

APPLICATION FOR ADMISSION

PERSONAL DETAILS

Family name

Given names

Address (in Australia)

Post Code

E-mail

Telephone (Mobile)

Telephone (Home)

Date of Birth

Male

Female

Is English your first language, if not which other language do you speak at home?

Yes No

Marital status

Place of birth

Are you an Australian Citizen, if Yes, do you have a Commonwealth Higher Education Student Support Number (CHESSN)? If so please insert this number below.

Yes No

CHESSN #

Passport number

Date of expiry

Medical conditions

Contact in an emergency

Family name

Given names

Address (in Australia)

Post Code

Telephone (Mobile)

Telephone (Work)

Telephone (Home)

EDUCATION DETAILS

(Please attach all supporting documentation required)

Have you previously been a student of the Australian College of Applied Education?

Yes No

Secondary Studies

Name of institution you last attended

State/Country

Highest level achieved

Year you left school

Tertiary and Postgraduate Studies

Name of institution you last attended

Name of course

Year of last enrolment

Is Qualification complete?

Certified documents attached

Yes

No

Exemption Request form (recognition of prior learning, credit transfer or advanced standing) completed:

Yes No

ENROLMENT DETAILS

Name of course

Length of course

Full time

Part time

Course commencement date:

/ / 20

Course completion date:

/ / 20

ACCOMMODATION DETAILS

Do you wish ACAE to arrange temporary accommodation for you?

Yes

No

Indicate your preference: Hostel

Homestay

Other:

Do you require airport pickup? Yes

No

Cost \$95.00

APPLICATION FOR ADMISSION (CONT.)

EMPLOYMENT HISTORY

(Please attach all supporting documentation and your resumé)

Employer	From / to	Position

How were you introduced to ACAE?

Education agent School Expo Other

Name of Education Agent or Agent Stamp (Where applicable) or other:

OVERSEAS STUDENTS ONLY

Permanent address (in Home Country)

Country Post Code

E-mail

Telephone

LANGUAGE SKILLS

L (Lower Intermediate), I (Intermediate), U (Upper Intermediate)

	English	Indonesian	Cantonese	Japanese	French	Other
Listening						
Speaking						
Reading						
Writing						

VISA DETAILS

Visa Sub Class Visa Expiry Date

EXPLANATORY NOTES

1. EDUCATION DETAILS AND ADMISSION REQUIREMENTS

- 1.1 To be considered for direct admission to the ASCA Certificate II in Hospitality (Kitchen Operations), Certificate III in Hospitality (Commercial Cookery) or the Certificate III in Hospitality (Patisserie) which lead to the ASTHM Diploma the applicant must:
 - a. Have completed an educational qualification deemed to be at least equivalent to completion of Year 10 in Australia, and;
 - b. Achieved the equivalent of the minimum entry grade for the program for which they have applied and / or attended a selection interview to assess overall suitability.
- 1.2 To be considered for direct admission to the ASTHM Diploma the applicant must:
 - a. Have completed an educational qualification deemed to be at least equivalent to completion of Year 11 in Australia, and;
 - b. Achieved the equivalent of the minimum entry grade for the program for which they have applied.
- 1.3 To be considered for direct admission to the ASBM Diploma the applicant must:
 - a. Have completed an educational qualification deemed to be at least equivalent to completion of Year 12 in Australia, and;
 - b. Achieved the equivalent of the minimum entry grade for the program for which they have applied.

2. ENGLISH LANGUAGE SKILLS

Students who list English as not being their first language will be required to provide proof of English language proficiency. Accepted standards include:

- IELTS 5.5 overall (minimum 5.0 in each band), or
- TOEFL 525, or
- 195 (Computer Based Score), or
- CEFR B2, or
- Eurocentres Level 6, or
- General English Upper Intermediate or higher

3. PRIVACY AND PERSONAL INFORMATION PROTECTION ACT 1988

Pursuant to Section 10 of the above act you are advised that:

- The information requested in this application is being collected for the purpose of assessing your qualifications for admission to ACAE;
- If you are successful in gaining admission this information, together with any statistical or other data collected on or subsequent to enrolment, will form part of your personal record for administrative and academic purposes;
- Supply of information is voluntary, however, failure to provide all of the information relevant to you may jeopardise your application;
- Information provided may be used by ACAE to advise and inform applicants of updates or changes in courses, application requirements and related school events and information;
- Subject to the normal convenience of ACAE you have a right to access any personal information relating to you held by ACAE and to request correction of any patent error or inaccuracy.

