

## PERSONAL DETAILS

(Please Read Terms & Conditions)

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

Given Names: \_\_\_\_\_

Place of Birth: \_\_\_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_

NOTE: You must be older than 18 years of age to enroll

Home Address: \_\_\_\_\_

NOTE: You must advise us if this address changes

Email: \_\_\_\_\_

Mobile Phone # \_\_\_\_\_ Home Phone # \_\_\_\_\_

Next of Kin: \_\_\_\_\_

(Mother/Father/Brother/Sister/Aunt/Uncle/Other – Circle relevant)

Education:  School  College  Technical Institute  University

Name of School \_\_\_\_\_ Year Completed \_\_\_\_\_

## COURSE DETAILS

(All Learners)

Course Name \_\_\_\_\_

CRICOS # \_\_\_\_\_ Start Date \_\_\_/\_\_\_/\_\_\_

Duration \_\_\_\_\_ RPL  Yes  No

## MEDICAL DETAILS

(All Learners)

Have you had a medical prior to leaving your home country to exclude medical problems that prevent you flying? Do you consider yourself to have a disability, impairment, or long-term condition?

You are required to pass a Class 1 or 2 Medical conducted by a Civil Aviation Safety Authority endorsed Medical practitioner prior to commencing flying.  
This will cost you approx. \$130 for the doctor and approx. \$130 for the government as a registration fee.

Do you have any physical problems that may affect you being accepted into this course? If so, what?

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Please sign to indicate you have read and understood the contents of this page. \_\_\_\_\_ Date: \_\_\_\_\_

## EMPLOYMENT DETAILS

(Local Learners Only)

- |  |   |
|--|---|
| <input type="checkbox"/> Full-time Employee                    | <input type="checkbox"/> Part-time Employee             |
| <input type="checkbox"/> Self-Employed                         | <input type="checkbox"/> Employer                       |
| <input type="checkbox"/> Employed – Unpaid family worker       | <input type="checkbox"/> Unemployed – Seeking f/ t work |
| <input type="checkbox"/> Not employed – not seeking employment | <input type="checkbox"/> Unemployed – Seeking p/ t work |

## EDUCATION AND TRAINING DETAILS

(Local Learners Only)

- Are you attending Secondary School?  Yes  No
- If yes, please indicate what year you are in.  9  10  11  12
- If you have left, what level did you finish?  9  10  11  12
- In what year did you complete the level of school indicated above? \_\_\_\_\_
- Since leaving school have you completed any qualification?  Yes  No
- If yes, what was the course name and qualification you achieved? \_\_\_\_\_

## LANGUAGE SPOKEN AT HOME

(Local Learners Only)

- Do you speak a language other than English at home?  Yes  No
- If yes, what language/ s do you speak? \_\_\_\_\_
- If yes, how well do you speak English?  Very Well  Well  Not well

## FOR INTERNATIONAL LEARNERS ONLY

- |                              |  |
|------------------------------|--|
| Nationality: _____           | Country of Birth: _____                  |
| Passport #: _____            | Issued On: __/__/__ Expires On: __/__/__ |
| Type of Visa: _____          | Issued On: __/__/__ Expires On: __/__/__ |
| Years studied English: _____ | IELTS Score: _____ Test Date: __/__/__   |

## FEES/PAYMENT CALCULATIONS

- |                                |                 |
|--------------------------------|-----------------|
| Course Fee                     | \$ _____        |
| Enrolment Fee (non-refundable) | \$ _____        |
| Tuition – Weeks                | \$ _____        |
| Accommodation Booking          | \$ _____        |
| Airport Pickup                 | \$ _____        |
| OSHC                           | \$ _____        |
| Other                          | \$ _____        |
| <b>TOTAL FEES DUE</b>          | <b>\$ _____</b> |

Please sign to indicate you have read and understood the contents of this page.

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

## DECLARATION

I have read and accept the conditions of enrolment including the cancellation and refund policy of the College as stated overleaf.

Referrer/Educational Agency: \_\_\_\_\_

Signature \_\_\_\_\_ Start Date \_\_\_/\_\_\_/\_\_\_

Guardian's Signature \_\_\_\_\_ Start Date \_\_\_/\_\_\_/\_\_\_

Evidence of satisfactory medical standards, a copy of your passport and the non refundable administration fee (refer to the Fee Schedule on the website for details of this fee).

\*Note: Personal Details: ALL learner information may be made available to Commonwealth and State agencies and as required under the ESOS Act 2000 and the National Code of Practice for providers of Education and Training to Overseas Learners. It will also be made available to the Tuition Assurance Fund Manager and ESOS Fund Manager and includes all personal detail, contact details, course enrolment details and changes and the circumstances of any suspected breach of any learner visa condition.

## TERMS AND CONDITIONS

### Enrolment fee for Courses

ST Aerospace Academy (Australia) Pty Ltd course applicants must pay a non-refundable Enrolment Fee of AUD \$\_\_\_\_\_. This fee can be paid together with course fees prior to the issue of the letter of offer.

