

Correspondence Course Enrolment Form

Student Details:

Date: _____

First & Middle Names: _____

Surname: _____

Postal Address: _____

Suburb: _____ Postcode: _____ State: _____

Email Address: _____

Mobile Phone: _____ Home Phone: _____

Date of Birth: _____ Are you currently under 18? Yes / No

Are you currently in high school? Yes / No School Name: _____

Course Selection:

- | | | |
|---|---|---------------------------------------|
| <input type="checkbox"/> Fashion Design & Styling | } | \$1950 Full Course Cost |
| <input type="checkbox"/> Fashion Business & Merchandising | | or |
| <input type="checkbox"/> Interior Design & Decoration | | |
| <input type="checkbox"/> Styling for Fashion, Image and Media | | \$1755 for Discounted Upfront Payment |

Parent/Guardian Details: (required if the Student is under 18 years of age)

First & Middle Names: _____

Surname: _____

Postal Address: _____

Suburb: _____ Postcode: _____ State: _____

Email Address: _____

Mobile Phone: _____ Home Phone: _____

Date of Birth: _____

Guarantor's Details: (must be completed by the person responsible for course payment)

First & Middle Names: _____

Surname: _____

Postal Address: _____

Suburb: _____ Postcode: _____ State: _____

Email Address: _____

Mobile Phone: _____ Home Phone: _____

Date of Birth: _____

Terms and Conditions of Enrolment

Definitions:

1. The 'College' means the Australian Institute of Fashion Design Pty Ltd trading as: 'Australian Institute of Fashion Design', 'Australian Institute of Creative Design', 'Australian Institute of Beauty Therapy', 'Australian Institute of Make-up and Styling' and the 'Australian Institute of Interior Design'.
2. 'Student' means the person enrolling to complete the Course.
3. The 'Course' means the training programme as selected on the enrolment form.
4. The 'Course Deposit' means the minimum \$400.00 non-refundable administration fee required to enrol in the Course and have the first tutorial sent to the Student.
5. 'Course Fees' means all tuition fees pertaining to the Course including the Course Deposit, being \$1950.00.
6. The 'Guarantor' is the person selected on this form as being responsible for payment of the Course Fees.
7. 'Parent/Guardian' is the parent or legal guardian of a Student that is under 18 years of age at the time of enrolment in the Course.
8. 'Unit of Competency'
9. 'Statement of Attainment'
10. 'Tutorial' is the Course notes/materials provided to the Student for completion of the Course.

Student's Agreement:

1. The Student has up to five years to complete the course from the date of enrolment.
2. The Course is self- paced and may be completed in as little as 6 months.
3. The College reserves the right to revise/alter the Course contents, Course titles or the sequence of the Course tutorials at its sole discretion.
4. Each tutorial is posted to the Student after the Student has successfully completed the previous tutorial's assessment item.
5. There is a maximum two week (14 days) turn-around time for assessment marking and feedback from the date of receipt of the assessment item to return postage to the Student.
6. The Student may contact the College's Tutors by email on tutor@aicdedu.com.au with questions regarding the Course. In all communications the Student must provide their name, Course Name, Student Number and the Tutorial Number that the question is in relation to so that the email can be directed to the correct tutor/s.

7. All assessments should be submitted in a standard C4 size (229 x 324mm) envelope. No larger parcels will be accepted.
 8. In order to be deemed as 'Competent' in a Unit of Competency the Student must complete each assessment item for that Unit of Competency satisfactorily.
 9. In order to be deemed competent in a Unit of Competency the Student may be required to re-submit an assessment item/s until the College deems that the Student is 'Competent'.
 10. If after two (2) re-submissions of an assessment item the Student has still not satisfactorily completed the required assessment the Student is deemed 'Not Yet Competent'. The Student can continue to complete further tutorials and assessments in the Course but will not be eligible to receive the Unit of Competency deemed 'Not Yet Competent' or any Unit's of Competency that require that particular Unit of Competency as a pre-requisite, on their 'Statement of Attainment' on completion of the course.
 11. On successful completion of the course the Student will receive a 'Statement of Attainment' for the Units of Competency successfully completed during the course.
 12. The Course materials that the College provides to you shall become your property, however, the content of the course materials, including copyright and all other such intellectual property rights contained therein, remain the property of the College or a nominated third party. The Student may not reproduce any part of the course materials without the prior written consent of the College. The Student agrees to keep confidential all course materials supplied by the College.
 13. The College closes between Christmas and New Year each year and during this time no assessments will be marked, or emails answered. When the College opens again in January any submitted assessments or email questions will be directed to the tutors. During this time there may be delays in returning marked assessments and emails due to the large volumes of submitted work over this period.
 14. A transcript of results, Statement of Attainment or certificate of Course completion will not be released by the College until all Course Fees are paid in full by the Student or Guarantor.
 15. The Student acknowledges that all information contained in this document and all other documents given to the College pertaining to the same signatory of this document or their agent, may be given to a third party for the exclusive purpose of debt collection. This information may also be shared with a Credit Reporting Agency for the purpose of creating or maintaining an information file on the Guarantor.
 16. The Student's personal information may be disclosed to the relevant training authorities as required.
 17. The Guarantor may be provided with information regarding the Student's Course progress or assessment results.
 18. All information I have provided on this Enrolment Form is true and correct.
 19. I am aware that I have the responsibility to provide the College with updated contact details (Name, Address, Phone Number's, Email) if they change at any time during my enrolment.
 20. Acceptance of the terms and conditions of enrolment is voluntary. The Student's commencement of the course constitutes full acceptance of these terms.
 21. I am aware that this is a legally binding contract between the Student, Parent/Guardian, Guarantor and the College.
- I (the Student), declare that I have read, understood and agree to the terms and conditions as set forth above.