4. SUPPORTING DOCUMENTATION

Take time to read this section carefully. You will have to provide documentation with your application. If you fail to supply documentation that meets the requirements outlined below, you could jeopardise your application which may result in your application being unsuccessful.

- 4.1 What is documentation and why do you have to provide it?
Documentation is proof of the qualifications and experience you enter on your application. You have to provide documentation in order for us to assess your application and determine whether to make you an offer of a place in the course of your selection. The type of documentation you have to provide may vary depending on the types of qualifications and experience you have.
- 4.2 Certified copies of documentation.
ACAE will not return the documents you submit with your application. It is therefore important that you DO NOT submit original documents with your application. You should only submit certified copies of documents. A certified document has been witnessed and declared to be a true and correct copy of the original. The following people can certify documents: Justice of the Peace, a Postal Manager, a Bank Manager, a School Principal, a Solicitor, or an Accountant.
- 4.3 Documents not certified or not certified correctly:
ACAE WILL NOT process documents that are photocopies or documents that have not been correctly certified.
- 4.4 What type of documentation should you provide?
 - Secondary Study Results
 - Tertiary and other Post Secondary Studies Academic Statements
 - International English Language Testing results (if applicable)
 - Employment Experience - Statement of Service
 - Resumé
- 4.5 International Students and overseas documents
Documentation in a language other than English must be accompanied by a certified English translation. Certified copies of the following documents must be provided:
 - The original language transcript of studies showing subjects and results
 - The original language award certificate (if a qualification has been completed)
 - An English translation of those documents

5. SUBMITTING YOUR APPLICATION

Complete all sections on the application and ensure you have attached all of the requested and any other supporting documentation.

6. DECLARATION

You must read the declaration and sign this form in order for your application be processed. Unsigned applications will not be considered.

TERMS AND CONDITIONS

1. AGREEMENT BETWEEN THE APPLICANT AND AUSTRALIAN COLLEGE OF APPLIED EDUCATION (ACAE)

- 1.1 Upon the acceptance of an offer of a place at the Australian College of Applied Education a binding contract is formed between the Applicant and Perth Hospitality Professionals Pty Ltd ACN 58 009 369 797, trading as Australian College of Applied Education hereafter referred to as ACAE.
- 1.2 This contract is subject to the laws of the Commonwealth of Australia and the State of Western Australia.
- 1.3 The applicant undertakes to observe and abide by the Terms and Conditions contained herein and to pay all fees and charges as is applicable during the period of the applicant's enrolment at ACAE.

2. PAYMENT OF FEES AND CHARGES

- 2.1 The Application Fee referred to in the Student Fees Schedule included with the application form is not refundable if the application is accepted and the applicant wishes to cancel. The Application Fee covers the cost of registration and the review of the initial application.
- 2.2 All fees and charges are payable in Australian Dollars prior to or on the due date as specified by ACAE.
- 2.3 All Fees and Charges payable are specified on the Letter of Offer and Semester 1 fees payable upon acceptance are specified on the Semester 1 invoice accompanying the Letter of Offer.
- 2.4 Fees and charges for all subsequent semesters are specified by ACAE on each subsequent invoice issued for each semester.
- 2.5 All late payment of fees will incur a late payment charge of \$50.00 for each late payment.
- 2.6 The Refund of Fees applies only to all circumstances in which a written notice of cancellation is received by ACAE.
- 2.7 The date the written notice of cancellation is received by ACAE is considered the Notice Date. The Notice Date is the date used for the calculation of any refund of monies paid in advance (please refer to Refund of Fees, clause 3).
- 2.8 In instances where the student is under 18, the parent or guardian must sign the written notice of cancellation.
- 2.9 A verbal cancellation does not constitute having provided written notice of cancellation under this clause.
- 2.10 A semester is considered to be no less than 15 weeks and no greater than 26 weeks in duration.
- 2.11 The Grievance and Appeals Procedures Policy of ACAE does not circumscribe the student's right to pursue other legal remedies.