### Tuition Fees

Tuition fees DO cover the charges for tuition.

Tuition fees DO NOT cover the charges for registration fee for vocational courses, accommodation, living expenses, textbooks, uniforms, stationery, equipment, and external examinations.

### Due Date

Tuition fees for vocational courses are payable by semester (2 terms) in advance.

If vocational course fees are paid per semester, fees must be paid at least six weeks prior to the commencement of each semester and NO later than the commencement of the term.

If fees are not paid by the due date, a late fee may be charged and learners may lose their place in the course.

### Transfer of Fees

If a learner completes their course at ST Aerospace Academy (Australia) Pty Ltd earlier than expected and enrolls in a vocational course, the remainder of paid fees will be transferred to that course. No fees will be transferred to other external institutions or persons.

### Refund policy

The request for refund is made in writing to the Principal using Fee Refund Form (Form 15).

### For International Learners

The request for refund to be made in writing to the PRINCIPAL in any format as long as it is in writing.

If a visa application is rejected for a learner applying for enrolment from offshore, then the tuition fees will be refunded in full provided that the rejection is certified. The enrolment fee, the accommodation booking fee and airport pick-up fee will not be refunded.

If a visa application is rejected for a learner applying for enrolment from onshore, then no refund will be made from the date of the course commencement as indicated on the Confirmation of Enrolment.

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

If a visa application is rejected for a learner applying for enrolment from onshore, before the date of the course commencement as indicated on the CoE, then the tuition fees will be refunded in full provided that the rejection is certified. The enrolment fee, the accommodation booking fee and airport pick-up fee will not be refunded.

If a learner withdraws from a course in 28 days or more before the course start date 20% of the full tuition fee will be forfeited.

If a learner withdraws from a course in less than 28 days before the course start date 50% of the full tuition fee will be forfeited.

Learners taking package courses, which involve English, as a prerequisite will be considered as ST Aerospace Academy (Australia) Pty Ltd learners from the commencement of their period of study in Australia. When Learners are enrolled in package courses, refund will be made only for 50% of the remaining semester fees.

No refunds will be paid to a third party unless it is indicated at the time the refund application is lodged, that any refunds due are payable to a third party.

As a member of the Overseas Learner Tuition Assurance Scheme (OSTAS), if the School is unable to fulfil its obligations to complete a course, the learner will be offered at no cost enrolment in another OSTAS member college.

ST Aerospace Academy (Australia) Pty Ltd undertakes to make payment of refunds within 28 days of receipt of application for refund.

ST Aerospace Academy (Australia) Pty Ltd defaults if the course they offer does not start on the agreed starting day.

ST Aerospace Academy (Australia) Pty Ltd defaults if the course stops being provided after it starts and before it is completed or the course is not provided fully to the learner because the registered provider has had a sanction imposed.

If ST Aerospace Academy (Australia) Pty Ltd defaults, it must pay a full refund to the learner within two weeks after the default day.

ST Aerospace Academy (Australia) Pty Ltd must give the learner a statement that explains how the refund amount has been worked out.

ST Aerospace Academy (Australia) Pty Ltd dispute resolution processes do not circumscribe the learner's right to pursue other legal remedies.

This agreement does not remove the right of either party to take further action under Australia's consumer protection laws for unpaid and overdue fees.

#### English Language Proficiency & Minimum Scores

To gain admission into course learners must demonstrate English language proficiency. Learners must show certified proof of their proficiency or proof of having passed an English Language Test in the last two years.

IELTS is the preferred test for English proficiency.

International English Language Testing System (IELTS) - A total score of 5.5 is required. Some courses require higher English test scores. Results of other testing systems may be accepted subject to availability of current documentation. Certified copies of IELTS certificates are required with this application.

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Date:

## Academic Qualifications & Recognition of Prior Learning

The College offers courses at different levels. Different academic qualifications are required for each level. For more course information details see the relevant course outline or our web site. Enrolling learners can apply for recognition of prior learning (RPL) for whole competencies and up to a limit of 50% of the course they enrol in. Note that a shortening of overall course duration does not change the requirement for learners to be enrolled in full-time study.

## Arrival & Orientation

The RTO Manager oversees your induction into the course on the first course day, with the issue and discussion of the contents of the learner handbook and an acknowledgement signed off by you on the Learner Enrolment and Induction form (Form 40).

The Administration Manager/Client Support Officer notifies the Department of Immigration and Citizenship (DIAC) of course commencement within 14 days.

