

## Application for Enrolment

### (Domestic Students)

Students are required to complete the following 'Application for Enrolment –Domestic Students' and return to Australian Health and Science Institute with any supporting documents required. This application form is not for students on a visa subclass 500.

<b>Note:</b> <ul style="list-style-type: none"> <li>No enrolment will be processed unless this form is completed in full.</li> <li>The student must initial each page and sign the declaration at the end of the document to indicate their understanding and agreement of the enrolment conditions.</li> <li>100 points ID must be provided along with this application  <i>For information on 100 points ID please see <a href="https://www.health.nsw.gov.au/art/Documents/100-point-id-check.pdf">https://www.health.nsw.gov.au/art/Documents/100-point-id-check.pdf</a></i></li> </ul>					
Please tick the relevant information in the box next to it ( <input type="checkbox"/> )					
<b>Section 1: Personal Details</b>					
Do you have a USI: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes - Provide your USI Number: _____					
If you do not currently hold an USI Number, see section: 11 on page 6.					
Title: Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/>		Sex: Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>		Date of Birth: __/__/____	
First Name:		Middle Name:		Last Name:	
Address:					
Suburb/Town:		Post Code:		Country:	
Mobile:				Phone (home):	
Email Address:				Phone (work):	
Citizenship: <input type="checkbox"/> Australian citizen <input type="checkbox"/> Permanent resident <input type="checkbox"/> Other: _____					
If you ticked 'Other', please specify visa status:					
Emergency Contact Details:		Name:		Contact Number:	
		Relationship:		Email Address:	
		Address:			
Do you have a disability, impairment or medical condition which can affect your learning*?					
Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please tick one or more of following:					
Acquired Brain injury <input type="checkbox"/>	Intellectual <input type="checkbox"/>	Psychological <input type="checkbox"/>	Physical <input type="checkbox"/>	Unspecified <input type="checkbox"/>	Neurological <input type="checkbox"/>
Hearing/Deaf <input type="checkbox"/>	Learning <input type="checkbox"/>	Mobility <input type="checkbox"/>	Visual <input type="checkbox"/>	Mental Illness <input type="checkbox"/>	Other <input type="checkbox"/>
If you ticked Other, please describe:					
*Providing information about disability or any other issue will not disadvantage your application. However, AHSI needs to assess if it can make reasonable adjustments to accommodate your learning needs in order to advise you appropriately. In some cases, the support required may be at an additional cost to you.					

Have you been granted a scholarship? Yes  No  If yes, please provide details in a separate attachment.

**Section 2: Proposed Course Details**

**Vocational Education Course(s):** Please tick the course you wish to enrol in:

Course Code	Course Name	Duration	Please tick ( <input type="checkbox"/> )
CHC30121	Certificate III in Early Childhood Education & Care	52 Weeks	<input type="checkbox"/>
CHC33021	Certificate III in Individual Support (Ageing and Disability)	34 Weeks	<input type="checkbox"/>
UEE30820	Certificate III in Electrotechnology Electrician	128 Weeks	<input type="checkbox"/>
CHC43015	Certificate IV in Ageing Support	34 Weeks	<input type="checkbox"/>
CHC43315	Certificate IV in Mental Health	52 Weeks	<input type="checkbox"/>
UEE40620	Certificate IV in Electrotechnology Electrician-Systems Electrician	52 Weeks	<input type="checkbox"/>
CHC51015	Diploma of Counselling	78 Weeks	<input type="checkbox"/>
CHC50121	Diploma of Early Childhood Education and Care	52 Weeks	<input type="checkbox"/>
CHC52021	Diploma of Community Services	104 Weeks	<input type="checkbox"/>
CHC53315	Diploma of Mental Health	104 Weeks	<input type="checkbox"/>
ICT50220	Diploma of IT(Cyber Security)	76 Weeks	<input type="checkbox"/>
ICT60220	Advanced Diploma of IT(Cyber Security)	76 Weeks	<input type="checkbox"/>
UEE62122	Advanced Diploma of Engineering Technology	104 Weeks	<input type="checkbox"/>

**Intake Dates for Year 2025- 2026 :** Please tick your preferred intake date:

**Intake available for Domestic Students:**

28 April 2025     21 July 2025     13 October 2025     02 February 2026     27 April 2026     20 July 2026

**Do you wish to apply for Credit Transfer?** Yes  No

If yes, please provide supporting documents. You may provide CV, previously completed qualification to support your application. Student must apply within 28 days of their enrolment.

