

APPLICATION FORM

Important Information: Before completing the application form, please ensure you read and understand Ashley English Language Institute's policies and procedures regarding course enrolment, refund policy, and privacy. This form is intended for all prospective students, including both international and domestic applicants.

AGENT DETAILS

Are you applying through an Education Agent? Yes (complete below details) No (Proceed to your applicant details)

Agent Company Name:

Agent Company Address:

CONTACT COUNSELLOR DETAILS

Title: Mr Mrs Ms Miss

Contact counsellor given name: Family name:

Gender: Male Female Other

Phone: Email:

I nominate this Education Agent to be my agent for the entire duration of my enrolment:

Yes No

APPLICANT DETAILS

Have you studied at AELI before? Yes (Add your student number) No

Title: Mr Mrs Ms Miss

Given Name: Family name:

Have you ever been known by any other names? Yes (please provide details below) No

Family name: Given name:

Gender: Male Female Other

Date of Birth:

Passport Number: Nationality: (as shown on passport):

Place of Birth:

Current Residential address:

Postal address (Please state AS ABOVE if same):

Home telephone: Mobile:

Email address:

EMERGENCY CONTACT INFORMATION

Given name: Family Name:

Relationship Mobile

Address Email:

VISA DETAILS

Are you applying for a student visa?

Yes - Please list the city/country which the visa application will be lodged in

No - What type of visa are you studying on? For example, working/holiday/tourist/student or other:

OVERSEAS STUDENT HEALTH COVER (OSHC)

The Australian Government requires all overseas students studying on a student visa to have Overseas Student Health Cover (OSHC) for the total duration of your stay in Australia.

Do you require OSHC to be arranged by AELI? Yes (If yes complete the below details) No

OSHC Duration: Months OSHC Cover Type: Single/Couple or Family

(Couple & Family Cover: Please attach passport copies of all partners and family members)

Do you have any Medical Conditions?

ACCOMODATION & AIRPORT TRANSFER

Do you want AELI to arrange your Airport Transfer and Homestay Accommodation?

Yes (Complete the Accommodation and Airport Transfer form on our website)

No

Please note that all students aged under 18 years at time of commencement must stay at a Homestay residence until they turn 18.

PREVIOUS QUALIFICATION

Have you successfully completed any of the qualifications in the following column? Yes No

If yes, select the applicable boxes:

- | | | |
|--|--|--|
| <input type="checkbox"/> Year 10 or Equivalent | <input type="checkbox"/> Certificate II | <input type="checkbox"/> Diploma |
| <input type="checkbox"/> Year 11 or Equivalent | <input type="checkbox"/> Certificate III | <input type="checkbox"/> Advanced Diploma |
| <input type="checkbox"/> Year 12 or Equivalent | <input type="checkbox"/> Certificate IV | <input type="checkbox"/> Bachelor Degree or Higher |

In which year, did you complete the highest level of qualification?

List details of your previous education including courses you are currently studying. Please attach supporting documentation from all studies undertaken i.e. High School, Diploma, Advanced Diploma, Degree

Qualification	Name of the Institute	Country	Year of Award

Student Declaration: I declare that I have provided all relevant details of the qualifications I have previously completed.

Student Signature: _____

Date: _____

ENGLISH PROFICIENCY

Select the applicable boxes:

Have you undertaken an international English test in the last 2 years? (IELTS/TOEFL/PTE) Yes No

If yes: please advise the course, you have completed:

Please indicate your results: Score: Band: Listening Speaking Reading Writing

Please indicate your present level of English:

- | | | | |
|-------------------------------------|---|---------------------------------------|---|
| <input type="checkbox"/> Elementary | <input type="checkbox"/> Pre-Intermediate | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Upper Intermediate |
|-------------------------------------|---|---------------------------------------|---|

DISABILITY

Do you consider yourself to have a disability, impairment or a long-term health condition? Yes No

If yes, please indicate the areas of disability, impairment or long-term health condition:

- Hearing/Deaf Mental Illness Vision Intellectual
 Physical Learning Medical condition Other:

Please provide details of any special needs, disabilities or other personal considerations AELI should be aware of (Attach additional sheets if required).

INTENDED COURSE ENROLMENT DETAILS

Please select the course you intend to enroll in:

General English (Elementary to Advance) - 52 weeks (12 weeks per level)

English for Academic Purposes 52 weeks - (12 weeks per level)

IELTS Preparation - 10 weeks

OET Preparation – 10 weeks

PTE Academic Preparation – 10 weeks

FEES AND CHARGES

Please see below the fees and charges structure per course

Course Name: General English

Levels: Elementary, Pre-Intermediate, Intermediate,
Upper Intermediate and Advance

CRICOS Course Code: 097130K

Duration (Weeks): 52 (12 weeks per level)

Tuition Fee: \$AU 19,760 (\$380 per week)

Non-Tuition Fee: \$AU 500 (Enrolment Fee and Material fees)

Estimated Total Course Cost: \$AU 20,260

Course Name: English for Academic Purposes (EAP)

