

## Application for Enrolment

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

### 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:	Detailed address	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	Number of dependents
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? <div style="display: flex; justify-content: space-between;"> <span>(City)</span> <span>(Country)</span> </div>	

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

<b>CAMPUS:</b>	<b>Sydney</b>	<b>Adelaide</b>	<b>Hobart</b>
<b>ENGLISH COURSES:</b>			
	<b>Course NAME/CODE</b>	<b>No. of weeks of Study</b>	<b>Start Date</b>
	General English (069362D)		
	English for Academic Purposes (066513G)		
<b>ACCOUNTING COURSES:</b>			
	<b>COURSE NAME/CODE</b>	<b>DURATION</b>	
	Certificate III in Accounts Administration (099402G)	26 weeks	
	Certificate IV in Accounting and Bookkeeping (099403G)	52 weeks	
	Diploma of Accounting (099404F)	65 weeks*(52 weeks packaged with CIV in Accounting & Bookkeeping)	
	Advanced Diploma of Accounting (099405E)	78 weeks*(52 weeks packaged with Diploma of Accounting)	
<b>BUSINESS COURSES:</b>			
	Certificate III in Business Administration (086865F)	26 weeks	
	Certificate IV in Business Administration (087043C)	26 weeks	
	Diploma of Leadership and Management (098766K)	52 weeks	
	Advanced Diploma of Leadership and Management (088884J)	78 weeks	
<b>HOSTIPALITY MANAGEMENT COURSES:</b>			
	Diploma of Hospitality Management (102547E)	52 weeks	
	Advanced Diploma of Hospitality Management (102546F)	104 weeks*(52 weeks if packaged with Diploma of Hospitality Management)	
<b>PROJECT MANAGEMENT COURSES:</b>			
	Certificate IV in Project Management Practice (102435B)	52 weeks	
	Diploma of Project Management (102436A)	52 weeks	
<b>TRAVEL &amp; TOURISM COURSE:</b>			
	Diploma of Travel and Tourism Management (102437M)	52 weeks	
	Advanced Diploma of Travel and Tourism Management (102546G)	104weeks*(52 weeks if packaged with Diploma of Travel & Tourism Management)	
<b>INTERPRETING &amp; TRANSLATING COURSES:</b>			
	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)	
<b>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.</b>			

## 8. SELECT YOUR PREFERRED INTAKE DATES

Intake	1	2	3*	3.1*	4	5	6*	6.1*	7	8	9*	9.1*	10	11
2020										10 Aug	24 Aug	31 Aug	05 Oct	09 Nov
2021	04 Jan	08 Feb	22 Feb	01 Mar	05 Apr	10 May	24 May	31 May	05 Jul	09 Aug	23 Aug	30 Aug	04 Oct	08 Nov
2022	03 Jan	07 Feb	21 Feb	28 Feb	04 Apr	09 May	23 May	30 May	04 Jul	08 Aug	22 Aug	29 Aug	03 Oct	07 Nov
2023	02 Jan	06 Feb	20 Feb	27 Feb	03 Apr	08 May	22 May	29 May	03 Jul	07 Aug	21 Aug	28 Aug	02 Oct	06 Nov

NOTE: Intakes 3\*, 6\*, and 9\* are only available for Diploma of Travel & Tourism, Diploma / Advanced Diploma of Hospitality Management. Intakes 3.1\*, 6.1\*, and 9.1\* are only available for Certificate III / Certificate IV in Business Administration, Diploma of Leadership and Management, Certificate III in Accounting Administration, Certificate IV in Accounting and Bookkeeping, and Translating & Interpreting courses.

## 9. SELECT YOUR PREFERRED SESSIONS\*

Day Session	Evening Session	Weekend Session
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.		

## 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:
Family Name:			
Given Names:			
Gender:			Country of Birth:
Address in Australia:	Detailed address	State/Province	Postcode Country
Home Phone:			Mobile:
Email Address:			
Address in Home Country:	Detailed address	State/Province	Postcode Country
Home Phone:			Mobile:
Email Address:			

**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**

<p>completed all sections of this Application for Enrolment form</p> <p>enclosed a copy of qualifications including academic transcripts</p> <p>enclosed a copy of your passport bio-page</p> <p>enclosed a copy of English proficiency test</p> <p>provided other supporting documents (if applicable)</p>
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**17. APPLICANT'S DECLARATION**

<p><b>I DECLARE</b></p> <ul style="list-style-type: none"> <li>that the information given in this application form and supporting documents is true and correct;</li> <li>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;</li> <li>that I have personally signed this form;</li> <li>that I have read the Student Handbook on AIC website <a href="http://www.aic.edu.au">www.aic.edu.au</a> ;</li> <li>that I agree to abide by the rules of admission, enrolment and progression of AIC;</li> <li>that I will inform AIC immediately of any change to the information I have given in this application form;</li> </ul> <p><b>I UNDERSTAND</b></p> <ul style="list-style-type: none"> <li>that I may be contacted by AIC staff in order to clarify any aspect of this application;</li> <li>that AIC may obtain official records from any institutions I have previously attended;</li> <li>that all documents submitted with this application become the property of AIC;</li> <li>that AIC may vary or cancel any decision it has made if the information I have given is incorrect or incomplete;</li> <li>the structure and content of the AIC course/s I am applying for in this application;</li> <li>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);</li> </ul> <p><b>I ACKNOWLEDGE AND AGREE</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>Name of Applicant:</b> _____ <b>Signature of Applicant*:</b> _____</p> <p><b>Parent/Guardian's Signature*:</b> _____ <b>Date:</b> _____</p> <p><small>*For applicants under 18 years old at the time of application, a parent or guardian's signature is required.</small></p>
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**18. SUBMIT YOUR APPLICATION**

<p>Please submit the completed Application for Enrolment form together with all supporting documents by email to <a href="mailto:info@aic.edu.au">info@aic.edu.au</a> . 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.</p>
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