**Australian Adelaide International College CRICOS Provider Number: 03126F RTO Number: 40328**

Please complete this form and send it to:

Post: **Level 1, 135 Pirie Street**

**Adelaide, S.A, 5000 Australia**

Phone: **0061 8 8232 7788**

Email: **info@aaic.edu.au**

Web: **www.aaic.edu.au**

Please Attach a Recent Passport Photograph

# **INTERNATIONAL Student Application Form**

# **Instructions**

The application form must be completed in English. Information should be typed in, or if written, block capitals should be used. Please ensure that all fields are filled in on the form. You must initial at the bottom of each page. Missing or incorrect information may cause avoidable delays in the application process. Return your completed application form, supported documentation and application fee to Australian Adelaide International College (AAIC) or to one of the AAIC’s authorized agents <http://aaic.edu.au/agents>. Please provide your family name(s) and given name(s) as shown on your passport as it will appear on your offer letter and Confirmation of Enrolment and must match with your passport. A permanent address outside of Australia must be given. This is required as part of the proof that you satisfy the requirements of being an International student. This cannot be a PO Box address. Your application will only be assessed if it is accompanied by certified copies of all documentation provided by you.

|  |
| --- |
| Read & understand the Following: *(It is advised that you must make yourself familiar with the following before submitting the application form). You can contact the college for further information.* |

|  |
| --- |
| AAIC Student Handbook |
| AAIC Policies and Procedures  |
| AAIC Website[www.aaic.edu.au](http://www.aaic.edu.au) |
| ESOS Legislative Framework [www.internationaleducation.gov.au](http://www.internationaleducation.gov.au) |
| Department of immigration and Border Protection (DIBP) requirements for overseas students and on Genuine Temporary Entrant. [www.border.gov.au](http://www.border.gov.au) |

# **Part A: Student Application**

## **PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Date:** |  |
| **Family Name:**  |  |
| **Given Name:** |  |
| **Middle Name:** |  |
| **Date of Birth:** |  | **Age in years:** |  | **Gender:** | [ ]  Male [ ]  Female[ ]  Indeterminate |
| **Country of Birth :** |  | **Citizenship :** |  |
| **Passport Number:** |  | **Passport Issue Country:**  |  | **Passport Expiry Date:**  |  |

## **CONTACT DETAILS**

|  |  |
| --- | --- |
| **Address in Home Country:** |  |
| **Phone Number** |  | **Email address** |  |
| **Prefered Contact Method ( Please tick one) (***While you have indicated your prefrence for contact method, AAIC may use other or multiple methods to contact you as required.)* | [ ]  **Email** [ ]  **Phone** [ ]  **Mail** |
| **Fathers Full Name:** |  | **Father Contact number:** |  |
| **Mothers Full Name:** |  | **Mother Contact Number:** |  |
| **Email of Parents:** |  |
| **Name of Emergency Contact Person in Australia** *(If Applicable)* |  | **Relationship** |  |
| **Address** |  | **Phone number**  |   |

## **ENGLISH LANGUAGE REQUIREMENTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language spoken at Home?** |  | **What is your Level of English?** *(Tick ONE box only)* | [ ]  **Minimal** [ ]  **Below Average** [ ]  **Average** [ ]  **Above Average** |
| **Have you appeared for the English Proficiency test in last two years?** *(If yes please give details below)* | [ ]  **Yes** [ ]  **No**  |
| **English Proficiency Test Taken***(Tick ONE box only)* | [ ]  **TOEFL** [ ]  **IELTS** [ ]  **PTE** [ ]  **OTHER**  | **Date Of Test Taken**  |  |
| **Overall Score** |  | **Reading Score** |  | **Writing Score** |  | **Listening Score** |  | **Speaking Score** |  |

## **OVERSEAS EDUCATIONAL BACKGROUND**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Secondary School Studies** | **Year Level** | **Year Completed/ Expected completion** | **Country of Studies** |
|  |  |  |  |
|  |  |  |  |
| **Other Qualifications** *( please outline any other studies that you have attempted or completed in the table below )* |
| **Name of Institution** | **Name of Course or Qualifications** | **Year Completed/ Expected completion** | **Country of Studies** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## **Work History** *(IF Applicable)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Organisation** | **Designation** | **From** | **To** |
|  |  |  |  |

