



OFFICE USE ONLY File Number:

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

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 Male Female

Date of Birth

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 (Area Code + Phone Number)

Fax (Area Code + Phone Number)

c. MAILING ADDRESS (IF DIFFERENT FROM ABOVE)

Street Name & Number

City/Suburb

State

Post Code

Country

Phone (Area Code + Phone Number)

Mobile

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

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

Section 3: Agent Information

Are you applying through an agent? Yes No

If YES, Please Provide

Agent Name

Agent Location

Agent Contact Number

Agent Official Stamp

If NO, Please Indicate

How do you wish to apply for admission to AIFE?

KMB Institute of Sydney Friend Direct Enrolment

Section 4: Application Information

Course Applied for

Course Code

Duration

Do you wish to apply for RPL/RCC?

Yes No

If YES please fill in RPL/RCC form available at Reception or AIFE website www.aife.edu.au

Commencing Term

January April July October

Other ((Please specify the exact Commencement Date)

Section 5 : English Language Proficiency

a. ENGLISH ABILITY

Is English your first language? Yes No

Are you planning to enroll or are you currently enrolled in English language studies? Yes No

If YES, Please Specify

Institution

Level

Date of Completion

b. ENGLISH LANGUAGE TEST SCORE

Have you taken an English Language test in the last six months? Yes No

If YES, Please specify

Result (If not known please submit the results as soon as possible)

Test Name

Test Date

If NO, Are you planning to take a test? Yes No

If YES, Please Specify

Institution

Test Name

Test Date

Section 6 : Qualifications

a. CURRENT STUDIES

Are you currently studying? Yes No

If YES, Please indicate the date your results will be available

Will you complete the program before commencing your new program at AIFE? Yes No

b. SECONDARY SCHOOL STUDIES

Please attached additional sheets if more space is required

1.

Qualification

Institution

Year Enrolled

Year Completed

2.

Qualification

Institution

Year Enrolled

Year Completed

3.

Qualification

Institution

Year Enrolled

Year Completed

c. POST SECONDARY STUDIES

Please attached additional sheets if more space is required

1.

Qualification

Institution

Year Enrolled

Year Completed

2.

Qualification

Institution

Year Enrolled

Year Completed

3.

Qualification

Institution

Year Enrolled

Year Completed

Section 7 : Work experience / Occupation

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

1.

Job Title Duties of work/training

Name of organisation

From

To

Full time Part time

2.

Job Title Duties of work/training

Name of organisation

From

To

Full time Part time

3.

Job Title Duties of work/training

Name of organisation

From

To

Full time Part time

4.

Job Title Duties of work/training

Name of organisation

From

To

Full time Part time

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

- Certified Academic Transcripts Certified copies of Graduation Certificates Evidence of English Proficiency

b. OTHER ATTACHMENTS (IF APPLICABLE)

- Portfolio Supplementary Documents /forms References from employers
 Personal Statement Resume Certified English Translations
 Guardianship Form (if applicable) Application fees 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).
- 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 6 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 documents are my own. 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 for International Student Refund Policy.

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 out about AIFE. Please tick one box only)

How did you hear about us?

- Visiting AIFE Staff Member(s) AIFE Alumni Newspaper/Magazine Advertisement
 AIFE Representative(s) Family/Friends AIFE Website
 Other Website IDP Education Australia Seminar
 Interview Education Exhibition Other

Application Procedure (Please retain this page)

1. 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.
2. If you are accepted, the Institute will send an Offer Letter and receipt for your Application Fee (if applicable).
3. If your application is accepted your Offer Letter will show how much you need to pay to accept the offer and a due date.
4. 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.
5. When the Institute receives your deposit an official Institute receipt and Confirmation of Enrolment will be forwarded to you.
6. 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
A1: Visa Refusal A2: Application Refusal	At any time	All payment less \$230 for	Original letter of rejection from the Australian authority
B: Special Circumstances	B1: Prior to Commencement of Course	All payments less \$230 for administrative charges	√ Evidence or proof to the satisfaction of the institute
	B2: After the course has commenced	In the case of B2 all remaining fees less 50%	√ Letter from the student and original air ticket
C1: Withdrawal	More than 28 days before	All payments less 50% of 1st semester less agent fees if applicable	√ C1 - Proof of Course Withdrawal from all the courses, original air ticket and letter from the student
C2: Transfer (subject to visa hregulation)	28 days or less before course commences	All payments less 50% of 1st semester less agent fees if applicable	√ C2 - In this case an unconditional offer from another institute and a letter from student
C3: Rejection of Visa renewal	After course has commenced	No refund	None
D: Refund if the provider defaults	At any time	Full refund	If transferring to another institute, the refund will be sent to the new institution.
E: Visa Cancellation for Breach of Visa Condition	At any time	No refund	None

Notes:

- i. Refund will be paid in Australian Dollars directly into a nominated overseas bank account or sent by Cheque to your overseas address.
- ii. Wherever possible, refund will be paid directly to your sponsor.
- iii. For students under 18, the person acting as the caretaker is expected to act on behalf of the students.
- iv. The refund will be paid within 4 weeks after receiving a written claim from the student or within 2 weeks of the institute being unable to meet contract obligations with the student.
- v. In the unlikely event of default by Austech Institute for Further Education Pty Ltd trading as Austech Institute for Further Education, such situations are covered by the provisions of the ESOS Act 2000 and ESOS Regulations 2001.
- vi. AIFE Dispute resolution process does not circumscribe the student's right to pursue other legal remedies.
- vii. Please contact Administration Department at Level 3, 168 Liverpool Road Ashfield 2131 Sydney NSW Australia if you change your address or contact details.