



STAFF-IN-CONFIDENCE

(WHEN COMPLETE)

Enrolment Application Form

How to complete this Form:

Please write clearly in black ink using CAPITAL LETTERS in English.

Include a copy of one set of supporting documents with this application including certified English translation copies where required.

All supporting documents for this application must be certified as true copies.

Note: Information contained in this document is utilized in accordance with ACMi Privacy Policy

1. Personal Details (Please choose by placing an X in the boxes that apply to you)					
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other	Date of Birth:	____ / ____ / ____
Surname:					
Given Names:					
Unique Student Identifier (USI) No: (visit www.usi.gov.au or ask ADMIN Officer at orientation day)					
Nationality:		Country of Birth:			

2. Contact Details					
A. Address (In Your Home Country)					
Address:					
Suburb:					
State		Postcode			
Email:					
Phone (Home):		Mobile:			
B. Address (In Australia)					
Address:					
Suburb:					
State:		Postcode:			
Phone (Home):		Phone (Work):			
Mobile:		Email:			

3. WHICH ADDRESS DO YOU WANT YOUR CORRESPONDENCE SENT TO?		
Send Correspondence to:	<input type="checkbox"/> My current home country/Australian Address (Refer to para 2 above)	<input type="checkbox"/> My current Agents Address (Refer to para 6. A. Below)





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4. Enrolment/Course Selection and Fee Schedule

(Place an "X" in the relevant box for the Qualification/s (Course/s) that you wish to apply to study at ACMi College below)

PLEASE NOTE: Course Fees may be subject to change without notice (Perth Campus Only)

Commencing – Term (Intake): Month _____ / Year _____

Course Code	Course Title	Course Duration	Tuition Fee (AUD)	Course Material Fee (AUD)	
BUSINESS QUALIFICATION					
<input type="checkbox"/>	BSB40120	Certificate IV in Business (Cyber Security)	52 weeks	9,250	500
<input type="checkbox"/>	BSB50120	Diploma of Business (Operations)	52 weeks	11,500	500
<input type="checkbox"/>	BSB60120	Advanced Diploma of Business	52 weeks	10,500	500
CIVIL CONSTRUCTION QUALIFICATION					
<input type="checkbox"/>	RII50520	Diploma of Civil Construction Design	65 weeks	15,500	650
<input type="checkbox"/>	RII60520	Advanced Diploma of Civil Construction Design	39 weeks	9,500	650
GRADUATE DIPLOMA QUALIFICATION					
<input type="checkbox"/>	BSB80120	Graduate Diploma of Management (Learning)	104 weeks	22,000	1,000

(Place an "X" in the relevant box for the Qualification/s (Course/s) that you wish to apply to study at ACMi College)

Please Note:

- A \$250 Application fee is charged for the processing of each enrolment application received at ACMi College.

Definition of the above Fees (Tuition and Course Material Fees)

Tuition Fees Include the following:

- Your lectures/training and Assessment Sessions, tutorials, tutoring sessions (where applicable), Practical experience, that form part of your course/s (whether mandatory or not), or are intended to assist you to progress in your course/s, or are ancillary to the activities that form part of your enrolled course/s.

Course Material fees include the following:

- Your course books, resources via LMS including LMS fee.

Additional non- tuition fees where applicable including:

- The students Health Insurance costs, the student's accommodation costs and a fee to assist the student to apply or hold their student Visa. (not mentioned in the above table)

IMPORTANT NOTE:

The Enrolment Application Fee is **NON-REFUNDABLE** once An Application to enroll has been received at ACMi College.

Where did you hear about this course? Newspaper Website Internet Word of Mouth Radio





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5. PASSPORT DETAILS			
Passport Status:	<input type="checkbox"/> My Passport Issued	<input type="checkbox"/> My Passport Pending	
Passport Issued By:			
Passport Number:		Passport Expiry Date:	
*** NOTE: A certified true copy of All your original documents (Including a copy of your current passport - must be provided as part of your application) ***			
Copy of Passport Verified By (write Name):		Signature:	
Date Verified:		Contact Number:	

6. VISA DETAILS							
Are you Currently Studying in Australia? <input type="checkbox"/> No <input type="checkbox"/> Yes							
Name of college:							
What VISA Type do you Currently Hold (If Any ?)	<input type="checkbox"/> No Visa Held	<input type="checkbox"/> Student	<input type="checkbox"/> Visitor	<input type="checkbox"/> Working	<input type="checkbox"/> Bridging	<input type="checkbox"/> Other (provide Details)	
VISA Status:	<input type="checkbox"/> Issued	<input type="checkbox"/> Pending	VISA Number:				
VISA Expiry Date:		Are you a permanent resident of Australia?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you in Australia NOW?	<input type="checkbox"/> Yes	<input type="checkbox"/> No					
IF NO current valid VISA held - please complete the following:							
Country of Visa Lodgment:		City where visa lodge:					
Date you have/will Apply for a Visa:							
*** NOTE: A certified true copy of All your original documents (Including a copy of your current passport - must be provided as part of your application) ***							
A. Education Agent Details (If applying through an agent)							
Agent Company Name:							
Your Agents Name:							
Agents Full Address:							
Email:				Mobile:			





