

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. 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?		
	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	Hobart
ENGLISH 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 (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)	
AGEING & COMMUNITY SERVICES:			
	Certificate IV in Ageing Support (107250D)	52 weeks (\$600 practicum service fee)	
	Diploma of Community Services (106058A)	52 weeks (\$600 practicum service fee)	
BUSINESS COURSES:			
	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	
HOSTIPALITY MANAGEMENT COURSES:			
	Diploma of Hospitality Management (102547E)	52 weeks	
	Advanced Diploma of Hospitality Management (102546F)	104 weeks * (52 weeks if packaged with Diploma of Hospitality Management)	
MARKETING & COMMUNICATION COURSES:			
	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	
TRAVEL & TOURISM MANAGEMENT COURSES:			
	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 Management)	

8. SELECT YOUR PREFERRED INTAKE DATES

Intakes for Project Management, Hospitality and Tourism Courses												
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	12 Jan	15 Feb	01 Mar	17 Apr	17 May	31 May	16 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 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:	
	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
- enclosed a copy of completed Genuine Student requirement form (GS)
- 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.