



INTERNATIONAL STUDENT APPLICATION FOR ADMISSION 2016 - 2018

STUDENT DETAILS

Have you previously studied at AIH Higher Education?	Yes	No	
If yes, when did you leave AIH Higher Education?		What was your student ID?	
Family Name:			
Given Name:			
Gender:	Male	Female	
Date of Birth:			
Passport Number:			
Visa Type:	Student	Tourist	Other
Email address:			
Permanent Home Address:			
Address while Studying in Australia:			
Phone (with area code):			
Mobile:			
DIBP Office:			
SPECIAL NEEDS			
Do you have a disability, impairment or long term medical condition which may affect your studies?	Yes	No	
If yes, please indicate the areas of impairment:	Hearing	Vision	Learning
	Mobility	Medical	
If you have special needs, would you like to receive advice on support services, equipment and facilities which may assist you?	Yes	No	
OVERSEAS STUDENT HEALTH COVER (OSHC)			
Would you like us to arrange health cover for you?	Yes	No	
If yes, which type of cover would you like?	Single	Couple	Family
To obtain a quote for OSHC premiums, please go to www.bupa.com.au (you will be required to hold OSHC for the duration of your intended visa)			
OFFICE USE ONLY			
Enrollment fee			
Tuition fee			
OSHC (years, months)			
Other			
Total			

EDUCATION BACKGROUND

What is your highest completed secondary school level?	Year 12	Year 11	Year 10 or lower
Have you completed any post secondary study?	Yes	No	
	Completed	Year	
Certificate IV or Foundation Studies			
Diploma or Advanced Diploma			
Undergraduate Degree			
Postgraduate Degree			

ADVANCED STANDING

Do you wish to apply for Advanced Standing?	Yes	No
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(Please provide your original or verified academic transcripts for assessment)

ENGLISH LANGUAGE PROFICIENCY

Please indicate which of the following English Language Tests you have taken

IELTS	TOEFL	PTE	Other
Result:		Year:	

Students who have not attained the required English Language entry requirement may study an IELTS Preparation or English for Academic Purposes program with an ELICOS provider. Admission will only be granted when students have demonstrated the required English language proficiency of IELTS 6.0 (Academic) or equivalent.

ENROLMENT DETAILS (enrollment fee \$200 non-refundable)

	CRICOS Code	Duration	Semester Fee
Bachelor of Accounting	069573C	3 years	\$7,600
Bachelor of Business	069532B	3 years	\$7,600
Diploma of Business Information Systems	083129G	1 year	\$7,600
Associate Degree in Business Information Systems	083130C	2 years	\$7,600
Bachelor of Business Information Systems	083131B	3 years	\$7,600

INTAKE DATES

5 December 2016 #	6 March 2017	31 July 2017
27 November 2017 #	5 March 2018	30 July 2018
26 November 2018 #	# student to commence in summer program	

Student Signature:	
Date	

The Australian Institute of Higher Education is listed as a Higher Education Provider on the Tertiary Education Quality and Standards Agency's National Register of Higher Education Providers, provider number (PRV12013). ABN 701173349256. CRICOS Provider No. 03147A.

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Terms and Conditions of Enrolment

Privacy Statement

The information collected in this form is required to facilitate your enrolment and will be handled and stored in line with the AIH Higher Education *Privacy and Personal Information Procedures*. AIH reserves the right to verify any of the details you have provided on this form in order to assess your application.

Personal and Contact Details

Students have an obligation to notify AIH Higher Education as soon as practicable of a change of address while enrolled in a course at AIH Higher Education. Personal information about international students studying with AIH Higher Education may be shared with the Australian Government and designated authorities, including the Tuition Protection Service (TPS). This information includes personal and contact details, course enrolment details and changes, and the circumstance of any possible breach of a student's visa condition. Please refer to the AIH *Management of Personal Information Policy* on the AIH Higher Education website for further information.

Expulsion

The Institute reserves the right to expel students for any serious breaches of the conditions of student visa conditions, academic misconduct, and/or non-academic misconduct.

