



# AIPE

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# APPLICATION FORM FOR INTERNATIONAL STUDENTS

CRICOS PROVIDER O2927C

## 1. PERSONAL DETAILS (in BLOCK letters)

Mr  Ms  Mrs  Miss  Dr  Other (please specify) \_\_\_\_\_

Given Name  Family Name

Date of Birth (DD/MM/YYYY)  Gender  Male  Female Nationality

Country of Birth  Passport Number

Expiry Date (DD/MM/YYYY)

Visa Type  Student  Tourist  Working Holiday  Other Visa Number

### Student's OVERSEAS Address

Unit No:   
Street No:   
Street Name:   
Suburb:   
State:   
Postcode:   
Telephone:   
Mobile:

### Student's AUSTRALIAN Address

Unit No:   
Street No:   
Street Name:   
Suburb:   
State:   
Postcode:   
Telephone:   
Mobile:

### AGENT'S Address

Unit No:   
Street No:   
Street Name:   
Suburb:   
State:   
Postcode:   
Telephone:   
Mobile:

Student's Email (mandatory):

Agent's Email (mandatory):

## 2. ENGLISH LANGUAGE COURSES

Course Name & CRICOS Code	Start Date	No. of Weeks
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Some courses are only available to students who have reached the required level. Please check on the AIPE website [www.aipe.edu.au](http://www.aipe.edu.au) for more information. All English language courses start on Monday (excluding public holidays) unless specified for example FCE. Note: You may be scheduled for a morning or afternoon session. This will be determined upon your arrival at the Institute.

2.1 Do you speak a language other than English at home?  If yes – please specify

2.2 What is your current level of English?

2.3 Have you ever studied English?  If yes, attach certified documentary evidence to this application form

2.4 If yes, please specify length of time (in months)  In which country?

2.5 Have you ever taken an official English language test?  If other – please specify

Overall Result  Month and Year Taken (MMM/YYYY)



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### 3. VOCATIONAL EDUCATION TRAINING COURSES

Course Name & CRICOS Code	Start Date
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Students applying for VET or Higher Education Programs must attach certified transcripts of previous qualifications and must be over 18 years of age at the time of course commencement. Please note that AIPE Management reserves the right to alter any student's timetable as per AIPE's requirements.

Cert IV in Project Management intake is available four times a year. For current and future intake dates please contact admissions at [admissions@aipe.edu.au](mailto:admissions@aipe.edu.au) or alternatively check the dates on the AIPE website [www.aipe.edu.au](http://www.aipe.edu.au) before making an application.

### 4. HIGHER EDUCATION PROGRAMS

Course Name & CRICOS Code	Intake Semester
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Students applying for Advanced Standing/RPL must attach certified transcripts of previous qualifications and/or experience. Please note that the Academic Director reserves the right to alter any student's timetable without prior notice.

### 5. SCHOOLING

5.1 Are you still attending secondary school?

5.2 What is your highest completed school level? (Tick ONE box only.)

- Year 12 or equivalent     
  Year 10 or equivalent     
  Year 8 or below  
 Year 11 or equivalent     
  Year 9 or equivalent

Never attended school –  
Go to question 6

5.3 In which year did you complete this school level?

### 6. PREVIOUS QUALIFICATIONS ACHIEVED

Have you successfully completed any of the following qualifications?

- Yes       No

If yes, then tick applicable boxes.

- 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  
 Other Qualification (please specify)

### 7. EMPLOYMENT

Of the following categories, which best describes your current employment status? (Tick ONE box only.)

- 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

### 8. REASON FOR STUDY

Of the following categories, which best describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only.)