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B. How did you hear about ACMi College?		
<input type="checkbox"/> Agent	<input type="checkbox"/> Google Search	<input type="checkbox"/> Radio
<input type="checkbox"/> Exhibition	<input type="checkbox"/> Government Websites	<input type="checkbox"/> Travel agents
<input type="checkbox"/> Events	<input type="checkbox"/> Instagram/Linked In/Google+	<input type="checkbox"/> Friends
<input type="checkbox"/> Newspapers/Magazines	<input type="checkbox"/> Facebook	<input type="checkbox"/> Relatives

7. OVERSEAS STUDENT HEALTH COVER				
Do you have a current Overseas Student Health Cover (OSHC)?				
<input type="checkbox"/> YES				
Name of Insurer:		Member Number:		
Insurer Contact Number		Date of Expiry:		
<input type="checkbox"/> NO, Self-arranged				
ACMi can organize OSHC for you from Medibank or ahm overseas student health cover providers.				
Please tick below if you want ACMi assistance in this matter.				
<input type="checkbox"/> YES <input type="checkbox"/> NO				
Cover Type – Single:	<input type="checkbox"/> 14 Months	<input type="checkbox"/> 26 Months	<input type="checkbox"/> 38 Months	<input type="checkbox"/>Months
Cover Type – Couple:	<input type="checkbox"/> 14 Months	<input type="checkbox"/> 26 Months	<input type="checkbox"/> 38 Months	<input type="checkbox"/>Months
Cover Type – Family:	<input type="checkbox"/> 6 Months	<input type="checkbox"/> 12 Months	<input type="checkbox"/> 18 Months	<input type="checkbox"/>Months
NOTES:				
1. The Australian Government requires all persons entering Australia on a Student Visa to have Overseas Student Health Cover (OSHC).				
2. The length of your OSHC MUST cover the total length of your course(s)				

8. ENGLISH LANGUAGE PROFICIENCY (Please choose by placing an X in the boxes that apply to you)			
Which English test have you completed in the last 2 years - NOTE: Please attach a certificate to confirm this test result			
<input type="checkbox"/> IELTS	<input type="checkbox"/> TOEFL	<input type="checkbox"/> PTE	<input type="checkbox"/> CAE <input type="checkbox"/> Other (provide details)
Test Score		Test Date	---- / --- / ----
Have you completed an English Course in Australia?	YES/NO	If YES, please attach relevant evidence of attending this course	
Have you completed an Australian Certificate III level course or above within Australia – issued <i>no longer than 2 years ago</i> ?	YES/NO	If YES, please attach relevant evidence of the Certificate issued and the Academic Record/Results	

9. PREVIOUS EMPLOYMENT/WORK EXPERIENCE	
Do you have previous/prior employment experience relevant to the above qualifications you are applying to enroll in?	If YES, provide brief details below
<input type="checkbox"/> Yes <input type="checkbox"/> No	NOTE: You <u>MUST</u> attach separate documentations to your application that will support this previous employment/experience - including a Resume and a Reference/s





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Note: Please consider your answers carefully before you sign this application.

1. Please provide details of relevant Prior employment/work experience within the past 3 Years:

2. Why do you want to study the course/s you have selected above with ACMi College?

3. What employment/job do you hope to secure/get when you have successfully completed the above selected course/s with ACMi College?

4. Confirm (Check (X) the relevant box/es below) for the Qualification course/s and level/s that you have applied to enroll at ACMi College:

Certificate III Level
 Certificate IV Level
 Diploma Level
 Advanced Diploma Level

Please explain briefly - Why have you chosen the above courses and levels?

10. EQUITY / SUPPORT SERVICES (Please choose by placing an X in the boxes that apply to you)

Providing information about a disability or medical condition will not disadvantage your application; however, in order for ACMi College to ensure you have the relevant support and assistance available for you to assess and to determine if/what reasonable adjustments may be suitable to accommodate your disability or medical condition and advise you accordingly. In some cases, there may be a cost.

Do you have a disability, injury and/or ongoing medical condition which may affect your studies at ACMi College? **YES / NO**
IF Yes, please provide information regarding your support needs and other requirements below:

11. ACCOMMODATION REQUIREMENTS

Do you require ACMi College to provide information and reference related to accommodation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you require ACMi College to arrange for Airport pickup? <i>This service has an additional cost \$50.00 AUD</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other additional information regarding Accommodation Needs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No





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12. EMERGENCY CONTACT DETAILS (In Australia)

Full Name		Relationship	
Address		Mobile Number:	

In the event of an emergency do you give the college permission to organize emergency transport and treatment and agree to pay all related to the emergency? **YES / NO** (Circle your response)

13. PAYMENT DETAILS

<ul style="list-style-type: none"> All fees and charged are to be in Australian Dollars (AUD) if this are not possible then approval from ACMi College may be granted for use of American Dollar (USD) 	
<input type="checkbox"/> Bank/Internet Funds Transfer Must be in Australian Dollars (AUD) made payable to:	
Account Name:	Australian College of Management and Innovation Pty Ltd
BSB:	066001
Account Number:	11968419
SWIFT Code:	CTBAAU2S
Bank Name:	Commonwealth Bank of Australia
Bank Address:	242 Murray Street PERTH POST CODE: 6000





