Australian Vocational Learning Centre

International Student Application

(RTO Provider Code 91683: CRICOS Provider Code 03195D)

Level 2, 16-18 Wentworth St Parramatta NSW 2150

Phone: + (612) 9687 0620

Email: admissions@avlc.edu.au

www.avlc.edu.au

DOCUMENTS NEEDED TO COMPLETE YOUR APPLICATION

When coming to the college to gain admission or emailing through an application form please ensure that you bring or attach:

- Signed and completed application form
- IELTS / English Equivalent (copy certified)
- Academic transcripts from your country (copy certified)
- Resume that include working history
- Passport and visa (copy certified)
- Academic transcripts from Australia (copy certified)
- Financial funds verified and Sponsor declaration

Please note that the application will not be processed without the student’s initials and date at the end of each page.
Enrolment Fee ($400 per course)
All AVLC students must pay a non-refundable enrolment fee. This fee should be paid with the first tuition fee.

Material Fee ($200 per course* conditions apply)
The material fee covers any work books or resources that you will be using while studying with us.

Due date for fees
The Enrolment fee, Materials fee and first instalment of your tuition fee are due and payable upon receiving your Letter of Offer if you would like your CoE straight away. You are more than welcome to take your Letter of Offer home and make your payment before your course start date.

Payment Details
Payment via bank deposit should be forwarded to:
Account name: Australian Vocational Learning Centre (AVLC)
BSB Number 082 778
Account number 17047 1606
Bank: National Australia Bank
Swift Code: NATAAU3302

Tuition fees can also be paid by cash deposit at the college or EFTPOS. Students will not be issued a certificate or statement of attainment while fees are still owing.

Late payment fee
A late payment fee of $200 will be applied to your account if you are five days overdue and a $400 charge if you are 10 days overdue.

Refund of Fee
When a student applies for but is unable to obtain a Student Visa through no fault of their own, all tuition fees paid will be refunded in full, less $150 for administrative expenses. Notification of withdrawal must be in writing. When a student withdraws from a course refunds will apply as follows:
Notification at least 10 weeks before commencement date, 90% of tuition fees paid will be refunded less $150, administrative fee.
Notification at least five weeks before commencement date, 70% of fees paid will be refunded less $150, administrative fee.
Notification of four weeks before and after commencement of course there will be no refund.

If AVLC withdraws an offer, fails to provide the program offered or terminates an education service:
Before the commencement date, all tuition fees paid will be refunded in full, less $150 for administrative expenses.
After the commencement date, a refund, pro rata, of the unearned portion of the term’s fees paid.
If AVLC withdraws a student from an education service because the student has seriously breached the international student visa conditions or the rules of AVLC, no refund of the term’s fees paid will be given and not less than 50% of fees applicable to a subsequent term will be refunded. This agreement does not remove the right to take further action under Australia’s consumer protection laws. The Complaints policy does not circumscribe the student’s right to pursue other legal remedies.

Change of Personal details
Students must notify AVLC within seven days about any changes to their street address, mobile phone numbers and email addresses. This can be done through student database online.

Course Progression and Attendance
Regular and punctual attendance is a requirement for all students. International students must attend a minimum of 80% of classes for the duration of their course since it is a requirement of their visa. If students fail to meet this requirement AVLC will counsel them and assist them to meet this requirement. AVLC does not report students to DIBP for attendance.

If students do not make satisfactory course progress (more than 50%) they will have to attend counselling with Student Services. If the student fails to meet the progress subsequently they will be reported to DIBP and their visa may be cancelled.

Re-assessment policy
Students are offered the opportunity to re-sit an assessment task that they have not performed satisfactorily on. The student is offered two such opportunities. The first one is free of charge. The second re-sit incurs a fee.

Where a student has not achieved a satisfactory result in the third attempt of an assessment/assignment task and has therefore been deemed Not Yet Competent in the entire unit of competency the option of re-training and assessment for the entire unit of competency will be offered.

There are limited options available for the retraining and assessment of a unit. Students will be provided an individual plan of how this option will be delivered and, if acceptable to the student, the student will be required to sign off on the plan.

English & Entry Requirements
To enter AVLC course student must have an IELTS score of 5.5 points (or equivalent) and a minimum of year 12 (or equivalent) and be 18 years or older. Evidence in the form of original or certified documents must be provided upon registration. Courses are delivered in English which includes technical and specific terms. Students having an English problem should inform AVLC.