Levels: EAP1 Foundation and EAP2 Advanced

CRICOS Course Code: 106441E

Duration (Weeks): 52 (12 weeks per level)

Tuition Fee: \$AU 19,760 (\$380 per week)

Non-Tuition Fee: \$AU 700 (Enrolment Fee and Material fees)

Estimated Total Course Cost: \$AU 20,460

Course Name: IELTS Preparation

CRICOS Course Code: 107979G

Duration (Weeks): 12

Tuition Fee: \$AU 4,560

Non-Tuition Fee: \$AU 500 (Enrolment Fee and Material fees)

Estimated Total Course Cost: \$AU 5,060

FEES AND CHARGES

Course Name: OET Preparation

CRICOS Course Code: 107981B

Duration (Weeks): 12

Tuition Fee: \$AU 4,560

Non-Tuition Fee: \$AU 500 (Enrolment Fee and Material fees)

Estimated Total Course Cost: \$AU 5,060

Course Name: PTE Academic Preparation

CRICOS Course Code: 107980C

Duration (Weeks): 12

Tuition Fee: \$AU 4,560

Non-Tuition Fee: \$AU 500 (Enrolment Fee and Material fees)

Estimated Total Course Cost: \$AU 5,060

**Please note: Further information about fees and charges associated with each program, email admissions@ashley.nsw.edu.au*

WEEKLY INTAKES

We offer weekly intakes commencing every Monday of the week.

Please indicate which week you would like to commence your course (Insert Date/Month/Year):

RECOGNITION OF PRIOR LEARNING (RPL)

Do you intend to apply for RPL? Yes No

Please note that AELI offers ELICOS courses, if you have completed previous English studies AELI will review and determine outcome of Recognition of Prior Learning (RPL).

ASHLEY ENGLISH LANGUAGE INSTITUTE (AELI) TERMS AND CONDITIONS

1. All due care is to be taken with AELI equipment, facilities and property at all times
2. Students who are under 18 years of age must obtain their parent / guardian approval to enrol in a course at AELI – Contact admissions team for further information and consent form.
3. AELI reserves the right to expel students for serious breaches of discipline

4. Course Entry Requirements

For entry into an AELI program, students must be:

- 18 years of age or older at the time of course commencement
- Must complete Higher Secondary School i.e., year 12 Certificate

5. Application Fees

All AELI course applicants must pay a non-refundable application fee. This can be paid at the same time as paying for Tuition Fees. For more information on the breakdown of fees, please see your course offer letter

6. Tuition Fees

Tuition Fees DO NOT cover application fees, material fees i.e. accommodation, living expenses, uniforms, stationery and equipment. No student is required to pay more than 50% of the total course fees before the agreed commencement date. No amount adding to over 50% is required until two weeks before the commencement of the second study period. This also applies to payments made through any third party. For more information on the breakdown of fees, please see the relevant courses Course Information Sheet.

7. Other Fees and Charges

All other fees and charges related to each program, including material fees is stipulated in the specific programs Course Brochures

8. Transfer of Fees

No fees will be transferred to other external institutions or persons.

9. Refund Policy

AELI will go over the Refund Policy with you in detail prior to enrolment. If your application is successful, AELI will forward you a Letter of Offer and Student Acceptance Agreement. The agreement specifies AELI's Refund Policy and must be signed and agreed by you prior to AELI accepting any fees or accepting your enrolment. As required by Australian Consumer Law, you are entitled to a cooling off period, where you are permitted to

cancel your course without penalty (in writing or by email to studentservices@ashley.nsw.edu.au) within 10 business days of accepting AELI's offer. In this instance, a full refund of prepaid tuition fees will be provided, less the Application Fee.

10. Enrolment and Induction

All confirmed Students are required to attend orientation prior to commencing their studies. Students will be informed on the details of their orientation once their enrolment is confirmed.

11. LL&N Support

Ashley English Language Institute is committed to providing LL&N (Language, Literacy and Numeracy) support to students who may require it during their enrolment. These students may include those from linguistically and/or culturally diverse backgrounds, students with a disability and students whose first language is not English. For AELI to best accommodate students, we ask that every student select one of the following:

I appreciate that AELI is interested in my LLN standard, however I affirm that I do not require any assistance with LLN for the course I am choosing to undertake – Please finalise my enrolment.

**If you have selected this option your enrolment will progress in line with AELI's selection procedures.*

I am unsure if my LLN standard is sufficient for the level of study I am undertaking and I wish to undertake a LLN assessment for AELI's determination

**If you have selected this option your enrolment will not be processed until a formal LLN assessment has been completed. AELI staff will be in contact with you to arrange this assessment.*

12. Attendance and Course Progress

Attendance and course progress is regularly monitored by Ashley English Language Institute. Where a student is identified as not progressing satisfactorily, the Institute may intervene with the students' enrolment and devise strategies to assist the student in completing their enrolment

13. Re-assessment and Repeating Course Level

For each Assessment Task, Students are provided with 2 opportunities to achieve a Satisfactory Result. Should a Student be unable to achieve a Satisfactory Result by their third attempt, they will be required to undertake a reassessment for that Task. The cost of Should a Student not achieve a Satisfactory Result following Re-assessment, the Student will be required to repeat the Course Level in its entirety, in line with the Institute's Student Assessment, Reassessment and Repeating Course.