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AVETMISS DATA COLLECTION		
<p>LANGUAGE & CULTURAL DIVERSITY</p> <p>1) <i>In which country were you born?</i> <input type="checkbox"/> Australia <input type="checkbox"/> Other – please specify _____</p> <p>2) <i>Do you speak a language other than English at home?</i> <input type="checkbox"/> No, English only <i>If No, English only – Go to Question 9</i> <input type="checkbox"/> Yes - please specify _____</p> <p>3) <i>How well do you speak English?</i> <input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all</p> <p>4) <i>Are you of Aboriginal or Torres Strait Islander origin?</i> <i>NOTE: (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)</i> <input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander</p>	<p>DISABILITY</p> <p>5) <i>Do you consider yourself to have a disability, impairment or long-term condition?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If No – Go to Question 12</i></p> <p>6) <i>If yes, then please indicate the areas of disability, impairment or long-term condition: (you may tick more than one)</i></p> <p>Hearing/Deaf <input type="checkbox"/></p> <p>Physical <input type="checkbox"/></p> <p>Intellectual <input type="checkbox"/></p> <p>Learning <input type="checkbox"/></p> <p>Mental Illness <input type="checkbox"/></p> <p>Acquired brain impairment <input type="checkbox"/></p> <p>Vision <input type="checkbox"/></p> <p>Medical condition <input type="checkbox"/></p> <p>Other <input type="checkbox"/></p>	<p>SCHOOLING</p> <p>7) <i>What is your highest COMPLETED school level? (Please tick ONE box only)</i></p> <p>Year 12 or equivalent <input type="checkbox"/></p> <p>Year 11 or equivalent <input type="checkbox"/></p> <p>Year 10 or equivalent <input type="checkbox"/></p> <p>Year 9 or equivalent <input type="checkbox"/></p> <p>Year 8 or below <input type="checkbox"/></p> <p>Never attended school <input type="checkbox"/></p> <p>8) <i>In which YEAR did you complete that School level?</i> _____</p> <p>9) <i>Are you still attending secondary school?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>PREVIOUS QUALIFICATIONS ACHIEVED</p> <p>10) <i>Have you SUCCESSFULLY completed any of the following qualifications?</i> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If No – Go to Question 17</i> <u>If YES, please tick ANY applicable boxes</u></p> <p>Bachelor's degree or Higher Degree <input type="checkbox"/></p> <p>Advanced Diploma or Associate Degree <input type="checkbox"/></p> <p>Diploma (or Associate Diploma) <input type="checkbox"/></p> <p>Certificate IV (or Advanced Certificate/Technician) <input type="checkbox"/></p> <p>Certificate III (or Trade Certificate) <input type="checkbox"/></p> <p>Certificate II <input type="checkbox"/></p> <p>Certificate I <input type="checkbox"/></p> <p>Certificates other than the above <input type="checkbox"/></p>	<p>EMPLOYMENT</p> <p>11) <i>Of the following categories, which BEST describes your current employment status?</i> <u>(Please only select ONE of the following boxes)</u></p> <p>Full-Time employee <input type="checkbox"/></p> <p>Part-Time employee <input type="checkbox"/></p> <p>Self-employed - not employing others <input type="checkbox"/></p> <p>Employer <input type="checkbox"/></p> <p>Employed - Unpaid worker in a family business <input type="checkbox"/></p> <p>Unemployed – Seeking full-time work <input type="checkbox"/></p> <p>Unemployed – Seeking part-time work <input type="checkbox"/></p> <p>Not employed – Not seeking employment <input type="checkbox"/></p>	<p>STUDY REASON</p> <p>12) <i>Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship?</i> <u>(Please only select ONE of the following boxes)</u></p> <p>To get a job <input type="checkbox"/></p> <p>To develop my existing business <input type="checkbox"/></p> <p>To start my own business <input type="checkbox"/></p> <p>To try for a different career <input type="checkbox"/></p> <p>To get a better job or promotion <input type="checkbox"/></p> <p>It was a requirement of my job <input type="checkbox"/></p> <p>I wanted extra skills for my job <input type="checkbox"/></p> <p>To get into another course or study <input type="checkbox"/></p> <p>For personal interest or self-development <input type="checkbox"/></p> <p>Other reasons <input type="checkbox"/></p>





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14. RECOGNITION OF PRIOR LEARNING(RPL) / CREDIT TRANSFER (CT)

Credit Transfer (CT) Students who have achieved a "Competent" outcome for a unit of competency are not required to enroll in the same/equivalent unit again (unless approval granted by the RTO)

Students who have evidence (an Academic Record or a Statement of Attainment) that they have successfully completed and achieved competence in a unit of competency issued by an Australian Registered Training Organization (including ACMi) are to apply for a "Credit Transfer" (an exemption) from the equivalent unit of competency in the qualification you are applying to enroll into – PRIOR to accepting an enrolment offer. Failure to declare their prior achievements may result in the student incorrectly repeating a unit/s of competency and not being entitled to a refund for the relevant unit/s.

