Educating for Excellence

Australian Ideal College

Registered as Australian Ideal College Pty Ltd
RTO No.: 91679 | CRICOS Provider Code: 03053G
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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:		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)*

Address in Australia:	Detailed address State/Province Country Postcode			
Mobile:		Email:		
Address in Home Country:	Detailed address State/Province Country Postcode			
Mobile:		Email:		
Emergency Contact Person:	Full Name:		Relationship:	
	Mobile:		Email:	

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. Your USI: _____

4. EDUCATION AND ACADEMIC ACHEIVEMENTS*

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?	
	☐ Yes→	To which Immigration Office will you be lodging your visa application? _____*(City)*_____*(Country)*	

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

CAMPUS:	☐ **Sydney**	☐ **Adelaide**

ELICOS		
COURSE NAME/CRICOS CODE	**Number of Weeks**	**Start Date**
☐ General English (069362D)		
☐ English for Academic Purposes (066513G)		

VET COURSES	
COURSE NAME/CRICOS CODE	**DURATION**
ACCOUNTING:	
☐ Certificate III in Accounts Administration (110036F)	26 weeks
☐ Certificate IV in Accounting and Bookkeeping (109982G)	52 weeks
☐ Diploma of Accounting (111457K)	52 weeks
☐ Advanced Diploma of Accounting (111458J)	52 weeks
AGEING & COMMUNITY SERVICES:	
☐ Certificate IV in Ageing Support (107250D)	52 weeks
☐ Diploma of Community Services (120939F)	78 weeks
BUSINESS, LEADERSHIP & MANAGEMENT:	
☐ 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
MARKETING & COMMUNICATION:	
☐ 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
HOSTIPALITY MANAGEMENT:	
☐ Diploma of Hospitality Management (102547E)	52 weeks
☐ Advanced Diploma of Hospitality Management (102546F)	104 weeks * (52 weeks if packaged with Diploma of Hospitality Management)
TRAVEL & TOURISM MANAGEMENT:	
☐ Diploma of Travel and Tourism Management (102437M)	52 weeks
☐ Advanced Diploma of Travel and Tourism Management (102546G)	104 weeks* (52 weeks if packaged with Diploma of Travel & Tourism MGT)
INTERPRETING & TRANSLATING:	
☐ Diploma of Interpreting (120976A)	24 weeks
☐ Advanced Diploma of Translating (120975B)	52 weeks

8. SELECT YOUR PREFERRED INTAKE DATES

Intakes marked with an asterisk (*) are available for the Certificate III & Certificate IV in Business, Certificate IV in Ageing Support, and Hospitality courses.

Year	1	2	3	4	5	6	7	8	9	10	11	12
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	☐ 18 Jan	☐ 15 Feb	☐ 08 Mar *	☐ 12 Apr	☐ 10 May	☐ 31 May *	☐ 12 Jul	☐ 09 Aug	☐ 30 Aug *	☐ 05 Oct	☐ 01 Nov	☐ 22 Nov
2028	☐ 17 Jan	☐ 14 Feb	☐ 06 Mar *	☐ 10 Apr	☐ 08 May	☐ 29 May *	☐ 10 Jul	☐ 07 Aug	☐ 28 Aug *	☐ 03 Oct	☐ 30 Oct	☐ 20 Nov

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

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. AUD 250 Credit Transfer processing fee will be charged

10. 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.

11. OVERSEAS STUDENT HEALTH COVER (OSHC)*

Do you have a valid OSHC? ☐ No ☐ Yes →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 you are 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).

12. PARENT AND GUARDIAN DETAILS (For under 18 years old only. If you are over 18 years old, please go to Section 13.)

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:		Email:		Mobile:	
Address in Home Country:	Detailed address	State/Province	Postcode	Country	
Home Phone:		Email:		Mobile:	

13. ACCOMMODATION AND AIRPORT PICKUP

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

14. MARKETING

How did you hear about AIC?	☐ Friend/Family ☐ Agent ☐ Other _____	
Are you submitting this application through an education agent?	☐ Yes, through an agent →Please complete the agent details below:	
	☐ No, applying directly →Please go to Section 15;	
AGENT TO STAMP HERE:	Agent's Company Name:	
	Consultant's Name:	
	Consultant's Email:	
	Consultant's Tel/Mobile:	

15. 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
- ☐ enclosed a copy of completed Genuine Student requirement form (GS)
- ☐ provided other supporting documents (if applicable)

16. 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 ;
- 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.

17. SUBMIT YOUR APPLICATION

Please submit the completed Application for Enrolment form together with all supporting documents by email to 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.