

**APPLICATION PROCEDURE**

Aviation Australia Pty Ltd

CRICOS Provider Code: 02425C

RTO ID: 30770

[www.aviationaustralia.aero](http://www.aviationaustralia.aero)**1. Submit your Enrolment Application Form**

Use the below 'Checklist for Applicants' to complete your application

**CHECKLIST FOR APPLICANTS****(NOTE: All information must be provided, or it may delay your application)**

- Complete **all** sections of the 'Enrolment Application Form' and 'Genuine Temporary Entrant' questions  
NOTE: Aviation Australia does not accept electronic signatures – all signatures must be original
- Attach a certified copy of your Passport
- Attach certified academic transcripts
- Attach certified graduation certificates
- Attach certified copies of English tests
- Attach copies of other 'Confirmation of Enrolment' (eCOE) if you are enrolled with any other institutions
- Course Package Applications** – Complete all sections of provided institutions application documentation

Certified Documents (such as transcripts, certificates)

A certified copy is a copy of the original document that has been witnessed and declared as being a true copy by a person authorised to make such a declaration. Examples of such authorised people are an Aviation Australia contracted Educational Agents, Judge, Solicitor and Justice of the Peace (JP). Australian Embassy, Consulate officers or representatives of language testing organisations such as IDP may also be able to assist with this certification. If the authorised person does not have a stamp, they must write on the copy "I hereby declare that this copy is a true and correct copy of the original document" and they must sign their signature and print their name and title underneath the declaration.

**Provide your completed application via email to [intl.info@aviationaustralia.aero](mailto:intl.info@aviationaustralia.aero)****2. Interview**

You will be contacted to complete a short phone interview to discuss your application.

**3. Letter of Offer**

If your application has been successful, you will receive a 'Letter of Offer'. Review the Letter of Offer including any Enrolment Conditions listed and the 'Enrolment Terms &amp; Conditions - Written Agreement'.

- ✓ To accept the Offer, you must complete the 'Acceptance of Offer' declaration and return it to Aviation Australia. You must also pay the listed deposit or the full tuition fees at this time. Aviation Australia cannot accept payment without the completed 'Acceptance of Offer'.

**Course Package:** You will receive separate Letters of Offer from both institutions, including any conditions of each offer. As is this a course package, both Letters of Offer must be accepted, deposits paid, and Confirmation of Enrolment's issued for the package to be complete. **NOTE** – *Payment must be made to the offering institution, not combined payment.*

- ✗ To decline the Offer, please email Aviation Australia to confirm you are declining.

**4. Enrolment Confirmation**

When the 'Acceptance of Offer' and deposit is received, you will be issued with a 'Confirmation of Enrolment' (CoE). The CoE should be used with your application for a Student visa. It is recommended to allow 4-6 weeks for visa processing prior to your course commencement.

**Course Package:** When the 'Acceptance of Offer' and deposit is received for both institutions - you will be issued with a 'Confirmation of Enrolment' (CoE) for each course within the package. As this is a packaged offer, if your enrolment application is not successful and you are not issued with a Confirmation of Enrolment from either institution, you may need to re-apply.

**PROGRAM / COURSE DETAILS**
**English Language Training** (Brisbane Campus)

- |  |   |
|--|---|
| <input type="checkbox"/> General English [063310J] - 20 hrs contact + 5 hrs computer training per week | Start Date: _____<br>Number of weeks: _____ |
| <input type="checkbox"/> English for Academic Purposes [070804F]                                       | Start Date: _____<br>Number of weeks: _____ |

**Technical Training**

- |   |  |
|---|--|
| <input type="checkbox"/> Certificate II in Aircraft Line Maintenance [MEA20518 - 098989F]<br><i>NOTE – this is an EASA Category A1 licence program</i>  | Start Date: _____  |
| <input type="checkbox"/> Certificate IV in Aeroskills - Avionics [MEA40618 - 098987G]<br><input type="checkbox"/> Certificate IV in Aeroskills - Mechanical [MEA40718 - 098985K]<br><input type="checkbox"/> Certificate IV in Aeroskills - Structures [MEA41318 - 098984M] | Start Date: _____  |
| <input type="checkbox"/> Diploma of Aircraft Maintenance Engineering - Mechanical TB1 [10599NAT - 094988F]<br><i>NOTE – this is an EASA Category B1 licence program</i>   | Start Date: _____  |
| <input type="checkbox"/> Diploma of Aircraft Maintenance Engineering - Avionics TB2 [10600NAT - 094987G]<br><i>NOTE – this is an EASA Category B2 licence program</i>   | Start Date: _____  |
| <input type="checkbox"/> EXTENSION Diploma of Aircraft Maintenance Engineering - Avionics TB2 [10600NAT - 094987G]<br><i>NOTE – this is an EASA Category B2 licence program for Category B1 holders only</i>  | Start Date: _____  |
| <input type="checkbox"/> DUAL Diploma of Aircraft Maintenance Engineering – Mechanical TB1[10599NAT - 094988F] <u>AND</u> Avionics TB2 [10600NAT - 094987G]<br><i>NOTE – this is an EASA Category B1 <u>AND</u> B2 licence program</i>                                      | Start Date: _____  |
| <input type="checkbox"/> ONLINE – add the additional modules for online study towards EASA certification  | <input type="checkbox"/> Mechanical<br><input type="checkbox"/> Avionics |