**Do you wish to apply for Recognition of Prior Learning?** Yes  No

If yes, please provide supporting documents. You may provide CV, previously completed qualification to support your application. Student must apply within 28 days of their enrolment.

**Section 3: Language and Cultural Diversity**

**What is the main language spoken at home?** English  Other  If other, please specify: \_\_\_\_\_

**Are you of Aboriginal or Torres Strait Islander origin?**

Yes  No

**Section 4: Education Details**

<b>What is your highest completed schooling level?</b>					
Year 12 or equivalent <input type="checkbox"/>		Year 11 or equivalent <input type="checkbox"/>		Year 10 or equivalent <input type="checkbox"/>	
Year 9 or equivalent <input type="checkbox"/>		Year 8 or below <input type="checkbox"/>		Never attended school <input type="checkbox"/>	
What year did you complete that schooling level? _____					
Are you still attending secondary school? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Have you successfully completed any of the following qualifications? (If yes, then please provide details in the table provided)					
Bachelor's degree or Higher Degree <input type="checkbox"/>		Advanced Diploma <input type="checkbox"/>		Diploma <input type="checkbox"/>	
Other Certificates <input type="checkbox"/>		Certificate IV <input type="checkbox"/>		Certificate II <input type="checkbox"/>	
Certificate I <input type="checkbox"/>					
Course (e.g. Year 10/HSC etc.)	Institution Name (School/ College/ University)	Country	Started (Month & Year)	Completed (Month & Year)	Outcome (Pass/Fail & Marks/Grades)
<b>Section 5: Employment History</b>					
<i>Please provide details of your employment history in the table below:</i>					
Employer	Position	Start Date	End Date	Full-Time/Part-Time	
<b>Section 6: Study Purpose</b>					
<i>Of these categories which, which best describes your reason for undertaking this course?</i>					
To get a job <input type="checkbox"/>	To develop my existing business <input type="checkbox"/>	To start my own business <input type="checkbox"/>	To try and get into a different career <input type="checkbox"/>	To get a better job or promotion <input type="checkbox"/>	
It was a requirement of my job <input type="checkbox"/>	I want extra skills for my job <input type="checkbox"/>	To get into another course of study <input type="checkbox"/>	For personal interest/self-development <input type="checkbox"/>	Other reason <input type="checkbox"/>	
<b>Section 7: Occupation</b>					
<i>Which of the following classifications best describes your current or recent occupation?</i>					
Managers <input type="checkbox"/>	Professionals <input type="checkbox"/>	Technicians and Trade Workers <input type="checkbox"/>	Community and Personal Service Workers <input type="checkbox"/>		
Sales Workers <input type="checkbox"/>	Machinery Operators and Drivers <input type="checkbox"/>	Labourers: <input type="checkbox"/>	Clerical and Administrative Workers: <input type="checkbox"/>		
Other: _____					
<b>Section 8: Industry</b>					
<i>Which of the following classifications best describes the industry of your current or previous employer?</i>					

<b>Agriculture, Forestry and Fishing</b> <input type="checkbox"/>	<b>Mining</b> <input type="checkbox"/>	<b>Manufacturing</b> <input type="checkbox"/>	<b>Electricity, Gas, Water and Waste Services</b> <input type="checkbox"/>
<b>Construction</b> <input type="checkbox"/>	<b>Wholesale Trade</b> <input type="checkbox"/>	<b>Retail Trade</b> <input type="checkbox"/>	<b>Accommodation and Feed Services</b> <input type="checkbox"/>
<b>Transport, Postal and Warehousing</b> <input type="checkbox"/>	<b>Information Media and Telecommunications</b> <input type="checkbox"/>	<b>Financial and Insurance Services</b> <input type="checkbox"/>	<b>Rental, Hiring and Real Estate Services</b> <input type="checkbox"/>
<b>Professional, Scientific and Technical Services</b> <input type="checkbox"/>	<b>Administrative and Support Services</b> <input type="checkbox"/>	<b>Public Administration and Safety</b> <input type="checkbox"/>	<b>Education and Training</b> <input type="checkbox"/>
<b>Healthcare and Social Assistance</b> <input type="checkbox"/>	<b>Arts and Recreation Services</b> <input type="checkbox"/>	<b>Other</b> <input type="checkbox"/>	