- 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

### 9. EDUCATION

9.1 Have you previously studied in Australia?  No       Yes (please specify)

Please state your overseas qualifications in the columns below: (Please specify the most current qualification first)

Qualification	Institution	Start Date (DD/MMM/YYYY)	End Date (DD/MMM/YYYY)	Country	Transcript Attached?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



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9.2 Are you applying for advanced standing/credit?  No  Yes

(If yes, please see and attach the Recognition of Prior Learning Application Form (available from AIPE website and AIPE Campus Reception) and talk to your agent or the Institute. AIPE will charge a course credit processing fee of AU\$120 per unit of RPL offered.)

## 10. STUDENT SERVICES

Do you require Overseas Student Health Cover?   Single  Dual Family  Multi Family Duration

Airport Pick-up: Do you require airport pick-up?

\*Accommodation: Do you require assistance with accommodation?

Homestay:  Single Room  Share Room  With Meal  Without Meal

Share Accommodation:  Single Room  Double Room  Triple Room

If yes, please specify length of stay (minimum 4 weeks):  Accommodation Start Date (DD/MMM/YYYY)

Medical Conditions  Nil  Yes (please specify)

## 11. DISABILITY

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

If yes, then please indicate the areas of disability, impairment or long-term condition and clarify accordingly:

(Please select all that apply)

- Hearing/Deaf
- Physical
- Intellectual
- Learning
- Mental Illness
- Acquired Brain Impairment
- Vision
- Medical Condition
- Other

11.2 Would you like to receive advice on support services, equipment and facilities which may assist you?

## CALCULATION OF FEES

**Enrolment Fee	AU\$	<input type="text" value="200"/>
Course/s Fee	AU\$	<input type="text"/>
Airport Pick-up Fee	AU\$	<input type="text"/>
Health Cover	AU\$	<input type="text"/>
Accommodation	AU\$	<input type="text"/>
<b>Total</b>	AU\$	<input type="text"/>

### AIPE Bank Details:

**ACCOUNT NAME:** Australian Institute of Professional Education Pty Ltd

**ACCOUNT DETAILS:** BSB No. 062438 ACCOUNT No. 10192290

**BANK NAME:** Commonwealth Bank **SWIFT CODE:** CTBAAU2S

### Send Applications to:

[admissions@aipe.edu.au](mailto:admissions@aipe.edu.au) via email or post it to: Australian Institute of Professional Education, Level 5, 118 Walker Street, North Sydney, NSW 2060, Australia  
Phone: +61 (0) 8412 9300 Facsimile: +61 (0) 8412 9301

\* Homestay / Share Accommodation request and payments must be made for minimum 4 weeks. Minimum 2 weeks' notice period is required for organising Homestay / Share Accommodation

ELICOS course books and materials are charged at a maximum of AU\$150 with a minimum charge of AU\$50 for enrolments of 6 weeks. Students enrolling for 5 weeks or less have an option of purchasing ELICOS book/course material for a charge of minimum AU\$50.

Students are expected to purchase books for vocational and Higher Education programs in addition to the learning material provided by the institute. Suggested textbook prices for programs are \$100 to \$800 per academic year. Please email this application form along with the relevant documents to [admissions@aipe.edu.au](mailto:admissions@aipe.edu.au) or print and fax to +61 (2) 8412 9301

\*\* The Enrolment Fee should be submitted along with all due fees upon acceptance of a Letter of Offer and signed Contract through a cheque or money order drawn in favour of "Australian Institute of Professional Education". Students can also choose to pay with credit card. Please click on Online Fees Payment on the AIPE website and follow the prompts. A 2.5% credit card transaction fee will be applicable. All payments should be made in Australian currency by bank cheque or bank deposit and made before commencement of the course.