Should you not commence as prescribed in the course timetables, then DIAC will be advised within 7 days of:

- (a) Your name, gender, date of birth, country of birth, nationality
- (b) CRICOS course code
- (c) Agreed starting date and completion date
- (d) Office of Visa issue and Visa details
- (e) Current residential address
- (f) Course payment records including tuition fees to date, health fund payments
- (g) Passport details and
- (h) English language proficiency

You may only defer commencement at the agreed date of the course commencement on medical grounds or on exceptional compassionate ground. This is to be assessed by the Chief Flying Officer and judgement is based upon documentation submitted in support of the claim.

Non-commencement for any other reason will be seen as learner default, as defined in our refund policy in the enrolment form and DIAC advised through PRISMS.

## Attendance/Academic Performance

Regular attendance is a requirement for all learners. All overseas learners must attend a minimum of 80% of classes to qualify for a certificate and meet learner visa regulations. If learners do not make satisfactory academic progress they may not be allowed to continue or to re-enroll.

## Definitions

Vocational Course – Is formal vocational study of two terms or more.

### How to Apply

Choose a course and check the course outline for English and academic entry requirements.

After reading the terms & conditions complete the enrolment form/ learner agreement on reverse.

Attach all the relevant documents and your application fee. Return all of these to ST Aerospace Academy (Australia) Pty Ltd. If your application is successful you will receive a letter of offer in a nominated course and campus. We will advise you about fee payment, how to apply for your learner visa and arrangements for airport pickup and accommodation if required.

When we receive your fees, and confirm you have signed our Terms & Conditions on the application form, we will send you a Confirmation of Enrolment Form. This form is used to apply for your learner visa.

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Date:

### Payment

Payment should be forwarded by bank transfer:

Account Name: ST Aerospace Academy (Australia) Pty Ltd

Account Number: #

Bank:

Tuition fees must otherwise be paid in the form of a bank draft or bank cheque, and made payable to the College. The ST Aerospace Academy (Australia) Pty Ltd will not be responsible for any moneys paid to an agent or third party.

### Overseas Learner Health Cover (OSHC)

All international learners are required to pay Overseas Learner Health Cover (OHSC). It is the learner's responsibility to check the conditions of this health cover. A BUPA brochure is available from the College's office. This fee is not payable to the college but to BUPA direct. We can arrange the cover for you on production of a completed application form and a bank draft or bank cheque payable to BUPA for the appropriate premium. (Fees may be subject to change)

Rates	3 months	6 months	9 months	12 months
Single	\$81.00	\$162.00	\$243.00	\$324.00
Family	\$162.00	\$324.00	\$486.00	\$648.00

### School Aged Dependants

Learners are advised that any school aged dependants accompanying them will be required to pay full fees if they are enrolled in either a government or non-government school.

### Indicative Cost of Living (\$AUD)

The figures below are *estimates* only to give an indication of living expenses in the city of Melbourne for one year (excluding course fees):

Accommodation/Electricity/Phone/Food	\$
OSHC (as above)	\$
Travel/Incidentals	\$
Yearly Total	\$

### Consent for use of photograph.

I agree to have my photograph used by the ST Aerospace Academy (Australia) Pty Ltd for promotional material. I understand that I can withdraw my consent at anytime in writing

### DECLARATION

I have fully read and understood STAA (Australia) Terms and Conditions and agree to abide by the same.

Signature \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_

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

## Enrolment Questionnaire

ST Aerospace Academy (Australia) Pty Ltd wants to make sure that the course you are enrolling in is the correct course for you. Please submit answers to the following questions so the Principal can make that assessment.

1. Why do you wish to enroll in this course and study in Australia?
2. What is your future employment plans?
3. Give us some detail on your work and study history.
4. What are your interests outside of work (hobbies)?
5. Give details on how you propose to finance your studies, accommodation and stay in Australia?

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Date:

## Declaration and Authority to view documents (Privacy Act 1998)

I declare that the information provided by me on this form is true and correct, and I understand that this information will be treated as private and confidential and will not be divulged without my written consent, except where STAA (Australia) is legally obliged to do so.

When you enroll in a course at STAA (Australia) you agree that the staff of STAA (Australia) can access the personal information contained in your learner file without written consent being obtained. You also agree that representatives of Government Departments such as the Department of Immigration and Multicultural Affairs and the Vocational Education, Training and Accreditation Board can have access to your learner file.

ALL learner information includes all personal detail, contact details, course enrolment details and changes and the circumstances of any suspected breach of any learner visa condition. It may also be made available to any Commonwealth and State agencies and as required under the ESOS Act 2000 and the National Code of Practice for providers of Education and Training to Overseas Learners.

It will also be made available to the Tuition Assurance Fund Manager and ESOS Fund Manager. During your training there may be circumstances that will require a STAA (Australia) trainer/ assessor to discuss your progress with an appropriate third party. Also there will be the need to examine workplace samples for the purpose of assessment. All discussions will be strictly confidential.

I (print name) \_\_\_\_\_ authorise the training representative from STAA (Australia) to discuss my training program development, and/ or view appropriate evidence with my employer/ supervisor/ trainer.

Signature \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_

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