

Enrolment Form International Student



Submit Your Completed Application via Email (admissions@apeiro.edu.au) or through your agent or post to **APEIRO Institute**

Note: Information contained in this document is utilised in accordance with APEIRO INSTITUTE Privacy Policy

PERTH Campus: Level 1, 10, Victoria Ave, Perth, Western Australia 6000. AUSTRALIA

ELBOURNE Campus: 7 Joyce Street, Springvale, Victoria 3171. AUSTRALIA

SYDNEY Campus: Level 2A, 133A Parramatta Rd, Granville, NSW 2142. AUSTRALIA

1. Campus and Course Selection (Please choose by placing an 'X' in the boxes that apply to you)

CAMPUS Preference*: ☐ **PERTH** ☐ **MELBOURNE** ☐ **SYDNEY**

*Not all courses are delivered at all campuses, please check with the campus prior to application

ELICOS Courses	Preferred Intake
☐ IELTS Preparation for Success (CRICOS course code: 097832B)	Weeks
☐ PTE Preparation for Success (CRICOS course code: 097833A)	Weeks

BUSINESS Courses	Preferred Intake
☐ BSB50120 Diploma of Business (CRICOS course code: 106599E)	
☐ BSB60120 Advanced Diploma of Business ¹ (CRICOS course code: 106600F)	
☐ BSB60420 Advanced Diploma of Leadership and Management ¹ (CRICOS course code: 106601E)	
☐ BSB80120 Graduate Diploma of Management (Learning) (CRICOS course code: 107459J)	

¹ **BSB60120 & BSB60420 are Dual Qualification.** Students enrolling for either course will be eligible to get qualification for the other course. Admin fee of \$300 Apply for Dual Qualification Certificate.

AUTOMOTIVE Courses	Preferred Intake
☐ AUR30620 Certificate III in Light Vehicle Mechanical Technology (CRICOS course code: 103658A)	
☐ AUR40216 Certificate IV in Automotive Mechanical Diagnosis (CRICOS course code: 0101706)	
☐ AUR50216 Diploma in Automotive Technology (CRICOS course code: 0101707)	

Electronics and Communication Courses	Preferred Intake
☐ UEE30920 Certificate III in Electronics and Communications (CRICOS course code: 103417G)	
☐ UEE40720 Certificate IV in Electronics and Communications (CRICOS course code: 103411B)	

ENGINEERING Courses	Preferred Intake
☐ RII60520 Advanced Diploma of Civil Construction Design (CRICOS course code: 108198F)	

Other Courses	Preferred Intake

2. Personal Details

Title: (Mr, Miss, Mrs etc)			
Gender:	Male ☐	Female ☐	
Date of Birth:	DD / MM / YYYY		
Surname:			
Given Names:			
Middle Name:			

3. Passport Details

A certified true copy of your original documents must be provided as part of your application (If Not Verified By Agent)

Nationality			
Passport Number:			
Passport Issue Date:	DD / MM / YYYY		
Passport Expiry Date:	DD / MM / YYYY		
Languages Spoken:			

4. Contact Details

Address (Home Country)

Address: House number, Street, Suburb, State, Country and Postal Code			
		Postcode:	
Phone (Landline):			
Mobile:			
Email:			

Address (Australia) - If unknown type N/A

Address:			
Suburb:			
State:		Postcode:	
Phone (Landline):			
Mobile:			
Email:			

Correspondence Address (Preferred Contact Address)

Correspondence Address:	Home Country ☐	Australia ☐	Agent Address ☐
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Emergency Contact Details			
Name:		Relationship:	
Address:			
Country:		Postcode:	
Phone (Home):		Phone (Work):	
Email:			

5. VISA Details				
VISA Type (If Held)				
☐ Student	☐ Visitor	☐ Working	☐ Bridging	Other: <i>Please Specify</i>
VISA Number:				
VISA Expiry Date:				
Are you in Australia now:	Yes	☐	No	☐
If you do not currently hold a valid VISA please complete the following:				
Location of Lodgement:	Country		City	
Date of Intended Application:	DD / MM / YYYY			
A copy of your original documents must be provided as part of your application				