Age requirements
Students must be 18 years old or older at time of application.

Email: admissions@avlc.edu.au Web: www.avlc.edu.au
Changing courses
If you are thinking about changing your course of study, you need to ensure that you continue to meet all the conditions that apply to your student visa.

Permission to work
If you and your family members are granted student visas you will be allowed to work up to 40 hours per fortnight once your course has commenced. Neither you nor your family members may commence work until the principal visa holder has commenced studying. While the course you are studying is in session you cannot work more than 40 hours per fortnight. No work limits apply during recognised periods of vacation offered by your education provider. Family members will be allowed to work up to 40 hours per fortnight throughout the year.
PERSONAL DETAILS (PLEASE PRINT CLEARLY)

<table>
<thead>
<tr>
<th>Unique Student Identifier Number: ___________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: Mr Mrs Ms First Name:________________ First Name:______</td>
</tr>
<tr>
<td>(Please circle)</td>
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</tbody>
</table>

**Contact Details (Home Country)**

<table>
<thead>
<tr>
<th>Street Address: ____________________________________________</th>
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</thead>
<tbody>
<tr>
<td>Town/Suburb: ____________________________ State:______ Postcode: ______ Country: __________</td>
</tr>
<tr>
<td>Home/Work Phone: ______________________ Mobile Phone: __________</td>
</tr>
<tr>
<td>Email address: ____________________________________________</td>
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</tbody>
</table>

**Contact Details (In Australia)**

<table>
<thead>
<tr>
<th>Street Address: ____________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town/Suburb: ____________________________ State:______ Postcode: ______ Country: __________</td>
</tr>
<tr>
<td>Home/Work Phone: ______________________ Mobile Phone: __________</td>
</tr>
<tr>
<td>Email address: ____________________________________________</td>
</tr>
</tbody>
</table>

**Emergency Contact Details (Next of Kin)**

<table>
<thead>
<tr>
<th>Name: ______________________ Relationship: ______________________</th>
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<tbody>
<tr>
<td>Street Address: ____________________________________________</td>
</tr>
<tr>
<td>Town/Suburb: ____________________________ State:______ Postcode: ______ Country: __________</td>
</tr>
<tr>
<td>Home/Work Phone: ______________________ Mobile Phone: __________</td>
</tr>
<tr>
<td>Email address: ____________________________________________</td>
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</tbody>
</table>

**Gender:**

- [ ] Male
- [ ] Female

**Date of Birth:** ____/____/_______

**Country of Birth:** ______________________

**Nationality:** ______________________

**Passport Number:** ______________________

**Date of Issue:** ____/____/_______

**Expiry Date:** ____/____/_______

**Do you hold a current Visa to be in Australia?**

- [ ] Yes
- [ ] No

If yes please provide details of Visa type, number, expiry date and conditions

- ____________________________________________
- ____________________________________________
- ____________________________________________

**Which best describes your current employment (Tick)**

- [ ] Full time Employee
- [ ] Part time Employee
- [ ] Self-employed
- [ ] Employer
- [ ] Employed – Unpaid worker

**Of the following categories, which best describes your main reason for undertaking this course?**

- [ ] To get a job
- [ ] To develop my existing business
- [ ] To start my own business
- [ ] To try for a different career

**PTO**

**Please Initial to indicate that you have read and understand the contents of this page** Initial________ Date________

**Version 2 March 2015**
☐ Unemployed – seeking full-time work  ☐ To get a better job or promotion
☐ Unemployed – seeking part-time work  ☐ It was a requirement of my job
☐ Not employed – not seeking employment  ☐ I wanted extra skills for my job
☐  ☐ To get into another course of study
☐  ☐ For personal interest or self-development
☐  ☐ Other reasons

Do you have any disability, impairment or long-term condition that may affect your studies? ☐Yes ☐No
If Yes, please select the area(s) in the following list:
☐ Hearing/deaf ☐ Physical ☐ Intellectual ☐ Learning ☐ Mental illness ☐ Vision ☐ Acquired brain impairment
☐ Medical condition ☐ Other (please specify below)
____________________________________________________________________________________________________
_______________________________________
____________________________________________________________

Are you still attending secondary school? ☐Yes ☐No

What is your highest level of secondary school completed?
☐ Year 12 or equivalent ☐ Year 11 or equivalent ☐ Year 10 or equivalent ☐ Year 9 or equivalent ☐ Year 8 or below
What year did you complete that school level? __________