**Flight Safety Training**

- |  |                   |
|--|-------------------|
| <input type="checkbox"/> Cabin Crew Preparation Course | Start Date: _____ |
|--|-------------------|

**PERSONAL DETAILS**

<b>Title:</b>	Mr / Miss / Mrs / Ms / Other:	<b>Gender:</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female
<b>First Name:</b>		<b>Middle Name:</b>	
<b>Last Name:</b>		<b>Date of Birth:</b>	____ / ____ / ____ (Day/Month/Year)
<b>Home Phone:</b> <small>(include area code)</small>		<b>Mobile Phone:</b>	
<b>Email:</b>			
<b>Postal Address:</b>		<b>Suburb/City:</b>	
<b>Postcode:</b>		<b>Country:</b>	
<b>GUARDIAN (Under 18 years old only)</b> <small>(additional Guardianship documentation required for students under 18 years of age)</small>			
<b>Relationship:</b>	Mother / Father / Brother / Sister / Grandparent / Aunt / Uncle / Other:		
<b>Title:</b>	Mr / Miss / Mrs / Ms / Other:	<b>Gender:</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female
<b>First Name:</b>		<b>Last Name:</b>	
<b>Country:</b>			
<b>Home Phone:</b>		<b>Mobile Phone:</b>	
<b>Email:</b>			

**The following information is collected for the purpose of AVETMISS reporting**
**EMPLOYMENT**
**Which best describes your current employment status? (select one only)**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Full time Employee              | <input type="checkbox"/> I am an Employer                     | <input type="checkbox"/> Employed - unpaid family worker      |
| <input type="checkbox"/> Part time Employee              | <input type="checkbox"/> Un-Employed - seeking full time work | <input type="checkbox"/> Self-employed - not employing others |
| <input type="checkbox"/> Not Employed - not seeking work | <input type="checkbox"/> Un-Employed - seeking part time work |   |

**SCHOOLING**
**Are you still attending school?**  Yes  No - What year did you complete school:

**What is your highest COMPLETED school level?**  Year 12  Year 11  Year 10  Year 9 or lower  No School

**PREVIOUS EDUCATION**
**Since leaving school have you successfully COMPLETED any tertiary qualifications?**  No  Yes -please tick below:

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Certificate I  | <input type="checkbox"/> Certificate II | <input type="checkbox"/> Certificate III         | <input type="checkbox"/> Advanced Diploma or Associate Degree Level |
| <input type="checkbox"/> Certificate IV | <input type="checkbox"/> Diploma        | <input type="checkbox"/> Miscellaneous Education | <input type="checkbox"/> Bachelor Degree of Higher Degree Level     |

**LANGUAGE**
**City & Country of Birth:**
*i.e. Cape Town, South Africa*
**Is ENGLISH your first language?**  Yes  No - what is your language spoken at home:

**What is your English level:**  Very Well  Well  Not Well  Not at all

**DISABILITY AND MEDICAL INFORMATION**
**Do you consider yourself to have a disability, impairment or long-term condition which your teacher or staff should be aware of?**  No  Yes - please indicate the area/s of disability, impairment or long-term condition:

- |   |  |                                       |  |
|---|--|---------------------------------------|--|
| <input type="checkbox"/> Hearing / Deaf | <input type="checkbox"/> Learning          | <input type="checkbox"/> Vision       | <input type="checkbox"/> Mental Illness            |
| <input type="checkbox"/> Physical       | <input type="checkbox"/> Medical Condition | <input type="checkbox"/> Intellectual | <input type="checkbox"/> Acquired Brain Impairment |
| <input type="checkbox"/> Other:         |  |                                       |  |

**CULTURAL DIVERSITY**
**Are you of Aboriginal or Torres Strait Islander origin?**

- |  |   |
|--|---|
| <input type="checkbox"/> No, Neither Aboriginal nor Torres Strait Islander | <input type="checkbox"/> Yes, Aboriginal AND Torres Strait Islander |
| <input type="checkbox"/> Yes, Torres Strait Islander                       | <input type="checkbox"/> Yes, Aboriginal                            |

**STUDY REASON**
**Which best describes your main reason for undertaking this course?**

- |   |  |   |
|---|--|---|
| <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 |   |

**VISA DETAILS**
**Where will you be applying for your visa:**  In Australia  In your home country  Other:

**Do you currently have an Australian Visa?**  No  Yes - complete the below details:

**Visa Number:**
**Expiry Date:**
**Visa Type:**
**OVERSEAS STUDENT HEALTH COVER (OSHC) (this information is required to process your application)**

 Overseas Student Health Cover (OSHC) is **mandatory** for holding a Student Visa [subclass 500] - for the duration of your visa while in Australia – see information [HERE](#). Aviation Australia can organise OSHC on your behalf.

