

This application is for **international students** only. Please ensure all sections are completed clearly and in **BLOCK LETTERS**. Missing or incorrect information may cause delays in the application process. Fill this form and send it either by email or post together with required documents to:
 Australian Institute of Entrepreneurship
 Level 11, 474 Flinders Street, Melbourne, VIC 3000, Australia Email: admissions@aiemel.edu.au

Personal details

Have you previously applied to OR been a student at AIE?

No Yes If yes, Student no.

1. Full Name (as in passport)

Title Mr Mrs Ms Dr

Given Name:

Surname/Family Name:

2. Date of Birth: DD/MM/YYYY

3. Passport Information

Passport No.: Expiry Date: DD/MM/YYYY

Country of Passport:

4. Are you currently holding any Australian visa?

Yes Visa Subclass No

5. Have you ever been rejected for an Australian visa?

Yes Visa Type No

6. Gender (Tick ONE box only)

Male Female Other

7. Marital Status:

8. Number of Dependants:

9. Contact details (email will be the primary mode of communication at the institute)

Home phone Mobile

Email address

10. Address of your usual residence?

Please provide the physical address (not the post box or agent address)

Permanent Address in Home Country

Address Line 1

Address Line 2

City State

Post Code Country

Australian address (If Known)

Address Line 1

Address Line 2

Suburb

Post Code State

11. Postal Address

Use my Home country address Australian address
 If different from above,

Address Line 1

Address Line 2

City State

Post Code Country

12. Emergency Contact Details

Name

Contact No Relation

Email

Employment

13. Of the following categories, which best describes your current employment status?

Full-time employee

Part-time employee

Self employed – not employing others

Employer

Employed – unpaid worker in a family business

Unemployed – seeking full-time work

Unemployed – seeking part-time work

Not employed – not seeking employment

Schooling

14. What is your highest COMPLETED Australian equivalent school level?

Year 12 Year 9

Year 11 Year 8 or below

Year 10 Never attended school

In which YEAR did you complete that school level?

15. Are you still attending secondary school?

Yes No

Previous qualifications achieved

16. Have you SUCCESSFULLY completed any of the following qualifications?

Yes tick ANY applicable boxes No go to Question 17

Bachelor degree or higher degree

Advanced diploma or associate degree

Diploma (or associate diploma)

Certificate IV (or advanced certificate/technician)

Certificate III (or trade certificate)

Certificate II

Certificate I

Certificates other than the above

Language and cultural diversity

17. In which country were you born?

Australia

Other – please specify _____

18. Do you speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often)

No, English only

Yes, other – please specify _____

19. How well do you speak English?

Very well

Well

Not well

Not at all

20. Have you undertaken any English Exams or completed any English Course in the last 24 months?

No

Completed English Exam

Examination Name: _____ Score: _____

Completed an English Course

Course Name: _____ Result: _____

21. Are you of Aboriginal or Torres Strait Islander origin? *(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)*

No

Yes, Aboriginal

Yes, Torres Strait Islander

Disability

22. Do you consider yourself to have a disability, impairment or long-term condition?

Yes No **No – Go to Question 23**

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: *(You may indicate more than one area)*

Hearing/deaf

Physical

Intellectual

Learning

Mental illness

Acquired brain impairment

Vision

Medical condition

Other

Study reason

23. Of the following categories, which best describes your main reason for undertaking this course

To get a job

To develop my existing business

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

To get into another course of study

For personal interest or self-development

Other reasons

Recognition of prior learning / Credit Transfer

Are you seeking for recognition of prior learning (RPL) or credit transfer (CT)?

Yes No

If you have ticked the box above indicating you are applying for CT or RPL, please fill Credit Transfer or RPL Application form available on our website and send to us together with this form. One of our Academic staff will contact you if we need further information or documents.

How did you know about the institute?

Institute website

Newspaper/ Magazine

Exhibition/ Fair

Facebook

Friends/ Family

Recommended by an education agent

Former Institute of Education student

Other, please specify: _____

AGENT DETAILS

Course(s) preference

Hospitality

- SIT30816 - Certificate III in Commercial Cookery (097156M)
- SIT40516 - Certificate IV in Commercial Cookery (097158J)
- SIT50416 Diploma of Hospitality Management (097160D)
- SIT60316 Advanced Diploma of Hospitality Management (097173K)

ELICOS

- General English (097411A)
- Preferred No of Weeks: _____ Weeks
- Preferred Exit Level : Beginner Pre Elementary
- Elementary Pre Intermediate Intermediate

Human Resources

- BSB50618 Diploma of Human Resources Management (092269J)
- BSB60915 Advanced Diploma of Management (Human Resources) (087607E)

Leadership & management

- BSB51918 Diploma of Leadership and Management (092270E)
- BSB61015 Advanced Diploma of Leadership and Management (092271D)

Intake Preference

When do you want to start your 1st course?

Before submitting your application, please make sure you have:

- | | |
|--|---|
| Completed all sections of this Application Form <input type="checkbox"/> | Attached copy of the passport (including address details) <input type="checkbox"/> |
| Attached certified academic transcripts (English translation together with original, if it is not in English) <input type="checkbox"/> | Attached copy of Australian Visa and/or eCoE (if applicable) <input type="checkbox"/> |
| Australian Equivalent Year 12 certificate (English translation together with original, if it is not in English) <input type="checkbox"/> | Attached relevant employment details (if applicable) <input type="checkbox"/> |

Applicant's Declaration

I [NAME]

- Read and understood course information from the prospectus or flyers or from the website or received full information from AIE's Education Agent (in case of enrolment through education agent) before making the decision to enrol in the course.
- Understand that AIE also reserves the right to vary courses, subjects, the mode of delivery, assessment and admission requirements at any time at its discretion
- Read and understood the AIE's policies on student code of conduct, fees and refund, student complaints and appeals, student transfer between registered providers, deferment suspension and cancellation, monitoring international student academic progress, academic misconduct and other policies that are published on AIE website or prospectus or student's handbook
- Understand that AIE is required to submit data sourced from this enrolment form and the training data to the national VET regulator, administrative collection is a regulatory reporting requirement. I further understand that AIE, as an education provider, is required to provide information about my enrolment to Government agencies where required by relevant legislation, including Department of Education and Training, National Centre for Vocational Education Research (NCVER), Australian Skills Quality Authority (ASQA), Department of Home Affairs (DHA), Tuition Protection Services (TPS) and ESOS Assurance Fund Manager.
- Understand that the information contained on my application form may be used by AIE or Government departments and agencies, VET regulators and authorised VET related bodies and their contractors for administrative, regulatory and/or research purposes.
- Understand that AIE and the regulatory departments may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. This includes disclosure of student enrolment and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER) as necessary and where lawful,
- Authorise AIE to check my visa status on VEVO and IELTS result on IELTS Test Report Form verification service (If IELTS score is provided)
- Declare that the information I have provided in this application form and all supporting documentation submitted together is correct and complete. I am aware that, providing false, misleading or incomplete information may lead to cancellation of my enrolment or the withdrawal of any offer made by AIE at any stage.
- I further understand that AIE reserves the right to inform other RTOs or tertiary institutions and regulatory agencies if any of the material presented to support my application is found to be false or fraudulent.

Applicant's Signature _____

Date _____

Statement of Purpose

Part 1 – All students

Provide a brief statement setting out your reasons for undertaking your intended course(s) of study. The statement must include

- your reasons for choosing to undertake the course of study specified in your application
- the relevance of your course of studies to your academic and/or employment background
- the relevance of the course to your future career/educational plans.

Part 2 – Offshore students only

Provide a brief statement setting out your reasons for undertaking your intended course(s) of study at our institute in Australia. The statement must include:

- your reasons for choosing to study in Australia rather than in your home country
- your reasons for choosing the institute
- How are you going to have access to sufficient funds to support yourself and any dependents accompanying you while you are studying in Australia in terms of course fees, living expenses and welfare fees?

I hereby declare that

- I am a genuine temporary entrant and genuine student.
- I have access to sufficient funds to cover all associated costs with my study, travel to and from Australia, living expenses for the duration of my studies for myself and my family members (if applicable) for the total period of my stay in Australia.
- I understand that if I don't have sufficient funds to cover all associated study and living costs, AIE reserves the right to terminate my enrolment and cancel my CoE.
- I hereby certify that all the statements made on this document is true and correct

Student Signature: _____

Date: _____

Privacy Notice

Privacy Notice

Under the *Data Provision Requirements 2012*, Australian Institute of Entrepreneurship (AIE) is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by AIE for statistical, administrative, regulatory and research purposes. AIE may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

For more information about NCVER's Privacy Policy go to <https://www.ncver.edu.au/privacy>.