

STUDENT ENROLMENT FORM (with VET Student Loan)

***Please note: one certified copy of original ID must be lodged with your application.**

***Please tick the appropriate boxes and complete all sections.**

Personal Details (Please provide full legal name)

Title: Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>	Family Name* (surname)	Given Name/s *	
DOB (dd/mm/yyyy)		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other+
Drivers Licence		Pilot Licence	
Mobile No		Email address	
Work Phone Home Phone (inc area code)		Alternative email address (optional)	
What is the address of your usual residence (where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home)?			
Street or lot number		Postcode	
Street name		Flat / unit details	
Suburb / town		Building/property name	
State / territory			
Postal Address (If different from above)	Building/Property name		
	Flat/Unit details		
	Street or lot number (eg 205 or Lot 118)		
	Street name		
	Postal delivery info (eg PO Box 254)		
	Suburb/Town		
	State / territory		
Postcode			

* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want AAPA to apply for a USI on your behalf, **you must write your name, including any middle names, exactly as written in the identity document** you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.

+ Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance.

PLEASE SELECT THE COURSE YOU WISH TO ENROL	
Course Code	Course Name
<input type="checkbox"/> AVI50215	Diploma of Aviation (Commercial Pilot Licence - Aeroplane)
<input type="checkbox"/> AVI50415	Diploma of Aviation (Instrument Rating)
Are you seeking RPL? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If you stated Yes, contact RTO Manager for the process of application</i>	

STATISTICAL (AVETMISS) INFORMATION	
Language and Cultural Diversity	
In which country were you born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other – Please specify _____
Are you an Australian citizen or permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you speak a language other than English at home?	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – Please specify _____
How well do you speak English?	<input type="checkbox"/> Very well <input type="checkbox"/> Not Well <input type="checkbox"/> Well <input type="checkbox"/> Not at all
Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander
Disability	
Do you consider yourself to have a disability, impairment or long-term condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you indicated the presence of a disability, impairment or long-term condition, please select the areas in the following list: (you may indicate more than one area)	<input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Physical/Mobility <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental Illness <input type="checkbox"/> Vision <input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Medical Condition <input type="checkbox"/> Other
Need advice on support services, equipment and facilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Schooling	
What is your highest COMPLETED school Level? (Tick ONE box only)	<input type="checkbox"/> 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
In which YEAR did you complete that school level?	_____
Are you still enrolled in secondary or senior secondary education?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Previous qualifications achieved	
Have you SUCCESSFULLY completed any of the following qualifications?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, then tick ANY applicable boxes.	<input type="checkbox"/> Bachelor Degree or higher degree <input type="checkbox"/> Advanced Diploma or associate degree <input type="checkbox"/> Diploma (or associate diploma) <input type="checkbox"/> Certificate IV (or advanced certificate/technician) <input type="checkbox"/> Certificate III (or trade certificate) <input type="checkbox"/> Certificate II

	<input type="checkbox"/> Certificate I <input type="checkbox"/> Other education (including certificates or overseas qualifications not listed above)
Have you done any flying training before?	<input type="checkbox"/> Yes - Course name: Course code: <input type="checkbox"/> No

If Yes, please list below prior training provider and contact details to obtain training records:

Name of training provider:
Contact Person:
Position:
Email address:
Telephone/mobile no:

ARN:	ASIC expiry:
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Medical: <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2	Expiry:
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Employment	
Of the following categories, which BEST describes your current employment status? (tick ONE box only)	<input type="checkbox"/> Full-Time Employee (35 hours or more per week) <input type="checkbox"/> Part-Time Employee (less than 35 hours per week) <input type="checkbox"/> Self-employed - not employing others <input type="checkbox"/> Self-employed – employing others <input type="checkbox"/> Employed - unpaid worker in a family business <input type="checkbox"/> Unemployed – seeking full-time work <input type="checkbox"/> Unemployed - seeking part time work <input type="checkbox"/> Not employed - not seeking employment

Study Reason	
Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (tick ONE box only)	<input type="checkbox"/> 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 for 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 wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> Other reasons

EMERGENCY CONTACT		
Contact Name 1:		Relationship to Student:
Address:	Suburb: Post Code:	Email Address:
Home Telephone: (inc area code)		Mobile Number:
Contact Name 2:		Relationship to Student:
Address:	Suburb: Post Code:	Email Address:
Home Telephone: (inc area code)		Mobile Number:

USI (Unique Student Identifier)

From 1 Jan 2015, we AAPA can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a USI. In addition, we are required to include your USI in the data we submit to NCVET. If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/on> on computer or mobile device. Please note that if you would like to specify your gender as 'other' you will need to contact the USI office for assistance.