Fees, Course and Timetables

- The Institute reserves the right to vary its fees at any time.
- Timetables are subject to change. Students are enrolled into their units each semester according to their course sequence, course structure, prerequisites, and advanced standing awarded. This may entail different number of days and times they have to be on campus each semester according to each semester's timetable.
- Students who meet course entry requirements are not allowed to defer to undertake another course at another institution once the semester has commenced.
- In relation to suspension, once a semester has commenced, any suspensions will require a payment of tuition fees for 4 units, and no tuition fees will be credited toward the following semester. The student then has to pay another 2 units of fees in order to commence the following semester. However, if AIH is notified in writing and a Suspension Application Form is filled in before the semester commences 2 units' fees have to be paid and credited toward the following semester.
- Continuing students who wish to terminate must submit their application before the semester has commenced. Continuing students who apply to terminate their course after the semester has commenced is liable for the whole semester's fee.
- All requests for deferrals, suspensions and terminations have to be approved by AIH Senior Management.

Course Requirements and Payment Policy

- Prospective students must provide evidence of 6.0 IELTS (Academic) or equivalent to commence their principal course (please refer to section 8.1 Entry Requirements, AIH Student Admission Policy), as well as the academic entry requirements.
- Change of course incurs a \$100 administration fee and must be requested before the semester commences (before or during orientation).
- Commencing students must complete and pay a minimum of 4 units of the principal course before applying to transfer to another provider.
- If the student has nominated an authorised agent, AIH Higher Education will honour that agent until the completion of the enrolled course.
- Tuition fees are to be paid in accordance with the payment schedule as set out in the Letter of Offer and Acceptance.
- COEs will only be issued once payment has been cleared and appears in AIH's bank account.
- Students have to commence their course within the agreed starting date as entered in their COE's or the Australian government may be notified of the student's default.
- A student's enrolment can be cancelled due to unsatisfactory course progress, non-attendance, academic misconduct or non-academic misconduct.
- Debt collectors may be engaged to recover any unpaid fees. Credit assessment agencies may be notified.
- Students who have not paid the required tuition fees by the due date will be sent a letter warning them of their non-financial status. If the student does not pay by the specified date, their enrolment will be cancelled and the student may be reported to DIBP for "non-payment of fees".
- Students may apply for a reinstatement of enrolment subject to the approval of AIH. A reinstatement fee will apply.

* DIBP = Department of Immigration and Border Protection

Not Meeting the Conditional Offer Requirements

When a prospective international student receives an AIH Higher Education Conditional Offer based on providing evidence of educational and/or English entry requirements and has been unable to provide evidence by the scheduled intake date, the following will occur:

- The prospective international student's original course intake date may be deferred to the next semester's intake date provided that the required evidence of educational entry requirements are submitted prior to the semester's intake date. In this instance, all prepaid student fees for the AIH Higher Education course will be transferred to the new intake start date and students will be required to extend their student visa to accommodate the revised end date of their studies.
- If after one semester of deferral, the prospective student has still not achieved the required educational entry requirements, AIH Higher Education may withdraw the Conditional Offer and provide students with a refund of all fees except the enrolment fee (please refer to the below). This will allow the student to find alternative study arrangement with the conditions of the *AIH Refund Policy* implemented. AIH may also defer the student for another semester with a prepayment of 4 units of tuition fees which will be fully credited to the semester when the student commences.

Refund Policy

- All applications for refunds must be made using the AIH Refund Request Form, and submitted to Accounts for processing.
- No refund on tuition fees will be made to students who cancel / terminate the course after it has commenced.
- All refunds will be paid within 28 days from the date of receipt of the written claim by the student or parent or guardian of student under 18 years of age as detailed below:

- If a student's visa has been rejected, all course fees paid such as tuition fees and the Student Health Cover (OSHC) will be refunded in full provided certified evidence of DIBP is supplied.
- If a notice of claim is received 27 days or fewer before the course commencement date, 50% of the tuition fees will be refunded if 4 units of tuition fees are already received by AIH.
- If a notice of claim is received 28 days or more before the course commencement date, 70% of the tuition fees will be refunded if 4 units of tuition fees are already received by AIH.

- If a student has been reported to DIBP for breaching AIH's rules or visa conditions, such as unsatisfactory course progress, no refund will be provided.
 - Enrolment fees are non-refundable under any circumstances.
 - AIH will not authorise tuition fee transfers to any other institution or to other students.
 - If AIH is unable to run an advertised course for any reason, students can transfer to another AIH course or alternatively will receive a 100% refund of unexpended amount. Refunds made in these circumstances will be paid within 14 days of the provider default in line with ESOS requirements.
 - A letter will be provided to each student who requests a refund showing how the refund amount has been calculated.
 - AIH reserves the right to not process / issue any student's requests including statements of results or any other documents on the basis of outstanding fees.
- Please note:** fees paid for COE issuance comprising tuition fees for 2 units is non-refundable except in the case of visa rejection. There is also no refund of fees if the visa is rejected on the basis of fraud as determined by the Department of Immigration and Border Protection.

