

# ENROLMENT POLICY AND PROCEDURE

## *(Domestic Students with VET Student Loan application)*

### **1.0 Purpose**

- 1.1 Admission to Australian Airline Pilot Academy (AAPA) is determined on the basis of students meeting AAPA's course requirements.
- 1.2 For those applying for VET Student Loan, they must also meet the:
  - 1.2.1) Citizenship and academic requirements;
  - 1.2.2) Academic suitability requirements; and
  - 1.2.3) Enrolment and loan application requirements
- 1.3 This policy details the procedure to assess whether the student is eligible for the course for which enrolment is sought and if they are eligible for the VET Student Loan, and the procedure for enrolment and application for VET Student Loan.
- 1.4 Whilst AAPA endeavours to provide equal and fair treatment of all students seeking to enrol in the approved course, flight training does present some barriers to some disabilities such as blindness, quadriplegia and deafness.
- 1.5 AAPA also endeavours to advise potential students in a professional, ethical and responsible manner and does not provide students with false or misleading information. Students are advised to read and understand all the information provided in the website and Enrolment Pack prior to enrolment.

### **2.0 Scope**

- 2.1 This applies to all prospective domestic students who would like to enrol in the Diploma of Aviation Courses offered by Australian Airline Pilot Academy Pty Ltd.

### **3.0 Requirements**

#### **3.1 Course requirements**

- 3.1.1 Age 18 and above;
- 3.1.2 Able to obtain CASA Aviation Medical Certificate Class 1 and 2;
- 3.1.3 Able to obtain CASA Australian Airport Security Pass (ASIC);
- 3.1.4 Able to study full time and on campus; and
- 3.1.5 Full paying students

#### **3.2 VET Student Loan eligibility**

3.2.1 You are eligible for VET Student Loan if:

- a. Meet citizenship and residency requirements;
- b. Meet academic suitability requirements;
- c. Your course must be listed on the VET Student Loan eligible courses list;
- d. Your total loan for the course must be within the stated course loan cap;
- e. You have not exceeded your FEE-HELP lifetime limit;
- f. You are able to provide Tax File Number (TFN);
- g. You provide your Unique Student Identifier (USI); and
- h. You enrol on or before first census date of your course and remain enrol in the unit of study until the end of the census date.

##### **3.2.2 Citizenship and residency requirements**

- Be an Australian citizen; or
- Permanent humanitarian visa holder; or
- A qualifying New Zealand citizen (New Zealand Special Category Visa holder who meets long-term residency requirements)

Please note that other permanent residents/permanent visa holders are not eligible for a VET Student Loan.

##### **3.2.3 Academic suitability requirements**

- Obtained Australian Year 12 Certificate with good grades in Mathematics and/or Physics, or

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- At Level 4 or above in the Australian Qualification Framework (AQF) Certificate IV or higher level qualification (where the language of instruction is English); or
- At or above Exit Level 3 in the Australian Core Skills Framework (ACSF) in both reading and numeracy skills assessments; or

If you do not have any of the above qualifications, you will be requested to sit on-line test (LLN Robot) that assess your Language, Literacy and Numeracy (LLN) level. You need to be assessed as competent at Exit Level 3 in the ACSF in both reading and numeracy. You will be notified of your result as soon as practicable after the assessment and to the Department, if and when requested. The result will be retained for at least 5 years.

### 4.0 Procedure

- 4.1 Student to contact AAPA at [enquiries@aapa.net.au](mailto:enquiries@aapa.net.au) to indicate interest in enrolling for the course he wishes to study.
- 4.2 Student will be issued with an Enrolment Pack which contain VET Student Loans Information including Schedule of VET Tuition Fees, forms for your completion, Student Handbook and essential policies and procedures for your reading and understanding before you make a decision to enrol.
- 4.3 Student to read and understand the following policies and procedures:
  - 4.3.1 VET Student Loans Information
  - 4.3.2 Enrolment Policy and Procedure
  - 4.3.3 Schedule of VET Tuition Fees
  - 4.3.4 Tuition Fee Policy
  - 4.3.5 Fair Treatment and Equal Benefits and Opportunity Policy
  - 4.3.6 Policy and Procedure – VET Student Loans Student Attendance
  - 4.3.7 Withdrawal Policy and Procedure for VET Student Loans Student
  - 4.3.8 Policy and Procedure for Re-Crediting FEE-HELP Balance
  - 4.3.9 Grievance Policy and Procedure
  - 4.3.10 Personal Information Policy and Information Handling Procedure
  - 4.3.11 AAPA Code of Conduct
  - 4.3.12 Statement of Tuition Assurance
  - 4.3.13 Critical Incident Policy and Procedure