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## TERMS AND CONDITIONS OF ENROLMENT

- Upon being accepted in a course of study, you will be enrolled to start the first academic year of study. Progression to the next academic year is determined through assessment of your academic achievements, examination results, aptitude and attitude, all of which must be deemed satisfactory for your chosen program of study.
- In accordance with Australian Government and Student Visa regulations, you must maintain a minimum 80% attendance during your course of study. Non-attendance must be supported by appropriate documentation and failure to comply with this condition will result in your being reported to the DIAC. This may lead to the cancellation of your visa.
- By enrolling in a course of study at AIPE, you agree to pay all fees on or before the due dates. Course fee is subject to change without prior notice. Any such change will not affect any payment you have already made.
- Late payment of outstanding fees will attract a late fee and you may be suspended from classes until you have paid the fees due.
- You can apply for recognition of prior learning (RPL) and this will be assessed by the Institute. Successful recognition of prior learning, past qualifications or work experience may reduce the full course duration and tuition fees. Please refer to RPL conditions available on the AIPE website [www.aipe.edu.au](http://www.aipe.edu.au). RPL is conditional and incurs a charge of AUS\$120 per unit of RPL offered.
- If you complete your course but do not pay all the fees for that course, you will not be issued with your transcripts or qualifications until all outstanding monies have been paid in full.
- DIAC regulations permit deferral of studies by international students only in exceptional circumstances or for some other compassionate reason. You will be required to provide documentation supporting any deferral application.
- If you are under the age of 18 at the time of enrolment, your parent or guardian signing this Application Form accepts the liability for payment of all fees.
- In reference to the National Code 2007, AIPE will not enrol a student transferring from another provider without having completed the first six months of their principal course, except under special circumstances. If you chose to withdraw from AIPE before this period, any prepaid tuition fees will be non-refundable and non-transferable.
- As per Student Visa Condition, you MUST notify AIPE student services within 7 days of any change to your contact details that is your name, residential address, telephone numbers, contact email etc.

personal information will be kept confidential. AIPE will take reasonable steps to protect all personal information from misuse and loss due to unauthorised access, alteration or disclosure. Under the Freedom of Information Act 1982, you are able to access your student file by placing a request in writing and providing adequate identification. You must allow 48 hours for access to be provided. AIPE will also take reasonable steps to destroy or re-identify personal information if it is no longer needed. Upon signing this application form, you acknowledge and give consent for AIPE to provide your information to a Government or legislative body, as required under law. In these circumstances, the minimum amount of information required or requested will be disclosed. You consent to AIPE providing your personal information to the Australian Government, designated authorities and the Tuition Assurance Scheme's Manager. This information may include personal and contact details, course enrolment details and changes.

### REFUND POLICY

AIPE's refund policy applies to both commencing and re-enrolling students. All requests for a refund must be submitted on the appropriate refund application form and must be accompanied by official documentary evidence. Refunds apply only to tuition fees. The following are not refundable:

- Processing/administration fees of AUS\$200 for each course enrolment
- COE charge of AUS\$50 for each COE change
- Homestay Accommodation Placement fee
- Airport Pickup fee

Withdrawal from a subject/course  
Only course fees paid in advance prior to commencement will be refunded. No refund requests will be authorised after the course start date.

AIPE will respond within 14 days to written requests for refunds and make payment within 28 days from the refund approval date. Any bank fees, fines etc. incurred by AIPE as a result of misinformation, error etc. on your behalf will be passed on to you.

### 1. Total Refund

A total refund will only be granted if; **a.** AIPE is unable to provide the course; **b.** Provider Default; **c.** An offer of a place is withdrawn by AIPE; **d.** You are unable to obtain a visa from an Australian Diplomatic Office; **e.** Compassionate and or compelling circumstances

### 2. Partial Refund

The amount of partial refund is determined by the date of receipt of notice of withdrawal. Partial refunds will be given as follows:

Notice given by student	Refund Percentage
28 days or more before term commencement	70%
Less than 28 days but more than 7 days' notice	50%
7 days prior to course commencement	30%
6 days or less before the course commencement	No refund

False or misleading information in this application or during your course of study automatically disqualifies you from any refunds.