Recognition of Prior Learning (RPL) Students who believe that they may have prior learning and/or experience gained via informal and non-formal or other formal methods, relevant to a unit of competency.

Students who believe that they may have prior learning and/or experience gained via informal and non-formal or other formal methods, should apply for RPL and provide sufficient, relevant evidence and supporting documentation with their application to ACMi – PRIOR to accepting an enrolment offer or commencing their enrolled course. Failure to apply and gain approval prior to your course commencement may result in the student incorrectly repeating a unit/s of competency and not being entitled to a refund for the relevant unit/s.

Please provide details of any CT or RPL you have/will have in this application to enroll. Applications for CT and RPL are available via the Website (see below) or on request via your Agent or directly from ACMi enquiries and reception.

Will you be applying to ACMi College ACMi for RPL or CT of any units/qualifications

IF yes, please ensure you complete the ACMi College Application for RPL or CT and attach all relevant evidence and supporting documentation via email admission@acmi.wa.edu.au

Note: You can download the ACMi College RPL/CT Application located on our website at: <https://www.acmi.wa.edu.au> or on request from your agent or from ACMi College reception.

15. TERMS AND CONDITIONS

TERMS & CONDITIONS OF ENROLMENT

1. Student Responsibilities

- Students must satisfy entry requirements for course of enrolment.
- If a student is deemed not yet competent on completion of training, they will be offered an opportunity to be reassessed. If a student is deemed not yet competent a second time, they will be given a third and final opportunity for reassessment.
- If a student is required to be reassessed at any time, they will be provided with further guidance from their trainer prior to reassessment.
- If after three attempts the student is deemed competent in some but not all the units of competencies required, a Statement of Attainment will be issued.
- All students will undergo an induction with the college, which will include the student's rights and responsibilities against the relevant Australian Commonwealth, State or Territory legislation and regulatory requirements.
- Students are issued with a Student Handbook & International Student Handbook, which includes the Student's rights and responsibilities that will affect their participation in training.
- The student acknowledges that they must observe the college's policies and procedures, according to State and Federal Government legislative and regulatory requirements and the Student Visa requirements, as set out in the Student Handbook and the International Student Handbook.

2. Visa Requirements

- According to Visa requirements, all students are required to undertake full-time study workload and must attend a minimum of at least 80% of classes in their course, as per the duration stated in their Confirmation of Enrolment (CoE)
- Failure to meet the minimum attendance requirements may result in the student being reported to the Department of Home Affairs (DHA) for unsatisfactory attendance, which may result in the cancellation of their student visa.





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- c) If a student does not commence studies on the agreed commencement date, after 7 - 14 days the college will initiate the cancellation process of student's CoE unless a new starting date has been agreed to. Any student who does not commence studies will be reported to the DHA, and this may result in the cancellation of the student's visa.
- d) Students are required to have in place, prior to commencement of studies, Overseas Student Health Cover (OSHC) throughout the duration of their course of studies. Our organization has agreements in place with OSHC providers and can assist you with accessing health cover.

3. Enrolment & Selection

- a) This form is just for registering your initial interest into training with the college and is not confirmation of your enrolment into the college. The purpose of the form is to gather information from the student to determine their suitability into their course of choice.
- b) All programs consist of a minimum of 20 hours face-to-face scheduled course contact hours per week.
- c) The student is responsible for notifying the college if they have a medical condition or disability or require assistance in their training.
- d) An Enrolment Application Fee must accompany enrolment to enable the students' application to be processed.
- e) It is the student's responsibility to note the date, time and location of the course as advertised.
- f) Courses with low enrolments may be cancelled, every effort will be made to contact students, please ensure your contact details are correct.
- g) Requests from the student to transfer or credit their course placement due to changed personal circumstances will be considered and every effort will be made to ensure a placement into an alternative course.
- h) If you are unable to complete your course, due to changed personal circumstances, the college will make every effort to ensure you are placed into an alternative pre-scheduled course.
- i) Students can only join after course commencement date if they meet all prerequisites. Full course fees are still payable for late enrolments.
- j) The college reserves the right to decline admission to a course, terminate a student's enrolment in a class or change a Trainer/Assessor at any time without notice.
- k) Students participate in courses involving physical activity; field trips, practical demonstrations etc. and do so at their own risk. the college 's students are covered by public liability insurance whilst studying on campus.
- l) Airport pickup service and Accommodation arrangement/Homestay Placement fees are non-refundable after the arrangement confirmation email has been sent to the student.
- m) Completing the Enrolment Application Form does not guarantee a place within the college.
- n) The college reserves the right to decline an application.
- o) Students from assessment level 3 and 4 countries are advised to apply through the college's representative (Education Agent).
- p) Applications will be processed when all required documents and the non-refundable enrolment fee are received by the college.
- q) Accommodation arrangement/Homestay replacement fee and airport pickup service arrangement fee is payable every time the arrangement request is made.
- r) When the duration of studies at the College needs to be extended to complete the course, the student is required to pay additional fees for this extension.