6. Overseas Student Health Cover				
Is Your OSHC Arranged?	Yes (Part A)	☐	No (Part B)	☐
Part A – Insurer Details				
Name of Insurer:				
Member Number:				
Date of Expiry:	DD / MM / YYYY			
Part B - APEIRO INSTITUTE to arrange (Complete Only if you wish APEIRO Institute to arrange)				
Cover Type:	☐ Single	☐ Couple	☐ Family (Part C)	
Part C: Dependants Details (Full Name, DOB, Gender)				
1)				
2)				
3)				
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 student visa				

7. English Language Proficiency (Please choose by placing an X in the boxes that apply to you)

Assessment Type	Score (Individual & Overall Scores)	Date Achieved
IELTS ☐		
PTE ☐		
Other ☐ (Please Specify)		
Not Required. English is my first language:		☐ Yes ☐ No
Do you need any additional support?		☐ Yes ☐ No
Specify:		

8. Education Details

What is your highest level of education COMPLETED? (Degree, Diploma, / University)	
What is name of the last School / College that you attended?	
In which Year did you complete School / High School ? (Year 10, Year 12)	
Year 10 Completed in the Year :	Year 12/ Secondary School Completed in the Year :

9. Recognition of Prior Learning / Credit Application

Would you like to make an application for RPL / Credit Transfer:	Yes	☐	No	☐
Note: You can download an RPL / Credit Application Kit by visiting our website: www.apeiro.edu.au				

10. Unique Student Identifier (USI)

APEIRO INSTITUTE is required by law to verify your Unique Student Identifier (USI) before we can issue certification.			
Do you have a USI?	Yes ☐	*NO ☐	Your USI No.
* Obtaining your USI?	☐ I will obtain my own USI from http://www.usi.gov.au/ . I understand that delay in supplying my USI to APEIRO INSTITUTE may result in delay in course participation and certification.		
	☐ I authorise APEIRO INSTITUTE to obtain a USI on my behalf.		

11. Accommodation, AIRPORT Pickup Request (Additional Fees APPLY)

Do you require APEIRO INSTITUTE to arrange accommodation:	Yes	☐	No	☐
If Selected YES, What type of accommodation would you like:	Shared	☐	Private	☐
Do you require APEIRO INSTITUTE to arrange for Airport pickup:	Yes	☐	No	☐
Additional information regarding above requests: (If Selected YES to any)				

12. Disability Status (Please choose by placing an X in the boxes that apply to you)			
Do you suffer from any physical / mental disability that may affect your participation in the course?			
Yes ☐ No ☐ – Go to Question 13			
Disability, Impairment or Long-Term Condition			
☐ Hearing / Deafness	☐ Acquired Brain Impairment	☐ Vision	
☐ Physical	☐ Learning	☐ Medical Condition	
☐ Intellectual	☐ Mental Illness	☐ Other / Not Specified	
13. Current Employment Status (Please select ONE option)			
☐ Full time Employee	☐ Not employed - not seeking employment	☐ Self-employed, Not employing others	
☐ Part-time employee	☐ Unemployed - seeking Part time work		
☐ Employed in the Family Business	☐ Unemployed - seeking full time work	☐ Employer	
14. Reason to STUDY (Please select ONE option)			
☐ To Get Job	☐ I Need extra Skills for my job	☐ It was a requirement for my job	
☐ To Get better Job/ Promotion	☐ To develop my existing business	☐ To get into another course of study	
☐ For Self Development	☐ To try different career	☐ To start my own business	
☐ Others (Please Specify)			
15. How did you hear about APEIRO Institute?			
☐ Agent Please Specify		☐ APEIRO INSTITUTE: (Website, Brochure, Expo)	
☐ Family Member / Friend		☐ Other Please Specify	
☐ APEIRO Institute Student: (Please Provide Students Name)		☐ APEIRO Institute Staff member: (Please Provide Staff Member's Name)	
16. Education Agents (Must be filled if applying through an Agent)			
Education Agent:		Yes ☐	No ☐
Agent Name:			
Phone (Work):		Mobile:	
Email:			