## **COURSE PREFERENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Code** | **Course Name** | **Please Tick** | **Please mention the intake you wish to join** |
| **10364NAT** | Certificate III in Spoken and Written English (31 Weeks) |[ ]   |
| **BSB40515** | Certificate IV in Business Administration (52 Weeks)  |[ ]   |
| **BSB50415** | Diploma of Business Administration (52 Weeks)  |[ ]   |
| **BSB50215** | Diploma of Business (52 Weeks) |[ ]   |
| **BSB60215** | Advanced Diploma of Business (52 Weeks) |[ ]   |
| **BSB51915** | Diploma of Leadership & Management (78 Weeks) |[ ]   |
| **BSB61015** | Advanced Diploma of Leadership & Management (78 Weeks) |[ ]   |
| **FNS40615** | Certificate IV in Accounting (78 Weeks) |[ ]   |
| **FNS50215** | Diploma of Accounting (78 Weeks) |[ ]   |

## **Purpose of study**

|  |  |  |
| --- | --- | --- |
| **Which best describes your main reason for undertaking this course?** *(Tick ONE box only)* | [ ]  **To get a job**[ ]  **To get into another course of study**[ ]  **For personal interest**[ ]  **For self-development**[ ]  **To start my own business** | [ ]  **To try for a different career**[ ]  **To get a better job or promotion**[ ]  **It was a requirement of my job**[ ]  **I wanted extra skills for my job**[ ]  **Other reasons**  |
| **Do you intend to apply for Course Credit / RPL?** *If yes, please contact Student Admin Manager for RPL application form & more details* | [ ]  **Yes** [ ]  **No** |

## **SUPPORT SERVICES**

|  |  |
| --- | --- |
| **Do you consider yourself to have a disability, impairment or long-term condition which may affect your studies?** | [ ]  **Yes** [ ]  **No** |
| **If YES, please indicate the area of disability, impairment or long-term condition. You may indicate more than one area** |
| [ ]  **Hearing**[ ]  **Physical** | [ ]  **Mental**[ ]  **Acquired brain impairment** | [ ]  **Intellectual**[ ]  **Learning** | [ ]  **Vision**[ ]  **Medical Condition**[ ]  **Other**  |
| **Is there anything we can do to assist you to achieve your learning?** |
| **Will you require an airport pick up** *(please refer to student handbook for related costs)* | [ ]  **Yes** [ ]  **No** |
| **Will you Require accommodation assistance** | [ ]  **Yes** [ ]  **No** |
| **Are you accompanied by any school age children?** *If yes please note that you must maintain adequate schooling arrangements for your school-age dependents that joined you in Australia on a student dependent visa for more than 3 months. For further details at http://www.internationalstudents.sa.edu.au/children-of-full-fee-paying-international-tertiary* | [ ]  **Yes** [ ]  **No** |

## **Overseas STUDENT HEALTH Cover (OSHC)**

|  |  |
| --- | --- |
| **Do you want us to organize Overseas Student Health Cover for you?** | [ ]  **Yes** [ ]  **No** |
| **If yes please indicate type of cover required:** | [ ]  **Single** [ ]  **Family** | **Duration of cover:** *(Please note the students must have their OSHC cover up to the entire visa duration) more information can be found in AAIC Student Handbook* |  |
| **If you wish to explore option and organize your OHSC here are few options** |
| [**http://www.ahm.com.au/**](http://www.ahm.com.au/)[**http://www.bupa.com.au/**](http://www.bupa.com.au/)[**https://oshcaustralia.com.au/**](https://oshcaustralia.com.au/) | [**http://www.medibank.com.au/**](http://www.medibank.com.au/)[**https://www.oshcallianzassistance.com.au/**](https://www.oshcallianzassistance.com.au/default.aspx) |