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- 4.4 Student to complete and return the following forms:
  - 4.4.1 Student Enrolment Form
  - 4.4.2 AAPA Student Agreement
  - 4.4.3 Acknowledgement Declaration (in the AAPA Code of Conduct)
  - 4.4.4 Acknowledgement Form (to declare that you read and understood the policies and procedures outlined above)
  - 4.4.5 CASA Form 078
  - 4.4.6 Pre-Course Commencement Registration
  - 4.4.7 Previous Experience Details
  - 4.4.8 Photo Consent Form
  - 4.4.9 Drug and Alcohol Testing
  - 4.4.10 Unique Student Identifier
- 4.5 Students to submit the following supporting documents to AAPA:
  - 4.5.1 Certified copy of your passport or birth certificate
  - 4.5.2 Visa (applicable if you are a permanent humanitarian visa holder or New Zealand Special Category visa holder)
  - 4.5.3 Year 12 or Senior Secondary Certificate of Education (with grades), or
  - 4.5.4 Australian Core Skills Framework (ACSF) Exit Level 3 in both reading and numeracy skills assessment or
  - 4.5.5 Certificate IV or above in the Australian Qualifications Framework (AQF).
  - 4.5.6 Tax File Number (if you have applied for but not yet issued with a tax file number, you need to present as evidence a certificate from the Commissioner)
  - 4.5.7 Aviation Reference Number, Aviation Medical Certificate and expiry date and log book (applicable if you have done flying training before)
- 4.6 Additional documents may be required in accordance with the entry requirements for the course. Formal assessment only occurs on receipt of all the completed student documents and Enrolment Form.
- 4.7 Upon receipt of the student documents and completed Enrolment Form, RTO Manager to conduct a comprehensive assessment based on all the information provided in the Application and the documents provided against each criteria required for the course.
- 4.8 Student will be accepted for the course only when they meet all the above requirements, and upon receipt of the following:

- 4.8.1 Aviation Reference Number (ARN)
- 4.8.2 Unique Student Identifier (USI)
- 4.8.3 The completed AAPA Student Agreement
- 4.8.4 Vet Student Loan approval
- 4.8.5 ASIC
- 4.8.6 Aviation Medical Certificate
- 4.9 The assessment outcome will be recorded and notified by email to the student and further advice is provided if the application is unsuccessful.
- 4.10 To be eligible for the Vet Student Loan, student must:
  - 4.10.1 Provide documentary evidence of the citizenship and academic requirements
  - 4.10.2 Provide Tax File Number (or a certificate from the Commissioner stating that you have applied for but not yet issued with a tax file number);
  - 4.10.3 Unique Student Identifier (USI);
  - 4.10.4 VET Student Loan approval; and
  - 4.10.5 Enrol on or before first census date of your course and remain enrol in the unit of study until the end of the census date.
- 4.11 Upon acceptance for enrolment, student:
  - 4.11.1 Will be issued a “VET Student Loan Statement of Covered Fees” from AAPA which shows the amount of tuition fees that will and will not be covered by the VET Student Loan and at least 14 days before the census day in the fee period a “VET Student Loan Fee Notice”.
  - 4.11.2 To sign into the eCAF system. Once signed in, you need to verify the pre-populated information and complete the mandatory fields. You must then wait at least two (2) full business days after you have enrolled in your study before submitting the eCAF.
  - 4.11.3 To **submit the eCAF on or before the first census day for which you would like the loan to apply.**
  - 4.11.4 Once you submit your eCAF, you will receive an email confirming your loan approval and providing you with a copy of your completed form. You should keep this form for your records.
  - 4.11.5 Please note that if you do not complete the eCAF by the required date for your course, you will have to wait until the next part of your course/unit to request a

VET Student Loan for future study. Retrospective access to VET Student Loans is not allowed under any circumstances.

4.11.6 To apply for Aviation Reference Number (ARN) online (estimated processing time – within 2 days) <https://hub.casa.gov.au/content/casa/home.html>

4.11.7 To apply for Aviation Security Identity Card (ASIC) online (estimated processing time – 3 to 4 weeks) <http://www.aviationidaustralia.net.au/application.html>

4.11.8 To go for medical examination to any of the approved CASA Designated Aviation Medical Examiner (DAME) below to be issued the Class 2 Medical Certificates: <https://www.casa.gov.au/licences-and-certification/aviation-medicine/search-medical-examiner-or-eye-examiner/designated>

4.12 Please note that:

4.12.1 An ASIC and Class 1 Aviation Medical are an entry requirement and failure to obtain either one will result in the cancellation of your enrolment.

4.12.2 The number of full time Vet Student Loan students accepted by AAPA at each intake is subject to its Vet Student Loan provider cap and can change on short notice.

4.13 AAPA conducts Induction on the first day of course commencement.

4.14 In the event that the student cannot arrive in time. AAPA must be notified before the course commencement.