

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 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
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		
Graduate Diploma of Management (Learning) (106057B)	52 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 Management)
INTERPRETING & TRANSLATING:	
Diploma of Interpreting (120976A)	24 weeks
Advanced Diploma of Translating (120975B)	52 weeks

8. SELECT YOUR PREFERRED INTAKE DATES

Note: The intake dates listed below apply to our courses. Intake dates marked with an asterisk (*) are available only for the Certificate III and 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	2 Mar*	13 Apr	18 May	1 Jun*	13 Jul	17 Aug	31 Aug*	12 Oct	16 Nov	30 Nov
2027	11 Jan	15 Feb	1 Mar*	12 Apr	17 May	31 May*	12 Jul	16 Aug	30 Aug*	11 Oct	15 Nov	29 Nov
2028	10 Jan	14 Feb	28 Feb*	10 Apr	15 May	29 May*	10 Jul	14 Aug	28 Aug*	9 Oct	13 Nov	27 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 Department of Home Affairs (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 Social media	Internet Other: _____	Agent
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.