



Enrolment Application Form

Please make sure you complete all relevant questions and read through and understand all the information outlined in the sections below before submission:

1. Application Details
2. Important Information for Students
3. Refund Policy
4. Student Acknowledgement and Declaration

1. Application Details

Education Agent Details

Has an education agent assisted with this application?

Yes

No

If yes, please specify the name of the agent and company:

Personal Details

Title

Mr Ms Mrs Miss

Other (Please specify)

Gender

Male Female Unspecified

Family Name:

Given Name(s):

Date of Birth (DD/MM/YYYY):

Student ID:

Mobile:

Email:

Do you have a disability or special learning needs that will affect your studies?

No Yes - please attach details

Contact Details

Address in your home country:

Address in Australia:

Currently living in Australia Overseas

Email:

Phone:

Mobile:

Emergency Contact

Name:

Email:

Phone:

Relationship:

Please advise AVTA of any changes to any of your contact details within 7 days of the change



English Language

Is English your first language? No, please specify:
 Yes - go to next section

Have you taken a recognised English language test in the past 2 years?

Yes No

If yes:

Test Name:

Test Date (DD/MM/YYYY):

Test Result:

Course Selection

Course VET Code	Course CRICOS Code	Course Name	Campus	Preferred intake	CT*	RPL**
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

*Credit transfer (CT) - Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

**Recognised Prior Learning (RPL) - Recognition of prior learning is a process that assesses your competency acquired through formal and informal learning to determine if you meet the requirements for a unit of study.

For more details, please refer to Credit Transfer and RPL policies at: <https://avta.edu.au/>

Education History

Year	School/Institute	State/Country	Name of Qualification/School level	Length of study	Results attached
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No



					<input type="checkbox"/> Yes <input type="checkbox"/> No
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Please advise your highest completed secondary school level and all other qualifications completed.

Current Enrolment

Are you currently enrolled with another Australian education provider? Yes No

If yes, please provide details in the table below:

Course Name	School/Institute	Proposed start date	Proposed end date

Passport, Visa, and Student Health Cover (OSHC) Details

Country of citizen: Passport Number:

Country of birth:

Do you hold a current Australian visa? Yes No

Visa type: Student Working Tourist Others Please specify:

Visa Expiry Date:

Do you already have OSHC cover? Yes No

If yes, name of the provider: Expiry Date:

If no, please tick the type of OSHC* cover that you require. Single Couple Family

As part of your student visa conditions, you will be required to obtain and pay for health insurance whilst studying in Australia. AVTA's preferred provider for OSHC is **Bupa**, who is a registered health insurance provider and can provide you with the required health insurance for your stay. To obtain further information on the health insurance requirements for overseas students studying in Australia, speak with the AVTA Enrolment Team, or you can visit the following website - <https://www.bupa.com.au/health-insurance/overseas-students/oshc>

Dependants Details

Do you have any dependents on your visa application? No Yes

If yes, please provide complete details in the table below:

Family Name	Given Name(s)	Relationship	Date of birth	Studying in Australia	Name of Education provider
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	



				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Please attach separate sheet if there are more than 3 dependants.					

Unique Student Identifier (USI)

Do you have a Unique Student Identifier (USI)? No Yes, please provide USI details:

If you would like us (AVTA) to apply for a USI on your behalf, you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/about-us/privacy>

I authorise AVTA to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

I have read, and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <https://www.usi.gov.au/about-us/privacy>

Please note that in accordance with section 11 of the Student Identifiers Act 2014, AVTA will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have finalised the application, or the information is no longer needed for that purpose unless we are required by or under any law to retain it.

2. Important information for students

2.1 Pre-enrolment consultation

To help you make an informed enrolment decision, you are encouraged to attend a pre-enrolment consultation session provided by your authorised education agent or representative staff from Australian Vocational Training Academy (AVTA) before completing this Student Enrolment Application Form. You will be provided transparent, accurate and complete information relevant to your application, including, but not limited to:

- a) The VET and CRICOS information of AVTA
- b) Course information (i.e., fees, duration, delivery mode, location, equipment, unpaid work placement, practical training locations if applicable, and other arrangements related to your application)
- c) Entry requirements (i.e., academic requirements, language proficiency requirements, employment requirements, financial requirements, etc.)
- d) Information about Overseas Student Health Cover (OSHC)
- e) Information about training and assessment
- f) Student Visa Conditions
- g) Policies and procedures on course progress/attendance, assessment, and student conduct rules, etc.
- h) Information about the support services available to students in AVTA



2.2 Intake dates

AVTA has two yearly intakes:

- January
- July

AVTA will only confirm the intake of a qualification when it meets the minimum number of applications. Students will receive a Letter of Offer in the proposed intake when the minimum number of applications is met.

If the minimum number of applications is not met, a student will be advised of the next proposed intake.

2.3 Genuine Temporary Entrant requirements (GTE requirements)

Please be aware that before you are accepted to study at AVTA, you are required to meet the Genuine Temporary Entrant requirements (GTE requirements), by Immigration (Department of Home Affairs) <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-temporary-entrant>

The below GTE requirements will be assessed by the AVTA Enrolment team as part of the enrolment application process and before a formal offer is made to you.

- Circumstances in home country (or country of residence)** - the reason for not studying in home country or region if a similar course is available there, ties to their home country that support the intention to return once study is complete, economic circumstances, military service commitments, political and civil unrest in the home country.
- Potential circumstances in Australia** - ties to Australia which would present as a strong incentive to remain in Australia, level of knowledge of proposed course of study and education provider, previous study and qualification(s), planned living arrangements and financial stability.
- Value of the course to the applicant's future** - is the course(s) consistent with the applicant's current level of education, relevance to past or proposed future employment in the home country or a third country, expected remuneration in the home country or third country which could be gained using the qualification(s) from the course(s) of study.
- The applicant's immigration history** - previous visa applications for Australia or other countries, including visa refusals or cancellations.
- Education history** - academic transcripts which show qualification(s) obtained, name of the education provider(s) and duration of study, certificates of attainment.
- A gap in the previous study** - reasons why there is a gap between studies, including where enrolment was not maintained.
- Current employment** - current employer, company address, period of employment and details about the position held. Applicant's should include the name and contact details of a person who can verify the terms of employment.
- Ties to the home country or country of residence** - this may include evidence of financial, family or social ties. The applicant needs to show they have significant incentives to return home once study is complete.
- Economic circumstances in the home country or country of residence** - this can include documents showing employment or business activities for 12 months prior to

application lodgement, an employment offer after course completion, income tax return reports or bank statements.

2.4 Fees

Payment of course fees is due when a Letter of Offer and Acceptance is sent to the student. The student is not required to pay more than 50 per cent of his or her tuition fees unless:

- a) the student or person who is responsible for paying fees requests to pay more, OR
- b) the course is for less than 25 weeks, OR
- c) permitted under ESOS Act.

Payment of course fees prior to the student's commencement of study is kept in the protected account. Course fees are paid in advance by study periods. Payment of other fees such as health cover is due when a Letter of Offer and Acceptance is sent to the student.

2.5 TPS Tuition Protection Service

Tuition Protection Service (TPS) is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study.

The TPS ensures that students can either:

- complete their studies in another course or with another education provider or
- receive a refund of their unspent tuition fees (international students).

TPS offers a flexible and streamlined approach to student study and refund arrangements in the event that a defaulting provider fails to meet its refund obligations under the ESOS Act. For more information about the college's refund policy, please refer to the Refund Policy found on our website: <https://avta.edu.au>. For more information about TPS, please refer to: <https://www.dese.gov.au/tps> and <https://tps.gov.au/Home>.

2.6 Visa conditions

Students must maintain a rate of progress in the course of study to be able to complete the course in the scheduled timeframe and in accordance with their Confirmation of Enrolment. Students must have Overseas Student Health Cover prior to arrival in Australia.

2.7 Personal information

Please make sure that all information you provide is true and correct. If you change your address during your studies, you must immediately contact AVTA and advise AVTA of your new address details. Personal information (such as personal and contact details, course, enrolment details and any changes, and the circumstance of any suspected breach by the student of a student visa condition) provided by the student will be kept private and not shared with any organisation unless legally required to do so. Legally, AVTA is obligated to provide your personal information to:

- a) ESOS Assurance Fund Manager
- b) ACPET - Overseas Tuition Assurance Fund
- c) Department of Home Affairs if there are changes to the student's enrolment or unsatisfactory attendance or progress in the course of study

The terms and conditions stated in this form, and the right to make complaints and seek appeals of decisions and action under various processes, do not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.

2.8 Your rights to privacy

The information you provide to AVTA will remain private and confidential under the requirements of the Privacy Act 1988. Your personal details will be used for the purpose of processing your enrolment and facilitating training and assessment services and student support for you.

Your personal information will not be released by AVTA unless required by law or approval is first provided by you. Your information will never be sold to a third party. However, your information may be provided to a third-party provider, who has entered into a legally binding agreement with AVTA to provide services to either you or AVTA and who agrees in writing to keep your personal information confidential except as required by law.

Our Privacy Policy is available at: <https://avta.edu.au>.

Your personal information will be collected and used for the purpose of collection of data for statistical information under the requirements of the Data Provision Requirements 2012 (Cth), and in line with current AVETMISS requirements; however, this information is reported in a manner that does not identify you. AVTA will retain a record of this enrolment form or any other agreements, receipts of payments for a period of at least two (2) years after you cease to be a student of AVTA.

2.9 Media releases

At times during the course, staff/contractors of AVTA may take photos/videos for use in promotional activity. These photos/videos will remain the property of AVTA and will not be sold to any third party. Some of the media may be used by AVTA for promotional editorials and other marketing materials in public and professional publications and other such media.

By signing this form, you acknowledge your acceptance of participating in such activities. Should you wish to view or purchase copies of any such photo/video outside the normal distribution, this request should be made in writing to info@avta.edu.au.

2.10 Student Equipment required

Students **MUST** have the following IT equipment prior to enrolling with AVTA and will require a suitable study space for self-study, assessment activities or participate in online classes.

2.10.1 Hardware requirements:

- a) Desktop or laptop with the following recommended System Requirements:
 - i. Windows 7 (2009) or higher
 - ii. Apple Macintosh OS X version 10.6 (Snow Leopard) or higher
- b) A webcam, e.g., built-in to a laptop or a USB webcam.
- c) Audio input and output suitable for video conferencing or online classes.



- d) A headset or earbuds with a microphone is recommended. Speakers and a microphone can be acceptable but need to be tested to check they do not introduce echo into a video conference or online classes.
- e) Photo/scan - a camera, e.g., on a mobile phone, can be required to scan and submit handwritten materials.

2.10.2 Software Requirements:

- a) A web browser such as Internet Explorer, Firefox, Google Chrome, or Safari (Please note that Apple users will be required to install Google Chrome in order to use Microsoft Teams) that will allow students to:
 - i. Stream videos from YouTube-style sites (a student must be aware of his/her internet usage limits and costs);
 - ii. Run word processing software such as Microsoft Teams, Word and PowerPoint;
 - iii. Participate in virtual classrooms or online live streaming webinars (e.g., Microsoft Teams or Zoom). (for classes delivered online or via live-streaming webinar).
- b) AVTA will provide students with access to AVTA's Microsoft Office 365 software (i.e., Microsoft Teams, Word, Excel, and PowerPoint), however:
 - iv. Students may require administration rights to their computer in order to install additional software.
 - v. Students are strongly advised to install a suitable anti-virus program to protect their work.

2.10.3 Internet Requirements:

- a) A reliable, high-speed broadband internet connection, with sufficient upload and download capacity. A Wi-Fi or mobile connection can be acceptable if it is adequately stable to perform well in a video conference or online classes;
- c) Students will have access to AVTA's wireless connection whilst on campus;
- d) Community internet and computer access:
 - i. In Australia, public libraries offer free access to computers and the internet, although students may require a membership card or be required to pay a small charge. Students may need to book ahead if they wish to use library services. Students will also have access to printing and photocopying services on a pay-per-page basis. Most libraries also provide wireless hotspots and recharging stations at no cost for students using their own devices.

2.10.4 Other Information:

AVTA encourages students to acquire the following skills and knowledge related to operating and maintaining an efficient online study environment:

- a) Know how to install, use, and keep their computer's internet browser and other software up to date (e.g., installing security updates)
- b) Be proficient in connecting their laptop and/or mobile device to wireless networks either at AVTA's campus, your local library, or other locations

- c) Ability to use a web camera and headset/microphone
- d) Know how to use cloud storage (e.g., through Office 365 OneDrive)
- e) Ability to use Microsoft Word and other related software packages

3. Refund Policy (v1.1)

Section 1 General Notes

1. This policy applies to international students in Australian Vocational Training Academy Pty Ltd.
2. Australian Vocational Training Academy Pty Ltd, in accordance with the Education Services for Overseas Students (ESOS) Act 2000 and the National Code 2018, must have a Refund Policy and Procedure in place. This policy relates to refunds of course fees both when there is a Student Default or a Provider Default. Except as provided by law, a refund of course fees will only be granted in accordance with this Refund Policy.
3. Handling, registration, application, and administration fees already paid by the student are strictly non-refundable.
4. Placement fee (if applicable) will be refunded only in the following circumstances:
 - a) If the student's Visa is refused before the commencement of the course enrolled, or
 - b) The college has not yet sent the student the written confirmation of their placement arrangement schedule at the time when the college receives the student's withdrawal request.
 - c) Students who successfully arrange their own placement submit the relevant documents to the college upon completion of placement and once documents are approved by the relevant person from the college.
5. Application for a refund must be made in writing, accompanied by relevant supporting documentation, and clearly stating the cause of the refund. Please contact Student Support at studentsupport@avta.edu.au for assistance.
6. Students must provide the following documents when applying for a refund:
 - a) Refund Application Form (<https://avta.edu.au>);
 - b) A copy of the bank receipt (such as Telegraphic Transfer (TT)) for the initial payment made;
 - c) A copy of your passport page, which contains your official full name and signature; and
 - d) Refuse Letter from Department of Home Affairs (*Applicable to visa refusal only*)

Definitions:

College - means Australian Vocational Training Academy Pty Ltd.

Commencement of Course - refers to the commencement date as per CoE or Letter of Offer where CoE is not applicable.



Course Fee - comprises tuition fee and material fee (if applicable).

Offshore Student - is an international student who does not hold a current Australian Visa or is not in Australia while applying to be enrolled into Australian Vocational Training Academy Pty Ltd.

Onshore Student - is an international student who holds a current Australian Visa and is in Australia while applying to be enrolled into Australian Vocational Training Academy Pty Ltd.

Payment Period - a discrete period within a course. A payment period is deemed to be 3 months. The last payment period in a course may be less than 3 months. As an example, a 12-month course has 4 payment periods; each payment period represents three months; an 8-month course has 3 payment periods, the first two payment periods represent 3 months each, and the third payment period represents 2 months.

Current Payment period - is the payment period where the date of your withdrawal request received by the college falls in. See the below example for a 12-month course from 01/07/2020 to 30/06/2021:

Course duration	Payment period	Date of withdrawal request received	Determination of Current Payment period
01/07/2020 - 30/09/2020	1	15/08/2020	Current Payment period
01/10/2020 - 31/12/2020	2	13/11/2020	Current Payment period
01/01/2021 - 31/03/2021	3	05/01/2021	Current Payment period
01/04/2021 - 30/06/2021	4	09/05/2021	Current Payment period

Subsequent Payment period - the payment period(s) after the Current Payment period.

Section 2 Visa Refusal

2.1 Visa refusal before the commencement of the course:

- The refund will be 100% of the course fee and the OSHC fee (if any) paid in advance.

2.2 Visa refusal due to fraudulent or bogus documentation or misleading information provided by the student:

- No Refund

Note: The college retains the right to refuse an application, withdraw an offer of admission or cancel admission without refund where the applicant has provided incomplete, misleading, or fraudulent documentation. No refund will be given when a visa application is refused on the grounds of fraud, provision of incorrect, false, or misleading information or conditions described by the Department of Immigration and Border Protection have not been met.

2.3 Visa refusal after commencement of the course:

- Course fees will be refunded from the day of the student default as per Section 7 of the ESOS Act (Calculation of Refund) Specification 2014. The student will be refunded the weekly course fees multiplied by the number of weeks the student is



in default.

- The calculation of refund, in this case, is guided by *Explanatory Guidance on the Education Services for Overseas Students (Calculation of Refund) Specification 2014*:

Refund calculation under section 10 of the refund specification:

a) Weekly course fee = (total course fee/number of calendar days in the course)
×7

b) Weeks in default period =
$$\frac{\text{Number of calendar days from the default day to the end of the period to which the payment relates}}{7}$$

7

c) Weekly course fee × weeks in default period = Refund amount

Note: Offshore students may be entitled to a full refund of the prepaid course fees if the visa is refused within 31 days after the course commencement date and the offshore student has not arrived in Australia and commenced the course.

Section 3 Student Default

In accordance with section 47A of the ESOS Act, student default occurs when:

- a) The student does not start the course on the course commencement day and has not notified the college prior to the commencement of the course; or
- b) The student withdraws from the course, either before or after the course commencement day; or
- c) The student fails to pay an amount he or she was liable to pay to the college, directly or indirectly; or
- d) The student breaches a condition of the student visa; or
- e) Misconduct or Misbehaviour by the student.
- f) Abandonment of studies where a student abandons his or her course without formally cancelling his or her enrolment with the college; or where a student has received a packaged offer for a combination of courses and does not commence in the second or subsequent course.

3.1 Where student enrolment is terminated by the college due to student default (with the exception in clause 3.3 b) after the commencement of the course:

- No refund for the course fee paid for the current payment period where the student visa cancellation/refusal date falls in. Course fees paid for the subsequent payment period(s) will be refunded, less a withdrawal processing fee of \$200.

3.2 Where a student withdraws from the course before the course commencement date,

and the written withdrawal/refund request received by the college is:

- a) More than 4 weeks before the course commencement date, we will refund 100% of all paid course fees (and OSHC fee if paid) less a withdrawal processing fee of \$200 (*with the exception of clause 3.2 (d)*);
- b) More than 2 weeks and up to 4 weeks before the course commencement date, we will refund 80% of the first payment period of your course fee paid and 100% of the subsequent payment period of your course fees paid (if any), less a withdrawal processing fee of \$200 (*with the exception in clause 3.2 (d)*);
- c) 2 weeks or less before the course commencement date, no refund will be given for the first payment period of your course fee paid; we will refund 100% of the subsequent payment period of course fees paid, less a withdrawal processing fee of \$200 (*with the exception in clause 3.2 (d)*);
- d) If the student is an onshore student whose course enrolment does not require CoE,
 - no refund will be given, and no withdrawal processing fee will be charged if the written withdrawal/refund request received by the College is 4 weeks or less before the course commencement date;
 - 40% of the paid course fee will be refunded if the written withdrawal/refund request received by the college is more than 4 weeks before the course commencement date.

3.3 Where a student withdraws from the course after the course commencement date:

- a) No refund will be given for the current payment period; we will refund 100% of all paid course fees for the subsequent payment period(s), less a withdrawal processing fee of \$200, with the exception below.
- b) If the student is an onshore student whose course enrolment does not require CoE, no refund will be given, and no withdrawal processing fee will be charged.

3.4 Where a student withdraws from the course after the course commencement date, the student is liable to pay the full course fee for the period up to and including the current payment period, plus a withdrawal processing fee of \$200.

3.5 Exception

If a withdrawal is due to compassionate grounds or compelling reasons beyond the student's control, the refund request must include supporting documentation.

Such reasons are listed below:

- In the case of serious illness - verified by a medical certificate
- Family or personal tragedy
- Acts of God
- Acts of Government authorities, for example where the student is prevented from commencing studies in the agreed course of study.

Whether the above cases are accepted by the college is at the strict discretion of the College's management.

The refund will be 100% of the course fee paid if the refund request is received before or on the commencement date of the course.

If the refund request is received after the course commencement date, the refund will be the total course fees paid less the proportioned amount for the period that the course duration has elapsed (refer to calculation guidance in clause 2.3)

If the student wishes to make a complaint or lodge an appeal against a refund decision, they are to follow the Student Complaints and Appeals Policy and Procedure, which can be found at: <https://avta.edu.au>.

Section 4 Provider Default

4.1 In the event that the college is unable to deliver the course in full:

The student will be offered a refund of the unspent pre-paid course fees, according to section 7 of the Education Services for Overseas Students Specification 2014:

- Course fee per week = $\text{Pre-paid amount for a particular period} / \text{Number of weeks to which the payment relates}$
- The refund amount = $\text{Course fee per week} \times \text{number of weeks between the date of default and the end of the period to which the payment relates}$

Section 5 Remittance of refunds

5.1 Currency

Please be aware that all refunds will be in Australian dollars (AUD) only and will be subject to the currency exchange rate at the time of the refund. The transaction fees charged by financial institutions will be deducted from the refund amount.

International refunds to overseas bank accounts will have the AUD amount converted into the currency of the country where the beneficiary bank account is held or USD if the local currency is not available.

Where the beneficiary has an AUD bank account overseas, this should be communicated via the Request for Refund form to indicate these payments should not be converted. To transmit a refund to an international bank account, a bank fee of up to AUD20 may be deducted from the refund amount. There may be additional fees charged by the recipient's financial institution. The recipient of the payment may incur additional bank charges.

These charges are imposed by the foreign banking institution and are deducted from the payment made by the College. The College has no control over such charges and therefore does not bear any responsibility for amounts deducted or exchange rate differences that have occurred when undertaking foreign currency exchange.

Where bank charges are incurred by the College due to the student providing incorrect or

incomplete details regarding their bank account or any other information, these charges will be deducted from the refund paid to the student.

5.2 Refunds to payment source

Refunds are generally made to the original payment source, including:

- Where an amount is paid under Australian Vocational Training Academy Pty Ltd administered scholarship, third party contract (TPC) or loan arrangement, under the terms of which you are not eligible for a refund.
- Where payment was made by someone else on your behalf.
- Where payment was made via an authorised Australian Vocational Training Academy Pty Ltd agent.

5.3 Refunds to another account

In the following circumstances, refunds may be made to another account:

Payments made by an Australian credit card more than twelve months prior to the refund may be refunded to a bank account specified by the student.

Where a student can provide documentary evidence from the payor's bank/card provider proving the originating account is closed, refunds can be made to a bank account specified by the student.

Where payment is made via an authorised Australian Vocational Training Academy Pty Ltd agent, the student may specify a different account for payment of a refund in the refund request.

NOTE 1: This refund policy, and the availability of complaints and appeals procedures, do not remove the right to take action under Australia's consumer protection laws. Australian Vocational Training Academy Pty Ltd.'s dispute resolution processes do not circumscribe the student's rights to pursue other legal remedies.



Student Acknowledgement and Declaration

I confirm that during my pre-enrolment consultation session, I have been provided with transparent, accurate and complete information about courses that are provided at AVTA, including:

- enrolment criteria,
- fees,
- duration,
- study mode,
- location,
- learning resources,
- unpaid work placement,
- equipment,
- information provided in my Student Guide, including the cost of living in Australia etc,
- Website link to Pre-Enrolment Information
- and information about training and assessment, support services, rights and obligations of a student studying at Australian Vocational Training Academy.

I have read, understood, and completed all the required questions and details above in this **Enrolment Application Form**.

I agree that the information provided above in this **Student Enrolment Application Form** is to the best of my knowledge true, correct, and complete at the time of my lodgement (including information and documents submitted to assess my eligibility), and I will update AVTA with changes to any of my information that I have provided within 7 days of the change or as soon as practicable.

I have read, understood, and agree to follow the information, rules, regulations, policies, and procedures stated in **Important Information for Students**, as mentioned at point 2 of this form.

I have read, understood, and agree to follow the policies and procedures stated in **Refund Policy**, as mentioned at point 3 of this form.

I have read and understood the information stated in **Rights to Privacy** and **Media Releases**, as mentioned at point 2.7 and 2.8 of this form.

By signing this form, I give consent for my personal information to be used in the activities outlined in **Media Releases**, as mentioned at point 2.8 of this form.

I authorise AVTA or its Education Agent, in the event of illness or accident during any AVTA organised activity, and where emergency contact or next of kin cannot be contacted within a reasonable time, to seek ambulance, medical or surgical treatment at my cost.

I agree that my academic results will be withheld until my debt is fully paid, and any property belonging to AVTA has been returned.

I am responsible for keeping a copy of this document and any attachments that I have submitted for assessing the enrolment application.

Print name of the applicant:

Signature:

Date (DD/MM/YYYY):