17. Payment Details			
Applications submitted to APEIRO INSTITUTE will incur a NON REFUNDABLE Application Fee of AUD250 . This fee applies to all applications directly to APEIRO INSTITUTE or through APEIRO INSTITUTE's agents.			
Preferred Payment Plan (Onshore Applicants Only)	Quarterly (No Additional Admin fee) ☐	Monthly (\$100 Additional Admin fee) ☐	
Account Name:	Apeiro Institute Pty Ltd	SWIFT Code:	CTBAAU2S
BSB:	066 118	Account Number:	1041 4136
Bank Name:	Commonwealth Bank of Australia		
Bank Address:	672A Beaufort St, Mount Lawley WA 6050		

Table 1 - Refund and Cancellation

Reason for Refund/Cancellation	Notification Period	Refund	Cancellation Fee
Application for visa is unsuccessful	Before Course Commences	Full refund less cancellation fee	\$300
Application for visa is unsuccessful	After Course Commences	Full refund less cancellation Fee	\$300 cancellation administration fee + Pro- rata of tuition fee used calculated on a weekly basis
Student Default Student with a valid visa with study rights withdraws OR Student is cancelled for breach of College's rules OR Breach of student visa rules	More than 10 weeks before course commences	Full refund less cancellation fee	10% of a total course fee*
	10 weeks or Less before course commences	70% of a total course fee*	30% of a total course fee*
	After Course Commences Upto 50% into Course Duration	50% of Remaining total course fee*	50% of Remaining total course fee* + \$300 for each subsequent courses
	After Course Commences After 50% into Course Duration	NIL	100% of total course fee* + \$300 for each subsequent courses
	After Course Commences -Where Release Required	NIL	100% of total course fee* + \$300 for each subsequent courses

Commencement Dates

- ** Please note commencement for correspondence courses is the date that the training materials were posted to the client.
- Commencement for online clients is the date that online access is provided to an individual client for a particular course.
- Commencement date for a classroom based learning mode is the first day of the course.

*** Conditions of refund**

- For refund purpose, fees will be calculated based on number of teaching weeks (excluding holidays).
- Date of 'refund form' submitted will be considered as a date of notice given to Apeiro Institute for refund calculation purpose.
- If the application is made at the start, middle or end of a teaching week, that specific week will be considered as teach-out week
- For refund calculation, it will be assumed that the candidate has paid full course fees.
- Remaining total course fee refers to the remaining duration (in weeks) of the course and fee applicable for this duration.
- If a candidate/student has only paid partial fees, it may result in - a candidate owes to Apeiro Institute or Apeiro Institute owes to a candidate/student. This will be calculated for each individual application.

Refunds after Apeiro Institute Default

In the unlikely event of Apeiro Institute, **within 14 days of the default**, Apeiro Institute will:

- Either offer you an alternative place at Apeiro Institute's expense, that is accepted by you in writing; or
- Refund you the unused portion of the prepaid fees.

If Apeiro Institute is unable to provide a refund or place you in an alternative course, then the student shall be referred to the Tuition Protection Service (TPS: www.tps.gov.au), who will place you in a suitable alternative course or if a suitable course cannot be found, pay a refund as calculated by the TPS Administrator.

Student Default occurs when:

- The course starts at the location on the agreed starting day, but the student does not start the course on that day (and has not previously withdrawn); or
- The student withdraws from the course (either before or after the agreed starting day); or
- APEIRO INSTITUTE refuses to provide, or continue providing, the course to the student because of one or more of the following events:
 - The student failed to pay an amount he or she was liable to pay the provider, directly or indirectly, in order to undertake the course;
 - The student breached a condition of his or her student visa as stated by Department of Home Affairs;
 - Breach of Apeiro Institute's policies as outlined in the student handbook.

