

# APPLICATION FORM FOR DOMESTIC STUDENTS

www.aipe.edu.au

# AIPE



## 1. Important Information:

- a. This form must be used by an Australian citizen, an Australian permanent resident or a New Zealand citizen only.
- b. All fields must be completed at the time of submission of application form.
- c. Please use a black pen and write in CAPITAL LETTERS only.
- d. All applicants must submit certified copies\* of all academic qualifications including academic transcripts, a detailed resume (if a mature-aged applicant 35 + years old), a certified copy of IELTS or TOEFL results (if required) and any other official document concerning any change in identification.
- e. Please tick boxes as required.

\*For the purpose of application a certified copy is a photocopy signed by a Justice of the Peace or issuing authority or AIPE Student Services staff with complete credentials

### 1.1. Send completed application via email, post or fax to:

**Australian Institute of Professional Education,**  
Level 2, 5 & 6, 118 Walker Street, North Sydney, NSW 2060, Australia  
**Phone:** +61 (0) 8412 9300 **Fax:** +61 (0) 8412 9301 **Email:** [admissions@aipe.edu.au](mailto:admissions@aipe.edu.au)

## 2. 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  Driver's Licence Number/Photo ID Number

Expiry Date (DD/MM/YYYY)

### 2.1 Student's Home Address

Street No:

Street Name:

Suburb:

State:

Postcode:

Telephone:

Mobile:

### 2.2 Student's Postal Address (if different from home address)

Street No:

Street Name:

Suburb:

State:

Postcode:

Email (Mandatory):

### 2.3 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

### 2.4 Would you like to receive advice on support services which may assist you?

- Yes                       No

### 2.5 Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often.)

- Yes, other - Please specify                        No, English only

### 2.6 Have you taken any English language test?

- No                       Yes (Please specify)

- IELTS                       TOEFL                       Cambridge First Certificate                       Other (Please specify) \_\_\_\_\_

Result

Date

\*Attach certified copy of the English test results.

**3. Disability**

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

Yes  No

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

(You may indicate more than one area.)

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

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

Yes  No

**4. AIPE's Vocational Education Training Courses**

| 4.1 Course Name                                  | Preferred Commencement Date |
|--|-----------------------------|
| Certificate IV in TESOL [30920QLD]               | <input type="text"/>        |
| Certificate IV in Accounting [FNS40610]          | <input type="text"/>        |
| Certificate IV in Bookkeeping [FNS40210]         | <input type="text"/>        |
| Diploma of Accounting [FNS50210]                 | <input type="text"/>        |
| Advanced Diploma of Accounting [FNS60210]        | <input type="text"/>        |
| Certificate IV in Business Fast Track [BSB40207] | <input type="text"/>        |
| Certificate IV in Business [BSB40207]            | <input type="text"/>        |
| Diploma of Business [BSB50207]                   | <input type="text"/>        |
| Advanced Diploma of Business [BSB60207]          | <input type="text"/>        |
| Diploma of Marketing [BSB51207]                  | <input type="text"/>        |
| Advanced Diploma of Marketing [BSB60507]         | <input type="text"/>        |
| Diploma of Management [BSB51107]                 | <input type="text"/>        |
| Advanced Diploma of Management [BSB60407]        | <input type="text"/>        |
| Diploma of Management (HR) [BSB50607]            | <input type="text"/>        |
| Advanced Diploma of Management (HR) [BSB60907]   | <input type="text"/>        |
| Diploma of Tourism [SIT50107]                    | <input type="text"/>        |

*Students applying for VET 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 the Academic Director reserves the right to alter any student's timetable without prior notice.*

**4.2 Course Commencement Dates:**

|                  | Certificate IV in Business (Fast Track) |           | Certificate IV in Business |           | Certificate IV in Accounting Certificate IV in Bookkeeping Diploma and Advanced Diploma Courses |           | Certificate IV in TESOL |           |
|------------------|---|-----------|----------------------------|-----------|---|-----------|-------------------------|-----------|
| 2012 Start Dates | 3-Jan-12                                | 25-Jun-12 | 3-Jan-12                   | 25-Jun-12 | 16-Jan-12   | 9-Jul-12  | 30-Jan-12               | 18-Jun-12 |
|                  | 16-Jan-12                               | 9-Jul-12  | 16-Jan-12                  | 9-Jul-12  | 20-Feb-12   | 13-Aug-12 | 5-Mar-12                | 23-Jul-12 |
|                  | 6-Feb-12                                | 30-Jul-12 | 6-Feb-12                   | 30-Jul-12 | 9-Apr-12  | 1-Oct-12  | 9-Apr-12                | 27-Aug-12 |
|                  | 20-Feb-12                               | 13-Aug-12 | 20-Feb-12                  | 13-Aug-12 | 14-May-12   | 5-Nov-12  | 14-May-12               | 1-Oct-12  |
|                  | 12-Mar-12                               | 3-Sep-12  | 12-Mar-12                  | 3-Sep-12  |   |           |                         |           |
|                  | 26-Mar-12                               | 17-Sep-12 | 26-Mar-12                  | 17-Sep-12 |   |           |                         |           |
|                  | 16-Apr-12                               | 8-Oct-12  | 16-Apr-12                  | 8-Oct-12  |   |           |                         |           |
|                  | 30-Apr-12                               | 22-Oct-12 | 30-Apr-12                  | 22-Oct-12 |   |           |                         |           |
|                  | 21-May-12                               | 12-Nov-12 | 21-May-12                  | 12-Nov-12 |   |           |                         |           |
|                  | 4-Jun-12                                | 26-Nov-12 | 4-Jun-12                   | 26-Nov-12 |   |           |                         |           |

