

Education and Employment History

Please attach:

- Details of studies undertaken or qualifications obtained
- A current CV or r sum  (required for Certificate and Diploma applications)
- Employment history

Subject Exemptions

If you have completed previous studies or believe that you have already gained certain skills in the workplace you can apply for exemption from APM subjects on the basis of Recognition of Prior Learning or Recognition of Current Competence. Please complete the APM Subject Exemption application after a place has been offered and before you commence your studies.

APM offers mutual recognition of the AQTF qualifications and Statements of Attainment awarded by other Registered Training Organisations.

Course Expectations

Briefly outline what you want to achieve by completing this course (additional sheets may be attached)

Fees and Payment

The fees outlined in the prospectus are for domestic students only. The fees for international students are as follows:

Application fee: \$A300

Tuition fee total:

Payment plan 1: \$ A14,900 payable on acceptance by APM **OR**

Payment plan 2: \$ A7,700 payable on acceptance by APM; \$A7,700 payable end of term 1 ; Total \$A15,400. **OR**

Payment plan 3: \$ A5,300 payable on acceptance by APM; \$A5,300 payable end of term 1 ; \$A5,300 payable end of term 2. Total \$A15,900.

Please indicate which plan you wish to go onto: Payment plan number _____

Excludes health insurance (estimated \$A300), reference books (estimated \$A600), all visa and travel related costs.

Please indicate how you wish to pay your \$A300 Application fee:

Cheque (attached)

AMEX

VISA

Mastercard

Amount: \$ _____

Credit card # _____

Name on card: _____

Expiry date: _____

Signature: _____

How did you hear about APM and this course?

*APM Training Institute Pty Ltd
213 Miller St. North Sydney. NSW 2065. Australia
Tel.: 02 99547377
Fax: 02 9954 7311
Email: enquiries@apm.edu.au
Web: www.apm.edu.au*

RTO provider code: 90378. CRICOS provider code: 01897A. ABN: 9200 3690 506

Terms and Conditions of Enrolment

1. Refund: a/ Application fees are not refundable unless APM does not offer you a position at the college. b/ There is no refund of fees or portion of the fees once the course has commenced. This applies whether the student has chosen to discontinue the course or has been dismissed by APM. No exceptions will be made irrespective of the reason for the student's decision to terminate, whether it is due to moving interstate/overseas, health, redundancy, financial or any other occurrence. c/ If a student terminates their enrolment or is dismissed by APM and is on a payment plan, the student is still financially obligated to pay the full fees including any outstanding amounts.

2. Refund of fees prior to course commencement: a/ More than 21 days before commencement, full refund of tuition fees. b/ 7-21 days before commencement, 50% refund of tuition fees. c/ Less than 7 days before commencement, no refund of tuition fees. d/ Non-Australian residents holding a Student Visa are required to sign a separate International Student refund agreement.

3. The student will attend classes and accepts APM's rules and regulations with regards to course completion, acceptable behaviour at college and treatment of lecturers and staff. Full details are contained in the Student Handbook that is issued with a letter of offer.

4. APM reserves the right to dismiss any student whose performance, attitude or conduct is unacceptable to the college or who is negatively impacting the learning experience of any other student. Fees will not be refunded under any circumstance.

5. Deferment of course or subject: a/ Applications for deferment are accepted at APM's discretion. Deferment of the entire course or individual subject is dependant on vacancies in future courses or subjects. A deferred student may be offered a place in future courses or subjects only if a vacancy exists. There is no guarantee that a vacancy will be available. b/ Deferment is only possible for a maximum of 2 years. c/ If a deferment is not possible, there is no refund of fees or portion of fees.

d/ Deferment of an individual subject must occur within 2 weeks of a subject commencing otherwise a fee for repeating the subject will apply.

6. Should a student fail to complete all aspects of their course by the end date of their enrolled course, they will need to re-enrol and pay a repeat fee for individual subjects.

7. APM reserves the right to cancel or alter courses, classes and lecturers.

8. Tuition fees: a/ Failure to make the initial payment by the due date will result in the offer of enrolment being withdrawn. b/ Failure to pay amounts outstanding, including meeting the due date of payment plan instalments, will result in the student being unable to attend class. c/ Tuition fees may be paid by cheque, cash, money order or BPay. A surcharge will be applied to tuition fees that are paid on credit cards. d/ For students paying instalments on a payment plan, an invoice will be issued prior to the due date of each payment. Payment is expected by the due date whether an invoice has been received or not. e/ Students will be suspended for non-payment and depending on the class time missed, this may impact on their eligibility to progress into higher level subjects, the Internship Program or to graduate.

9. In signing the APM Application Form, you agree that: a/ You have read, understood and agree to the Terms and Conditions of Enrolment. b/ You agree to abide by the rules and regulations of the college as outlined in the Student Handbook (mailed with the letter of offer). c/ You have the financial capacity to pay the tuition fees and agree to pay the fees as they become due. d/ You agree that APM has

permission to pass any relevant information concerning academic results, course progress and conduct at the college to parents/guardians, Internship Program companies and/or the person who has paid your fees. e/ You agree that the information provided in the APM Application Form and accompanying documents is correct. f/ You agree to abide by all State and Federal Government Anti Discrimination Legislation. g/ You understand that APM is obliged by statute to keep confidential student records on file for administrative purposes only. h/ If you are applying for an Advanced Diploma qualification, APM may contact your current school to confirm academic progress.

Please note that there are no exemptions to these policies.

I have read, fully understand, agree and accept the Terms and Conditions of Enrolment detailed on this form.

Name: _____
Mr/Ms First Name Surname

Signature: _____

Date: _____

Parent or guardian if applicant is under 18 years of age

I give permission for APM to provide any information to my parents/guardians and/or the person who has paid my fees, if requested.

Student
name: _____

Student signature: _____

Date: _____

Next steps:

1. Return this signed application form to APM via mail or fax.
2. You must include with this application form:
 - i. Copy of school reports and details of school progress
 - ii. Application fee
 - iii. Education and employment history
3. APM will call you to arrange an interview
4. Your application and interview summary will be assessed by APM's Selection Panel
5. If you are accepted into the college, you will be mailed a letter of offer which you can use to apply for a student visa, more information for international students to read and sign, and a Student Handbook
6. If you wish to take up a place in the next intake you need to return:
 - i. letter of offer
 - ii. Enrolment agreement indicating you have read and understood the policies in the Student Handbook
 - iii. 2 passport photos for a student card