

Enrolment Application Form

Student Information				
Surname:		Title: Mr./Mrs./Miss/Ms./Other	Date of birth	
First name:		Middle name/s:		
Email:		Mobile:		
English Language Test Name:		Test Score:	Test Date:	
Unique Student Identifier (USI), if known:				
Please note that all applicants are required to be 18 years of age or above				

Home Address (Overseas or In Australia)				
Building/ property name:				
Flat/unit details:		Street or Lot Number (e.g. 205 or Lot 118):		
Street name:				
Suburb, locality or town:				
State/Territory (if applicable):		Postcode:		
Country				
Postal Address (if different from above)?				
Building/ property name:				
Flat/unit details:		Street or Lot Number:		
Street name:				
Suburb, locality or town:				
State/Territory:		Postcode:		
Residency and Other Visa Details				
Country of birth		Citizenship		
Passport Number		Passport Expiry Date		
Do you already have an Australian visa that allows you to study here?		If yes, what type of visa?		

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Next of Kin/Emergency Contact			
Name:		Relationship to you:	
Address:			
		Postcode:	
Home phone:	()	Work:	()
Mobile:		Email:	

Please select the course(s):

(Student may tick/select more than one course at the time of making the application)

- AUR30620 Certificate III in Light Vehicle Mechanical Technology (Release 3)
 AUR40216 Certificate IV in Automotive Mechanical Diagnosis (Release 2)

Qualification Code / Course Title:	AUR30620 Certificate III in Light Vehicle Mechanical Technology (Release 3)
CRICOS Code:	110646B
Course Duration:	61Weeks (9-week break + 52-week study)
Scheduled Course Contact Hours:	20 hours face-to-face per week
Delivery Location:	Face to face in the classroom at Atlas College campus address: 263 King Street, Mascot NSW 2020 Australia Face to face in the Atlas college workshop address: Belmore Auto Smash, 55A Moxon Road, Punchbowl, NSW 2196
Study Days:	20 hours of face-to-face scheduled classroom delivery per week Monday 8:30- 5:00 (8 Hours) Tuesday 8:30- 5:00 (8 Hours) Wednesday 8:30-12:30 (4 Hours)
Course Material:	Material Fee to be paid on Enrolment (A\$1,000) *
Course Tuition Fees (total):	A\$ 16,500
Payment Schedule:	12 instalments to be paid: First Instalment: Tuition Fee instalment: A\$250 (On enrolment) refundable Enrolment Fee: A\$250 (On enrolment) Non- refundable Material Fee: A\$1000 (On enrolment) refundable 10x instalments of A\$1,500 A\$15,000 (Tuition Fees) refundable 1x Final payment A\$1,250 (Tuition Fees) refundable Total Course Fees: A\$17,750 *Cost of text book not included in material and tuition fee.
Credit Transfer or National Recognition application:	A\$0

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Recognition of Prior Learning (RPL) application:	A\$500 per unit of competency
Assessment 1 st Re-sit:	A\$0 Per unit of competency
Assessment 2 nd Re-sit:	A\$350 per unit of competency
Re-issue of Testamur and Statement of Results:	A\$100
Enrolment Fee	A\$250 Non-Refundable

Qualification Code / Course Title:	AUR40216 Certificate IV in Automotive Mechanical Diagnosis (Release 2)
CRICOS Code:	110648M
Course Duration:	32Weeks (6 weeks break + 26 weeks study)
Scheduled Course Contact Hours:	20 hours face-to-face per week
Delivery Location:	Face to face in the classroom at Atlas College campus address: 263 King Street, Mascot NSW 2020 Australia Face to face in the Atlas college workshop address: Belmore Auto Smash, 55A Moxon Road, Punchbowl, NSW 2196
Study Days:	20 hours of face-to-face scheduled classroom delivery per week Monday 8:30 am - 5:00 pm (8 Hours) Tuesday 8:30 am- 5:00 pm (8 Hours) Wednesday 8:30 am-12:30 pm (4 Hours) scheduled workshop delivery per week Wednesday 1:00 pm- 5:00 pm (4 Hours) Thursday 8:30 am- 5:00 pm (8 Hours) Friday 8:30 am-5:00 pm (8 Hours)
Course Material:	Material Fee to be paid on Enrolment (A\$1000) *
Course Tuition Fees (total):	A\$5,500
Payment Schedule:	5 instalments to be paid: First Instalment: Tuition Fee instalment: A\$250 (On enrolment) refundable Enrolment Fee: A\$250 (On enrolment) Non- refundable Material Fee: A\$1000 (On enrolment) refundable 3x instalments of A\$1,500 A\$4,500 (Tuition Fees) refundable 1x Final payment A\$750 (Tuition Fees) refundable Total Course Fees: A\$6,750 *Cost of text book not included in material and tuition fee.
Credit Transfer or National Recognition application:	A\$0