3. REFUND OF FEES

- 3.1 In the event that the student provides written notice of cancellation from a course, the refund for the amount of fees paid in advance will be calculated using the Notice Date as specified in clause 2.7 above as follows:
 - i. Notification more than 10 weeks before the commencement date, 90 percent of all course fees paid will be refunded. 10 percent or a maximum of \$1000, whichever is the lesser will be retained by ACAE for administrative expenses.
 - ii. Notification more than 4 weeks and up to 10 weeks before the commencement date, 70 percent of fees paid in advance will be refunded.
 - iii. Notification 4 weeks or less before the commencement date, 40 percent of fees paid less 10 percent or a maximum of \$1000, whichever is the lesser for administrative expenses will be refunded.
 - iv. Notification after the commencement date and during the first four weeks, 30 percent of fees paid less 10 percent or a maximum of \$1000, whichever is the lesser for administrative expenses will be refunded.
 - v. Notification after the 4th week of the commencement of the course, no refund will be paid.
- 3.2 In all cases where clause 3.1 applies and where the student has paid tuition fees for any subsequent semesters a full refund of these fees will be paid to the student.
- 3.3 If ACAE cancels the enrolment of a student from a course because the applicant has seriously breached the international student visa conditions or the Terms and Conditions of ACAE, no refund will be paid for the current semester. Where the student has paid tuition fees for a subsequent semester, 40 percent of these fees will be refunded to the student.
- 3.4 If the applicant is unable to obtain a student visa all course fees paid less \$200.00 for administrative expenses will be refunded. Written confirmation from the Australian High Commission of visa refusal is required to be submitted to ACAE prior to the refund of any fees.
- 3.5 In the unlikely event that ACAE is unable to deliver the course in full, the applicant will be offered a refund of all the course money paid to date. The refund will be paid within 10 working days of the day on which the course ceased to be provided by ACAE. Alternatively, enrolment in another suitable course by ACAE may be offered at no extra cost. The applicant has the right to choose between a full refund of course fees or to accept a place in another course. If the applicant chooses a placement in another course, the applicant will be required to sign indicating acceptance of the placement.
- 3.6 Any refund due will be processed within 10 working days either by cheque or funds transfer.

4. SAFEGUARDING TUITION FEES PAID IN ADVANCE

All tuition fees paid to ACAE in advance are protected through membership of an Australian Government approved Tertiary Assurance Scheme (TAS) including ACPET and WAPETIA.

5. STUDENT OBLIGATIONS

- 5.1 The applicant agrees with and will abide to the Misbehaviour Policy as published on the ACAE website.
- 5.2 The applicant will attend all lessons, assessments and examinations during the course and will abide by the rules and regulations of ACAE at all times as published from time to time.
- 5.3 Each course subject will be formally assessed and the nature and

criteria of the assessment are specified in the student handbook and course introductory guide. Students, who do not meet the minimum assessment criteria and who require a re-assessment may be granted the re-assessment by the Head of Department. A materials fee of \$100 may apply for practical Re-Assessments.

- 5.4 The applicant is required to meet all selection criteria for the "Intern Studies" prior to any placement into employment taking place.
- 5.5 It is a condition of student's enrolment that he/she achieves satisfactory progress throughout their course to ensure they are able to complete their course in the nominated duration.
- 5.6 ACAE reserves the right to require the applicant to leave a course or course subject at any stage if the applicant fails, without good reason, to meet the requirements of Clause 5.1 or if the conduct of the applicant is such that the continued presence would, in the opinion of ACAE, be detrimental to the satisfactory conducting of the course or course subject. In such circumstances any refund of fees is entirely at the discretion of ACAE.
- 5.7 The applicant is required to inform ACAE immediately in writing about a change of contact details.
- 5.8 If the applicant wishes to request exemptions including, Recognition of Prior Learning (RPL) or Advanced Standing/Credit Transfer the applicant or the Educational Agent working on behalf of the applicant must notify the Admissions Office at point of Admission so the necessary paperwork can be completed prior to the scheduled intake date. Once ACAE has accepted the applicant's enrolment, no further exemptions will be granted.
- 5.9 In circumstances where the applicant requires urgent medical treatment and it is not possible to communicate with the parent guardian of an applicant less than 18 years of age, ACAE is authorised to arrange appropriate medical treatment in accordance with the advice of qualified medical practitioners.