## **UNIQUE STUDENT IDENTIFIER (USI)**

|  |
| --- |
| A student is required to have a Unique Student Identifier (USI) to obtain their certificate or qualification from their registered training organisation, when studying nationally recognised training in Australia. This includes studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course. A USI gives you access to your online USI account which will help keep all your training records together. For more information visit www.usi.gov.au or ask the Student Support Officer. The USI must be provided to AAIC before you can receive a statement of attainment or qualification. Alternatively AAIC can apply on your behalf. Please select one of the option given below: |
| **Do you already have an USI?** | **☐ Yes ☐ No** | **If yes please provide the USI** |  |
| **If you don’t have an USI will you create your own USI?** | [ ]  **Yes** *(Please provide it to AAIC once created)*[ ]  **No**  | **If you cannot create an USI, do you give permission to AAIC for creating a USI for you?** | [ ]  **Yes** *( Please Sign below)***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**[ ]  **No**  |
| **Protection of student privacy for USI** |
| Protecting the privacy and security of information is a priority in the design of the Unique Student Identifier (USI) initiative. Both the legislative framework and the design of the national ICT system include safeguards in relation to the storage, access and use of student information. For more information please go to the USI website*:* [*http://www.usi.gov.au/Students/Pages/student-privacy.aspx*](http://www.usi.gov.au/Students/Pages/student-privacy.aspx) |

## **TABLE OF REFUND**

|  |  |
| --- | --- |
| **scenario** | **refund** |
| Application Fee ($250) | Non-refundable |
| Visa refused prior to course commencement | Full refund |
| Withdrawal at least 10 weeks prior to agreed start date | Full refund |
| Withdrawal at least 6 weeks prior to agreed start date | 75% refund |
| Withdrawal at least 4 weeks prior to agreed start date | 60% refund |
| Withdrawal less than 4 weeks prior to agreed start date | No refund |
| Withdrawal after the agreed start date | No refund *(Only under compassionate & compelling reasons approved by CEO)* |
| Visa cancelled due to actions of the student | No refund  |
| Course withdrawn by College | Full refund including enrolment fee |
| The College is unable to provide the course for which the original offer was made  | Full refund |
| Visa extension is refused | Refund of unused tuition fees |
| Withdrawal from study - current students | Refund of unused tuition fees paid in advance by the student for the following term/s\* |
| **Please Note:** Refunds granted are related to tuition fees paid to the RTO in advance and not related to fees paid such as education agent’s fees and Health Insurance. \* If the student withdraws from the course after the course starts, the current terms’ fees will be forfeited. Notification of Withdrawal from Studies form must be received 2 weeks prior to term commencement by Student Administration |

# **Part B: Study Plan & Background**

## **Study Plan**

|  |
| --- |
| **Why do you want to study in Australia?**  |
|  |
| **Why did you choose to study at AAIC?** |
|  |
| **What course are you planning to study at AAIC?** |
|  |
| **Why do you want to study the proposed course/s?**  |
|  |
| **How does the proposed course relate to your previous education and/or work experience?** |
|  |
| **What are your future career goals? Describe how the proposed course will help you in achieving your career goals?** |
|  |
| **What are the employment opportunities available in your home country upon completion of your chosen qualification?**  |
|  |
| **How many years it has been since you last studied?** |
|  |
| **Have you been refused course entry from an Australian education provider?**  | [ ]  **Yes** [ ]  **No**  | ***If Yes provide details below:*** |
| **Provider Name:** |  | **Provide Location:**  |  |
| **Course/s Applied:** |  | **Year Applied:** |  |