Enter your USI (if you already have one):

If you would like us AAPA to apply for a USI on your behalf, you must authorise us to do so and declare that you have read the privacy information at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I [Name] _____ authorise AAPA to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>.

VET Student Loans

Please note that the Vet Student Loan may only be accessed by eligible students and AAPA in no way proposes or warrants that you may be eligible. Additionally the number of Vet Student Loans places in the course is limited with availability on a first come, first served basis.

Vet Student Loans preference:

I do NOT intend to apply for Vet Student Loans at this time.

I would like to apply for Vet Student Loan and declare as follow:

I meet the citizenship and academic requirements, and will provide proof of citizenship (passport, birth certificate and High School Certificate showing grades with this enrolment form. (Documents should be certified true copy by a lawyer, Notary Public or Justices of the Peace)

I have read and understood the Vet Student Loans information outlined on <https://www.studyassist.gov.au/> and <https://docs.education.gov.au/node/42391>

I meet AAPA's eligibility and course requirements, and have read and understood AAPA's schedule of fees, policies and procedures

Privacy Notice

Under the *Data Provision Requirements 2012*, AAPA 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 AAPA for statistical, administrative, regulatory and research purposes. AAPA may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER

Personal information disclosed to NCVER may be used or disclosed 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 their 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).

STUDENT DECLARATION AND CONSENT

1. I declare that the information I have provided to the best of my knowledge is true and correct.
2. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
3. I agree that in the event that false, misleading or inaccurate information is provided, AAPA reserves the right to withdraw/cancel my enrolment at any time.
4. I agree that AAPA reserves the right to withdraw/cancel my enrolment at any time in the event that I am or become personally prohibited under any Federal legislation or regulation from commencing or continuing my enrolment in the above course.
5. I confirm that I have been provided with and have read the AAPA Domestic Student Handbook and have a clear understanding of the course that I have selected.
6. I have read the AAPA International Student Handbook and understand the campus location and general description of AAPA.
7. I have been informed of all fees and charges associated with this course and have read the Fees, Charges and Refund Policy and Procedures document and Request for Refund form.
8. I understand that my personal information may be shared with Commonwealth and State agencies or their successors in connection with AAPA registration and/or compliance audits as required by legislation.
9. I agree, and consent, to my personal information being made available to any contractor(s) engaged by AAPA to provide advice or services in connection with AAPA registration and/or training and assessment services and/or compliance.
10. I understand, acknowledge and agree that AAPA will not provide or disclose personal information to any outside parties' other than as agreed in the proceeding clauses. However, if required by law then this information will be released.
11. I further acknowledge that I have the financial ability to pay my course fees as and when they become due.
12. I further consent to being contacted by AAPA and/or the relevant Commonwealth and State agency in connection with my enrolment and future studies.
13. I do hereby certify that this application has been completed by me personally.
14. I'll provide USI to AAPA within two weeks of enrolment or will sign/have signed the declaration form (request from RTO Manager on the enrolment) to authorize AAPA to apply for USI on my behalf.

This Declaration and the availability of the complaints and appeals process do not remove the right of the student to undertake action under Australia's consumer protection laws.

Student Name: _____

Student Signature: _____

Declared Date: ____ / ____ / _____

Witness: _____

Witness Signature: _____

It is your responsibility to notify AAPA in writing of any changes to the information provided on this enrolment form either by emailing to rto@aapa.net.au or logon Wise.NET Learner App to update the details.

OFFICE USE ONLY

Application received by:

Date application received:

Application form completed fully?

All supporting evidence provided?

RPL requested? [Has the RPL application form been provided?]

Vet Student Loan eligibility and course requirements met?	
Vet Student Loan Letter of Offer issued?	
Student Acceptance Agreement completed fully?	
Flight Training Agreement completed fully?	
Payment received, is this full amount? [Detail breakdown]	
Has enrolment been confirmed with student?	
Signature of Admission Officer	Date: / /

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