*Fees and Charges:

Application/ Enrolment Fee: The Enrolment Fee is the fee charged to all applicants to review their application and supporting documentation to enrol in a course of study. This Fee is **NON-REFUNDABLE**.

Course Fees: Course Fees are the fees payable to Apeiro Institute for undertaking a course. The Refund and Cancellation Policy specifications detailed above cover **COURSE FEES** only.

Materials Fee: The Materials Fee covers materials and resources used in the delivery of your course at Apeiro Institute. At Apeiro Institute we are committed to ensure that we have a sustainable and ecofriendly training environment, therefore, wherever possible we provide our Training Materials in an electronic format, rather than as a printed resource. The Materials Fee is **NON-REFUNDABLE** if you cancel **less than 4 weeks before Course Commencement**.

Administration/Cancellation Fee: The fee charged to cover the administrative costs in reviewing and processing the necessary documentation in order for a student to obtain the necessary visa to study in Australia. The Administration Fee is only charged in the event the Student Visa Application is refused, and is **NON-REFUNDABLE**.

Accommodation Placement Fee (optional): This fee is only payable if a student requests Apeiro Institute to arrange for accommodation in Australia. The Accommodation Placement Fee is **NON-REFUNDABLE**, unless more than two(2) week's notice is provided to Apeiro Institute.

Overseas Student Health Cover (OSHC): This insurance is compulsory and must be maintained throughout your entire stay in Australia. Students can choose any approved Australian Overseas Student Health Cover provider. These fees are only payable to Apeiro Institute for Students who choose Apeiro Institute's recommended insurance provider.

Additional Fees: The following fees may apply and are subject to change

Application/ Enrolment Fee	\$250	Administration/ Course Variation Fee	\$300/ course
Creditcard Surcharge (%of the amount being charged)	1%	Late Payment fee (Calculated from the day it was due)	\$50 per week
Payment Plan Setup Admin Fee	\$100	Overseas Student Health Cover	Refer to Website
Recognition of Prior Learning (if requested)	\$400 per unit	Re-assessment fee – Theory or Practical (including catchup sessions)	\$300 per assessment
Submission of Assessment after the due date (Upto 4 weeks)	\$25 per assessment	Re-enrolment fee-minimum/ unit (International student)	\$500
Re-print of any Statement of Attainment/Certificate	\$50	Re-issue of Student ID Card	\$15
Printing Services	\$0.30 (B/W) , \$1.00 (Color)	Airport greeting service (if requested)	\$120 per person
Accommodation placement fee (if requested) *Accommodation charges are to be paid directly to the accommodation provider.	\$280 + accommodation charges*	Left Blank	

Complaints and Appeals

- Whilst studying at APEIRO INSTITUTE you have the right to access the Complaints and Appeals process at any time.
- You shall be afforded 20 days to access this process, otherwise any Complaint or Appeal will be taken as being accepted by you

Visa Requirements

- The Australian Government has specific guidelines for the issue and management of student VISA's. The failure to comply with these conditions may result in your VISA being revoked at you returned home.
- As an education provider, APEIRO INSTITUTE has the responsibility to ensure you maintain a satisfactory rate of Course Completion and Attendance.
- APEIRO INSTITUTE will monitor this and advise you if you are failing to meet to the minimum requirements.
- APEIRO INSTITUTE is required to report any issues relating to this to Department of Home Affairs.

Deferral, Suspension or Cancellation of Course

- APEIRO INSTITUTE has specific guidelines that meet the requirements of the National Code and ESOS Act of the Deferral, Suspension and Cancellation of student enrolments.
- If a student's enrolment is Deferred, Suspended or Cancelled for any reason, then APEIRO INSTITUTE is required to inform Department of Home Affairs of this at the earliest available opportunity.
- The student is also required to contact Department of Home Affairs to ascertain any changes in their VISA conditions.