## **APPLICANT AND FAMILY BACKGROUND**

|  |
| --- |
| **Please list your immediate family members (e.g. Parents, siblings, spouse, children) and their current country of residence?** |
| **Name** | **Relationship** | **Country of residence** | **Occupation** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Is your family supportive of your studies?** | [ ]  **Yes** [ ]  **No**  |
| **Do you have any relatives in Australia? *If Yes provide details below:*** | [ ]  **Yes** [ ]  **No**  |
| **Name** | **Relationship** | **State of residence** | **Occupation** | **Living in Australia Since** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **What is your relationship status?**  | [ ]  **Never Married** [ ]  **Engaged** [ ]  **Married**  | [ ]  **De Facto** [ ]  **Separated/Divorced** [ ]  **Widowed**  |
| **If relevant, will your partner / spouse accompany you to Australia?** | [ ]  **Yes** [ ]  **No**  |
| **Do you have any dependants?**  | [ ]  **Yes** [ ]  **No**  | **If yes, what are their ages?**  |  | **Will any dependants accompany you to Australia?** | [ ]  **Yes** [ ]  **No** |
| **If relevant, please provide an estimate of how much it will cost to enrol accompanying dependents into an Australian School** |  |
| **Have you or accompanying dependent/s ever held or currently hold a visa to travel to Australia or other country?** | [ ]  **Yes** [ ]  **No** | **If yes, which countries?** |  |
| **Has your or accompanying dependent’s visa ever been cancelled in Australia or other country?** | [ ]  **Yes** [ ]  **No** | **If yes, provide details:** |  |
| **Have you or accompanying dependent/s ever been refused an entry or visa to Australia or any other country?** | [ ]  **Yes** [ ]  **No** | **If yes, provide details:** |  |
| **Have you or accompanying dependent/s ever been removed or deported from Australia or other country?** | [ ]  **Yes** [ ]  **No** | **If yes, provide details:** |  |

## **Table 1: Travel, tuition and living expenses**

You need to have enough money that is genuinely available to you, to pay for your course fees, and travel and living costs for you and your accompanying family members while you are in Australia. The table below outlines minimum amount required for a student and are presented as a guide only. They do not necessarily represent your entire cost of living in Australia.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Expenses | Per Person | Amount required | Number of Family Members/Children Accompanying | Amount I will have access to in AUD $ |
| Travel: Return Air fare to home country from Australia | Yourself | One return air fare to Australia per person |  |  |
| Family Member | One return air fare to Australia per person |  |  |
| Tuition Fees | Yourself | AAIC tuition & material fees |  |  |
| Children | At least AU$ 8000 per year per child |  |  |
| OSHC | Yourself  | At least $400 per year |  |  |
| Family members onshore  | At least $1600 per year |  |  |
| Living | Yourself | AU$ 19,830 per year |  |  |
| Spouse /Partner | AU$ 6,940 per year |  |  |
| Each Child | AU$ 2,970 per year |  |  |

# **Part C: Financial Declaration**

## **Student Declaration:**

|  |
| --- |
| This form is to be completed by all applicants. Please read each declaration carefully and put a check “”against each group of statements that you agree to. By signing this form, you declare you understand and agree with the statements listed below. The signed form must be returned with your acceptance form before AAIC can process the application further.  |
|[ ]  I declare that I have sufficient funds as outlined in **Table 1 Travel, tuition and living expenses** above to cover myself and all of my dependant family members (including those not living with me in Australia), for the duration of my stay in Australia. |
|[ ]  My anticipated total expenses will be in AUD \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ which will be funded from the following sources: |
|[ ]

|  |
| --- |
| **Source of Funds** |
| [ ]  Personal or Family Savings | Amount AUD($): |
| [ ]  Bank Loan | Amount AUD($): |
| [ ]  Sponsorship | Amount AUD($): |
| [ ]  Other  | Amount AUD($):  |
| Name of Bank / Loan / Sponsor / Scholarship / Other provider:  |   |
| Relationship of Family member who is providing financial support to applicant (if applicable): |  |