Advanced Standing

AIH has an accessible process for the granting of Advanced Standing with respect to specific units on the basis of prior formal studies, professional work or life experience and in line with the Australian Qualifications Framework. Please refer to the *AIH Advanced Standing Policy and Procedure* on the AIH website for further details.

Grievance Procedure

Students are entitled to have a personal representative present at any stage during the grievance procedure. If the student is dissatisfied with the outcome of the AIH Higher Education grievance resolution procedure (internal appeal), then they can access an external appeal process through the OVERSEAS STUDENTS OMBUDSMAN or any other external agency to express their concern. Please visit the following website to access the OVERSEAS STUDENTS OMBUDSMAN's external review process: <http://www.oso.gov.au/making-a-complaint/>

This agreement, and the availability of complaints and appeals processes do not remove the right of the student to take action under Australia's consumer protection laws.

Conditions to Defer Commencement of a Course

Students are allowed to defer the commencement of a course on medical grounds or other exceptional compassionate circumstances. Please refer to the *International Student Deferment, Suspension and Cancellation of Study Policy and Procedure* on the AIH Higher Education website for further details.

- If a student defers to remain with a "Preferred Provider", the student pays a 50% deposit. If the student changes to a non "Preferred Provider" the student has to pay 100% of the next semester's fees.
- If the student defers with the "Preferred Provider" for the first time, there is the same 50% deposit; 2nd deferral is 100%, and 3rd or more deferrals will result in cancellation of CoE.

AIH Higher Education Policies (please refer to the AIH website www.aih.nsw.edu.au for further details)

<i>Student Admission Policy</i>	<i>International Student Transfer</i>	<i>Student Consultation Policy</i>	<i>Student Assessment Policy</i>
<i>International Student Deferment, Suspension and Cancellation of Study Policy and Procedure</i>	<i>Student Progression, Exclusion and Graduation Policy and Procedure</i>	<i>Management of Personal Information Policy</i>	<i>Advanced Standing Policy and Procedure</i>
<i>ESOS Compliance Framework Policy</i>	<i>Critical Incident Management Plan</i>	<i>Scholarly Activity Policy</i>	<i>Intellectual Property Policy</i>
<i>Ethical Conduct Policy</i>	<i>Academic Misconduct Policy</i>	<i>Refund Policy</i>	
<i>Student Grievance Handling and Resolution Policy and Procedure</i>	<i>Mainstreaming Communication Policy</i>	<i>Quality Management and Continuous Improvement Policy and Procedure</i>	

Indemnity Declaration

By signing this declaration, the student agrees that the Australian Institute of Higher Education Pty Ltd, its officers, teachers, employees, representatives and agents shall not be held responsible and/or be under any liability as far as permitted by the laws of Australia and/or will not make any claim against them for the student's death, bodily injury, disability, loss, damages and/or property damage which may be sustained by the student and/or which may be caused by attendance at any premises owned/leased, operated or controlled by the Australian Institute of Higher Education, the student attending activities and/or excursions and/or in any accommodation arranged for the student. Furthermore, the student agrees to pay for any excursions or activities organised by or on behalf of the Australian Institute of Higher Education.

I declare that all of the information given is current, correct and accurate. I have read and accepted the Terms and Conditions and agree to be bound by them. I hereby apply for enrolment into AIH Higher Education and declare that the information I have provided in this form is correct. I understand that information about me and the study I undertake may be disclosed as described in the Privacy Statement or otherwise as required by law.

I agree for AIH to use my name and/or image for possible use in educational related marketing and promotional materials.

Admissions Office Use Only	<i>Enrollment form completed</i>	
	<i>English Requirements Checked</i>	
	<i>Academic Requirement Checked</i>	
	<i>Agent Valid</i>	
	<i>Date Assessed</i>	
	<i>Assessed by</i>	
	<i>Offer Category Issued</i>	

Revision:	14	Effective Date:	1 September 2016
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Student Signature:	
Date:	
Agent Company Name:	
Counsellor Name:	
Agent Email:	