



ENROLMENT PROCEDURE INTERNATIONAL STUDENTS 2023

Procedure

1. Request or download the 'International Student Application form' available in AGI website (pdf format).
2. Complete form in full, review documents checklist and return form and required documentation to admissions@agi.edu.au. Students may apply for Recognition of Prior Learning, or Direct Credit. This may reduce course time.
3. Enrolling officers check student's Qualifications, Experience, and English language proficiency, as well as any applications for Credit or RPL, against intended Course requirements, and report back to students on outcome. Course requirements are shown in the course page on our website.
4. Once all requirements have been met, a letter of offer is issued to the student including payment terms and conditions of enrolment. The student should carefully review all the information and policies included in this document. The student reads and signs the Offer letter (Written Agreement), returns it to us and makes payment and per payment schedule. You **MUST** send proof of payment (scan the deposit slip, or the bank transfer confirmation).
5. Once payment has been received, we send a copy of the COE (Confirmation of Enrolment). In some cases, students require pre-approval. Check on www.immi.gov.au or ask a migration agent. **YOU MUST KEEP A COPY OF YOUR COE THROUGHOUT YOUR STUDY.**
6. Student contacts the nearest Australian Government Office or Embassy, as VISA requirements and procedures vary from one country to the next and start a visa application.

Enrolment Conditions

1. Applying students must read and understand the Policies & Procedures including the Refund Policy, Complaints Policy, the English Assessment requirements, and all other information relating to student matters, including attendance and satisfactory course progress requirements, as well as the Student Handbook before signing the Written Agreement. These documents are sent along with your letter of offer. Signing the Offer letter signifies acceptance of these conditions, and all related matters listed in the written agreement.



2. Students are expected to comply with the laws of Australia, and the 'Code of Conduct' of Australian Global Institute (AGI) (see Student Handbook). Failure to do so may lead to enrolment being suspended or cancelled.
3. Australian Global Institute (AGI) shall not be liable for loss, damage or injury to persons or property. Any student concerned about the risk of injury or harm through participation in our physical activities must understand that all such activities do carry some risk of injury, and that by signing an enrolment form, or written agreement, they are doing so fully aware of the risks, and do so understanding that the college is not liable for an injury, loss, damage, or death. Some activities involve an increased risk, and students who elect to undertake such activity must self-assess their ability to do so safely. Those in doubt should consult those in charge, or the campus student officer for further guidance on the risks, and personal abilities required to undertake the activity with minimal risk. Students are advised to take out personal insurance to cover themselves against accident and illness, and their belongings against theft or loss.
4. Australian Global Institute (AGI) reserves the right to change its fees at any time without notice. Students doing consecutive courses and wishing to lock in current tuition courses must pay at least the first study period fees before the COE issue to do so. Those paying less (just to get the COE) must understand and accept that they are subject to the tuition fees as at the time of commencement of their course, NOT the time of COE issue.
5. Australian Global Institute (AGI) reserves the right to change strategies, timetables, trainers, schedules at any time without notice.
6. Students wishing to cancel their course agree to complete the cancellation form, submit sufficient evidence to support their reason for cancellation and pay any outstanding fees as well as the cancellation fee (Excludes Visa Refusal). Sufficient evidence may include but is not limited to flight tickets, stamp on passport, visa cancellation letter, medical certificate, or death certificate. Cancellations may not be processed until sufficient evidence, fees and CEO/Manager approval are received.