- Yes** – Aviation Australia to organise my OSHC  Single  Family (*additional Information will be required*)  
*Aviation Australia will arrange OSHC that will commence one week prior to your course start date and end a minimum of two months after your course completion as per Immigration requirements. If you plan to arrive earlier, you must advise us so OSHC can cover this period.*
- No** - I will organise my own OSHC (**NOTE** – You may be required to provide evidence with your application for a visa)

**ENGLISH LANGUAGE**

For entry into Diploma courses, a minimum International English Language Testing System (IELTS) **level of 5.5 (with no sub band below 5.0)** is required. For information on IELTS, please refer see [HERE](#).

**NOTE:** You may be required to complete an English Placement Test for Enrolment into an English program.

**Have you completed English Language testing in the last 2 years?**

 No Yes: **provide copy of results**

**Are you completing English Language study prior to this course?**

 No Yes: **provide copy of the COE****GENUINE TEMPORARY ENTRANT**

**This section must be completed by the applicant in their own writing and words.** This will be used by Aviation Australia to assess an enrolment application. The genuine temporary entrant (GTE) requirement applies to all student visa applicants as an integrity measure to ensure that the visa program is not used as a way to maintain ongoing residency in Australia. Similar questions may be asked when submitting a student visa application (see [HERE](#)).

**STUDY / CAREER**

**Why have you chosen Aviation Australia?**

**Why do you want to travel to Australia to study?**

**What are your future career plans?**

**How does this course help with your career plans?**

**Can you name some employers in your home country who you could work for after completing this course?**

**IMMIGRATION HISTORY**
**Have you applied for any type of visa in the past? If yes, list details:**

Country:	Visa Type:	Date:
Was this granted?	Yes / No - if no, why?	

**SUPPORT WHILST STUDYING**
**Do you have any family or friends in Australia?**
**How are you intending to pay for your tuition fees? Do you have access to funds to cover tuition costs, accommodation, travel and living expenses while studying?**
**Are you aware of the working restrictions on a student visa in Australia? What are they?**
**APPLICANT DECLARATION**

I confirm that the information on this Enrolment Application form has been completed by me and all information is true and correct. I understand that signatures must be original (not electronic) and must match other documentation (such as Passport). My Agent (if applicable) has provided me with information on Aviation Australia and living studying in Australia.

<b>Student Name:</b>			
<b>Signature:</b>		<b>Date:</b>	
To be completed by the student or the Student's Parent or Legal Guardian if the student is under 18 years of age. This must be the same Parent or Legal Guardian that has completed the Guardianship paperwork for the application.			
<b>Guardian Name:</b>		<b>Relationship:</b>	
<b>Signature:</b>		<b>Date:</b>	

**EDUCATION AGENT**
*Must be an approved Aviation Australia Education Agent*

<b>Company:</b>	
<b>Contact Name:</b>	
<b>Email:</b>	
<b>Agent Stamp:</b>	

**DOCUMENT CHECKLIST**

[all documents must be supplied with the Enrolment Application Form to Aviation Australia]

<input type="checkbox"/>	Completed Enrolment Application Form [applicant signature matches Passport]
<input type="checkbox"/>	Completed GTE Form [completed by the student in their own words and hand writing]
<input type="checkbox"/>	Completed Guardianship Form/s [if applicant under 18 years of age – same guardian must sign Application Form]
<input type="checkbox"/>	Certified Passport
<input type="checkbox"/>	Certified Academic Transcript/s [in English]
<input type="checkbox"/>	Certified Graduation Certificate/s [in English]
<input type="checkbox"/>	Certified English Test Result/s [such as IELTS]
<input type="checkbox"/>	Copy of Confirmation of Enrolment [COE] if studying other courses in Australia

**AGENT DECLARATION**

I have provided the required information to the prospective student to review to make an informed decision. I understand that once a signed 'Acceptance of Offer' is received, Aviation Australia will acknowledge the nominated Aviation Australia approved Agent on this 'Enrolment Application Form'. No amendment to the nominated Agent can occur without permission of the original Agent & student.

I confirm that the information on the Enrolment Application Form and GTE Form are correct and have been provided by the applicant – in their own words and handwriting. I understand that electronic signatures are not accepted by Aviation Australia. I believe this applicant to be a genuine temporary entrant. I am aware that recruiting a student that may not meet GTE requirements or be provided with a student visa by the Australian Government may result in review of the Agent Agreement with Aviation Australia.

<b>Agent Name:</b>			
<b>Signature:</b>		<b>Date:</b>	

**END OF APPLICATION**