6. GRIEVANCE AND APPEALS PROCEDURES

- 6.1 If the applicant has a grievance relating to the school, he/she must in the first instance consult with his/her lecturer to resolve his/her grievance. (Note; The applicant may at any time nominate a representative to attend with the applicant or take his/her place at any stage of the grievance process. International students can contact the International Student Conciliator of the Department of Education Services at any stage of the grievance process to receive free mediation/conciliation service.)
- 6.2 If the applicant's lecturer cannot resolve the applicant's grievance, he/she will then consult with the Head of Department who will then also try to resolve his/her grievance with the applicant.
- 6.3 If the Head of Department cannot resolve the applicant's grievance, he/she will then refer the applicant to the Student Services Manager who will also try to resolve the applicant's grievance together with the Head of Department.
- 6.4 If the applicant's grievance still cannot be resolved, the applicant must make a written statement, addressed to the Student Services Manager, outlining the details of the applicant's grievance.
- 6.5 The Student Services Manager will then table the applicant's written statement at the School's Management Committee Meeting who will meet within 7 working days of receipt of the applicant's statement.
- 6.6 Once the Management Committee has reviewed the applicant's grievance the applicant will be advised of the decision in writing including the reasons for the decision.
- 6.7 If the applicant is not satisfied with the decision after having exhausted the ACAE Appeals procedure, the applicant may access the External Grievance Mediation and Appeals Procedure by submitting a written appeal to the External Grievance Mediator and include a copy of the ACAE written decision.

7. COST OF LIVING

The applicant is required to inform herself/himself in advance of the cost of living in Perth.

There are many up to date sources of information to assist the applicant in doing this, these include;

- Information on accommodation costs <http://www.reiwa.com.au>
- Living in Perth <http://www.livingin-australia.com/living-in-perth/>

8. DEFERMENT, SUSPENSION OR CANCELLATION

- 8.1 The Refund of Fees stated herein applies to all requests for Deferment, Suspension or Cancellation. Please refer to Clause 3.
- 8.2 The School reserves the right to cancel the enrolment of any student whose performance or conduct are not of the high standards required by ACAE, or whose tuition fees are not paid.
- 8.3 A student can apply to defer commencement, temporarily suspend enrolment or cancel their course by submitting the required form. If the application is approved the student will be notified in writing. If the application is not approved the student can access the Grievance and Appeals procedure within 20 working days. Please refer to our website for further details: <http://www.acae.edu.au>

9. EDUCATION SERVICES FOR OVERSEAS STUDENTS FRAMEWORK

Applicants who are overseas students studying on a Student Visa are also required to familiarise themselves with the Australian Educational Services for Overseas Students Framework at http://aei.dest.gov.au/AEI/ESOS/QuickInfo/ESOS_FrameWork_pdf.pdf Overseas applicants who cannot access the Internet can request a copy of the ESOS Framework to be mailed.

10. CONDITIONS OF ENROLMENT

- 10.1 I am the applicant and I understand and accept the terms of the refund policy.
- 10.2 I understand that I require the prerequisite level of English language for entry.
- 10.3 I understand that ACAE may make reasonable variations to these Terms and Conditions upon giving the student 10 day's prior notice in writing by way of a Notice of Variation. If the student is not satisfied with the variations to the Terms and Conditions, he/she may access the ACAE Grievance and Appeals process. If the student fails to access the ACAE Grievance and Appeals process within 20

TERMS AND CONDITIONS (CONT.)

