

## Application for Enrolment

All sections of this document constitute the written agreement between the student and Australian Ideal College Pty Ltd (AIC)

### 1. PERSONAL DETAILS (as appears on passport)

Family Name:			
Given Names:			
Date of Birth:		Gender:	Male      Female      Other
Town/City of Birth:		Country of Birth:	
Country of Citizenship:		Your First Language:	
Passport Number:		Passport Expiry Date:	
Do you consider yourself to have a disability or impairment?	No      Yes→	Please specify:	
Have you studied at AIC before?	No      Yes→	AIC Student ID:	

### 2. CONTACT DETAILS (Must be applicant's details)

Residential Address: (Where you currently live)	State/Province		Country	Postcode
Home Phone:		Mobile:		
Email Address:				
Emergency Contact Person:	Full Name:			
	Relationship to you:	Mobile:		
	Email Address:			

### 3. UNIQUE STUDENT IDENTIFIER [USI]

All students applying for a vocational course are required to provide USI. For detailed information about USI, including how to apply for your USI online, please go to [www.usi.gov.au](http://www.usi.gov.au). Your USI: \_\_\_\_\_

### 4. EDUCATION AND ACADEMIC ACHIEVEMENTS\*

Highest Level of Education completed	High School	College	University	Other
Course/Award	Institution	Country	Year Started	Year Finished

*Note: Applicants must attach scanned originals or certified copies of all relevant academic certificates and transcripts of previous studies in support of this application. Any documents not in English must be accompanied by an English version translated by NAATI certified translator. Certified copies must be stamped and signed by a Justice of the Peace.*

**5. ENGLISH LANGUAGE PROFICIENCY**

Do you hold a certificate of the following English proficiency tests?					Yes	No
IELTS	PTE	TOEFL	Other	Score _____		
Have you completed any secondary or tertiary study with English as the language of instructions in Australia or any other English-speaking countries?					Yes	No
If yes, please attach scanned original or certified copies of all relevant qualifications and transcripts.						

**6. VISA DETAILS**

Has your visa been cancelled/refused before?	Yes	No				
Are you applying for a student visa?	No→	What type of visa will you be studying on at AIC?	Tourist visa Working holiday visa Other: _____			
	Yes→	To which Immigration Office will you be lodging your visa application?				
	_____ (City) _____ (Country)					
		Do you have any dependent to join your visa application?			Yes	No

**7. SELECT YOUR PREFERRED CAMPUS AND COURSE** *(Please check the course availability before you select campus and course/s.)*

CAMPUS:	Sydney	Adelaide	Hobart
<b>ENGLISH COURSES:</b>			
	<b>COURSE NAME/CODE</b>	<b>Start Date (Every Monday)</b>	<b>Number of Weeks</b>
	General English (069362D)		
	English for Academic Purposes (066513G)		
<b>ACCOUNTING:</b>			
	<b>COURSE NAME/CODE</b>	<b>DURATION</b>	
	Certificate III in Accounts Administration (110036F)	26 weeks	
	Certificate IV in Accounting and Bookkeeping (109982G)	52 weeks	
	Diploma of Accounting (111457K)	65 weeks* (52 weeks packaged with CIV in Accounting & Bookkeeping)	
	Advanced Diploma of Accounting (111458J)	78 weeks* (52 weeks packaged with Diploma of Accounting)	
<b>BUSINESS AND MANAGEMENT:</b>			
	Certificate III in Business (Administration) (107388H)	26 weeks	
	Certificate IV in Business (Administration) (107389G)	52 weeks	
	Certificate IV in Project Management Practice (103923M)	52 weeks	
	Diploma of Project Management (104042C)	52 weeks	
	Diploma of Leadership and Management (104211B)	52 weeks	
	Advanced Diploma of Leadership and Management (107390C)	52 weeks	
	Advanced Diploma of Leadership and Management (107390C)	78 weeks	
	Graduate Diploma of Management (Learning) (106057B)	52 weeks	
<b>HOSTIPALITY MANAGEMENT:</b>			
	Diploma of Hospitality Management (111479D)	52 weeks	
	Advanced Diploma of Hospitality Management (111480M)	104 weeks* (52 weeks if packaged with Diploma of Hospitality Management)	
<b>TRAVEL &amp; TOURISM MANAGEMENT:</b>			
	Diploma of Travel and Tourism Management (111461C)	52 weeks	
	Advanced Diploma of Travel and Tourism Management (109454J)	104 weeks * (52 weeks if packaged with Diploma of Travel & Tourism Management)	
<b>MARKETING &amp; COMMUNICATION:</b>			
	Certificate IV in Marketing and Communication (111459H)	52 weeks	
	Diploma of Marketing and Communication (111460D)	52 weeks	
	Advanced Diploma of Marketing and Communication (111456M)	52 weeks	

COMMUNITY SERVICES:			
	Certificate III in Individual Support (Ageing) (107249H)	26 weeks	(\$500 non-refundable placement fee applied if arranged by AIC)
	Certificate III in Individual Support (Disability) (107249H)	26 weeks	(\$500 non-refundable placement fee applied if arranged by AIC)
	Certificate IV in Ageing Support (107250D)	52 weeks	(\$500 non-refundable placement fee applied if arranged by AIC)
	Diploma of Community Services (106058A)	52 weeks	(\$500 non-refundable placement fee applied if arranged by AIC)
INTERPRETING & TRANSLATING:			
	Diploma of Interpreting (LOTE-English) (095447E)	26 weeks	
	Advanced Diploma of Translating (095448D)	26 weeks	(English to LOTE)
	Advanced Diploma of Translating (095448D)	52 weeks	(English <-> LOTE)
Note: Check the College's website <a href="http://www.aic.edu.au">www.aic.edu.au</a> for specific course entry requirements and prerequisites.			

