Domestic Student Application Form

Instructions:
Please complete this form fully in black or blue ink pen and attach certified photocopies of the documents requested – do not attach original documents.

Send the completed form to:
Enrolment Office – Australian Institute of Entrepreneurship
Level 1, 367 Victoria Street
Abbotsford VIC 3067
Phone: 61 03 9428 9432
Email: info@aiemel.vic.edu.au

Section – A: Personal Details

<table>
<thead>
<tr>
<th>Family Name (Legal name)</th>
<th>Givens Names (Legal name)</th>
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<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>Gender: Male</th>
<th>Female</th>
<th>Other</th>
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<table>
<thead>
<tr>
<th>Nationality</th>
<th>Country of Birth</th>
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Permanent Address

<table>
<thead>
<tr>
<th>Number and Street</th>
<th>Suburb / Town</th>
<th>State / Province</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
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Contact Details

<table>
<thead>
<tr>
<th>Home Phone</th>
<th>Mobile Phone</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Email Address</th>
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</table>

Postal Address

Use my Home address: [ ]
(If different from above)

<table>
<thead>
<tr>
<th>Number and Street</th>
<th>Suburb / Town</th>
<th>State / Province</th>
<th>Postcode</th>
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</table>

Emergency Contact Details

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Home Phone</th>
<th>Mobile Phone</th>
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<table>
<thead>
<tr>
<th>Email Address</th>
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</table>
Section B - Language and Cultural Diversity

In which country you were born?  

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

Do you speak a language other than English at home?

No, English only  
Yes, other – please specify

How well do you speak English?  
Very well  
Well  
Not well  
Not at all

Have you taken an IELTS test in the past 12 months? (Tick as applicable)

Academic Band Score  
General Band Score

Section C – Education Details

Are you still attending secondary school?

Yes  
No

What is your highest COMPLETED school level? (Tick one box only)

Year 12 or equivalent  
Year 11 or equivalent  
Year 10 or equivalent  
Year 9 or equivalent  
Year 8 or below  
Never attended school  
Year of Completion

Prior education achievement

Have you SUCCESSFULLY completed any of the following qualifications?

Yes  
If YES, then tick ANY applicable boxes below  
No  
go to the next question

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
Section D – Employment Details

Current Employment Status

- Full-time employee
- Part-time employee
- Employer
- Self-employed - not employing others
- Employed - unpaid worker in a family business
- Unemployed - seeking full time work
- Unemployed - seeking part time work
- Not employed - not seeking employment

Current Employment

Name of Employer
Start Date
End Date
Job Title

Previous Employment – If you believe you have relevant employment experience (Please attach certified copies of all employment certificates)

Section E – Study Reason

- To get a job
- To develop any 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

Section F - Course(s) Preferences

<table>
<thead>
<tr>
<th>Management</th>
<th>Course Title</th>
<th>Duration</th>
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<tbody>
<tr>
<td>BSB40415</td>
<td>Certificate IV in Small Business Management</td>
<td>26 Weeks</td>
</tr>
<tr>
<td>BSB60915</td>
<td>Advanced Diploma of Management (Human Resources)</td>
<td>52 Weeks</td>
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<tr>
<td>BSB61015</td>
<td>Advanced Diploma of Leadership and Management</td>
<td>52 Weeks</td>
</tr>
<tr>
<td>BSB50615</td>
<td>Diploma of Human Resource Management</td>
<td>52 Weeks</td>
</tr>
<tr>
<td>BSB51915</td>
<td>Diploma of Leadership and Management</td>
<td>52 Weeks</td>
</tr>
</tbody>
</table>

Intake Preference:
- Dec / Jan
- Feb / Mar
- Apr / May
- Jun / Jul
- Aug / Sept
- Oct / Nov
Year
Section G – Support Services

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

Yes ☐ Y  ☐ No

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 ☐

Are you seeking Credit Transfer/Recognition of Prior Learning?

☐ Yes  ☐ No

Section H – Checklist

Before submitting your application, please make sure you have:

☐ Completed all sections of this Application Form
☐ Attached certified academic transcripts (English translation as necessary)
☐ Attached evidence of your IELTS Score / other recognised English Exam result sheet
☐ Attached copy of your passport (including address details)
☐ Attached copy of Australian Visa and/or eCoE / PVA (if applicable)
☐ Attached relevant employment details (if applicable)

Section I – Educational Agent Details (AIE’s approved educational agent only)

<table>
<thead>
<tr>
<th>Agent’s Number</th>
<th>Company Name</th>
<th>Agent’s Stamp</th>
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Section J – Privacy statement and Applicant’s Declaration

I [NAME] ……………………………………………………………………………………………

1) Understand that the RTO 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.

2) 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. In particular, 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.

3) Understand that the information contained on my application form may be used by my RTO or the following third parties for administrative, regulatory and/or research purposes:
   • Government departments and agencies and authorised VET related bodies.
   • VET regulators.

4) Authorize Australian Institute of Entrepreneurship to check my visa status on VEVO

5) Authorize Australian Institute of Entrepreneurship to check IELTS result on IELTS Test Report Form verification service

6) Read and understood the RTO’s policies on “Student Fee and Refund Policy”, “Complaints and Appeals”, “Assessment” and other policies that are published on the college website or prospectus or student’s handbook.

7) Read and understood institute prospectus, flyers and/or relevant information on the institute website relating to my selected courses.

8) Declare that the information I have provided in this application form is true and correct. I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment or the withdrawal of any offer made by AIE.

Applicant’s Signature _______________________________________________ Date ______________________________

(Must be signed by a Parent or Legal Guardian if the applicant is under 18 years of age at time of application)

Parent / Legal guardian Signature _____________________________________ Date ____________________________