Have you successfully completed a Degree, Diploma of Certificate? ☐Yes ☐No
If yes, please tick below
☐ Bachelor Degree or Higher ☐ Advanced Diploma or Associate Degree ☐ Certificate IV or Advanced Certificate
☐ Certificate III or Trade Certificate ☐ Certificate other than above
Please provide details of all current and previous studies (including High School) that you have completed, or are about to complete

<table>
<thead>
<tr>
<th>Name of Qualification/Course</th>
<th>Name of Institution/School</th>
<th>State/Country</th>
<th>Year Completed</th>
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Do you wish to apply for Credit Transfer or Recognition of Prior Learning: Yes ☐ No ☐
If Yes please you must notify us prior to the commencement of your course

PROFICIENCY IN ENGLISH

How well do you speak English? ☐ Very Well ☐ Well ☐ Not Well ☐ Not at all
What is the main language spoken at home: __________________________

Please tick the appropriate box to indicate any English test you have completed within the last two years.
☐ TOEFL ☐ IELTS ☐ other __________________________
Result: __________________________

Do you consider you have sufficient English ability to complete the course applying for? ☐Yes ☐ No

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Version 2 March 2015
### COURSE/S APPLYING FOR (please tick and note intake date) all courses are 52 weeks duration

<table>
<thead>
<tr>
<th></th>
<th>□ Certificate IV in Business BSB40207 (071413M)</th>
<th>□ Certificate IV in Accounting FNS40610 (076568J)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Diploma of Business BSB50207 (071330E)</td>
<td>□ Diploma of Accounting FNS50210 (076569G)</td>
</tr>
<tr>
<td></td>
<td>□ Advanced Diploma of Business BSB60207 (071328K)</td>
<td>□ Advanced Diploma of Accounting FNS60210 (076570D)</td>
</tr>
<tr>
<td></td>
<td>□ Diploma of Management BSB51107 (071329J)</td>
<td>□ Certificate IV in Marketing BSB41307 (084059G)</td>
</tr>
<tr>
<td></td>
<td>□ Advanced Diploma of Management BSB60407 (071327M)</td>
<td>□ Diploma of Marketing BSB51207 (084060D)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Advanced Diploma of Marketing BSB60507 (084061C)</td>
</tr>
</tbody>
</table>

Available enrolment dates are:

19/01/15  23/02/15  13/04/15  18/05/15  06/07/15  10/08/15  28/09/15  02/11/15

Requested intake date: ____/____/_______

### AGENT INFORMATION AND AGENT STAMP

Contact Details (Home Country)
Street Address: ________________________________________________________________

Town/Suburb: ____________________________ State:___________  Postcode: ________ Country: _____________
Home/Work Phone: ______________________    Mobile Phone: __________
Email address: ____________________________________

### HOW DID YOU HEAR ABOUT AVLC

AVLC would like to find out how you heard about us. Please tick to how you heard about us. Thank you.

<table>
<thead>
<tr>
<th></th>
<th>□ Press or Media</th>
<th>□ Agent (please print) ____________________________</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>□ Internet</td>
<td>□ Family or Friends</td>
</tr>
<tr>
<td></td>
<td>□ Other (please specify): _________________________</td>
<td></td>
</tr>
</tbody>
</table>

For more information on AVLC such as our student handbook, fees structure, course information and meeting our team please visit our website www.avlc.edu.au

Please Initial to indicate that you have read and understand the contents of this page Initial_______ Date_______
Declaration and Authority to view documents (privacy Act 198)

I declare that the information provided by me on this form is true and correct. I understand that this information will be treated as private and confidential and will not be divulged without my written consent, except where AVLC is legally obliged to do so.

When you enrol in AVLC you agree that the staff of AVLC can access the personal information contained in your student file without written consent being obtained. You also agree that the representatives of Government Departments such as the Department of Immigration and Border Protection (DIBP) and Australian Skills Quality Authority (ASQA) and other departments can have access to your student file.

The information requested in this form will be used by the relevant state department of education and training for research, statistical and internal management purposes only. In supplying the requested information, the participant is deemed to have consented to the use of the information for those purposes.

During your training there may be circumstances that will require an AVLC trainer or assessor to discuss your progress with an authorised third party. Also there will be the need to examine workplace samples for the purpose of assessment. All discussions will be strictly confidential.

I (print name) ___________________________________________ authorise the training representative from AVLC to discuss my training program development and / or view appropriate evidence with my employer/supervisor/ trainer. Further, I declare that I have read and understood the Fees schedule, Refund policy and the student induction handbook.