**4.3 Course Fees 2012/2013**

| Certificate IV in Business and Certificate IV in Business (Fast Track)* | Certificate IV in Accounting Certificate IV in Bookkeeping Diploma of Accounting Advanced Diploma of Accounting* | Diploma Courses*                 | Advanced Diploma Courses*        | Certificate IV in TESOL*         |
|---|--|----------------------------------|----------------------------------|----------------------------------|
| AU\$2550 + AU\$200 Enrolment Fee  | AU\$5075 + AU\$200 Enrolment Fee   | AU\$5820 + AU\$200 Enrolment Fee | AU\$6300 + AU\$200 Enrolment Fee | AU\$3300 + AU\$200 Enrolment Fee |

\*Any certificate or diploma unit of study that needs to be undertaken a second time will require payment of the relevant unit fee. Changes to fees, dates and information can be made at any time without prior notice. Please visit [www.aipe.edu.au](http://www.aipe.edu.au) for the most up-to-date information.

\*Packaged special fees applies for Diploma and Advanced Diploma courses.

#### 4.4 Calculation of Fees

|                |      |                                  |
|----------------|------|----------------------------------|
| *Enrolment Fee | AU\$ | <input type="text" value="200"/> |
| Course/s Fee   | AU\$ | <input type="text"/>             |
| Miscellaneous  | AU\$ | <input type="text"/>             |
| <hr/>          |      |                                  |
| <b>Total</b>   | AU\$ | <input type="text"/>             |

#### 4.5 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:** CTBAU2S

Suggested textbook prices for Programs are AU\$100 to AU\$400 per academic year. Students are expected to purchase recommended books for the course.

\* The Enrolment Fee should be submitted along with all due fees upon acceptance of a Letter of Offer and signed Contract through a cheque, bank transfer 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.

### 5. Schooling

#### 5.1 Are you still attending secondary school?

Yes  No

#### 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 that school level?

### 6. Previous Qualifications Achieved

#### 6.1 Have you SUCCESSFULLY completed any of the following qualifications? (Tick all that apply)

|  |   |   |
|--|---|---|
| <input type="checkbox"/> Bachelor Degree or Higher Degree                    | <input type="checkbox"/> Advanced Diploma or Associate Degree   | <input type="checkbox"/> Diploma (or Associate Diploma) |
| <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician) | <input type="checkbox"/> Certificate III (or Trade Certificate) | <input type="checkbox"/> Certificate II                 |
| <input type="checkbox"/> Certificate I                                       | <input type="checkbox"/> Certificates other than the above      |   |

(Please specify the the year(s) of completion)

1. \_\_\_\_\_

2. \_\_\_\_\_

#### 6.2 Are you applying for advanced standing/credit?

No  Yes (Please specify)

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

### 7. Employment

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

|  |  |   |
|--|--|---|
| <input type="checkbox"/> Full-time employee                  | <input type="checkbox"/> Part-time employee                            | <input type="checkbox"/> Self employed - not employing others |
| <input type="checkbox"/> Employer                            | <input type="checkbox"/> Employed - unpaid worker in a family business | <input type="checkbox"/> Unemployed - seeking full-time work  |
| <input type="checkbox"/> Unemployed - seeking part-time work | <input type="checkbox"/> Not employed - not seeking employment         |   |

### 8. Reason for Study

#### 8.1 Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship?

(Tick ONE box only.)

|   |  |  |
|---|--|--|
| <input type="checkbox"/> To get a job                   | <input type="checkbox"/> To develop my existing business     | <input type="checkbox"/> To start my own business                  |
| <input type="checkbox"/> To try for a different career  | <input type="checkbox"/> To get a better job or promotion    | <input type="checkbox"/> It is a requirement of my job             |
| <input type="checkbox"/> I want extra skills for my job | <input type="checkbox"/> To get into another course of study | <input type="checkbox"/> For personal interest or self-development |
| <input type="checkbox"/> Other reasons                  |  |  |

## 9. AIPE Policies

### 1. STUDENT CONTACT DETAILS

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. You can alternatively access AIPE Connect and submit this change via AIPE Connect Student Portal.