- days from the date of the Notice of Variation the student shall be deemed to have accepted the variations to the Terms and Conditions.
- 10.4 I understand that ACAE may vary these Terms and Conditions as may be necessary to comply with any law or regulation or amendment thereof of the Commonwealth of Australia or the State of Western Australia.
 - 10.5 I understand that I must complete all class work, assessments, activities and examinations as scheduled in order to maintain satisfactory course progress
 - 10.6 I understand that ACAE requires a minimum of 80 percent attendance at all scheduled lessons in order to qualify for the ACAE award for which I am applying.
 - 10.7 I understand that the ACAE grievance resolution policy can be found in the Student Handbook, which is presented to applicants at Orientation and is available throughout my course online at <http://www.acae.edu.au>
 - 10.8 I understand that I must inform ACAE immediately in writing if I change my address.
 - 10.9 I understand that I cannot change my education provider during the first six (6) months of my principal course of study without approval and a written letter of release from ACAE. Please refer to the National Code 2007, Appendix A, Definitions and Acronyms for the definition of Principal Course of Study, also available at: <http://aei.dest.gov.au/AEI/ESOS/NationalCodeOfPractice2007Default.htm>
 - 10.10 I am aware that school aged dependents accompanying me will be required to pay full fees at a private or government school in Australia.
 - 10.11 I understand that ACAE reserves the right to make reasonable variations to the course curriculum and/or timetable and where a course variation is made ACAE will also make reasonable attempts to notify me prior to implementing such changes.
 - 10.12 I understand that my personal information may be shared with the Australian Government, designated authorities, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. This information may include personal and contact details, course enrolment details and changes, and circumstances of any suspected breach by myself of a student visa condition.
 - 10.13 The applicant and guarantor agree that ACAE may exchange information about the applicant and guarantor with a consumer credit reporting agency. A credit reporting agency in possession or control of a credit information file, or a credit provider or credit reporting agency in possession or control of a credit report, will take reasonable steps, by way of making appropriate corrections, deletions and additions, to ensure that the personal information contained in the file or report is accurate, up to date, complete and not misleading.
 - 10.14 I understand that this agreement and the availability of the complaints and appeals processes, does not remove the right for me to take action under Australia's consumer protection laws.
 - 10.15 I understand that upon acceptance of my Application for Admission I will receive a written Offer and Acceptance from ACAE containing the details of my enrolment, a copy of any approved exemptions (where applicable) and an invoice for semester one fees and charges.
 - 10.16 I understand that upon payment of the semester one invoice prior to the due date, I accept the Terms and Conditions of Enrolment as outlined on this Application for Admission.
 - 10.17 I understand that should I fail to make the payment in accordance with the conditions outlined on the Offer and Acceptance, the Offer and Acceptance will be automatically revoked.

11. DECLARATION

- 11.1 I declare that the information I have provided is true and accurate in every detail.
- 11.2 I have read the course brochure to which this Application for Admission is attached and fully understand the syllabus of the course for which I am applying.
- 11.3 I understand that upon acceptance of this application a binding contract exists between ACAE and the applicant or the applicant's guarantor, the terms of which apply to this and any subsequent course or semester.
- 11.4 I agree to ACAE identifying and publishing my name and any of my images captured in any ACAE promotional materials.
- 11.5 I understand that this agreement does not remove the right to take further action under Australia's consumer protection laws.
- 11.6 I confirm that I have read, understood and agree to the Payment of Fees and Charges as specified in these Terms and Conditions.
- 11.7 I confirm that I have read, understood and agree to the Refund of Fees as specified in these Terms and Conditions.
- 11.8 I understand that failure to pay my tuition fees may result in my course being cancelled.
- 11.9 I confirm that I have read and understand these documents. I confirm that the terms and conditions of this offer have been explained to me in my own language, and/or that copies of the documents were available to me in my own language.

Signed	Date
<input type="text"/>	<input type="text"/>

Signed by Parent if applicant is under 18 years	Date
<input type="text"/>	<input type="text"/>

12. GUARANTEE

I, the undersigned, having read and understood the conditions stated herein, agree to guarantee payment of all course fees and course costs incurred by the applicant:

(print applicants name here)

in relation to the education and training services provided by the Australian College of Applied Education

Signature of applicant's Guarantor	Date
<input type="text"/>	<input type="text"/>

Name of applicant's Guarantor (Please print in full)

Address of Guarantor

Occupation of Guarantor

Application checklist

1. Complete all sections of the Application for Admission form
 2. Read and understand all Conditions of Enrolment including the refund policy
- You must also include:
- Certified copies of your academic records / qualifications / employment details
 - Application fee for International students of \$200

Application approved (office use)	Date
<input type="text"/>	<input type="text"/>

Please forward your completed application for admission to:

The Admissions Office
 Australian College of Applied Education
 641 Wellington Street, Perth Western Australia 6000
 International Telephone: (61) 8 9322 3202
 International Fax: (61) 8 9321 3698
 CRICOS Provider Code: 01303K

Note: Please attach all supporting documentation to the application form. Please read the terms and conditions carefully and agree to these before signing this form.