ADELAIDE INSTITUTE of BUSINESS & TECHNOLOGY

Domestic Student Application Form

To complete this form:

- Answer all questions on the form
- Use BLOCK LETTERS and tick check boxes where applicable.

Please return form by email to apply@aeg.edu.au OR In-Person:

Adelaide: Level 5, 127 Rundle Mall
Adelaide SA 5000 Australia

Melbourne: Level 6, 350 Queen Street,
Melbourne, VIC 3000

1. Personal Details

Title	Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other _____		
Family Name		Given Name	
Date of Birth (DD/MM/YYYY)		Gender	M ☐ F ☐ Others: _____
Applicant Address in Australia		State	
		Postcode	
Telephone Number		Mobile Number	
Email		Alternative email	
Applicant's Address in Home Country			
Country		Postcode/ ZIP Code	
Are you of Aboriginal or Torres Strait Islander origin?	Yes ☐ No ☐ If yes, please specify: _____		
Telephone Number		Mobile Number	
Email		Alternative email	

2. Passport and Visa Details

Passport Number		Expiry Date	
Country of Passport			

What type of visa are you currently holding *(if currently holding a visa)*?

**If currently enrolled with any other education provider, please provide a copy of your current student visa and all eCoEs that you are holding with your application.*

☐ *Student Visa, Subclass _____

☐ Visitor Visa

☐ Working Holiday Visa

☐ Work and Travel Visa

☐ Other, please specify _____

Visa Expiry Date:	

3. Parent/Guardian Details (If Applicant is under 18 years of age)

Full Name		Relationship	
Address			
State and Country		Postcode / ZIP	
Mobile Number		Email	

4. Emergency Contact Details

Full Name		Relationship	
Address			
State and Country		Postcode / ZIP	
Mobile Number		Email	

5. Employer / Agency Contact Details *(if an agent is assisting with enrolment)*

Employer / Agency Name		Contact person	
Address			
State and Country		Postcode / ZIP	
Mobile Number		Email	

6. Disability and Medical Conditions

Do you consider yourself to have a disability, impairment, or long-term condition?	Yes ☐ No ☐

If yes, please select the area(s) in the following list:

☐ Hearing impairment ☐ Physical ☐ Intellectual

☐ Learning ☐ Vision ☐ Others: _____

Is there anything that may impact your studies that you would like us to be aware of? *You may share any relevant information to help us understand your learning needs and provide appropriate support throughout your studies.*

7. Previous qualifications achieved

Have you SUCCESSFULLY completed any qualification in the past?	☐ Yes, please indicate below. ☐ NO, skip to section 8

Institution/ School	Name of Award/ Qualification	Year completed OR expected to be completed	Language of Instruction	Country

8. Language and English Proficiency

Country of Birth		Citizenship	
Do you speak other languages than English? If yes, please indicate:			
English language proficiency test results (E.g., IELTS, TOEFL, PTE)		**Score:**	**Date:**
Other (provide details)			

9. Credit Transfer (CT) and Recognition of Prior Learning (RPL)

Will you apply for CT or RPL? An application can be submitted after enrolment	Yes ☐ No ☐

10. Accommodation/ Airport Transfer and Overseas Student Health Cover (OSHC)

Do you wish Adelaide Institute of Business and Technology to arrange your accommodation?	☐ Yes ☐ No ☐ Maybe - I'd like more information
Do you wish to be met at the airport and transferred to your accommodation?	☐ Yes ☐ No ☐ Maybe - I'd like more information
Do you wish for Adelaide Institute of Business and Technology to apply for your OSHC? **Note: To apply for any student visa, all students must have OSHC.*	☐ Yes, I would like **AIBT** to arrange my OSHC ☐ No, I or my agent will arrange my OSHC

----------GO TO NEXT PAGE----------

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Qualification Selection

Commencement Term ***(Tick one box only)***: ☐ Term 1 (February) ☐ Term 2 (April) ☐ Term 3 (July) ☐ Term 4 (October)

* Other Date: _____

May be outside normal term dates and may include starting with online or self-paced learning

Campus Location	☐ Adelaide Campus	☐ Melbourne Campus

ELICOS Program

☐ English for Academic Purposes - Elementary to Advanced (ELICOS)