### 2. ELECTRONIC COMMUNICATION

AIPE communicates with you via your AIPE student email. Your email will be your student number@students.aipe.edu.au for example [20092010@students.aipe.edu.au](mailto:20092010@students.aipe.edu.au).

It is your responsibility to check your email regularly as all important communication regarding your course progress, attendance and fees due will be sent to your AIPE student email account.

AIPE will endeavour to send all communication to an alternative email address provided by you as well but will not accept any responsibility if you do not receive these emails.

### 3. RECOGNITION OF PRIOR LEARNING (RPL)

You can apply to AIPE for recognition of prior learning. Successful recognition of prior learning, past qualifications or work experience may reduce the number of subjects you have to study along with the corresponding tuition fees.

Please refer to RPL conditions available on AIPE website [www.aipe.edu.au](http://www.aipe.edu.au). RPL processing incurs a charge of AU\$120 per unit of RPL granted.

### 4. ACADEMIC COURSE PROGRESS AND ATTENDANCE REQUIREMENTS

In accordance with AIPE policy, you need to maintain attendance at 80%. Non-attendance must be supported by appropriate documentation e.g. medical certificates, approved leave etc.

### 5. PAYMENT OF FEES

All payments are made to AIPE Pty Ltd. in advance before course commencement as a condition of enrolment. Payment of fees in advance secures your place in your chosen course/s and fixes the price of the course/s for the period of time for which you have prepaid.

Course fee is subject to change without prior notice. Any such change will not affect any payment you have already made.

#### 5.1 Payment Options on "How to Pay"

##### a. Bank Cheque

Make payable to AIPE Pty. Ltd.  
Send to: Level 5, 118 Walker Street, North Sydney – NSW 2060  
No personal cheques will be accepted.

##### b. Direct Deposit

Account Name: Australian Institute of Professional Education Pty Ltd.  
BSB: 062438 Account No: 10192290  
Swift Code: CTBAAU2S  
Bank: Commonwealth Bank of Australia

##### c. Credit Card Payment

Click on "Pay your Fees" online on AIPE Website, [www.aipe.edu.au](http://www.aipe.edu.au) and follow the prompts.

We accept Mastercard and Visa credit cards and there is surcharge applicable of 2.5% of the total value of the transaction.

Continuing students can use AIPE Connect Portal to make credit card payments.

##### d. Pay in Person

Student Services – Level 5, 118 Walker Street, North Sydney – NSW 2060.

#### 5.2 The Process For The Payment of Fees is as Follows

Fees due upon application:

##### a. The Application/Enrolment Fee

The Application Fee of AU\$200 is non-refundable and payable upon acceptance of an offer of enrolment along with your term/semester fees.

##### b. Course Fees

25% of course fees are payable on acceptance of an offer of enrolment. Your payment due including full schedule of future payment due dates will be listed on your course offer letter. Only upon receiving the relevant course fees will AIPE confirm an applicant's place on a course.

#### 5.3 Fees Due Throughout Study Period:

You can pay your fees in the following ways:

**a. Payment plan A** – A total payment for the course upon acceptance of an offer of enrolment.

**b. Payment plan B** – Quarterly (term) and Bi-annually (Semester) payments. 25% of course fees are payable.

Thereafter, payments in the amount of 25% of the total course fees are to be paid on the 28th day of every third month of the first year of study or as stated in your letter of offer – until all fees have been paid. Your offer letter

will list your fees payment schedule.

**c. Payment Plan C** – Instalments. This facility is available only for continuing students. Only under exceptional circumstances will applicants be able to pay their course fees via an instalment plan.

Applicants will have to submit a written request to the Student Services Manager. Applicants will be notified of the outcome of their application via written correspondence within 1 week of receiving all relevant documentation.

A minimum of AU\$200 deposit as part of your tuition fees is mandatory at the time of fee extension application. This provision, if approved, will be extended to students only once in a calendar year.

##### d. Additional Fees and Charges

You are expected to purchase normal classroom supplies such as folder, pens, calculator etc. You will be supplied with lecture notes, course guidelines and can access materials on CD and through the AIPE Connect Student Portal.

Some subjects may require students to buy their own textbooks as part of the training. Suggested textbook prices for VET Programs are AU\$100 to AU\$400 per academic year.

Students studying Diploma programs are expected to purchase recommended books for the course.

##### e. Administration Fee

An administration fee ranging between AU\$200-AU\$400 will be charged for any course changes, late payment of fees, or banking issues such as dishonoured cheques, insufficient funds etc.