AIPE will refuse to provide a refund or continue to provide a course to you due to; **a.** Failure to pay an amount you were liable to pay to AIPE directly or indirectly in order to undertake a course; **b.** You breached a condition of your student visa; **c.** Misbehaviour by you

In the unlikely event that AIPE is unable to deliver a course in full, you will be offered a refund of all the course money paid to date. Alternatively, you may be offered enrolment in an alternative course by AIPE at no extra cost. If AIPE is unable to provide a refund or place you in an alternative course under the ESOS Act, the Tuition Protection Service (TPS) will place you in a suitable alternative course at no extra cost. You can choose to have a full refund or choose to pay more and go to an alternative provider. You will be advised of the default situation in advance, and will have a letter explaining how any refunds would be calculated. Such situations are covered by the provision of the Commonwealth Government ESOS Act 2000 and the ESOS Regulations 2001.

A comprehensive information sheet is available on the ESOS Framework and on the Tuition Protection Service (TPS) on the AIPE Website. This refund policy is available on AIPE's website [www.aipe.edu.au](http://www.aipe.edu.au). This refund policy forms part of enrolment information.

### ENTRY REQUIREMENTS

AIPE outlines strict entry requirements guidelines for all its programs. All such details including English language requirements are listed on the AIPE brochure or website under the course entry requirement schedule. To apply to AIPE programs you must comply with these entry requirements at the time of application and enrolment.

### DISCLAIMER

AIPE undertakes many recreational as well as activities of academic value for its students.

You permit AIPE to take pictures/videos of such activities and use them for AIPE's promotional purposes. These pictures and videos or any such material created involving you remains the property of AIPE and AIPE does not owe any monetary benefits for any promotional material that has been created.

### RIGHTS AND RESPONSIBILITIES

By attending AIPE, you acknowledge that the Institute is committed to protecting an individual's right to privacy in accordance with the Privacy Act 2001. Your information may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act and the National Code.

This agreement and the availability of the complaints and appeals processes does not remove your right to take action under Australia's Consumer Protection Laws.

### IN SIGNING THE AIPE APPLICATION FORM YOU UNDERSTAND AND AGREE TO THE FOLLOWING

- You have read and accept AIPE's Terms and Conditions of Enrolment and Refund Policy.
- You have the financial capacity to meet tuition fee commitments and agree to pay all fees as they are due.
- You will abide by the rules and regulations of AIPE.
- The information provided within all application documentation and the accompanying documentation is true and correct.
- AIPE is obliged by law to keep confidential student records on file for administrative purposes only.
- A copy of AIPE's Privacy Policy can be viewed on the Institute's website: [www.aipe.edu.au](http://www.aipe.edu.au)
- AIPE has permission to forward any relevant information regarding academic results, attendance and course progress at the Institute to parents/guardians/representing agents and employers/Human Resource departments in which industry training may be arranged.
- If you instruct an agent to complete this application on your behalf, you do so on the understanding that the agent is acting for you and as such it remains your responsibility to read and understand the Terms and Conditions of enrolment.
- Information provided may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and National Code 2007. This information includes contact and personal details, course enrolment details and changes to the circumstances of any suspected breach by the student of student visa conditions.

### PRIVACY STATEMENT

AIPE will only use personal information collected for the purpose for which it was provided. This

I agree with the terms and conditions stated above

A saved digital signature can be attached in the box.

Applicant's Signature

Guardian's Signature (if applicant under 18)

(Please attach Guardian Agreement form available on AIPE website)

Name

Date

Name

Date

## APPLICATION CHECKLIST

Completed all sections of the application form

### Application Checklist :

- Read and understood the terms & conditions
- Signed the application form
- Attached transcribed certified copies of your academic qualifications
- Attached evidence of English language proficiency
- Attached copies of valid passport
- Attached copies of current visa (if available)
- Attached University application form (if applying for pathway studies)
- Attached notification of Guardian form (if under 18)

Save As...

You can save this application form under a particular student name to come back and edit later

Print Form

Submit by Email