 |
|[ ]  I confirm that these funds are genuine and are to be used for no other purpose than to support me & any accompanying dependents during my course of study. I acknowledge that any false or misleading statement may result in denial of my admission application or subsequent cancellation of my enrolment at the AAIC, which in turn may affect the validity of my visa.  |
|[ ]  I understand that AAIC may refuse to issue an eCOE if it assesses my financial capacity as insufficient. |
|[ ]  I understand that I must enrol and pay my tuition fees as outlined in my offer letter and invoices, in a timely manner, unless alternative arrangements have been made. I understand that if I cannot pay my tuition fees and related study costs, my enrolment and eCOE at AAIC may be cancelled which will affect my student visa plus any dependant visas associated with my student visa.  |
|[ ]  I authorise AAIC to seek any additional information and documentation to confirm my:* Financial capacity and access to funds
* Genuineness as a student
 |
|[ ]  I declare that I am a genuine student & Genuine Temporary Entrant who has carefully chosen the AAIC program I have applied for and that the program matches my future career goals.* A Genuine Temporary Entrant (GTE) requirement explicitly addresses whether the individual circumstances of an applicant indicate that their intention is for a temporary stay in Australia. Student visa applicants must be both a GTE and a Genuine Student to be granted a visa.
* A Genuine Student is a student who intends to obtain a successful educational outcome and has the language, educational and material background to have a reasonable chance of achieving this educational outcome. Factors that are considered under the existing requirement to be a genuine applicant for entry and study as a student include: English language proficiency; financial capacity; prerequisite schooling; age requirements; and intention to comply with visa conditions.
 |
|[ ]  I have the required language, educational and material background to have a reasonable chance to successfully complete the course that I am applying to study at AAIC |
|[ ]  I declare that I do not intend to transfer programs after receiving my student visa for Australia with my AAIC issued eCOE.  |
|[ ]  I understand that if granted a student visa, I and my family members have obligations we must meet and breaching these obligations may result in a cancelled enrolment at AAIC as well as cancellation of my student visa by DIBP. I declare that I have accessed and read these obligations at the DIBP website: <http://www.border.gov.au/Trav/Visa-1/500->and agree to abide by them. |
|[ ]  I declare that I have not been refused a visa to enter Australia or any other country and I have not breached the conditions of any other visa I have held to enter either Australia or any other country. |
|[ ]  I understand that if I am granted a student visa I must comply (which I hereby agree to do) fully with the conditions of the visa, which include: (i) keep the Department of Immigration and Border Protection ("DIBP") informed of my current address in Australia; (ii) not work more than 40 hours in any fortnight except when my course is not in session; (iii) maintain enrolment in my course with a full-time study load during term; (iv) achieve satisfactory attendance (80%) and satisfactory academic progress; (v) Maintain OSHC insurance cover for the duration of my stay in Australia. |
|[ ]  I declare that the information provided by me on this application form is true and correct, and that it relates specifically and solely to me as an individual. I accept that Australian Adelaide International College makes decision based on this information and may seek further information or clarification as required.  |
|[ ]  I acknowledge that I have received AAIC Student Handbook, read and understood AAIC Policies & Procedures. |
|[ ]  I understand that if offered a place in a course of training, I will be required to pay fees and meet requirements specific to that course before my enrolment is confirmed.  |
|[ ]  I accept that failure to attend the scheduled session may compromise my ability to satisfy some or all of the course requirements. I further accept that additional training may be required if I do not meet the course requirements, that this training is at an additional cost to myself and that any requirements to undertake this extra training is at the discretion AAIC. |
|[ ]  I understand that under the SSVF guidelines:* + I cannot apply for a student visa until AAIC issues the student with a Confirmation of Enrollment (COE).
	+ I understand that I cannot transfer to another education provider without completion of the first 6 months of my principal course.
	+ If I change my education provider without a release letter, my visa may be cancelled
 |
|[ ]  By signing this form, I declare and agree with the statements listed above. The signature below is my signature and has not been signed on my behalf by another person, including my agent or sponsor |
| I hereby give permission for:

|  |  |
| --- | --- |
| * + My personal details and training results to be accessed by AAIC and Government agencies for training and research
 | [ ]  **Yes** [ ]  **No** |
| * + My personal details and training results to be accessed by my employer for training and research
 | [ ]  **Yes** [ ]  **No** |
| * + My personal details to be accessed by my employer and/or AAIC and Government agencies for advertising
 | [ ]  **Yes** [ ]  **No** |