4. Course Fees and Payments

- a) Please refer to the International Student Prospectus and the relevant ACMi Policies and procedures located on the ACMi website at: <https://www.acmi.wa.edu.au/> for information on course fees, including any required deposit; tuition fees, course material fee, non-tuition fees, refund policy, and any other relevant information and/or possible charges (if applicable).
- b) Fees must be paid in Australian dollars by bank cheque or electronic bank transfer to the College's stated bank account. The College will not be responsible for any monies paid to agents.
- c) The college reserves the right to vary fees without prior notice.
- d) **Enrolment and course fees do not cover personal costs, such as the cost of accommodation, living expenses, social activities, stationary or other equipment that the student may like to purchase.**
- e) Certificates, Academic Records and Statements of Attainment are issued to students who have been assessed and deemed to be competent in all the required units of competency within each enrolled qualification. The initial award/Certificate (including the Academic Record) and/or a Statement of Attainment to an enrolled student is at no additional cost to the student as it is included in the students PAID course fees. All replacement or re-printing of a student's Certification will incur a cost – being, a certificate re-issue **fee of \$80 per certificate**. – Refer to the ACMi Fee and Charges Policy in the ACMi Student Handbooks, or go to the ACMi Website at: <https://www.acmi.wa.edu.au/>
- f) Fees not paid by the due date will incur a late fee of 5% of the total fee due.
- g) The student may risk their CoE being cancelled if their course fees are not paid by the due date. If a student has any problem paying fees on time on accordance with their approved ACMi payment requirements and/or Plan, it is the student's responsibility to discuss alternative arrangements with the college Student Support Officer/s or Finance Department, before the due date for a payment has passed.
- h) An **Enrolment Application Fee of \$250** may be required to be paid with this Enrolment Application Form, which is non-refundable.
- i) If a student requires a re-issue of their Certificate or Statement of Attainment, however, there is a fee chargeable for the re-issuing of ACMi Certification documentation. Please refer to the ACMi Fees and Charges Policy and Procedures, in the ACMi Students Letter of Offer, the International Student Handbook – accessible via the ACMi website at: <https://www.acmi.wa.edu.au/>
- j) If a student is required to be reassessed, they will be provided with further guidance from their trainer prior to reassessment.
- k) If a student is deemed competent in some but not all the units of competencies required, a Statement of Attainment will be issued, and the student will be given a six-month period to undertake reassessment if required.
- l) The College is responsible for the quality of the training and assessment in compliance with these Standards, and for the issuance of the AQF certification documentation
- m) ACMi Bank account details for payment of relevant application and course fees and charges are as follows:





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Perth Campus

Account Name: **Australian College of Management and Innovation Pty Ltd**
 BSB: **066001**
 Account Number: **11968419**
 Swift Code: **CTBAAU2S**
 Bank: **Commonwealth Bank of Australia**
 Bank Address: **242 Murray Street PERTH POST CODE: 6000**

5. Refund Policy

- If a student's visa application is rejected the student will be refunded the full tuition fees, (this does not include the Enrolment Application Fee, any accommodation arrangement fee and/or airport pickup service fee), upon evidence being provided by the student that their Visa has been refused.
- Students are also eligible for a Refund if the college cancels the enrolled course or the principal course application has been denied.
- Requests for withdrawal for reasons other than those mentioned above, will be eligible for a refund for this please refer to ACMi Refund Policy at ACMi Website <https://acmi.wa.edu.au/>
- There will be no refund issued following commencement of a student's course of study.
- All Enrolment Application fees, accommodation arrangement fees and airport pickup service fees are non-refundable.
- If a student breaches visa conditions, resulting in studies being cancelled, there will be no refund.
- If ACMi is unable to commence the course or cancels a course on the grounds of "Provider Default", 100% of the course fees paid will be refunded (This excludes the Enrolment Application Fee previously paid).
- The College is not responsible for Agent fees – this service is paid between the student and the students nominated Education Agent (EA) – If applicable.
- When a refund is applicable and the student has paid the course fees through an agent, the commission deducted from the student's course fees - by the students Agent, will be refunded to the student, by the student's agent as part of the Agents refund procedures.
- To request a refund, the student must submit a completed and signed ACMi Refund Request Form. The students written refund request will be processed within 4 weeks from the date of application being received at admin@acmi.wa.edu.au
- Any Support arrangement fee (including arrangements for Accommodation, Insurance, airport Transfers and Homestay fees) are non-refundable after the arrangement/ booking confirmation has been made on behalf of the student.
- Refunds and Tuition fees will not be transferred to other educational institutions except in exceptional circumstances and at the discretion of ACMi College on written request including supporting evidence/documentation.
- No refund or transfer will be made to third parties – all student refund entitlements will be made directly in to the relevant students registered bank account (as per the student's records held by ACMi). This policy may be waived by the college in exceptional circumstances and assessed on a case-by-case basis at its absolute discretion and the decision of the college is final.
- If a student disagrees with this process, they have the right to submit a Complaint and Appeal Form to appeal the decision. Student should refer to the ACMi Complaints and Appeals Policies and Procedures in their Student Handbook, or go to the ACMi Website at: <https://www.acmi.wa.edu.au/>
- This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australian consumer protection law.

