

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:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> 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?	<input type="checkbox"/> No <input type="checkbox"/> Yes→	Please specify:	
Have you studied at AIC before?	<input type="checkbox"/> No <input type="checkbox"/> 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. Your USI: _____

4. EDUCATION AND ACADEMIC ACHIEVEMENTS*

Highest Level of Education completed	<input type="checkbox"/> High School	<input type="checkbox"/> College	<input type="checkbox"/> University	<input type="checkbox"/> 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you applying for a student visa?	<input type="checkbox"/> No→	What type of visa will you be studying on at AIC? <input type="checkbox"/> Tourist visa <input type="checkbox"/> Working holiday visa <input type="checkbox"/> Other: _____
	<input type="checkbox"/> Yes→	To which Immigration Office will you be lodging your visa application? _____ (City) _____ (Country) Do you have any dependent to join your visa application? <input type="checkbox"/> Yes <input type="checkbox"/> No

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

CAMPUS:	<input type="checkbox"/> Sydney	<input type="checkbox"/> Adelaide	<input type="checkbox"/> Hobart
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ENGLISH COURSES:

	COURSE NAME/CODE	Start Date (Every Monday)	Number of Weeks
<input type="checkbox"/>	General English (069362D)		
<input type="checkbox"/>	English for Academic Purposes (066513G)		

ACCOUNTING:

	COURSE NAME/CODE	DURATION
<input type="checkbox"/>	Certificate III in Accounts Administration (110036F)	26 weeks
<input type="checkbox"/>	Certificate IV in Accounting and Bookkeeping (109982G)	52 weeks
<input type="checkbox"/>	Diploma of Accounting (111457K)	65 weeks*(52 weeks packaged with CIV in Accounting & Bookkeeping)
<input type="checkbox"/>	Advanced Diploma of Accounting (111458J)	78 weeks*(52 weeks packaged with Diploma of Accounting)

BUSINESS AND MANAGEMENT:

<input type="checkbox"/>	Certificate III in Business (Administration) (107388H)	26 weeks
<input type="checkbox"/>	Certificate IV in Business (Administration) (107389G)	52 weeks
<input type="checkbox"/>	Certificate IV in Project Management Practice (103923M)	52 weeks
<input type="checkbox"/>	Diploma of Project Management (104042C)	52 weeks
<input type="checkbox"/>	Diploma of Leadership and Management (104211B)	52 weeks
<input type="checkbox"/>	Advanced Diploma of Leadership and Management (107390C)	52 weeks
<input type="checkbox"/>	Advanced Diploma of Leadership and Management (107390C)	78 weeks
<input type="checkbox"/>	Graduate Diploma of Management (Learning) (106057B)	52 weeks

HOSTIPALITY MANAGEMENT:

<input type="checkbox"/>	Diploma of Hospitality Management (111479D)	52 weeks
<input type="checkbox"/>	Advanced Diploma of Hospitality Management (111480M)	104 weeks* (52 weeks if packaged with Diploma of Hospitality Management)

TRAVEL & TOURISM MANAGEMENT:

<input type="checkbox"/>	Diploma of Travel and Tourism Management (111461C)	52 weeks
<input type="checkbox"/>	Advanced Diploma of Travel and Tourism Management (109454J)	104 weeks * (52 weeks if packaged with Diploma of Travel & Tourism Management)

MARKETING & COMMUNICATION:

<input type="checkbox"/>	Certificate IV in Marketing and Communication (111459H)	52 weeks
<input type="checkbox"/>	Diploma of Marketing and Communication (111460D)	52 weeks
<input type="checkbox"/>	Advanced Diploma of Marketing and Communication (111456M)	52 weeks

COMMUNITY SERVICES:		
<input type="checkbox"/>	Certificate III in Individual Support (Ageing) (107249H)	26 weeks <input type="checkbox"/> (\$500 non-refundable placement fee applied if arranged by AIC)
<input type="checkbox"/>	Certificate III in Individual Support (Disability) (107249H)	26 weeks <input type="checkbox"/> (\$500 non-refundable placement fee applied if arranged by AIC)
<input type="checkbox"/>	Certificate IV in Ageing Support (107250D)	52 weeks <input type="checkbox"/> (\$500 non-refundable placement fee applied if arranged by AIC)
<input type="checkbox"/>	Diploma of Community Services (106058A)	52 weeks <input type="checkbox"/> (\$500 non-refundable placement fee applied if arranged by AIC)

Note: Check the College's website www.aic.edu.au 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	<input type="checkbox"/> 15 Jan	<input type="checkbox"/> 19 Feb	<input type="checkbox"/> 04 Mar	<input type="checkbox"/> 15 Apr	<input type="checkbox"/> 20 May	<input type="checkbox"/> 03 Jun	<input type="checkbox"/> 15 Jul	<input type="checkbox"/> 19 Aug	<input type="checkbox"/> 02 Sep	<input type="checkbox"/> 14 Oct	<input type="checkbox"/> 18 Nov	<input type="checkbox"/> 02 Dec
2025	<input type="checkbox"/> 13 Jan	<input type="checkbox"/> 17 Feb	<input type="checkbox"/> 03 Mar	<input type="checkbox"/> 14 Apr	<input type="checkbox"/> 19 May	<input type="checkbox"/> 02 Jun	<input type="checkbox"/> 14 Jul	<input type="checkbox"/> 18 Aug	<input type="checkbox"/> 01 Sep	<input type="checkbox"/> 13 Oct	<input type="checkbox"/> 17 Nov	<input type="checkbox"/> 01 Dec
2026	<input type="checkbox"/> 12 Jan	<input type="checkbox"/> 16 Feb	<input type="checkbox"/> 02 Mar	<input type="checkbox"/> 13 Apr	<input type="checkbox"/> 18 May	<input type="checkbox"/> 01 Jun	<input type="checkbox"/> 13 Jul	<input type="checkbox"/> 17 Aug	<input type="checkbox"/> 31 Aug	<input type="checkbox"/> 12 Oct	<input type="checkbox"/> 16 Nov	<input type="checkbox"/> 30 Nov
2027	<input type="checkbox"/> 11 Jan	<input type="checkbox"/> 15 Feb	<input type="checkbox"/> 01 Mar	<input type="checkbox"/> 12 Apr	<input type="checkbox"/> 17 May	<input type="checkbox"/> 31 May	<input type="checkbox"/> 12 Jul	<input type="checkbox"/> 16 Aug	<input type="checkbox"/> 30 Aug	<input type="checkbox"/> 11 Oct	<input type="checkbox"/> 15 Nov	<input type="checkbox"/> 29 Nov

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	<input type="checkbox"/> Father	<input type="checkbox"/> Mother	<input type="checkbox"/> 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you require AIC to arrange accommodation for you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

15. MARKETING

Are you applying to AIC through an education agent?	<input type="checkbox"/> No, applying directly →Please go to Section 16 ;
	<input type="checkbox"/> 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

<input type="checkbox"/> completed all sections of this Application for Enrolment form
<input type="checkbox"/> enclosed a copy of qualifications including academic transcripts
<input type="checkbox"/> enclosed a copy of your passport bio-page
<input type="checkbox"/> enclosed a copy of English proficiency test
<input type="checkbox"/> 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 ;
- 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 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.