

IMPORTANT INFORMATION TO READ BEFORE COMPLETING YOUR APPLICATION

1. APPLICATION FORM:

- Before completing this application form you must read the information contained in this Application Form thoroughly. In particular, you should ensure that you fully understand the **AIE's** Terms and Conditions of Enrolment along with the fee Payment and Refund Policy and Procedures available on <https://aiemel.edu.au/>
- You must attach with your application copies of your academic results including evidence of English Language proficiency.
- You are required to indicate your acceptance to important items at the end of this Application Form under the heading 'Applicant Declaration'. Please ensure that you understand them before you sign the "Student Enrolment Application Form".

Your application must be forwarded to:

Admission Team: admissions@aiemel.edu.au

Australian Institute of Entrepreneurship

Head Office: Level 11, 474 Flinders street Melbourne,

Victoria 3000 | AUSTRALIA

AUSTRALIA Tel (+61 3) 9428 9570

2. NON-TUITION FEES:

- a. Enrolment \$ 250 AUD (*Non-Refundable*)
- b. Material Fees: Between \$300 to \$700 depending on the course (to be advise on your offer letter)
- c. Uniform fees: \$300 (hospitality courses only)

3. PROVISIONAL ACCEPTANCE / REJECTION:

Upon receipt of your application, **AIE** will advise you about the outcome as soon as practicable or within two weeks. If your application is accepted, you will be provided an Offer Letter (conditional or unconditional). In order to indicate your acceptance, you will be required to sign the Offer Letter and forward it along with the initial deposit as outlined in the Offer letter.

4. CONFIRMATION OF ENROLMENT / VISAS:

Once the initial deposit is received, **AIE** will then forward you an electronic Confirmation of Enrolment (eCoE) which is required for the finalisation of your student visa application by Department of Home Affairs (DHA). Please ensure to check the student visa application requirements at <https://www.homeaffairs.gov.au/> . Students from different nationalities may be required to apply for Pre – Visa Assessment before forwarding their initial deposit and securing their eCoE.

5. OVERSEAS STUDENT HEALTH COVER:

All international students must have health insurance through the Overseas Student Health Cover (OSHC) scheme. It is the responsibility of the student to ensure that the OSHC is up to date. Students may apply for OSHC by themselves or can request **AIE** to arrange it on their behalf. Please note that the cost of OSHC is separate to tuition fee and enrolment fee.

TERMS AND CONDITIONS OF THE ENROLMENT:

1. CONDITIONS OF ENROLMENT

- 1.1. **AIE** reserves the right to cancel a course prior to the commencement date, in which case a full refund of all fees paid will be made within two weeks. (Please refer to Refund Policy and Procedure, and Student Handbook available on www.aiemel.edu.au)
- 1.2. A student is enrolled for the period for which tuition fees have been paid. If tuition fees have not been paid, the student's enrolment may be cancelled at the end of internal appeals process.
- 1.3. **AIE** is required to report to DHA in instances where a student fails to make course progress in two consecutive study periods. All students are notified beforehand, of the **AIE's** intention of reporting the student to DHA and are provided with 20 working days to access the **AIE's** complaints and appeals process. Course Progress is reviewed in each study period. International students are required to ensure that they repeat any subjects/units failed in that period so as to ensure completion of their course within the duration specified on their eCoE where possible. Detailed information on the **AIE's** Course Progress Monitoring Policy and Procedure and the Complaints and Appeals Procedures is available at www.aiemel.edu.au and will be covered in the International Students Orientation Program.
- 1.4. By default, **AIE** do not have to monitor attendance for courses in AQF. However, **AIE** will have to monitor attendance as required as a condition of registration by the Education Services for Overseas Students (ESOS) agency for General English Courses. If applicable, **AIE** will be required to report to DHA in instances where the student fails to meet satisfactory Attendance requirement in each study periods (the minimum requirement for attendance is 80 per cent of the scheduled contact hours for the course). All students are notified beforehand, of the **AIE's** intention of reporting the student to DHA and are provided with 20 working days to access the **AIE's** complaints and appeals process. Attendance Monitoring is reviewed at the end of each study period.(Please refer:- Monitoring Attendance Policy and Procedure and the Complaints and Appeals Policy and Procedures is available at www.aiemel.edu.au & Student Handbook and will be covered in the International Students Orientation Program
- 1.5. All students are bound by the **AIE's** Student Code of Conduct. Detailed information on the **AIE's** rules and regulations are available in Student Handbook and is covered during the International Student Orientation Program. Failure to adhere to these regulations may lead to the suspension or cancellation of the student's enrolment. Students will be provided with 20 working days to access the **AIE's** complaints and appeals process. Detailed information on the **AIE's** policy on cancellation/suspension/deferral of an International student enrolment is contained in the Student Handbook and will be covered in the Orientation Program.

1.6. The National Code 2018 restricts the capacity of students to transfer to other providers prior to completing six months of their principal course. AIE will not allow students to transfer to another provider within six months of the commencement of their principal course of study in circumstances where the transfer would be detrimental to the study plan as detailed in this application. Circumstances that are considered detrimental to a student's study plan could be but are not limited to:

- Change in study plan
- Transfer to a lower level of studies
- Increased tuition costs, particularly in case where deposits paid in advance to AIE are non-refundable
- Increased duration of studies in Australia
- Insufficient preparation for further studies
- Qualifications not recognised by Higher Education Providers as satisfying their entry requirements
- Level of support services at new provider is not equivalent
- Transfer would jeopardise student's progression through a package of courses
- Within 6 months of a course beginning students may experience home sickness and transfer to another registered provider is not likely to overcome this problem
- AIE is of the view that the student is avoiding being reported to DHA for failure to meet attendance or academic progress requirements

1.7. Students wishing to apply for release from AIE, will need to complete a Release Request Form, available from AIE reception. This form will provide information on AIE's procedures for the assessment of such applications and the mechanism for the student to appeal. There is no cost attached to applying for release; however student will need to contact DHA to seek advice on whether a new visa is required. In instances where release is granted, AIE's Fee Payment and Refund Procedures will be applied to any Fee and Charges Refund request received. Detailed information on AIE's transfer policy between registered providers is contained in International Student Handbook and will be covered during the International Student Orientation Program.

1.8. The National Code 2018 requires International students to complete their course within the duration specified on their eCoE except in limited circumstances. In these circumstances, AIE will issue a new eCoE to extend the duration of study for the course. Student may be required to pay tuition fee for the extended duration based on the reasons for extension. Detailed information is available in the International Student Handbook and will also be covered during the Orientation Program.

1.9. International Students may apply for Credit Transfer/Recognition of Prior Learning, if they have not applied for the same at the time of enrolment. Where possible students will be encouraged to enrol in additional subjects/modules that may enable them to reduce the duration of their course - in which case a new eCoE will be issued. A detailed Course Credit Policy

& Procedure is available in the Student Handbook, on the <https://aiemel.edu.au/> and will be covered in the Orientation Program.

1.10. International Students must maintain adequate health cover for themselves and any member of their family unit who are with them during their stay in Australia.

1.11. Students need written permission from AIE to defer or suspend their courses. In cases where permission is granted, DHA will be advised via PRISMS. Information pertaining to the circumstances in which a student may defer, suspend or cancel their enrolment is contained in the Student Handbook and <https://aiemel.edu.au/>

1.12. AIE is required to advise DHA when a student fails to commence a course without approval on the expected date, withdraws before the course ends, or changes the course he / she initially enrolled in.

1.13. Students who are unable to commence their course on the expected date may be given up to two weeks to commence. After two weeks the student may not be guaranteed a place in the course. If the students arrive after the agreed date, they may be required to return home or placed in an English Language program until the next available commencement date for the course.

1.14. Fee and charges are subject to change with prior notice. A study period is defined as one term of the course is comprising of 10 weeks of teaching, in which the student is enrolled. Course fees are charged in full for each semester and must be paid 2 weeks prior to the agreed start date. Unless otherwise agreed on.

2. PERSONAL INFORMATION

2.1. Information is collected in the Application Form and during your enrolment in order to meet our obligation under the ESOS Act and The National Code 2018; to ensure student compliance with the conditions of their visas and their obligations under Australian Immigration Laws generally. The authority to collect the information is contained in the Education Services for Overseas Students Regulations and the National Code of Practice for Providers of Education and Training to Overseas Students 2018. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service (TPS). In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

2.2. Information held on student files including Request Forms, course progress reports etc. belongs to AIE. This information may be given to authorised government departments but will not be made available to students, the general public or third parties.

2.3. By enrolling at AIE, the student agrees that information relating to academic performance may be made available to their parents or welfare carer where applicable.

Student Application Form International

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 12, 140 Queen 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
AdvAIEed diploma or associate degree
Diploma (or associate diploma)
Certificate IV (or advAIEed 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

Student Application Form International

Course Name and CRICOS Code

<u>HOSPITALITY</u>		<u>ELICOS</u>	
SIT30816 - Certificate III in Commercial Cookery (097156M)	<input type="checkbox"/>	General English (097411A)	<input type="checkbox"/>
SIT40516 - Certificate IV in Commercial Cookery (097158J)	<input type="checkbox"/>	Preferred No of Weeks: (up to 68 weeks including holidays)	
SIT50416 Diploma of Hospitality Management (097160D)	<input type="checkbox"/>	Preferred Exit Level :	
SIT60316 Advanced Diploma of Hospitality Management (097173K)	<input type="checkbox"/>	Beginner	<input type="checkbox"/>
		Elementary	<input type="checkbox"/>
		Pre-Intermediate	<input type="checkbox"/>
<u>LEADERSHIP & MANAGEMENT</u>			
BSB50420 Diploma of Leadership and Management (104198E)	<input type="checkbox"/>	Intermediate	<input type="checkbox"/>
BSB60420 Advanced Diploma of Leadership and Management (108447E)	<input type="checkbox"/>	Advance	<input type="checkbox"/>

PRIVACY STATEMENT & STUDENT DECLARATION

Privacy Notice

Under the Data Provision Requirements 2012, Australian National College Pty Ltd 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 and your training activity data) may be used or disclosed by **AIE** for statistical, regulatory and research purposes. **AIE** may disclose your personal information for these purposes to third parties, including

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- Administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. 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 VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at <https://www.ncver.edu.au/>).

UNIQUE STUDENT IDENTIFIER (USI)?

From 1 January 2015, we **AIE** can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi> on computer or mobile device. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance.

USI application through AIE (if you do not already have one)

Application for Unique Student Identifier (USI)

If you would like **AIE** to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

Student Application Form International

I _____ authorise AIE to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>.

Town/City of Birth _____
(Please write the name of the Australian or overseas town or city where you were born)

If you already have USI - please write your 10-digit USI:										
---	--	--	--	--	--	--	--	--	--	--

Before submitting your application, please make sure you have:

Completed all sections of this Application Form	<input type="checkbox"/>	Attached copy of Australian Visa and/or eCoE (if applicable)	<input type="checkbox"/>
Attached certified academic transcripts (English translation together with original, if it is not in English)	<input type="checkbox"/>	Attached copy of evidence of English language proficiency (IELTS/ PTE/ CAE/ OET or other)	<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"/>
Attached copy of the passport (including address details)	<input type="checkbox"/>	Statement of purpose (if applicable)	<input type="checkbox"/>

Applicant’s Declaration

I [NAME]

- I agree that by completing and sending this form I am applying for enrolment into the course/s indicated above.
- I am aware that AIE only accepts students with a minimum age of 18 years at the commencement of course.
- Read and understood course information from the prospectus or flyers or from the website or received full information from institute’s Education Agent (in case of enrolment through education agent) before making the decision to enrol in the course.
- I declare that the information provided by me and supporting document submitted with this Application Form is correct and complete. I further declare that any academic results submitted are a complete record of my results. I authorise AIE to seek verification of my academic and professional qualifications and work experience.
- I undertake to advise the AIE immediately of any changes to the information submitted in this application. I understand giving false or misleading information, including fraudulent documentation, is a serious offence under Australian Law.
- I declare and understand that if I have withheld any personal information that is substantial to my application or provided any misleading or fraudulent personal information then I forfeit any rights to a refund of monies paid to AIE and my enrolment will be subsequently cancelled.
- I confirm that the information supplied in this form in relation to my study plan is true and accurate. I understand that any changes to my study plan may be considered detrimental.
- Understand that the institute 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 institute’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 the college website or prospectus or student’s handbook
- I understand that information about the payment of tuition fee, enrolment fee and other non-tuition fees will be included in a Offer letter that will be issued after my application is successfully assessed by AIE.
- I understand that to confirm my acceptance in the course/s, I need to read the Enrolment Acceptance Agreement and return with the initial deposit concurrently with, or after signing the agreement. I understand that upon receipt of signed agreement and initial deposit, AIE will issue Confirmation-of-Enrolment (CoE) which is also required by the Australian Government department for student visa application.

Student Application Form International

12. I understand that the course fees (tuition and non-tuition) are charged in full for each semester. I further understand that I am enrolled for the period for which tuition fees have been paid, and if tuition fees have not been paid, my enrolment can be cancelled at the end of internal appeals process.
13. I understand that it is compulsory to be covered by Overseas Student Health Cover while I am on a student visa (including any dependents accompanied) in Australia.
14. Understand that the institute is required to submit data sourced from this enrolment form and the training data to the national VET administrative collection as a regulatory reporting requirement. I further understand that the institute, 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.
15. Understand that the information contained on my application form may be used by the institute or Government departments and agencies, VET regulators and authorised VET related bodies and their contractors for administrative, regulatory and/or research purposes.
16. I understand the importance of the ESOS Framework for international students. I confirm that I can access information about the ESOS Framework from <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx> . The Education Services for Overseas Student Act (ESOS) and regulations set out the legal framework governing delivery of education to overseas students studying in Australia on a student visa.
17. I understand that the information collected in this form will be held by AIE in accordance with its Records Management and Privacy Policy and Procedures, and maybe accessed, used by people employed or engaged by AIE. The information may be made available to Australian government departments and agencies in relation to AIE's obligations under law including the Education Services to Overseas Students (ESOS) Act 2000.
18. I understand that I have rights to access and correct my personal information in accordance with privacy legislation and the AIE's Record Management and Privacy Policy and Procedures.
19. Understand that the RTO 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,
20. Authorise the institute to check my visa status on VEVO and IELTS result on IELTS Test Report Form verification service (If IELTS score is provided)
21. 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 the institute at any stage.
22. I understand that I must abide by all course and practical requirements when there is no health and safety risk to myself and bystander. I understand that the request for reasonable adjustment on the course components and assessments will only be granted if the adjustment maintains integrity of the course.
23. I understand that I can access the AIE's internal and external complaints and appeals processes to resolve any dispute or grievance which I may have. I further understand that this information and the right to make complaints and seek appeals of decisions and action under various processes, does not affect my rights to take action under the Australian Consumer Law if the Australian Consumer Law applies.
24. I consent to AIE collecting information from the Australian Government Department about my visa status.
25. I agree that AIE may communicate electronically for all aspects of AIE services, including while sending electronic notices
26. I further understand that the institute 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 _____

If the student is less than 18 Years old at the time signing the document, this form should be signed by the Guardian as well.

Guardian Name: _____ Relationship to the student: _____

Guardian signature _____ Date _____

Should this document be returned by email in typed format, with all information given it will be deemed as being signed by the applicant. Digital signature accepted

STATEMENT OF PURPOSE

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;

Apply for the course/s by filling up the application form

- Send the application to Australian Institute of Entrepreneurship
- Provide all the details in regards to Academic and English Requirement requirements
- Submit this form along with Supporting Documents.

- Admissions team will review the documents for entry requirement and eligibility.
- Once entry requirement is fulfilled, admissions team will conduct an interview the student.
- During interview process, admissions team will fill in the Pre Enrolment / Training Review form and make a decision on the application about suitability of course.
- Where the students identifies additional support needs, such as LLN support and/or study support, this will be in line with the student Support Policy and Procedure

- We will send you a letter “OFFER OF ENROLMENT” and the “ENROLMENT ACCEPTANCE AGREEMENT”, along with all the Important Information electronically ex: - Student Handbook and Important links

You will read and sign the “offer letter” and send it back to AIE, along with Confirmation of Payment for us to issue a Confirmation of Enrolment (eCoE)

On receipt of the signed offer letter AIE, will send you the confirmation of Enrolment (eCoE), for you to apply for your student visa

Documents to be used in the process:

- Student Application form
- Pre-Training Review Form
- English proficiency – IELTS/ PTE/ AIE online test (Oxford Test) whichever applicable
- Academic qualifications
- Equivalent full-time relevant workplace experience (where applicable)
- LLN test
- Offer Letter
- eCOE