### Section 9: Checklist

*Please make sure the following are attached (if applicable).*

100 Points of ID (driver's license, passport, etc.)

Transcripts of previous qualifications

High School Certificate or equivalent

Any other relevant documents

Course codes or unit outline if you are applying for exemptions (credit transfer) or Statement of attainment.   
 (Student must apply within 28 days of their enrolment)

Do you require any language, literacy or numeracy assistance? Yes  No  (If yes, please provide related evidence)

Please note that in the absence of any of the above documents, the application may be deemed as invalid or can amount in a conditional offer letter. Provide complete application to avoid any delays.

### Section 10: Terms & Conditions

#### Payment of Fees:

- Fees cannot be accepted from potential students unless they have signed a written agreement with AHSI.
- Students will be required to pay for the remaining of the tuition fee one week before the start of the next study period. Please refer to your letter of offer for your payment schedule according to the study period of the course/s you have enrolled.
- Payments can be in the form of bank transfer or via the website (<https://ahsi.edu.au/make-a-payment/>)
- Payment via bank deposit should be forwarded to:

<b>Account name:</b>	Australian Health and Science Institute Pty Ltd
<b>BSB Number:</b>	062 443
<b>Account number:</b>	1322 1008
<b>Bank:</b>	Commonwealth Bank of Australia

\*Please write your name and student ID in description while making payments.

- Students will not be issued a Certificate or Statement of Attainment while fees are still outstanding
- AHSI reserves the right to cancel any course prior to the commencement date of the course or during the course, should it deem it necessary.
- For fees / payment schedule, please refer to "Course Fees and Charges" in the offer letter.
- AHSI reserves the right to accept or reject any application for enrolment at its discretion.

#### General Refund Policy:

- If the seats in the course are full or the course is cancelled, a full refund of fees will be made without the non-refundable part of the enrolment fee.
- All refunds will be paid within 28 working days.

#### Refund of student tuition fees may be given in the following circumstances:

- If a student withdraws more than 10 days before the Census Date he/she will receive the prepaid fees minus the lesser of 5% or \$500. A student can apply to the Student Services Officer and a refund will be made within 28 working days.
- If a student withdraws after the Census Date there will be no refund of fees, unless the student was affected by illness or compassionate circumstances. Proof of the circumstances must be provided.
- The Census Date for each course is on the 10th day after Intake date; the Intake date is published on our website.
- No refunds will be given after your studies have commenced.
- For a refund of tuition fees, you must give written request by filling a form in person. No email requests will be accepted.
- Any changes to management structure or name of institution or campus location, change of fee structures, change of mind, does not constitute a reason for refund. Any such requests will be refused.
- All approved refunds are made payable to and sent to student or to the account of the legally authorised and duly consented by the student in Australian dollars in order to maintain transparency in transaction(s).
- Anything in the above policy does not remove your right to take further action under Australia's Consumer Protection Laws or to pursue other legal remedies, as necessary.

### **Authorization to arrange Medical Treatment**

- The student agrees to authorize AHSI to call for medical treatment in emergency situations where AHSI staff deems it necessary. AHSI will not be held liable for any expense, loss or damage for such medical intervention.

### **Complaints & Appeal Procedures**

- If you have any problems or concerns with the college during your studies, you need to follow Complaints and Appeals Procedure as described in the Student handbook.
- If you are still not satisfied you have the right to appeal to Ombudsman ([www.ombudsman.gov.au](http://www.ombudsman.gov.au)), an independent external party and advise the institute within a stipulated timeframe.

### **Privacy**

- Under the Data Provision Requirements 2012, Australian Health & Science Institute is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).
- Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by AHSI for statistical, administrative, regulatory and research purposes. AHSI may disclose your personal information for these purposes to:
  - Commonwealth and State or Territory government departments and authorised 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.
- You may receive a student survey which may be administered by a government department or NCVER employee, agent or third-party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.
- 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](http://www.ncver.edu.au)).