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Recognition of Prior Learning (RPL) application:	\$500 per unit of competency
Assessment 1 st Re-sit:	A\$0 Per unit of competency
Assessment 2 nd Re-sit:	A\$350 per unit of competency
Re-issue of Testamur and Statement of Results:	A\$100
Enrolment Fee	A\$250 Non-refundable

General Information

1. Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Undetermined
2. Have you ever studied with Atlas College before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Where were you born?	Nationality:

4. Do you speak a language other than English at home? If more than one language, indicate the one that is spoken most often.	<input type="checkbox"/> No, English only - Go to question 6 <input type="checkbox"/> Yes, other, please specify:
5. How well do you speak English?	<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all
6. Are you of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, Aboriginal and Torres Strait Islander
7. Do you consider yourself to have a disability, impairment or long-term condition? If yes, please indicate the area of disability, impairment or long-term condition. (tick as many as apply) Any special needs particularly related to automotive workshops which may include but not limited to working with chemicals, gasses, metals and heavy loads.	<input type="checkbox"/> Yes <input type="checkbox"/> No – go to question 8 <input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Intellectual <input type="checkbox"/> Mental illness <input type="checkbox"/> Vision <input type="checkbox"/> Physical <input type="checkbox"/> Medical condition <input type="checkbox"/> Acquired brain injury <input type="checkbox"/> Learning <input type="checkbox"/> Other:
8. What is your highest COMPLETED school level (tick one box only)	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 8 or below <input type="checkbox"/> Never attended school – Go to question 11
9. In which YEAR did you complete that school level?	
10. Are you still attending secondary school?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Previous Qualifications

11. Have you SUCCESSFULLY completed any of the following qualifications?	<input type="checkbox"/> Yes – indicate below <input type="checkbox"/> No – Go to Question 12
<i>If YES, then tick ANY applicable boxes (you may indicate more than one)</i>	

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<input type="checkbox"/> Bachelor Degree or Higher Degree	<input type="checkbox"/> Advanced Diploma or Associate Degree
<input type="checkbox"/> Diploma (or Associate Diploma)	<input type="checkbox"/> Certificate I
<input type="checkbox"/> Certificate II	<input type="checkbox"/> Certificate III (or Trade Certificate)
<input type="checkbox"/> Certificate IV (or Advanced Cert/Technician)	<input type="checkbox"/> Certificates other than these

Please list any qualifications you have completed, the year of completion and the country where the qualifications were completed.	1.	Year & Country Name:
	2.	Year & Country Name:
	3.	Year & Country Name:

12. Do you wish to apply for a Course Credit Transfer? If YES, certified copies of transcripts from previous qualifications must be provided with this form.	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Do you wish to apply for Recognition of Prior Learning (RPL)? If you indicate yes, you will be contacted by Atlas College to discuss this further.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Employment
Of the following categories, which BEST describes your current employment status? (tick one box only)

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

Study Reason
Of the following categories, which BEST describes your main reason for undertaking this course?

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

Refund Policy
In the unlikely event of default by Atlas College, such situations are covered by the provisions of the ESOS Act 2000 and the ESOS Regulations 2001. In the circumstances of provider default where the refund option is chosen by the student, Atlas College must pay the student all course fees. Refunds will be paid to students within 28 days of the default day. However, if the student agrees to

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accept an alternative agreement, such as another course, or part of a course, to be provided to the student at the institute's expenses, then the institute is relieved of its liability to make the payment.

Tuition fees **will be NOT be refunded** under the following circumstances:

1. The student whose enrolment is terminated for failure to comply with Atlas College's policies and procedures and the requirements
2. if the Student Visa is cancelled by the Department of Immigration/DOHA
3. Student cancels the enrolment less than two weeks prior to the course commencement date
4. Does not commence (i.e. Does not arrive, or has not arranged with Atlas College for a later start)

Requests for refund should be made in writing by using the Refund Application Form of Atlas College to the Operations Manager with documented evidence of the reason for refund. **Eligible refunds will be refunded within 28 days of receipt of the refund claim.**

In the unlikely event of default by Atlas College, such situations are covered by the provisions of the ESOS Act 2000 and the ESOS Regulations 2001. In the circumstances of provider default where the refund option is chosen by the student, Atlas College must pay the student all course fees. Refunds will be paid to students within 28 days of the default day. However, if the student agrees to accept an alternative agreement, such as another course, or part of a course, to be provided to the student at the institute's expenses, then the institute is relieved of its liability to make the payment.

