

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

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. 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? If yes, please attach scanned original or certified copies of all relevant qualifications and transcripts.					Yes	No

6. VISA LODGEMENT

Are you applying for a student visa?	No→	What type of visa will you be studying on?	Tourist visa Working holiday visa Other:
	Yes→	At which Immigration Office will you lodge your 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	Hobart
ENGLISH LANGUAGE COURSES:			
	COURSE NAME/CODE	NO. OF WEEKS OF STUDY	START DATE
	General English (069362D)		
	English for Academic Purposes (066513G)		
ACCOUNTING COURSES:			
	COURSE NAME/CODE	DURATION	
	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)	
BUSINESS AND MANAGEMENT COURSES:			
	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	
INTERPRETING & TRANSLATING COURSES:			
	Diploma of Interpreting (LOTE-English) (095447E)	26 weeks	
	Advanced Diploma of Translating (095448D)	26 weeks	
<i>NOTE: Check the College's website www.aic.edu.au for specific course entry requirements and prerequisites.</i>			

8. SELECT YOUR PREFERRED INTAKE DATES (Intakes 3*, 6*, and 9* are NOT available for Diploma of Accounting, Advanced Diploma of Accounting, and Advanced Diploma of Leadership and Management.)

Intake	1	2	3*	4	5	6*	7	8	9*	10	11
2019	07 Jan	11 Feb	04 Mar	08 Apr	13 May	03 Jun	08 Jul	12 Aug	02 Sep	07 Oct	11 Nov
2020	06 Jan	10 Feb	02 Mar	06 Apr	11 May	01 Jun	06 Jul	10 Aug	31 Aug	05 Oct	09 Nov
2021	04 Jan	08 Feb	01 Mar	05 Apr	10 May	31 May	05 Jul	09 Aug	30 Aug	04 Oct	08 Nov
2022	04 Jan	07 Feb	28 Feb	04 Apr	09 May	30 May	04 Jul	08 Aug	29 Aug	03 Oct	07 Nov

9. SELECT YOUR PREFERRED SESSIONS*

Day Session

Evening Session

Weekend Session

NOTE: Not all courses are available at each session or location. 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 24 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

____ 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 any dependants (Inc. spouse, partner and dependant children).*

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. PARENT AND GUARDIAN DETAILS

*(For under 18 years old only. If you are over 18 years old, please go to **Section 15.**)*

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:			

15. MARKETING

Are you applying to AIC through an education agent?	No, applying directly →Please go to Section 16.	
	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:	

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 dependants 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.*

18. 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 two (2) 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 your eligibility for enrolment.