Number of weeks: _____

Information Technology Courses	Business Courses
☐ ICT30120 Certificate III in Information Technology	☐ BSB30120 Certificate III in Business
☐ ICT40120 Certificate IV in Information Technology	☐ BSB30220 Certificate III in Entrepreneurship and New Business
☐ ICT50220 Diploma of Information Technology	☐ BSB40120 Certificate IV in Business
☐ ICT60220 Advanced Diploma of Information Technology	☐ BSB40320 Certificate IV in Entrepreneurship and New Business
Hospitality Courses	☐ BSB50120 Diploma of Business
☐ SIT30821 Certificate III in Commercial Cookery	☐ BSB50420 Diploma of Leadership and Management
☐ SIT40521 Certificate IV in Kitchen Management	☐ BSB60420 Advanced Diploma of Leadership and Management
☐ SIT50422 Diploma of Hospitality Management	☐ BSB60120 Advanced Diploma of Business
☐ Barista Course (Short Course)	☐ BSB80320 Graduate Diploma of Strategic Leadership
Health and Services Courses	☐ BSB80120 Graduate Diploma in Management (Learning)
☐ CHC33021 Certificate III in Individual Support	☐
☐ CHC52025 Diploma of Community Services	

TESOL Course

☐ 11109NAT Graduate Diploma of Teaching English to Speakers of Other Languages

Pathway Courses

☐ Diploma of Business pathway to Bachelor of Business with Adelaide Institute of Higher Education (AIHE)

☐ Graduate Diploma of Management (Learning) pathway to Master of Business Administration with Adelaide Institute of Higher Education (AIHE)

* Follow the link below for AIHE's online application - How to Apply (aihe.sa.edu.au)

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Application Checklist

Provide a copy of the following documents with your application (you will need to bring the originals to your orientation day for verification). Please tick those that you are providing.

- ☐ Completed all sections of this application form
- ☐ Copy of your passport or any government issued photo ID
- ☐ Copy of your visa (if applicable)
- ☐ Copies of your highest qualification
- ☐ Any other documents to support your application
- ☐ If authorising AIBT to apply for a USI on your behalf, note you will be required to provide additional documentation to AIBT after commencing your course.

PRIVACY NOTICE

Adelaide Institute of Business and Technology is required to collect personal information about you and to disclose that personal information to third parties including the National Centre for Vocational Education Research Ltd (NCVER) and other agencies or organisations.

Your personal information (including the personal information contained on this enrolment form, your training activity data, and any personal information you provide to AIBT during the period of your enrolment) may be used or disclosed by **Adelaide Institute of Business and Technology** for statistical, regulatory, research, and service delivery purposes. **Adelaide Institute of Business and Technology** may disclose your personal information for these purposes to third parties, including:

- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys;
- Researchers; and
- Employers hosting students for work placement.

Personal information disclosed to third parties may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information;
- administering VET, including program administration, regulation, monitoring and evaluation; and
- organising, administering, managing, and completing compulsory work placement activities.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent, or third-party contractor. You may opt out of the survey at the time of being contacted. NCVER will collect, hold, use, and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

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Unique Student Identifier

From 1 January 2015, AIBT can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course **if you do not have a Unique Student Identifier (USI).** If you have not yet obtained a USI you can apply for it directly at **https://www.usi.gov.au/students/get-a-usi** on a computer or mobile device, alternatively, AIBT can apply one for you on your behalf with your permission

Enter your Unique Student identifier (if you already have one)

☐ I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx

☐ I understand that I may receive one or more surveys from National Centre for Vocational Education Research (NCVER).

☐ I consent to AIBT applying for a USI on my behalf, and for AIBT to use my personal information as necessary for this purpose.

Student Declaration and Consent *(please tick all)*

☐ I declare that the information I have provided is true and correct to the best of my knowledge.

☐ I authorise AIBT Pty Ltd to collect, store and use my personal information in accordance with the Privacy Act 1998.

☐ I authorise AIBT Pty Ltd to make relevant enquiries where necessary and in accordance with legislation regarding my academic qualifications and any work experience related to my application for undertaking a course of study.

☐ I understand that I may at any time revoke my authorisation for AIBT Pty Ltd to release my information to third parties by notifying AIBT Pty Ltd in writing and that implementation cannot be retrospective.

☐ I have read and understand the Student Handbook (Domestic Student Handbook)

☐ I have read and understand the AIBT Refund Policy (AIBT Refund Policy)

☐ I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Student Signature:		**Date**:	
Student Name:			
Parent / Guardian Signature:		**Date**:	
Parent / Guardian Name:			