



Barista Courses Application Form

PERSONAL DETAILS			
Student Number:			
USI:			
Title Name:	<input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.		
Given Name:			
Family Name:			
Date of Birth:			
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Nationality:			
Country of Birth:			
CONTACT DETAILS			
Email Address:			
Mobile:			
Address:			
IDENTIFICATION	DURATION	FEE(A\$)	SELECT
Barista - Level 1	4 hours	\$100	<input type="checkbox"/>
Advanced Barista with Latte Art Skills	5 hours	\$130	<input type="checkbox"/>
Accredited Barista Course (Compulsory two units of study)	5 hours	\$150	<input type="checkbox"/>
<p>Barista Courses will be conduct at Level 3, 84 -86 Mary Street, Surry Hills, NSW 2010. Please contact reception for more information on 02 9264 0073.</p> <p>Student's Declaration:</p> <ol style="list-style-type: none"> 1. I acknowledge that I have read, understand and accept the terms of Australian International College's Conditions of Enrolment, Payments & Refund Policy and Certification Policy listed on Page 2 if this Student Enrolment Form. 2. I understand that some courses require a prerequisite level of English language for entry. 3. I understand that I will be tested on commencement of my course and, an insufficient English level will result in my having to enrol in an English language course. 4. I understand that I must complete all class work, assignments, activities and assessments in order to complete the course. 5. I declare all information I have given on this form is correct and complete. 6. I declare that I am 18 years of age or older at the time of application. <p style="text-align: right; margin-top: 20px;">Student Signature: _____ Date: _____</p>			

OFFICE USE ONLY	
Amount Paid:	\$ _____
Receipt No:	_____

Australian International College Pty Ltd (Trading as: Australian International College),

ABN No, 17 122 041 267 | RTO No, 41215 | CRICOS Provider Code, 03456K

Address, Ground Floor, Oaks Hyde Park Plaza Hotel Building

38 College Street, Darlinghurst NSW 2010

Phone, 02 8057 0837

Web, www.aic.nsw.edu.au | Email, admin@aic.nsw.edu.au



Received By:		
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PART B - CONDITIONS OF ENROLMENT

Australian International College is responsible for compliance with the Vocational Education and Training (VET) Quality Framework with includes the Standards for Registered Training Organisations (RTOs) 2015, for the quality and standards of the training and assessment services it provides for the range of VET courses under its current scope of operation and for the issuance of AQF certification documentation.

1. From 1st January, 2015, all students enrolling or re-enrolling in nationally recognised training require a Unique Student Identifier (USI). You can get your USI online at no cost to you by going to the website www.usi.gov.au.

Australian International College requires your USI when you enroll. If you need help with getting your USI, please ask Student Services.

Qualifications cannot be issued unless you have provided your USI.

2. Australian International College does not accept students under 18 years.

3. It is your obligation to notify Australian International College of change of address and/or contact details including email address and telephone number within 7 days of change. This is a requirement so that you may be contacted about matters related to your course of enrolment.

4. You accept that, to successfully complete a Barista course, a sufficient level of English is required and that courses will be delivered through English only.

5. You accept that failure to disclose insufficient levels of English to allow you to participate in and successfully complete a course at the time of your enrolment may result in your exclusion for a scheduled course.

6. Once you have commenced your initial course they may incur an admission fee if they wish to make changes to their course structure, change of class time (if applicable) or change of course.

7. If you cannot attend your course because of compelling circumstances, including health or compassionate grounds supported by independent evidence such as medical certificates, Australian International College may temporarily suspend your course until you can recommence their fulltime studies.

8. You agree to the use of your name and/or image for possible use in education-related marketing and promotional materials.

9. You agree to take care of your own belongings at all times and will not hold Australian International College responsible for any loss, accident or damage.

10. You agree to follow all lawful and reasonable instructions given by Australian International College, its staff or trainers, while on Australian International College's premises or participating in excursions, field trips or extra-curricular activities.

11. You will not hold Australian International College or its staff and trainers responsible for any accident, injury or loss that occurs on any excursion, field trip or extracurricular activity.

12. Course credentials (awards, statements of attainment, transcripts, etc.) will not be issued to students who are in breach of any part of this agreement.

PART C - PAYMENTS & REFUNDS POLICY

1. Course payments must be made in full prior to the scheduled day of your course.

2. Refunds requested by participants: After a payment is made, the refund arrangements are as follows:

- a) Refund requests must be in writing, signed and dated by the person requesting the refund and delivered to the College in person, email or letter.
- b) 50% of the course fee is refundable if a written application is received by the College 28 days or more prior to the proposed course date.
- c) No refund of the course fee will occur if the refund request is received by the College less than 28 days before the proposed course commencement date.
- d) No refund will occur if a refund request is made on or after the day that the course occurs.
- e) Instalment payments are not available for these courses.

3. Course cancellation: Australian International College reserves the right to defer or cancel a course. In the unlikely event that Australian International College is unable to provide an agreed course in full, you will be offered a refund of all your pre-paid course fees. Alternatively, you may be offered enrolment in an alternative course by Australian International College at no extra cost. You have the right to choose if you would prefer a full refund of course fees or accept a place in another course. If you choose a placement in another course, you will need to sign a document to confirm your acceptance of a placement in that new course.

4. Fee changes: Prior to enrolling, fees may be altered without notice. Once you have completed enrolment, fees will not be subject to change for the normal duration of the course. If you do not complete your course in its scheduled duration, then you will be required to pay any fee increases paid for the extended component of the course.

PART D - CERTIFICATION

1. If you choose to complete:

- a) the Barista - Level 1 course or
- b) the Advanced Barista with Latte Art Skills course,

you will receive a professional barista certificate confirming your attendance at a Barista Workshop on the day that you complete the course and stating what you have learned during the course.

2. If you choose to complete the Nationally Accredited Barista Course:

- You must complete two units of study:
 - o SITXFSA001 - Use hygienic practices for food safety
 - o SITHFAB005 - Prepare and serve espresso coffee
- You must successfully complete assessments for both of these two units.
- If you successfully complete the assessments for both units of study, you will also receive a nationally recognised Statement of Attainment bearing the units of competency SITXFSA001 - Use hygienic practices for food safety and SITHFAB005 - Prepare and serve espresso coffee, issued by Australian International College Pty Ltd (RTO Number: 41215)

Australian International College and this policy do not remove the right to take further action under Australia's Consumer Protection Laws or pursue other legal remedies compatible with Commonwealth or State laws.

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f) Bank charges are deducted for refunds made by bank draft or electronic transfer.

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