14. Recognition of Prior Learning (RPL)

Enrolling students are encouraged to apply for recognition for competencies they have already achieved. Detailed information on AELI's RPL process is provided prior to enrolment and is available at Reception.

15. How to Apply: A step-by-step guide

1. Choose the course you are interested in and check the course entry requirements
2. Apply for the course you wish to study by completing this Enrolment Form
3. Read the Terms and Conditions and sign both declarations to confirm your agreement
4. Ensure you have attached all relevant supporting information
5. Return your application form and necessary documents to a AELI Marketing and Admissions Officer
6. You will then be booked in to have a meeting with a AELI Marketing and Admissions Officer. At this meeting, the Marketing and Admissions Officer will go through pre-enrolment information with you and will assess your application for enrolment.
7. If your application is successful, you will receive a Letter of Offer, an invoice stating the cost of your studies and a Student Acceptance Agreement. On payment of the invoice and receipt of your signed Student Acceptance Agreement, your enrolment will be confirmed and you will be provided with your Orientation details

16. Payment

All fees are payable in Australian Dollars only. Payments can be made by bank deposit, bank cheque or internet transfer.

17. Consent for use of Photograph

I understand that during my studies at Ashley English Language Institute I can be photographed (still or video) at any time at the college or outside the college (during extracurricular activities /excursions /graduations etc.) I agree to have my photographs used by Ashley English Language Institute for any promotional materials. I understand that I can withdraw my consent at any time in writing

18. Unique Student Identifier (USI)

From 1st January 2015, all students studying Nationally Recognised Training in Australia will be required to have a Unique Student Identifier (USI). Your USI links to an online account that contains all your training records and results (transcripts) that you have completed from 1st January 2015 onwards. Your results from 2015 will be available in your USI account in 2016. To register for a USI, see the Institute's Student Handbook or speak to the Institute's Student Services Team. You must provide your USI to the Institute's Marketing and Admissions Officer by your Orientation date. The Institute will not issue AQF certification documentation to an individual without being in receipt of a verified Student Identifier for that individual, unless an exemption applies under the Student Identifiers Act 2014. Where an exemption applies, the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET Transcripts prepared by the Registrar.

19. Privacy Policy

AELI is firmly committed to privacy. We use an applicant's information including personal details only to enrol students. This information is kept secure and is not shared with any third party except in circumstances where AELI is required to do so by law. The applicant's information may be made available to Commonwealth and State Government agencies such as State or Federal Police, State or Federal Education Departments and the Australian Taxation Office.

20. Complaints and Appeals

AELI endeavours to create a positive learning environment free of coercion, unfair treatment or harassment. Any circumstance caused by AELI, its trainers, assessors or other staff, a third-party providing services on AELI's behalf (including the third party organisation itself, their trainers, assessors or other staff), or another learner of AELI, which affects the wellbeing of a student, will be dealt with in a professional manner in line with published procedures. Students who are dissatisfied with decisions made by the Institute will be able to access the Institute's internal and external appeals processes. For AELI's full Complaints and Appeals policy, refer to the Student Handbook.

21. Standards for Registered Training Organisations (RTOs) 2015

The Standards for Registered Training Organisations (RTOs) 2015 is in place to protect the interests of all students in Australia's VET system. The Standards guide nationally consistent, high-quality training and assessment services in the vocational education and training system. Ashley English Language Institute (the RTO) is responsible for the quality of the training and assessment in compliance with these Standards, and for the issuance of the AQF certification documentation.

APPLICATION CHECKLIST

Completed Application Form	
Certified copy of your passport page	
Copy of current visa (if applicable)	
Copy of Overseas Student Health Cover	
Certified copy of your most recent and highest qualification achieved	
Certified translations of any documents that are not in English	
I have read and understood the Policies Procedures on: <ul style="list-style-type: none"> • Monitoring Student Progress • Student Attendance Recording, Monitoring and Reporting • Complaints and Appeals • Student transfer between registered providers • Refund 	

Please email completed application form and evidence to: admissions@ashley.nsw.edu.au

PRIVACY STATEMENT & STUDENT DECLARATION

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Ashley English Language Institute for statistical, regulatory and research purposes. Ashley English Language Institute may disclose your personal information for these purposes to third parties, including:

- Commonwealth and State or Territory government departments and authorised agencies;
- Organisations conducting student surveys

Student Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct. I have read and understood and agree to all information provided in student handbook and relevant policies on AELI website. I understand that acceptance into any course(s) at AELI is subject to meeting the course entry requirements and submitting full payment of fees a minimum of 14 days prior to the commencement date of the course. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Student Name Student Signature
Date / /

[Parent/guardian Name] Parent/guardian Signature]
[Date] / /

*Parental/guardian consent is required for all students under the age of 18.

AGENCY DETAILS

Place stamp below (if applicable)

Counsellor Name:
Agency Name:
Phone:
Email:
Address: