

Application for Enrolment

First Name: _____

Family Name: _____

Residential address in Australia (if known):

Postcode: _____

Phone no: _____

Email: _____

Unique Student Identifier: _____

Note: Student gives AH&B College authorization to verify the USI once

Overseas or permanent postal address:

Postcode: _____

Contact Number: _____

Date of birth: ____/____/____

Sex: Female Male Indeterminate

Country of citizenship: _____

Country of birth: _____

Are you a permanent resident or citizen of Australia?

Yes No

Agent Information

Will you be applying through an agent? Y N

Agency Name: _____

Agency Ph No: _____

Agency Email: _____

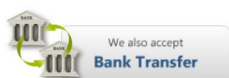
How to apply to study at AH&B College

- Fill out this application form;
- Attach the following supporting documents with your application:
 - Copy of your passport (page with the photo and D.O.B details)
 - English Evidence (4 IELTS or equivalent depending on course selected)
 - High school certificate
- Do you require a release letter (check with admin if you are unsure what this means)
- Sign and send the completed application by post, fax or email.
- Once your application is approved, AH&B will send you a "Letter of Conditional Offer & Statement Fees" containing detailed information on the course/s you have applied to enroll in, including all related fees. If you agree with AH&B's conditions of enrolment, you will be required to sign all pages of the "Letter of Conditional Offer & Statement Fees" and send it back to AH&B with the required deposit for the course/s you are enrolling in. Note: The enrolment fee is paid for your first course enrolment regardless of packaging of COEs; material fees are due on commencement day of every course (both fees must be paid directly to the College by the student).
- Once payment is received, we will issue you a Confirmation of Enrolment (COE) provided all correct information has been received. Please do not transfer fees if you require a release letter and do not have one yet.
- You can now apply for your student visa on www.immi.gov.au
- You may be required to complete a placement test prior to Induction (your start day) so that you can be placed in the appropriate level within the course.
- You will only be considered an enrolled student once you have completed the orientation.

Payment Options

- Direct deposit to the College:

Account Name: **AH&B College**
BSB: **112 879**
Account Number: **447743564**



- Credit Card over the phone:

Phone no: **+61 2 9389 0771**



- Through your agent

International Students

Are you currently in Australia? Yes No

If yes, year of arrival: _____

Visa type: Student Tourist
 Working Holiday Other: _____

Visa Number: _____ Exp date: _____

Passport Number: _____

DIBP OFFICE (visa application): _____

Have you completed an IELTS test or an English proficiency test? Yes No

IELTS overall band score: _____ Year: _____

Other test score: _____ Year: _____

Would you like AH&B College to arrange your health cover? AH&B College uses Medibank. No Yes

NOTE: Australian Government Regulations require that all overseas students

Please select the course(s) you would like to apply for:

*Progress to a higher level depends on student performance. E.g. Beginner → Elementary

- | | |
|--|------------|
| <input type="checkbox"/> General English (progress 1 level*) | 12 week |
| <input type="checkbox"/> General English (2 levels* - progress - 24 weeks study + 2 weeks break) | 26 weeks |
| <input type="checkbox"/> General English (3 levels* progress - 36 weeks study + 4 weeks break) | 40 weeks |
| <input type="checkbox"/> General English (4 levels* progress - 48 weeks study + 6 weeks break) | 56 weeks |
| <input type="checkbox"/> General English (5 levels* progress - 60 weeks study + 10 weeks break) | 70 weeks |
| <input type="checkbox"/> General English (catch-up half a course level*) | 6 weeks |
| <input type="checkbox"/> Intensive English (For Higher-Ed applicants/ specified CoE*) | 6-60 weeks |
| <input type="checkbox"/> IELTS Preparation (specified CoE*) | 6-60 weeks |

<input type="checkbox"/> BSB40215 Certificate IV in Business	6 months
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<input type="checkbox"/> BSB50215 Diploma in Business	6 months
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<input type="checkbox"/> BSB61015 Advanced Diploma of Leadership and Management	24 months
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<input type="checkbox"/> BSB42415 Certificate IV in Marketing & Communication	12 months
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<input type="checkbox"/> BSB52415 Diploma of Marketing & Communication	12 months
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<input type="checkbox"/> BSB61315 Advanced Diploma of Marketing & Communication	24 months
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<input type="checkbox"/> SHB30416 Certificate III in Hairdressing	12 months
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<input type="checkbox"/> SHB40216 Certificate IV in Hairdressing	6 months
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<input type="checkbox"/> SHB50216 Diploma of Salon Management	9 months
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Requested Course Commencement Date: ____/____/____

College Contact Details

Address: Lv. 1, 175-181 Oxford Street, Bondi Junction, NSW 2022

Phone no: +61 2 9389 0771

Email: admin@ahbc.com.au

By signing this form you declare that — to the best of your ability — the information entered on this form is correct.

Student Signature:

Date: ____/____/____

Application for Enrolment

Terms and Conditions

Visa requirements

Some countries require a pre-visa assessment process. You should find out from the Australian Embassy in your country whether this process is needed. Please see www.immi.gov.au for details on visas and Australian visa offices.

Courses, term dates and fees

AH&B College reserves the right to review courses, term dates and fees at any time without notice. We will notify you of any changes prior to the commencement of your course. Additional fees and charges may apply for certain administration requests/re-assessments. See Student Handbook for itemised fees.

English entry level and minimum entry age

For the course they intend to study: check course requirements on website. Students must meet minimum English and education requirements for VET courses. Students must be at least 18 years old at time of study commencement.

Payment of fees

The enrolment deposit is required upon enrolment and the enrolment fee and material fee are paid on commencement day of each course. The enrolment fee/material fee is non-refundable in any circumstance. The Enrolment is payable only once. If refunds are paid the Material Fee & Enrolment fee are deducted from the refund.

Current fees may increase by a maximum amount of 3% over the enrolment period for each course.

For non-payment of fees, AHBC will notify students with its intent to cancel their enrolment. Students who do not pay their fees on time will be subject to a late fee charge at the discretion of the College. Failure to attend the orientation will incur a rescheduling fee.

Cancellation and Refund Policy

1) The College reserves the right to cancel any student enrolments prior to the date of course commencement and all fees will be refunded.

2) The deposit is not refundable (only in the case of direct student visa refusal) see point 7.

3) Requests for refunds must be made in writing, addressed to the Principal and submitted with relevant documentary evidence. All refunds will be made by cheque or electronic fund transfer to the nominated bank account of the person who paid them, within 14 days.

4) If the Visa is withdrawn, there is **no refund** from AHBC.

5) Where an applicant cancels their enrolment giving more than 28 days notice prior to course commencement, all pre-paid course fees are fully refunded less the deposit/s (equivalent to the first term's fees for the CoE's written) within 14 days of receipt of notification of cancellation of the course. Cancellation must be made in writing.

6) Where an applicant cancels his or her course giving less than 28 days notice prior to their course commencement, no refunds will be given, including if the student is joining a course that has already commenced; in case of visa refusal during course, a refund would be supplied as per subsection 47E(2) of the Act, the amount of a refund is the amount of the course fees, minus the lesser of the following amounts:

(a) 5% of the amount of course fees received by the provider in respect of the student before the default day; (b) \$500.

7) A refund (according to the conditions set in the ESOS act) of tuition fees paid by an international student will be refunded if the student visa application is rejected. The request for the refund must be made in writing and it's mandatory that the visa refusal letter of DIBP is forwarded with the refund application to the Principal of AHBC; the application for refund must be made no later than four weeks after the visa refusal and must be addressed to the Principal, or DOS. Please note the VISA refusal document must indicate that AHBC COE's were used for the application alone or in a package.

8) In the event that a student abandons their course without formally cancelling their enrolment with the College, no refund will be issued, which includes all monies paid or scheduled to be paid to AHBC, including monies paid for OSHC. The balance of fees owing will be invoiced to the student. Course abandonment is classified as absence without permission. Abandoning a course may lead to the College report you to the DET through PRISMS.

9) If the provider (AHBC) defaults for the following reasons a refund (according to conditions in the ESOS act) of monies paid to AHBC will be refunded within 14 days. (a) The course does not start on the agreed starting day, (b) the course is not provided in full or (c) AHBC cannot deliver the courses, (d) contra-indications to successful study identified

10) In the event that a student defaults, no refund will be issued to the student either before or after commencement of their course. Student default is: (a) student failed to pay an amount he or she was liable to pay to AHBC directly or indirectly, in order to undertake the course, (b) the student breached a condition of his or her student visa or conditions of enrolment of AHBC, (c) or misbehaviour of the student (AHBC considers Misbehaviour as a breach-of-conduct as can be found in the Student Handbook under "Student responsibilities and code of behaviour")

*"Breach of conduct" includes course abandonment or student changing their mind after a course has commenced.

11) Course fees are non transferable.

12) This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take legal action under Australia's consumer protection laws.

Note: The enrolment fee is not refundable in any circumstance and is paid for course enrolment regardless of packaging of COE's; due on commencement day.

Current fees may increase by a maximum of 3% over the enrolment period for each course. **Funds are non transferable Please keep a copy of this Cancellation and refund policy for your records and own reference.**

Note: The Enrolment/Material fee is not refundable in any circumstance and is paid for course enrolment regardless of packaging of COEs; due on commencement day.

Current fees may increase by a maximum of 3% over the enrolment period for each course. **Funds are non-transferable.**

Tuition Protection Scheme

To protect the interests of international students, the College is a member of the Student Tuition Protection Scheme (TPS).

Disclosure of Information

The AH&B College acknowledges and respects the privacy of individuals. We advise that the information you provide is "personal information" as defined by the Privacy and Personal Information Protection Act 1998. This information is collected for the purposes of processing your registration application or enquiry, keeping you informed of upcoming events and assisting us in improving our educational service.

This information includes but is not limited to your personal contact details, course enrolment details and changes, and the circumstances of any suspected breach by a student of a student visa condition (National Code 2007). Some government departments may access your information without your permission.

Suspension or Expulsion of Studies

The principal (or delegated nominee) may suspend a student or recommend expulsion as described in the Student Handbook.

This includes suspension or expulsion as a result of unsatisfactory academic progress; plagiarism; facilitating other students to cheat on assessments; and student behaviour that intentionally disrupts or interferes with education, administrative or operational activities. Please see 'misconduct' in your Student Handbook

Complaints and Appeals

The complaints and appeals procedure is available to you at anytime. Please ensure you have read the Complaints and Appeals Policy provided to you in the prospective student information.

Transfer Policy—Standard 7 of the National Code

The Prospective letter from the Principal clearly states AHBC obligations under Standard 7 of not knowingly enrolling students who have not completed 6 months under their principal course of study, except in certain circumstances further explained in Standard 7 of the National Code 2007.

Course Progress & Attendance

Students are required to attend College and complete their course within the expected duration as stated on their COE. AH&B College has implemented the DET-DIBP Course Progress Policy and Procedures for CRICOS Providers of VET courses. Students need to attend classes and lectures as per their timetable and individual course requirements to attain satisfactory academic progress throughout their course. Students must meet strict attendance requirements if studying an ELICOS course. The College may implement the Academic Intervention Strategy or Attendance Intervention Strategy should a student fall behind.

Academic

You must maintain satisfactory course progress during your enrolment for the course for which you are enrolled for. You will be subject to monthly academic monitoring and corresponding intervention strategy should your progress be questionable.

The College invites all students to participate in the Student Salon as hair models. This may incur additional costs.

Student Welfare and Support Services

The welfare of our students is extremely important to us at AH&B College. For this reason we encourage the students to advise us of any difficulties they may be having whether they are personal or course related and if these issues are affecting their enjoyment of the course or the outcome of their learning.

We will aid all students in need of personal counseling to seek the assistance they require and will put them in touch with a suitable external welfare or guidance service.

If you have any special needs, including Language, Literacy, Learning, mobility, visual impairment, or hearing, please notify staff prior to enrolment to allow us to cater for your needs. Students seeking extra tuition, must request so in writing to the Director of Studies & Compliance.

PRIOR TO ENROLMENT

AH&B College, a Registered Training Organisation (RTO), is required to provide all students - prior to enrolment - information on the following:

- Student selection, enrolment and Induction procedures
- Course information, including content and vocational outcomes, fees and charges, and refund policy.
- Provision for language, literacy and numeracy assistance.
- Welfare and guidance services, student support, including any external support the College arranges for students.
- Flexible learning and assessment procedures.
- Complaints and appeals procedures and disciplinary procedures.
- Staff responsibilities for access and equity.
- Recognition of prior learning (RPL) arrangements and credit transfer.
- Course related fees including the potential for fees to change and refund policies.
- ESOS framework.

All this information is contained in the Student Handbook located online or ask your agent for a copy.

STUDENT DECLARATION

- I agree to abide by the College attendance and academic policies.
- I declare that the information I have given in this enrolment form is true and correct.
- I have read the above terms and conditions and agree to abide by them.
- I will follow all the study instructions and College Rules and Regulations as outlined on this enrolment form.
- I understand that the first day I arrive is the Induction day — I have to be available all day on that day. There will be a rescheduling fee if I am not able to attend.
- I understand there are no classes on Public Holidays.
- I release and hold harmless the AH&B College, its Principal, staff and agents in respect of any property loss or personal injury that I may sustain whilst participating in my course or attending the College however caused.
- I have read and understood all of the information contained in this enrolment form and had access to the Student Handbook.
- I have been given information on all fees payable to the College including those fees which are non-refundable.
- I understand and am aware of the AHBC Transfer Policy relating to students who wish to change courses during study.
- I have not been inappropriately recruited by AHBC (AHBC recruits students in an ethical and responsible manner — Standard 2 — National Code).
- If the course is cancelled or not available before the course start date, I understand that the College will either place me in another suitable course or refund the tuition fee if no suitable course is available.
- I have read and fully understand the Cancellation and Refund Policy, and agree to be bound by them.
- I declare that I have signed this form.
- I agree that this is an application only to study at AHBC and, if an offer is made to me, my acceptance is subject to the terms and conditions also set out in the letter of offer.

IMPORTANT:

AHBC students can only enroll once they've read the Student Handbook and the AHBC prospective student information. Your signature below validates that you have either read or downloaded the Student Handbook from our website (www.ahbc.nsw.edu.au) or have asked for and been given a hard copy of the Handbook from the College administration.

DO NOT SIGN THIS ENROLMENT FORM IF YOU FEEL YOU HAVE NOT RECEIVED ENOUGH INFORMATION. PLEASE ASK COLLEGE STAFF TO EXPLAIN OR PROVIDE YOU MORE INFORMATION BEFORE ENROLLING. WHERE POSSIBLE, AHBC INVITES STUDENTS TO VISIT THE COLLEGE

Print Name: _____

Student Signature: _____

Date: ____/____/____