Signed: ___________________________________________ Date: ______________

Name: ___________________________________________
Unique Student Identifier Privacy Notice

If you do not already have a Unique Student Identifier (USI) and you want Australian Vocational Learning Centre to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, Australian Vocational Learning Centre will provide to the Registrar the following items of personal information about you:

- Your name, including first or given name(s), middle name(s) and surname or family name as they appear in an identification document;
- Your date of birth, as it appears, if shown, in the chosen document of identity;
- Your city or town of birth;
- Your country of birth;
- Your gender; and
- Your contact details

When we apply for a USI on your behalf the Registrar will verify your identity. The Registrar will do so through the Document Verification Service (DVS) managed by the Attorney-General's Department which is built into the USI online application process if you have documents such as a Medicare card, birth certificate, driver licence, Australian passport, citizenship document, certificate of registration by descent, ImmiCard or Australian entry visa.

If you do not have a document suitable for the DVS and we are authorised to do so by the Registrar we may be able to verify your identity by other means. If you do not have any of the identity documents mentioned above, and we are not authorised by the Registrar to verify your identity by other means, we cannot apply for a USI on your behalf and you should contact the Student Identifiers Registrar.

In accordance with section 11 of the Student Identifiers Act 2014 Cth (SI Act), we will securely destroy personal information which we collect from you solely for the purpose of applying for a USI as soon as practicable after the USI application has been made or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

The personal information about you that we provide to the Registrar, including your identity information, is protected by the Privacy Act 1988 Cth (Privacy Act). The collection, use and disclosure of your USI are protected by the SI Act.

If you ask Australian Vocational Learning Centre to make an application for a student identifier on your behalf, Australian Vocational Learning Centre will have to declare that Australian Vocational Learning Centre has complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that Australian Vocational Learning Centre has given you the following privacy notice:

You are advised and agree that you understand and consent that the personal information you provide to us in connection with your application for a USI:

- Is collected by the Registrar for the purposes of:
  - applying for, verifying and giving a USI;
  - resolving problems with a USI; and
  - creating authenticated vocational education and training (VET) transcripts;

- May be disclosed to:
  - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
    - the purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs;
    - education related policy and research purposes; and
    - to assist in determining eligibility for training subsidies;
  - VET Regulators to enable them to perform their VET regulatory functions;
  - VET Admission Bodies for the purposes of administering VET and VET programs;

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Australian Vocational Learning Centre Pty Ltd
Level 2, 16 – 18 Wentworth Street, PO Box 204 Parramatta NSW 2150
Phone No: (02) 9687 0620
(RTO 91683) (CRICOS Provider 03195D) ABN: 24 136 522 506
Email: admissions@avlc.edu.au Web: www.avlc.edu.au

- current and former Registered Training Organisations to enable them to deliver VET courses to the individual,
  meet their reporting obligations under the VET standards and government contracts and assist in determining
  eligibility for training subsidies;
- schools for the purposes of delivering VET courses to the individual and reporting on these courses;
- the National Centre for Vocational Education Research for the purpose of creating authenticated VET
  transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET
  statistics;
- researchers for education and training related research purposes;
- any other person or agency that may be authorised or required by law to access the information;
- any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her
  functions in the administration of the USI system; and

Will not otherwise be disclosed without your consent unless authorised or required by or under law

Privacy policies and complaints
You can find further information on how the Registrar collects, uses and discloses the personal information about you in
the Registrar’s Privacy Policy or by contacting the Registrar at 13 38 73 or email them usi@industry.gov.au. The Registrar’s
Privacy Policy contains information about how you may access and seek correction of the personal information held about
you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how
such complaints will be dealt with.

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the
Privacy Act, which includes the following:
- Misuse or interference of or unauthorised collection, use, access, modification or disclosure of usis; and
- A failure by Us to destroy personal information collected by you only for the purpose of applying for a USI on your
  behalf

For information about how the Australian Vocational Learning Centre collects, uses and discloses your personal information
generally, including how you can make a complaint about a breach of privacy, please refer to the Australian Vocational
Learning Centre’s privacy policy which can be found at www.avlc.edu.au or by visiting Student Services and requesting

(Signature of acceptance by student) …………………………………………………………………………………

Name of student …………………………………………………………………………………………………………..

Please Initial to indicate that you have read and understand the contents of this page Initial_______ Date_______

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