**Enrolment information MAR50215 Diploma of Maritime Operations (Marine Surveying).**

All students enrolling in the Marine Surveying qualifications are required to become a Probationary Member of AIMS. If you are already a member of AIMS **you do not need** to complete the Probationary Membership form. To enrol in the Diploma qualification

1. Email [training@aimsurveyors.com.au](mailto:training@aimsurveyors.com.au) and request a link to the enrolment site
2. Go to [www.usi.gov.au](http://www.usi.gov.au) and obtain your unique student identifier. If you already have a USI you do not need to get another one. You will need to record your USI when you complete the enrolment form.
3. When you receive the enrolment link, complete your enrolment on line.
4. Complete the AIMS Probationary Member form on line through our website – **do not send any money**
5. Download and read the student handbook. Remove the last page of the Handbook, complete the acknowledgement and
6. Return the acknowledgement to [training@aimsurveyors.com.au](mailto:training@aimsurveyors.com.au)
7. Prepare copies of your CV and previous qualifications ready to send to us via email.

The full cost for the Diploma qualification is $4,900.00 payable as follows:

* Once your enrolment has been processed you will receive an invoice for the initial payment of $2900 - for half of the fees due. This amount includes your probationary membership fee. **You are required to pay this initial amount to finalise your enrolment**
* Your first step after being notified that your enrolment has been accepted is to send us a copy of your current CV and copies of any qualifications you hold. Send these to [training@aimsurveyors.com.au](mailto:training@aimsurveyors.com.au). We will review these documents and will identify areas where you already have achieved all or some of the requirements for each unit.
* Once you have completed 5 units of your course either by RPL, on the job or via correspondence you will receive a summary report of your achievements and you will be required to pay another instalment towards your course fees. This amount will vary depending on the number of units you have completed.
* When all course requirements have been met we will forward you a final assessment report outlining your achievements and notification of any outstanding fees.
* Once payment has been received you will be forwarded your qualification and a transcript of units achieved. These will be forwarded in hard copy by post and an electronic copy by email.

**Note; AIMS does not charge interest on any outstanding fees.** Payment plans can be negotiated with us if you have special circumstances that warrant additional consideration. Please contact [execoff@aimsurveyors.com.au](mailto:execoff@aimsurveyors.com.au) if you wish to discuss alternative payment plan options.