6. Deferring, Suspending or Cancelling Enrolment

- Withdrawals, Deferrals and Amendments MUST BE MADE IN WRITING. Please refer to the ACMi Withdrawal, Deferral & Amendment Policy and the Fees & Refunds Policy on the ACMi website <https://www.acmi.wa.edu.au/>
- Students need written permission from ACMi College to defer their course. In cases where permission is granted, DHA will be advised via PRISMS. Student enrolments will be deferred or temporarily suspended by the institute when there are compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student is unable to attend classes), or misbehavior by the student.
- The full policy and procedure pertaining to the circumstances in which a student may defer, suspend or cancel their enrolment is available within the International Student Handbook.
- ACMi College is required to advise DHA via PRISMS when a student fails to commence a course, withdraws before the course ends, or changes their course, which will affect his or her student visa.
- Students who are unable to arrive on time may be given up to one week to commence. After one week, the student cannot be guaranteed a place in the course. If the student arrives after the agreed date, they may be required to return home or placed in an English language program until the next available commencement date for the course.
- Evidence of assessment of applications for deferment or suspension of enrolment will be retained on student files.
- ACMi College will inform the student of its intention to suspend or cancel the student's enrolment where the suspension or cancellation is not initiated by the student and notify the student that he or she has 20 working days to access ACMi College's internal Complaints and Appeals Procedure.

7. Accommodation and Airport Pickup Service

- If you require assistance with making arrangements for Accommodation and/or Airport Pickup Service, the college will require a minimum 28 days' notice to arrange accommodation and 14 days for airport pick-up service.
- If the student has requested an Airport Pickup Service, on arrival the student will be accompanied from the airport by an approved delegate of the College.





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8. Students Contact Details

- a) All international students are required to inform the College of their Australian residential address within seven (7) days of arrival in Australia and must advise any changes of address or other contact details such as contact number, email address, etc., within five (5) working days.

9. Termination

- a) ACMi College reserves the right to expel a student for breaching enrolment or/and visa conditions. Fees will not be refunded and the CoE will be cancelled immediately after the student is notified. This may result in cancellation of the student's visa.

10. Privacy Statement

- a) ACMi College respects the importance of securing any form of personal information which is collected from prospective students, student(s) and/or other Stakeholders. Information collected is only utilized for the purpose of gathering information on the student as part of their enrolment, training, assessment and certification process. All data is kept securely within either a locked filing cabinet or filed electronically within a password protected database.
- b) ACMi College has an obligation under Commonwealth and State legislation to provide information to certain government departments for the purpose of reporting data to the government. On occasion, the government regulatory body will require access to student records for the purpose of auditing the RTO against the Standards for RTO's 2015 and/or the National Code 2018.
- c) Students enrolled on a study visa are required – in accordance with their visa requirements, to ensure their personal information and contact details are maintained and current Students have a right to access and alter their personal information.
- d) The college has the right to all the media images taken by the college during the student's studies at the college, this includes photographs, video and DVD images.

11. Privacy Notice

- a) Under the *Data Provision Requirements 2012*, Australian College of Management and Innovation (ACMi) is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).
- b) Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by Australian College of Management and Innovation (ACMi) for statistical, administrative, regulatory and research purposes. ACMi may disclose your personal information for these purposes to:

- c) Commonwealth and State or Territory government departments and authorized agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

- d) You may receive a student survey which may be administered by a government department or NCVER employee, agent or third-party contractor or other authorized agencies. Please note you may opt out of the survey at the time of being contacted.

- e) NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

- f) For more information about NCVER's Privacy Policy go to <https://www.ncver.edu.au/privacy>.

Why we collect your personal information

As a registered training organization (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analyzing and communicating research and statistics about the Australian VET sector.

We are also authorized by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market. The NCVER is authorized to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organizations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation





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- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at

www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorized by law, including the Privacy Act and the NVET Act, to collect, use and disclose your personal information to fulfil specified functions

and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at

<https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorized agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact Admin ACMi (Emergency Student Services) via:

Mobile: + 61 466 127 197 or Email admission@acmi.wa.edu.au to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

12. Changes to Agreed Services

- Where there are any changes to the agreed services that will affect the student, including in the event of ACMi College closing down, the college will advise the learner in writing as soon as practicable, this includes changes to any new third-party arrangements or a change of ownership or any changes to existing third-party arrangements.
- The registered provider will notify the designated authority (ASQA) and the students enrolled with the registered provider of any intention to relocate premises (including the head office and campus locations) at least 20 working days before the relocation.

13. Consumer Guarantee

- The College guarantees that the services provided by the College will be:
 - provided with due care and skill
 - fit for any specified purpose (express or implied)
 - provided within a reasonable time (when no timeframe is set for the training).

