



## APPLICATION FORM (For admission as an International Student)

### PLEASE READ THESE INSTRUCTIONS CAREFULLY

This application form is divided into various sections. Complete and return this application form to either local representative of the institute in your home country or direct to: The Manager, AIFE PO BOX. 228 Main Street Blacktown NSW 2148 Australia

OFFICE USE ONLY

File Number:

**NOTE:** Application without necessary information cannot be processed

### Section 1 : Name & Contact Information

#### a. PERSONAL DETAILS

Title (Mrs/Mr/Ms/Miss/Dr)

Surname/Family Name BLOCK CAPITALS (As stated in Passport)

First Name (s)

Sex	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of Birth		
			DD	MM	YYYY

if under 18 years of age at program commencement date, please complete 'Guardianship Form', for details ask reception

#### b. ADDRESS DETAILS IN HOME COUNTRY

Street Name & Number

City/Suburb

State	Post Code
-------	-----------

Country

Phone (Area Code + Phone Number)

Mobile

Fax (Area Code + Phone Number)

#### c. MAILING ADDRESS (IF DIFFERENT FROM ABOVE)

Street Name & Number

City/Suburb

State	Post Code
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Country

Phone (Area Code + Phone Number)

Mobile (Area Code + Phone Number)

Fax (Area Code + Phone Number)

Email Address

### Section 2 : Visa Information

Country of Birth

Country of Citizenship

Passport Number

Are you currently living in Australia?  Yes  No

If NO, which country are you applying from?

Are you a permanent resident of Australia?  Yes  No

If you have an Australian visa, please detail visa type

Student  Visitor  Spouse

Other (Please specify class type and subclass number)

Type	Subclass
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If you hold a current passport and/or an Australian visa, please include a copy with this application.

Are you currently covered by Overseas Student Health Cover (OSHC)?  Yes  No

If YES, Please Provide

Provider Name

Membership Number	Expiry Date		
	DD	MM	YYYY

### Section 3: Agent Information

Are you applying through an agent?  Yes  No

If YES, Please Provide

Agent Name



Agent Location Suite - 908, Level - 9, 365 Lt Collins Street, Melbourne, Victoria 3000, Australia.

Phone: +61 3 9670 1140

Agent Contact I Fax: +61 3 9670 1142

Email: iaec@optusnet.com.au

If NO, Please Provide

How do you wish to apply for admission to AIFE?

KMB Institute of Sydney  Friend  Direct Enrolment

### Section 4: Application Information

Course Applied	
Course Code	
Duration	
Do you wish to apply for RPL/RCC?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If YES please fill in RPL/RCC form available at Reception or AIFE website <a href="http://www.aife.edu.au">www.aife.edu.au</a></i>	
Commencing Semester	
<input type="checkbox"/> January <input type="checkbox"/> April <input type="checkbox"/> July <input type="checkbox"/> October <input type="checkbox"/> Other (Please specify the exact Commencement Date) <input type="text"/>	

### Section 5 : English Language Proficiency

#### a. ENGLISH ABILITY

Is English your first language?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you planning to enroll or are currently enrolled in English language studies?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If YES, Please Specify</i>	
Institution	
Level	Date of Completion
	DD MM YYYY

#### b. ENGLISH LANGUAGE TEST SCORE

Have you taken an English Language test in the last six months?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If YES, Please Specify</i>	
Result (If not known please submit the results as soon as possible)	
Test Name	Test Date
	DD MM YYYY
<i>If NO, Are you planning to take test?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If YES, Please Specify</i>	
Institution	
Test Name	Test Date
	DD MM YYYY

### Section 6 : Qualifications

#### a. CURRENT STUDIES

Are you currently studying?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If YES, Please indicate the date your results will be available</i>	Date
	DD MM YYYY
Will you complete the program before commencing your new program at AIFE?	<input type="checkbox"/> Yes <input type="checkbox"/> No

#### b. SECONDARY SCHOOL STUDIES

*Please attached additional sheets if more space is required*

##### 1.

Qualification	Institution
Year Enrolled	Year Completed
DD MM YYYY	DD MM YYYY

##### 2.

Qualification	Institution
Year Enrolled	Year Completed
DD MM YYYY	DD MM YYYY

#### c. POST SECONDARY STUDIES

*Please attached additional sheets if more space is required*

##### 1.

Qualification	Institution
Year Enrolled	Year Completed
DD MM YYYY	DD MM YYYY

##### 2.

Qualification	Institution
Year Enrolled	Year Completed
DD MM YYYY	DD MM YYYY

##### 3.

Qualification	Institution
Year Enrolled	Year Completed
DD MM YYYY	DD MM YYYY

## Section 7 : Work experience / Occupation

Give details of work experience, training and employment. Continue on a separate sheet if necessary.

Job Title Duties of work/training	Name of organisation	From Month	Year	To Month	Year	FT or PT

## Section 8 : Attachments

*The following items must be included when you submit your application.  
Please refer to the brochures for details.  
(Applications which are submitted without necessary attachments will be delayed in processing.)*

### a. COMPULSORY ATTACHMENTS

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Certified Academic Transcripts | <input type="checkbox"/> Certified copies of Graduation Certificates | <input type="checkbox"/> Evidence of English Proficiency |
|---|--|--|

### b. OTHER ATTACHMENTS (IF APPLICABLE)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Portfolio                         | <input type="checkbox"/> Supplementary Documents /forms | <input type="checkbox"/> References from employers      |
| <input type="checkbox"/> Personal Statement                | <input type="checkbox"/> Resume                         | <input type="checkbox"/> Certified English Translations |
| <input type="checkbox"/> Guardianship Form (if applicable) | <input type="checkbox"/> Application Fees               | <input type="checkbox"/> Passport and Visa Copy         |

## Section 9 : Declaration

### I understand that:

- ✓ AIFE reserves the right to discontinue or alter any program, course/subject, fee, admission requirement, staffing or other arrangement without prior notice.
- ✓ Under the ESOS Act 2000, National Code, personal information I have provided to AIFE may be made available to Commonwealth and other state agencies and the ESOS Assurance Fund.
- ✓ I may access my own student records, subject to privacy legislation. (For more detailed information on AIFE privacy policy, please visit: [www.aife.edu.au](http://www.aife.edu.au)).
- ✓ Quoted annual fees are an estimate only, based on standard full time loads and will vary depending on program and plan (i.e. the actual enrolled load).
- ✓ Tuition fees are based on the minimum number of modules/units required to complete the award program, and tuition fees will increase if I need to repeat courses or undertake additional electives that will exceed the minimum requirement.
- ✓ The first instalment of fees is to be paid upfront. Penalties will apply if payment is not received by the due date. Tuition fees do not include the Overseas Student Health Cover (OSHC), administrative services charges, books/equipment and/or other materials required to undertake the program or compulsory activities where relevant (such as fieldwork, excursions or laboratories).The OSHC and application fee are non-refundable by AIFE.
- ✓ Students must apply directly to MediBank Private for possible refund of OSHC.
- ✓ I confirm that I have received and read a copy of the AIFE Course Information for International Students prospectus and fully understand the requirements of my selected course.
- ✓ I understand that as a requirement of an Australian student visa I may not change the education provider for the first 12 months of my main course of study.
- ✓ I understand that AIFE is required to notify Australian Immigration authorities about changes to my enrolment, and any breach of visa conditions relating to attendance and unsatisfactory progress.

*I declare that to the best of my knowledge the information supplied in this application and the documentation supporting my application is correct and complete and that any portfolio, personal statement or additional requirements are my own work. I acknowledge that the withholding of information or provision of incorrect documentation relating to my application may result in cancellation of any offer or enrolment by AIFE.*

Have you completed all sections of the application form and read and understood the declaration?  Yes  No

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Please refer to AIFE website [www.aife.edu.au](http://www.aife.edu.au) for International Student Refund Policy.

**Indo-Australian  
Education Centre**

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## HOW DID YOU HEAR ABOUT US? (To be completed by all applicants)

We would be grateful if you could let us know how you found about university. Please tick one box only)

### How did you hear about us?

<input type="checkbox"/> Visiting AIFE Staff Member(s)	<input type="checkbox"/> AIFE Alumni	<input type="checkbox"/> Newspaper/Magazine Advertisement
<input type="checkbox"/> AIFE Representative(s)	<input type="checkbox"/> Family/Friends	<input type="checkbox"/> AIFE Website
<input type="checkbox"/> Other Website	<input type="checkbox"/> IDP Education Australia	<input type="checkbox"/> Seminar
<input type="checkbox"/> Interview	<input type="checkbox"/> Education Exhibition	<input type="checkbox"/> Other

## Application Procedure (Please retain this page)

- When the Institute receives your Application Form, it will be assessed to determine whether you are suitable for entry to the Course of your choice.
- If you are accepted, the Institute will send an Offer Letter and receipt for your Application Fee (if applicable).
- If your application is accepted your offer letter will show how much you need to pay to accept the offer and a due date
- A place will not be guaranteed unless fees are paid and if the deposit is not paid by the due date the offer may lapse.
- When the Institute receives your deposit an official Institute receipt and Confirmation of Enrolment Form will be forwarded to you.
- You should then apply for the student visa at the Australian Consulate, Embassy, High Commission or Australian Education Centre in your home country.

## Fee Refund Policy

Category Required	Time application received by institute	Amount of refund for Formal courses	Documentary evidence
<b>A1.</b> Visa Refusal <b>A2.</b> Application Refusal	At any Time	All payments less \$230 for administrative charges	Original letter of rejection from the Australian authority
<b>B</b> Special Circumstances	<b>B1.</b> Prior to Commencement of Course	All payments less \$230 for administrative charges	✓ Evidence or proof to the satisfaction of the institute
	<b>B2.</b> After the course has commenced	In the case of B2 all remaining fees less 50%	✓ Letter from the student and original air ticket
<b>C1</b> Withdrawal	More than 28 days before course commences	All payments less 50% of 1 <sup>st</sup> Semester less agent fees if applicable	✓ C1 – Proof of Course Withdrawal from all the courses, original air ticket and letter from the student.
<b>C2</b> Transfer (subject to visa regulation)	28 days or less before course commences.	All payments less 50% of 1 <sup>st</sup> Semester less agent fees if applicable	✓ C2 – In this case an unconditional offer from another institute and a letter from student.
<b>C3</b> Rejection of Visa renewal	After course has commenced.	No refund	✓ C3 – Letter of rejection of Visa Renewal
<b>D</b> Cancellation of Course by the Institute	At any time	Full Refund	If transferring to another institute, the refund will be sent to the new institution.
<b>E</b> Visa Cancellation for Breach of Visa Condition	At any time	No Refund	None

### Notes:

- Refund will be paid in Australian Dollars directly into a nominated overseas bank account or sent by Cheque to your overseas address.
- Where ever possible, refund will be paid directly to your sponsor.
- For students under 18, the person acting as the caretaker is expected to act on the behalf of the students.
- The refund will be paid within the 4 weeks after receiving a written claim from the student or within 2 weeks of the institute cannot meet contract obligations with the student.



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