Credit Transfer / Recognition of Prior Learning

- Students are encouraged to apply for Credit Transfer or RPL prior to enrolment and to request an application kit where necessary:
 - Where Credit Transfer or RPL is granted before the issue of a VISA, the course duration will be indicated on the Confirmation of Enrolment (CoE),
 - Where Credit Transfer or RPL is granted after the issue of a VISA, the amended course duration will be reported via PRISMS within 14 working days and a new COE will be issued.
 - Credit Transfer where approved will reflect reduction in course fee
 - Credit transfers where approved may reduce the actual duration of the course depending on the available schedule
- Students are required to submit the Credit Transfer or RPL Application Kit in order to have the Credit Transfer or RPL formerly assessed.

Privacy

- We will not disclose any personal information that we gather about our students to third parties other than the Government Organisations like DHA, VET, Dept of Education, Debt Collection Agency etc and to those which we are obliged to under ESOS, SRT0's and National Code Standards. We use the information collected only for the services we provide. No student information is shared with another organisation. If student information is required by a third party we will obtain written consent from the relevant student prior to release of any information.
- Should students seek access to their information we have a documented procedure requiring authorisation before this can occur.
- For more information, Please refer to APEIRO Institutes Privacy Policy.

18. Declaration

☐ I understand the Terms and Conditions, the Privacy Policy and the Cancellation and Refund Policy of APEIRO INSTITUTE and confirm that I have been fully advised of the fees, cancellation and refund conditions and conditions of enrolment and I agree to be a student at APEIRO INSTITUTE.

☐ I allow APEIRO Institute to publish my name and/ or any of my images for promotional purposes during or after completing my studies APEIRO Institute.

☐ I declare that to the best of my knowledge, the information I have supplied is accurate and complete in every detail.

Name:

Signature:

Date:

19. Application Checklist

Have you:

- | | |
|--------------------------|---|
| ☐ | Completed all sections of this application |
| ☐ | Attached certified true copies of your VISA (If Held) |
| ☐ | Attached certified true copies of your Passport |
| ☐ | Attached certified true copies of your qualifications |
| ☐ | Attached certified true copies of your English Proficiency |
| ☐ | Attached any other relevant documentation |
| ☐ | Attached Completed Student Selection Criteria Questionnaire (Attached with this form) |

STAFF-IN-CONFIDENCE (WHEN COMPLETE)

SELECTION CRITERIA QUESTIONNAIRE

(INTERNATIONAL STUDENTS Only)

PERSONAL DETAILS			
FIRST NAME		LAST NAME	
COURSE/S APPLYING FOR			
DATE OF BIRTH	DD/MM/YYYY		
EMAIL			
CONTACT NUMBER	+(____) _____		
CONTACT ADDRESS			
COUNTRY		POST CODE	

As a part of APEIRO Institute International Student Selection process, we require all the interested candidates to fill this form and submit to APEIRO Institute along with the completed application form.

Kindly respond to the questions below in CAPITAL Letters. All the responses should be of your own and APEIRO Institute may contact you for an Interview if deemed necessary.

Clients may be contacted if deemed necessary prior to the enrolment to determine the suitability as a part of client selection process in the following circumstances but is not limited to:

- If the students Country of Nationality falls in level 3 or 4 of assessment according to the Department of Home Affairs
- Information inconsistent with the documents provided
- Multiple applicants from a single Education Agent

Q(1). WHAT WAS YOUR MOST RECENT HIGHEST LEVEL OF EDUCATION?

Q(2). WHAT WAS YOUR MEDIUM OF INSTRUCTION IN PREVIOUS STUDY?(*please tick 1*)

- ☐ ENGLISH
- ☐ OTHER:.....

Q(3). EXPLAIN IN PLAIN ENGLISH THE REASONS BEHIND CHOOSING THE ABOVE MENTIONED COURSE/s AT APEIRO INSTITUTE?

Q(4). EXPLAIN ANY LEADERSHIP ROLES THAT YOU TOOK IN THE PAST (*School Leader, Mentor, Team Captain, Class Leader etc*)?