14. Cooling Off Period

- The College protects the rights of the student including but limited to the Statutory requirements for cooling-off periods.
- Students are eligible to cancel their enrolment by placing a formal notice of cancellation in writing to the student support Officer (a letter or emails acceptable) within 10 business days of the student having signed and accepted the ACMi Letter of Offer. Unless the student has already commenced the training – In this circumstance, please refer to the ACMi Refund Policy and Procedures for full details of the refund process and requirements.

15. Complaints and Appeals

- If a student is experiencing any difficulties, they are encouraged to discuss their concerns with the Training Coordinator or the Student Support Officer /admin. The College's Student Support staff/admin will make themselves available at a mutually convenient time should a student seek assistance.
- If a student wishes to make a complaint, they are required to complete the ACMi Complaints and/or Appeals Form, which is included in the Student Handbooks, available via the ACMi website or on request from the ACMi admin staff. Once the form has been completed, the form should be submitted to the college for Further action.
- Please refer to the Student Handbooks or the ACMi Complaints and Appeals Policy and Procedures for more information on the process located at: <https://www.acmi.wa.edu.au/>

16. Credit Transfer

- The college recognizes the Australian Qualifications Framework and Vocational Education and Training (VET) qualifications and VET statements of attainment issued by any other Registered Training Organization.
- Credit Transfer will be awarded for units of competency that directly align with the unit/s required to be undertaken in order to successfully complete the ACMi qualification that the student has enrolled in. Student are responsible for providing original evidence and/or supporting documentation of their previously gained competencies to ACMi with their application for Credit Transfer. ACMi will assess each application and supporting evidence in accordance with the ACMi policy and procedures. Student will be notified in writing of the application outcomes.
- Please refer to the Student Handbooks, or go to the ACMi website at: <https://www.acmi.wa.edu.au/> or contact the ACMi Perth office for further information and an application.

17. Support Services





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- a) The college caters to diverse client learning needs and aims to identify and respond to the learning needs of all its students. Students are encouraged to express their views and talk to a ACMi trainer or staff member about their learning needs at all stages of their learning experience from the initial enrolment and induction stage to course completion.
- b) All students are required to meet the minimum English language skills requirements and Academic levels as part of their enrolment however, students may require further educational assistance and support. Students requiring assistance and/or support or those students identified as requiring assistance by the college will be invited to an intervention meeting and or ACMi will offer support where possible both internally or via an appropriate referral to an external support agency.
- c) The college is committed to providing students requiring additional support, advice or assistance while training. Please see the Student Handbooks and or information contained within the ACMi website for further information on the types of support available.
- d) To achieve this and to ensure the quality delivery of training and education, the College provides vocational training and assessment support and mentoring sessions for students to improve and extend their training outcomes. Students are advised to seek and make an appointment with their trainer in the first instance, if required the student can then schedule an appointment with the college for further support and/or assistance.

18. Legislative and Regulatory Requirements

- a) All students will undergo an induction with the college, which will include the student's rights and responsibilities against the relevant Commonwealth, State or Territory legislation and regulatory requirements. Students are issued with an International Student Handbook and Student Handbook, which also includes the student's rights and responsibilities that will affect their participation in vocational education and training.
- b) The student acknowledges that they must observe the college's policies and procedures, according to State and Federal Government legislative and regulatory requirements, as set out in the Student Handbooks.

19. Age Dependents

- a) Should the student be accompanied by school age dependents, the student must accept responsibility for any primary or secondary school fees. The dependents are not eligible to attend government schools free of charge.
- b) Any school age dependent of a student must be enrolled and attending school during the period that the student is studying with the college.

20. ACMi College Contact Hours

- a) Office Hours are 9:00 AM to 5:00 PM Monday - Saturday. Email correspondence is made during weekdays only and not weekends and public holidays. The college does not take calls or reply to emails outside of office hours, weekends and public holidays.

21. Pre-Departure when Travelling to Australia Information

- a) If this is your first time studying in Australia, we recommend that you visit the following website: <https://www.studyinaustralia.gov.au/english/live-in-Australia>, which provides useful information regarding travelling and living in Australia.

22. Submitting your Application to ACMI

- a) Fill in the Enrolment Application Form provided by ACMi College and send it through email admission@acmi.wa.edu.au or submit to ACMi approved Education Agent or in person at the Reception of ACMi College.

23. Enrolment and Acceptance

- a) On receipt of your application to Enroll Form, the ACMi Admission Staff/admin will review and assess the Enrolment Application and all supporting evidence/documentation for accuracy and completeness. IF the application and all supporting documentation is completed correctly and sufficient, the application will be approved and processed to the next stage where a ACMi Letter of Offer (LOO) will be issued to the applicant via email.

24. Entry Requirements

1. BSB40210 Certificate IV in Business
BSB50210 Diploma of Business
BSB60210 Advanced Diploma of Business
2. RII50520 Diploma of Civil Construction Design & RII60520 Advanced Diploma of Civil Construction Design
3. BSB80120 - Graduate Diploma of Management (Learning)

Minimum academic level:

Completion of Australian Year 11 or other equivalent Australian qualification/s, or an Australian qualification from a minimum of a Certificate III level. for **(Cert IV)**

Year 12 **(Diploma and Advanced Diploma)**

Completion of a recognized degree or diploma or advanced diploma or equivalent. (Any field) for **Graduate Diploma of Management (Learning)**

Prior employment or work experience that demonstrates the required entry level knowledge, skills and experience within a business, leadership, management or other relevant industry sector/level.