### **Course Cancellation by AHSI - Provider Default**

- If AHSI is unable to provide any courses on the agreed starting date, students will be offered a refund of the unused portion of all pre-paid tuition fees. Alternatively, students may be offered enrolment in alternative courses of AHSI at no extra administrative cost.
- Refunds due to provider default will be paid within 14 working days & as per the Tuition Protection Services (TPS) guidelines

### **Course Progression and Attendance**

- Regular attendance is a requirement for all students. Students must attend a minimum of 80% of classes for the duration of their course.
- If students do not make satisfactory course progress (less than 50%) they will have to attend counselling with Student Support.

### **Disclaimer**

- AHSI accepts no liability for any unexpected interruption in services through events such as electrical failure, floods, Internet networks shut-downs or connection failures and similar natural disaster which cause cancellation of classes.
- Fee refunds will not be provided for classes missed due to such events, which are outside of AHSI control.
- Students will be offered however make-up classes according to the redelivery plans set out by AHSI management.

**Section 11: Unique Student Identifier (USI)**

From 1 January 2015, all students undertaking nationally recognised training must have a Unique Student Identifier (USI) and provide their USI to their Registered Training Organisation for verification. If you do not have a USI number, you can apply directly at <https://www.usi.gov.au/your-usi/create-usi>

- OR
- Read the permission statements below and tick if consent is provided:
- I give my permission to AHSI to apply for a USI on my behalf.
  - I agree to provide one of the forms of identity required to create a USI (Australian Driving License, Australian Passport, Non-Australian Passport with Australian Visa, Citizenship Certificate, and Certification of Registration by Descent).
  - I give permission for AHSI to verify my USI. AHSI will maintain a copy of my personal information in accordance with the provisions of the Student Identifiers Act 2014 and the Privacy Act 1998.

**Section 12: Student Declaration**

**In signing and submitting this 'Application for Enrolment Domestic Students' the applicant acknowledges:**

1. I declare that the information submitted with this application is true and complete.
2. I acknowledge that failure to provide any document or disclose my academic record may result in AHSI revoking an offer or terminating my studies at any stage.
3. I authorise AHSI to seek verification of my academic and professional qualifications, and work experience. I understand that AHSI reserves the right to inform other RTOs and regulatory agencies and right to cancel the enrolment if any of the material presented to support my application is found to be false.
4. I understand that at the time of enrolment I will be required to supply originals of all documents used to support this application.
5. I acknowledge that AHSI reserves the right to alter any course, subject, admission requirement or fee without prior notice.
6. I understand that the personal information I have provided may be released to government agencies as required by law. I further understand that it may be disclosed to third parties for the purpose of this application. I also undertake to update about any address / contact detail change within 5 working days in writing to the institute.
7. I acknowledge that I have read and understood the description of the courses(s) that I am applying for which are displayed on AHSI's website.
8. I agree to pay the applicable tuition fees according to the payment schedule set out on the Enrolment letter and I agree to be personally liable to the debt arising from fees owing. I understand that AHSI may seek the services of external debt collection agencies for the collection purpose. I will be liable to pay for any legal or linked charges for any such agencies.
9. I have read and understand AHSI's fees and refund policy and requirements as set out within the Student Handbook.
10. I declare that the information provided in this application and the documentation supporting it is true and complete
11. I declare that my signature is true and correct and matches the signature in my passport.

I acknowledge and agree to the terms in the student declaration.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 13: Where did you hear/know about AHSI? Please Tick**

AHSI's website <input type="checkbox"/>	Friend <input type="checkbox"/>	Search Engine <input type="checkbox"/>	Education Exhibition <input type="checkbox"/>
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**Australian Health and Science Institute**

**RTO: 40185 CRICOS: 03222F ABN: 18 113 249 175**

Suite 101A Level 1 130 Main St Blacktown NSW 2148

Ph: +61-2-8806 6777

Email: [info@ahsi.edu.au](mailto:info@ahsi.edu.au) Web: [www.ahsi.edu.au](http://www.ahsi.edu.au)

Advertisement <input type="checkbox"/>	Social Media <input type="checkbox"/>	Other <input type="checkbox"/>	
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**Section 14: Application Submission (Sending to AHSI)**

**All applications with supporting documentation should be sent to:**  
Student Admissions  
**Email to:** [admissions@ahsi.edu.au](mailto:admissions@ahsi.edu.au)  
Or  
**Post to:**  
Australian Health & Science Institute  
Suite 101A Level 1 130 Main Street Blacktown NSW Australia 2148