## 8. SELECT YOUR PREFERRED INTAKE DATES

Year	1	2	3	4	5	6	7	8	9	10	11	12
2024	15 Jan	19 Feb	04 Mar	15 Apr	20 May	03 Jun	15 Jul	19 Aug	02 Sep	14 Oct	18 Nov	02 Dec
2025	13 Jan	17 Feb	03 Mar	14 Apr	19 May	02 Jun	14 Jul	18 Aug	01 Sep	13 Oct	17 Nov	01 Dec
2026	12 Jan	16 Feb	02 Mar	13 Apr	18 May	01 Jun	13 Jul	17 Aug	31 Aug	12 Oct	16 Nov	30 Nov
2027	11 Jan	15 Feb	01 Mar	12 Apr	17 May	31 May	12 Jul	16 Aug	30 Aug	11 Oct	15 Nov	29 Nov

## 9. SELECT YOUR PREFERRED SESSIONS\*

Day Session	Evening Session	Weekend Session
<i>Note: Not all courses are available at each session or location, AIC reserves the right to alter sessions without prior notice. Please check before you apply.</i>		

## 10. RECOGNITION OF PRIOR LEARNING (RPL) AND/OR CREDIT TRANSFER

Depending on your previous studies and work experience, we are able to give you credit or exemptions from certain course modules at the time of application. Do you wish to apply for RPL or Credit Transfer?

**No**      **Yes** → If yes, please complete the application form for exemption with all supporting documents such as unit outline and qualifications completed before commencement of your course.

## 11. PAYMENT

I wish to pay 100% of tuition fees up front\*

*[Note: For courses more than 25 weeks you are not required to pay more than 50% of Tuition Fees up front, but you may volunteer to do so.]*

## 12. OVERSEAS STUDENT HEALTH COVER (OSHC)\*

Do you have a valid OSHC?      Yes      No

If Yes, please provide the following details:

OSHC Provider \_\_\_\_\_ Membership No. \_\_\_\_\_ Expiry Date \_\_\_\_\_

If No, do you require AIC to arrange OSHC for you?      No      Yes → If yes, please indicate which cover are you applying for?      Single      Couple      Family

Number of Months \_\_\_\_\_ Cover Start Date \_\_\_\_\_

*\*OSHC arrangement is a student visa application requirement set by the DHA. Single cover is for the student only; Couple's cover is for the student and their spouse/partner; and Family cover is for the student and their dependents (Inc. spouse, partner and dependent children).*

## 13. PARENT AND GUARDIAN DETAILS

*(For under 18 years old only. If you are over 18 years old, please go to **Section 14**.)*

Relationship to Student	Father		Mother		Other:	
Given Names:			Family Name:			
Gender:			Country of Birth:			
Address in Australia:	Detailed address		State/Province		Postcode Country	
Home Phone:			Email:		Mobile:	
Address in Home Country:	Detailed address		State/Province		Postcode Country	
Home Phone:			Email:		Mobile:	

#### 14. ACCOMMODATION AND AIRPORT PICKUP

Do you require an airport pickup?	Yes	No
Do you require AIC to arrange accommodation for you?	Yes	No

#### 15. MARKETING

Are you applying to AIC through an education agent?	No, applying directly → Please go to <b>Section 16</b> ;	
	Yes, through an agent → Please complete the agent details below:	
<u>AGENT TO STAMP HERE:</u>	Agent's Company Name:	
	Consultant's Name:	
	Consultant's Email:	
	Consultant's Telephone:	

#### 16. APPLICATION CHECKLIST

completed all sections of this Application for Enrolment form
enclosed a copy of qualifications including academic transcripts
enclosed a copy of your passport bio-page
enclosed a copy of English proficiency test
provided other supporting documents (if applicable)

#### 17. APPLICANT'S DECLARATION

##### I DECLARE

- that the information given in this application form and supporting documents is true and correct;
- that I have access to sufficient funds to cover Tuition Fee payments, living expenses and other related expenses incurred by me (and my dependents if applicable) during my enrolment at AIC;
- that I have personally signed this form;
- that I have read the Student Handbook on AIC website [www.aic.edu.au](http://www.aic.edu.au) ;
- that I agree to abide by the rules of admission, enrolment and progression of AIC;
- that I will inform AIC immediately of any change to the information I have given in this application form;

##### I UNDERSTAND

- that I may be contacted by AIC staff in order to clarify any aspect of this application;
- that AIC may obtain official records from any institutions I have previously attended;
- that all documents submitted with this application become the property of AIC;
- that AIC may vary or cancel any decision it has made if the information I have given is incorrect or incomplete;
- the structure and content of the AIC course/s I am applying for in this application;
- that upon accepting an offer from AIC, I am required to complete a minimum of 6 months study in my principal course (the highest qualification applied for);

##### I ACKNOWLEDGE AND AGREE

- that if an offer is made to me, my acceptance is subject to the general terms and conditions of enrollment set out in the letter of offer.

Name of Applicant: \_\_\_\_\_ Signature of Applicant\*: \_\_\_\_\_

Parent/Guardian's Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*For applicants under 18 years old at the time of application, a parent or guardian's signature is required.

#### 18. SUBMIT YOUR APPLICATION

Please submit the completed Application for Enrolment form together with all supporting documents by email to [info@aic.edu.au](mailto:info@aic.edu.au) . While AIC will endeavor to process your applications within three (3) working days, actual times may vary depending on application volumes during peak periods. Please note incomplete applications will delay processing until AIC can accurately verify the applicant's eligibility for enrolment.