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Minimum English proficiency requirements

Evidence of an IELTS test Score of 6.0 or equivalent for a **Certificate IV qualification, or**
Evidence of an IELTS test Score of 6.0 or equivalent for a **Diploma and/or Advanced Diploma qualification.**
Evidence of an IELTS test Score of 6.0 or equivalent for a **Graduate Diploma of Management (Learning)**

Minimum Age for students to enroll at ACMi

18 years of age and above

25. Course Delivery and Student Study Hours

- a) All classes are delivered in English. Delivery method is Face-to-Face with some structured external learning. Classes are scheduled to meet the minimum student study visa requirements of 20 hours Face-to-Face per week (2.5 days per week of classes).

26. Campus Location

- a) Campus
Head Office: Suite 2/150 Adelaide Terrace,
East Perth 6004
Branch: 33 Archer Street Unit 1 and 2,
Carlisle, 6101
Telephone: +61-466 127 197 | **Email:** admission@acmi.wa.edu.au | **Website:** <https://www.acmi.wa.edu.au/index.html>

16. APPLICANT DECLARATION

I declare that the information provided in this Application Form and other supporting documents is true and correct. I agree that I have read and agree to the Terms and Conditions of Enrolment and presented in this application (above), the fees payable, the Refund Policy and Procedures of the college, and to be bound by the Conditions of Enrolment and policies and procedures of ACMi College. I acknowledge that ACMi College reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect, incomplete or fraudulent information.

I confirm the information supplied in this application in relation to my study plan is true and accurate. I understand that any changes to my study plan may be considered detrimental.

I acknowledge and confirm that I understand that this Application Form includes questions to enable ACMi College to collect and provide AVETMISS compliant records to meet their National VET Provider Collection Data Requirements. Additional information about AVETMISS Records and ACMi College's Privacy Statement is available at the reception Desk, and via the ACMi College website.

I acknowledge and confirm that I understand that ACMi College recognizes and respects my privacy. ACMi College collects, stores, and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education.

I acknowledge and confirm that I understand that the information collected is confidential and will not be disclosed to third parties without my consent, except to meet government, legal or other regulatory authority requirements and/or to authenticate information provided to us as part of ACMi's application process. ACMi College's Privacy Policy reflects the National Privacy Principles set out in the Privacy Act 1988 as well as the Information Privacy Principles set out in the Information Privacy Bill 2007 (WA). Further information about our Privacy Policy is available in the conditions of enrolment section of this application form.

I understand that they will use the ID I have provided as part of my application process. More information on the requirement for a USI is available via www.usi.gov.au.* I understand that when ACMi College performs a search to locate my USI, that I will receive a notice regarding the use of this function to confirm my USI.

I consent to DOHA providing the college with any information about my visa status from the time of my application to the time of my departure from Australia.

I understand that I will be required to pay an Enrolment Application Fee with this Enrolment Application Form and that the Enrolment Application Fee is non-refundable.

I understand that this agreement and the availability of the College's Complaint and Appeals processes does not remove my right to take action under Australia's Consumer Protection Laws

I understand and allow ACMi College to use photographs, testimonials and videos taken of me for advertising and/or marketing purposes.

APPLICANTS SIGNATURE: _____

DATE: ____/____/____





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17. AGENTS DECLARATION

I have assessed the applicant as a Genuine Temporary Entrant and a Genuine Student as defined by the Department of Immigration and Border Protection as per www.border.gov.au to the best of my knowledge, the applicant is genuine in making this application and has every intention of completing all programs listed on this application. I have made every effort to verify the authenticity and validity of the documents which form part of this application.

I am satisfied that the applicant has genuine access to the total funds required while in Australia to cover all travel, OSHC, tuition and living costs for themselves and any dependents.

I recommend that ACMi College proceed with the assessment of this Prospective Student's Application to enroll at ACMi College.

I confirm that the applicant has signed this application form.

I have verified the student's listed email address and residential address.

I declare that I will forward all relevant correspondence related to this application to the student.

Agent's Name: _____

Agent's Signature: _____

Date (dd/mm/yyyy): _____

Record of updates and changes:

Version No.	Issue Date	Nature of Amendment
V.1	01 October 2019	Modified with handbook.
V.2	06 February 2020	Modified of personal details and course details.
V.3	17 April 2020	New course duration and fee for BSB40215, new course fee for BSB50215 and BSB60215.
V.4	03 November 2020	Modified on ADMIN use section.
V.5	01 Jan 2021	New format
V.6	19 Aug 2021	Modified of course details: new course code, new course CRICOS code, new tuition fee. (Civil)
V.7	28 Feb 2022	Modified of course details: new course code, new course CRICOS code, new tuition fee. (Graduate)
V.8	09 Aug 2023	Updated college location and updated header and footer
V.8.1	01 March 2024	Modified entry requirements and change email to admission