 |
|   |  |  |
| Name of the Student: | **Signature:** | **date:** |

## **AGENT INFORMATION**

|  |  |
| --- | --- |
| **Are you applying through an Education agent:** *(If yes please give details below)* | [ ]  **Yes** [ ]  **No** |
| **Agency Name :** |  |
| **Name of Representative :** |  |
| **Agency Address**  |  |
|  |
|  |
|  |
| **City / Suburb:** |  |
| **State:** |  |
| **Country:** |  |
| **Post Code:** |  |
| **Phone Number:** |  |
| **Email Address:** |  |
| **Agent Declaration:**  |
| As an authorised AAIC Agent, I/we take full responsibility for verifying any of the information provided in this application on behalf of AAIC and that AAIC may take action under that agreement, including the cancellation of the agreement for any false or misleading information or breach of the Code of Conduct. I declare the original supporting documents have been sighted and copies have been certified by an authority as accepted by AAIC. |
| **Agent Name:** |  | **Agency Stamp** |
| **Signature :** |  |
| **Date:** |  |

# **Part D: Application Procedure**

|  |  |
| --- | --- |
| STEP 1:  | * Document Checklist.
 |

|  |  |
| --- | --- |
| ☐ | Completed Application Form |
| ☐ | Certified Copy of my passport |
| ☐ | Certified Copy of IELTS results or equivalent |
| ☐ | Certified Copy of Year 12 Certificate  |
| ☐ | Copies of Previous Studies or employment (if applicable) |
| ☐ | 1 Recent Photograph (Passport Size) |
| ☐ | Copies of translation of the above documents (if applicable) |
| ☐ | Evidence of Source of Funds |
| ☐ | Bank Statements showing the amount of available credit for a loan  |
| ☐ | Bank statement in the student's name, or the name of the person providing financial support to him/her  |
| ☐ | A signed Statement declaring financial capacity from the person providing financial support to student |
| ☐ | Business income statements |
| ☐ | Official Statement on Interest earned from investments (if applicable) |
| ☐ | Business registration papers (if applicable) |
| ☐ | Pay slips in student's name from his/her employer (if applicable) |
| ☐ | Copy of my Visa (if applicable) |
| ☐ | Copy of my release letter (if applicable) |

|  |
| --- |
| Who can Certify the Documents?* Notary Public
* Academic Registrar of an Institution
* Justice of the Peace
* Commissioner of oaths/declarations
* An official of an Australian Overseas Diplomatic Mission
 |
| STEP 2: | * Submit your application form with all the above attached documents to AAIC or Agent (if applicable):
	+ By E-mail to info@aaic.edu.au
	+ By mail to Level 1, 135 Pirie Street, Adelaide, South Australia 5000.
 |
| STEP 3: | * If your application is successful, you will receive Conditional Offer Letter. If you accept the offer of admission, please fulfil the conditions as per the offer letter and supply the evidence to AAIC.
 |
| STEP 4: | * Based on your application, AAIC may decide to conduct an interview to assess the application against GTE criteria.
 |
| STEP 5: | * If you are assessed successfully against the GTE criteria, an Enrolment Agreement and an invoice for initial payment will be sent to you. If you agree to the terms and conditions of Enrolment Agreement, you must sign the Enrolment Agreement form and return to AAIC with proof of payment as soon as possible. Once signed Enrolment Agreement and initial payment is received, AAIC will issue a ‘Confirmation of Enrolment” (COE).
 |

# **Part E: AAIC Declaration**

AAIC reserves the right in its absolute discretion to reject any application for enrolment, and it shall be under no obligation whatsoever to give reasons for its decision. Enrolments at AAIC must be completed prior to the commencement date of the program/ course and a non-refundable fee must be paid to secure your enrolment.

AAIC does not accept students who have not enrolled prior to the commencement of programs or courses. Generally AAIC uses and/ or discloses personal information about you for the purpose for which it was collected.

However there may be instances which may arise where your personal information is needed for example: in the case of an emergency, purpose of processing an application, or if requested by an Australian Government Agency. In accordance with RTO Standards 2015 and ESOS standards we seek out best practices and continually strive to improve our systems and processes*. “This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia’s consumer protection laws”.*

|  |
| --- |
| **Office Use Only** |
| **Application Processed** | [ ]  **Yes** [ ]  **No** | **Offer Letter Issued** | [ ]  **Yes** [ ]  **No** |
| **If application is not accepted or rejected please provide the reasons for the decision** |
|  |
|  |
|  |
|  |