Student's Signature

Parent/Guardian's Signature
(required if the Student is under 18 years of age)

Guarantor's Payment Agreement:

1. The Guarantor is responsible for full payment of the Course Fees.
2. The Course Fees and Course Deposit are not refundable other than upon the terms and conditions contained herein.
3. All Course Fees are to be paid in Australian Dollars only.
4. The total Course Fees are \$1950.00.
5. A \$400 Non-refundable Course Deposit/Enrolment Fee is required to enrol in the course and have the first tutorial/equipment pack sent to the Student.
6. Payment of the Course Deposit by the Guarantor will constitute full acceptance of the terms and conditions contained herein by the Guarantor.
7. A discount is given to Student's/Guarantor's who pay the Course Fees upfront at the time of enrolment, saving the Student/Guarantor \$195.00 (Discounted upfront payment = \$1755.00).
8. Payment of the Course Fees is over 24 weeks at \$64.59 per week by Direct Debit with Ezypay Pty Ltd after the \$400 Course Deposit is paid.
9. Failed payments are subject to a failed payment fee of up to \$15.00 charged by Ezypay Pty Ltd. To avoid failed payment fees please contact the College in advance to reschedule the debit dates for payment instalments.
10. Once the course fees have been paid to the College no refunds will be granted under any circumstances.
11. Students who have not paid their accrued Course Fees may not be permitted to complete the Course or commence any other courses offered by the College until all amounts outstanding have been paid to the College.
12. The Course Fees cover postage within Australia. Student's completing the course from outside Australia will be required to pay for additional postage costs. It is recommended that Student's contact the College for the postage cost calculation prior to enrolment in the course.
13. The Guarantor has the right to enquire about the Student's course progress at any time.
14. The Guarantor shall reimburse the College for its expenses on a full indemnity basis. The Guarantor acknowledges if the outstanding account is not paid in full, the debt may be referred to a Debt Collection Agency of the College's choice and, The Guarantor will be liable for all costs (legal or otherwise) relating to the recovery of all monies payable including all charges and fees. Such demand may be delivered by post to the last known address of the Student.
15. To comply with the privacy act in all respects, the Guarantor acknowledges that all information contained in this document and any other documents given to the College pertaining to the same signatory of this document or their agent, may be given to a third party for the exclusive purpose of debt collection. This information may also be shared with a Credit Reporting Agency for the purpose of creating or maintaining an information file on the Guarantor.

I, the Guarantor, declare that I have read, understood and agree to the terms and conditions set forth above.

Guarantor's Signature

Payment Option:

I would like to pay by the following payment option:

- Discounted Upfront Payment: \$1755.00.
- Full Course Cost: \$1950.00 – Payment of the \$400.00 Course Deposit now + 24 weekly payments of \$64.59/week paid by Direct Debit with Ezypay – Ezypay form must be submitted with this form. The Ezypay form can be downloaded form: http://www.aicdedu.com.au/pdf/ezypay_form_correspondence.pdf

Payment Method:

- Cheque / Money Order – I have enclosed a Cheque made payable to the Australian Institute of Fashion Design Pty Ltd.
- Direct Deposit – I have transferred my payment to:

Account Name: Australian Institute of Fashion Design Pty Ltd
Bank: ANZ **BSB:** 014-513
Account #: 492 370 541
With Reference of your Initial and Surname.

Date of Transfer: _____

Reference #: _____

Amount: _____

- Credit Card – please charge my credit card with the amount stated above:

Credit Card Type: Visa Mastercard Bankcard

Name on Card:

Credit Card Number: _____ - _____ - _____ - _____

Expiry Date: ____ / ____ **Verification Number:** _____

Signature:

* To find your verification number find the last three numbers written on the back of your credit card on the signature panel