmation of Enrolment (CoE),
 - Where Credit Transfer or RPL is granted after the issue of a VISA, the amended course duration will be reported via PRISMS within 14 working days and a new COE will be issued.
- Students are required to submit the Credit Transfer or RPL Application Kit in order to have the Credit Transfer or RPL formerly assessed.

Privacy

- We will not disclose any personal information that we gather about our students to third parties other than the Government Organisations like DHA, VET, Dept of Education etc and to those which we are obliged to under ESOS, SRT0's and National Code Standards. We use the information collected only for the services we provide. No student information is shared with another organisation. If student information is required by a third party we will obtain written consent from the relevant student prior to release of any information.
- Should students seek access to their information we have a documented procedure requiring authorisation before this can occur.
- For more information, Please refer to APEIRO Institutes Privacy Policy.

18. Declaration

I understand the Terms and Conditions, the Privacy Policy and the Cancellation and Refund Policy of APEIRO INSTITUTE and confirm that I have been fully advised of the fees, cancellation and refund conditions and conditions of enrolment and I agree to be a student at APEIRO INSTITUTE.

I allow APEIRO Institute to publish my name and/ or any of my images for promotional purposes during or after completing my studies APEIRO Institute.

I declare that to the best of my knowledge, the information I have supplied is accurate and complete in every detail.

Name:

Signature:

Date:

19. Application Checklist

Have you:

Completed all sections of this application

Attached certified true copies of your VISA (If Held)

Attached certified true copies of your Passport

Attached certified true copies of your qualifications

Attached certified true copies of your English Proficiency

Attached any other relevant documentation

Attached Completed Student Selection Criteria Questionnaire
(Can be downloaded from www.apeiro.edu.au)

STAFF-IN-CONFIDENCE (WHEN COMPLETE)