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4. Does not commence (i.e. Does not arrive, or has not arranged with Atlas College for a later start)

Requests for refund should be made in writing by using the Refund Application Form of Atlas College to the CEO with documented evidence of the reason for refund. **Eligible refunds will be refunded within 28 days of receipt of the refund claim.**

All refunds will include a statement explaining how the refund amount was calculated. Refunds 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. Students are not required to make any additional payment to education agent other than fees mentioned on page 3 or 4, depending upon the course selection, of this document and therefore will not be subject to refund by Atlas College. Student must notify Atlas College immediately in case any additional payments are demanded by the education agent.

This refund policy does not remove students' rights to take further action under Australian Consumer Laws.

The tuition fees **will be refunded** only under the following circumstances as shown in the table below:

Enrolment registration Fee	Non-refundable
Tuition Fees	
Visa refused prior to course commencement	Full refund
Withdrawal at least 5 weeks prior to agreed start date	90% refund

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Withdrawal at least 3 weeks prior to agreed start date	70% refund
Withdrawal less than 2 weeks prior to agreed start date	No refund
Withdrawal after the agreed start date	No refund
Visa cancelled due to actions of the student	No refund
Withdrawal from the study - current students	For refund of unused tuition fees, the <i>Notification of Withdrawal</i> form must be received by Atlas College 4 weeks prior to the start date of the following payment(s)
Compulsory Health Insurance (Student Visa holders only)	Refer to OSHC provider directly for OSHC refund matters

Withdrawal from Commenced Courses

In the event the students intend to transfer their study to another provider or terminate their study, Four (04) weeks' notice in writing is required before the commencement date of the next payment due date. If less than 4 weeks' notice is given, the student/agency or parents have an obligation to pay the following fee(s). You need to fill in the Notice of Course Withdrawal Form to notify Atlas College of the termination of your study. The form is available from the Administration office of Atlas College or contacts Student Support Services staff.

Deferral/Suspension/Cancellation of the Courses

A student is only allowed to defer commencement or suspend studies of the course on medical grounds or other exceptional compassionate grounds. In all other cases, Atlas College may cancel the enrolment of the student and must report the student to Department of Home Affairs/Department of Immigration via PRISM, as not complying with the visa conditions.

Language, Literacy and Numeracy (LLN)

LLN skills may be reviewed during student Orientation before the commencement of the course. As part of the assessment of the student's application for enrolment, the student must take an online LLN test (a link sent by Atlas College via email to the applicant in response to enrolment application to take the online test (paid by Atlas College) for an assessment of five core skills of learning, reading, writing and oral communication (ACSF) at the time of enrolment. The results of the online LLN test will be used to assess the suitability of the applicant for the course and at the same time, the results also help Atlas College to determine if the learner requires any LLN support during the study.

Application checklist –

Provide a certified copy of the following documents with your application. You will need to bring the originals to your orientation day for verification.

- Valid passport copy
- Valid Visa (if you have one)
- High School certificate or another relevant certificate(s) – year 12 education completion certificate
- Proof of English Language Proficiency - IELTS 5.5 or equivalent
- Any other relevant documents to support your application e.g. resume
- Overseas Student Health Cover (OSHC) (if you have one)

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All payments to be made in the below account after receiving and signing the student written agreement.

Name of Bank: Commonwealth Bank Australia
Branch: Ingleburn, NSW
BSB: 062 185
Account Number: 1093 1309

Agreement

In signing this Enrolment Application Form, you agree:

- That the information you have provided on this form is true, correct and complete.
- That you have been provided with appropriate and sufficient information to make an informed decision about your enrolment in this course(s).
- That you have read and understood [Atlas College Privacy Policy](#).
- Information concerning students, including information submitted on the Enrolment Application Form, may be shared between Atlas College and the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. This information includes personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach by the student of a student visa condition.
- The information may be disclosed to the National Centre for Vocational Education Research (NCVER) and/or other authorized agencies and departments. In certain circumstances information collected during your enrolment can be disclosed without your consent where authorized or required by law; this may include the circumstances of any suspected breach of by the student of a student visa condition.
- The provision of this information is necessary for both enrolment and re-enrolment. Information provided will be held securely and disposed off securely when no longer needed. You may access your personal information by contacting Atlas College.
- That you have read and understood the Student Handbook.
- That you have been provided with detailed information about the fees and charges associated with your course enrolment including information on all fees (tuition, administration and materials), payment terms and the applicable Refund Policy.
- That you know all units of competency of your selected course and that the units are appropriate for your study goals.
- To provide Atlas College with current and accurate contact details and notify changes.
- To be bound by Atlas College's Student Code of Conduct provided in Student Handbook and other student policies and procedures as well as National and State legislation and regulations including any variations that are made from time to time.
- This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to act under Australia's consumer protection laws.

Student Signature:		Date:	/ /
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Printed Name:			
Agent details (if applicable)			
Agent Name:			
Contact Details:			
Stamp:			
Signature:		Date:	/ /