Q(5). WHICH EXTRA CURRICULAR ACTIVITIES DO YOU PARTICIPATE DURING LEASURE TIME (*Sports, Dance, Cultural etc*)?

Q(6). HAVE YOU ORGANISED ANY MEETINGS/ EVENTS/ TOURS/ SEMINARS IN THE PAST, IF SO PLEASE EXPLAIN?

Q(7). WHY DID YOU CHOOSE AUSTRALIA AS THE DESTINATION FOR YOUR FURTHER STUDIES?

Q(8). WHAT ARE YOUR FUTURE CAREER PLANS AFTER COMPLETING THE COURSE YOU ARE APPLYING FOR?

Q(9). DO YOU NEED ANY SPECIAL LEARNING SUPPORT, FOR E.G., *PHYSICAL DISABILITY, LEARNING DISABILITY* ETC?

Q(10). WHICH OF THE FOLLOWING HAVE ASSISTED YOU IN ENROLLING FOR YOUR CHOSEN COURSE AT APEIRO INSTITUTE?

- | | |
|---|---|
| ☐ International Student handbook | ☐ International Student Prospectus |
| ☐ Course information flyer (International) | ☐ APEIRO Institute Website |
| ☐ Other: (Please Specify) _____ | |

Q(11). HOW DOES THE COURSE YOU ARE APPLYING FOR ASSIST YOU TO ACHIEVE YOUR FUTURE CAREER GOALS?

Q(12). WHAT FINANCIAL ARRANGEMENT DO YOU HAVE TO MEET YOUR FINANCIAL NEEDS DURING YOUR STAY IN AUSTRALIA?

Q(13). ARE YOU AWARE OF THE LIVING COSTS IN AUSTRALIA? IF YES, PLEASE GIVE DETAILS FOR THE FOLLOWING.

- Accommodation: AUD\$ _____ Per Week
- Living Expenses (Groceries, Travel, Entertainment etc): AUD\$ _____ Per Week

Q(14). ARE YOU AWARE OF YOUR STUDY REQUIREMENTS AND VISA OBLIGATIONS DURING YOUR STAY IN AUSTRALIA?

☐ YES
☐ NO

Q(15). DID YOU RECIEVE ALL THE INFORMATION REQUIRED REGARDING THE COURSE YOU ARE APPLYING FOR, INCLUDING COURSE DURATION, APPLICABLE TUITION AND ADDITIONAL FEES, CAMPUS LOCATION, REFUND / CANCELLATION POLICIES ETC PRIOR TO COMPLETING THIS FORM?
(THIS CAN BE EITHER VIA YOUR AGENT, APEIRO STAFF, APEIRO WEBSITE OR APEIRO HANDBOOK)

☐ YES ☐ NO

Q(16). IF YOU DONOT CURRENTLY HOLD A VALID VISA, FILL THE FOLLOWING DETAILS

LOCATION OF VISA LODGEMENT			
COUNTRY		CITY	
Expected Date of Lodgment		DD/MM/YYYY	

Q(17). DO YOU REQUIRE APEIRO INSTITUTE TO ARRANGE ACCOMMODATION?

☐ YES ☐ NO

Q(18). WHAT TYPE OF ACCOMODATION ARRANGEMENTS WOULD YOU PREFER?

☐ SHARED ☐ PRIVATE

Q(19). DO YOU REQUIRE APEIRO INSTITUTE TO ARRANGE FOR AIRPORT PICKUP?

☐ YES ☐ NO

Q(20). Enter Additional information related to **Q 17, Q 18, Q 19** below.

Q(21). HOW DID YOU HEAR ABOUT APEIRO INSTITUTE

☐ Agent
☐ Family member/ friend
☐ APEIRO INSTITUTE staff member
Please specify

☐ Apeiro institute : Website/ Brochure/ Event
☐ Other: *Please specify*
☐ Current APEIRO INSTITUTE student
Please specify

I _____ here by confirm that the responses to the above questions are true and are of my own.

Signature: _____

Date: DD/MM/YYYY