### 6. REFUND POLICY

AIPE's refund policy applies to both commencing and re-enrolling students. Your initial application/enrolment fee of AU\$200 to AIPE is not refundable.

Refunds apply only to tuition fees and will only be paid to the applicant through an Australian dollar draft or bank transfer.

The Refund Policy applies to students who wish to withdraw from the course that they have enrolled in and paid for.

All refund requests must be submitted in writing on the appropriate form and must be accompanied by official documentary evidence of the grounds for the request.

A refund cheque will be posted to the address or transferred to the nominated bank account. AIPE will respond within 28 days. Any bank fees, fines etc. incurred by AIPE as a result of misinformation, error etc. on behalf of the student, will be passed on to the student.

#### 6.1 Total Refund

A total refund (minus processing fee and non-refundable enrolment fees of AU\$200) will only be granted under the following circumstances:

a. AIPE is unable to provide the course for which an offer has been made.

b. An offer of a place is withdrawn by AIPE (unless the offer was made on the basis of incorrect or incomplete information supplied by the applicant). In this case, 90% of the fee paid will be refunded.

c. Compassionate and/or compelling circumstances

#### 6.2 Partial Refund

If a student wishes to apply for a refund under certain circumstances which are not covered under total refund, he/she may be eligible for a partial refund. The amount of partial refund is determined by the date of receipt of notice of withdrawal. Partial refunds (minus processing fee and non-refundable fees) will be given as follows:

a. If a request for a refund is given to AIPE 28 days or more before the commencement of the term, then the student will receive a refund of 70% fees paid for that term. This is not applicable if the student first defers the course, and then applies for a refund within the stipulated timeframe. If this occurs, then only 30% of the total fees are eligible for refund.

b. If a request for a refund is given to AIPE less than 28 days, but more than 7 days before the commencement of the term, then the student will receive a refund of 50% fees paid for that term/semester. This applies to new enrolments only.

c. If a request for a refund is given to AIPE 7 days before course commencement, then the student will receive a refund of 30% fees paid for that term.

d. If a student withdraws from the course for whatever reason 6 days or less before course commencement, then the student will not be eligible for a refund of any of the course fees paid for the term/semester.

e. Only 50% of the total fees will be refunded if the student is not permitted to enrol or re-enrol at AIPE because of failure to meet the prerequisite for the qualifications, or failure to meet the terms of a conditional offer.

f. False or misleading information in an application or during a student's course of study automatically disqualifies the student from any refunds.

If the student applies for deferral first and then reapplies for refund of course fee, then partial refund policy of 30% or less condition will apply.

#### 6.3 How to Claim a Refund

To claim any refund, you must complete a Refund Application Form available on the AIPE website or the AIPE Student Services office and return together with your receipt of course fees and certified copies of any supporting documents to AIPE.

The refund will be paid in Australian dollars and you will be provided with a letter explaining how the refund was calculated. It will be posted to your address within 14 days of receipt of the Refund Application form.

The above refund policy does not remove your right to take action under Australia's consumer protection laws. Also, AIPE's dispute resolution processes do not circumscribe the student's right to pursue legal remedy.

#### 6.4 Student Default

AIPE will refuse to provide a refund or continue to provide a course to a student due to:

- Failure to pay an amount he or she was liable to pay to AIPE directly or indirectly in order to undertake a course
- Misbehaviour by the student.

#### 6.5 Provider Default

AIPE Pty Ltd has transfer arrangements put in place through the ACPET ASTAS insurance and full refunds will be issued (minus processing fees and non-refundable fees) should the institute default due to the following:

- AIPE ceases operations
  - The course enrolled in does not begin on the agreed commencement date
  - The course enrolled in ceases to be provided at any time after it commences but before it is completed
  - The course enrolled in is not provided in full to the student because a sanction has been imposed on AIPE.
- Students will be advised of the default situation in advance, and will have a letter explaining how any refunds would be calculated.

#### 7. DEFERMENT, SUSPENSION AND CANCELLATION OF ENROLMENT

AIPE may defer, temporarily suspend or cancel your enrolment for the following reasons:

- Compassionate or compelling reasons (for example, prolonged sickness wherein a medical certificate clearly deems a student unfit to study for extended period)
- Misbehaviour
- Failure to pay the fees on time as scheduled in the offer letter.

#### 8. ENTRY REQUIREMENTS

AIPE outlines strict entry requirements guidelines for its VET courses. All such requirements are listed on the AIPE Brochure or website under the course entry requirement schedule. Students applying must comply with these entry requirements at the time of application and enrolment.

#### 9. DISCLAIMER

AIPE undertakes many recreational as well as activities of academic value for its students. Students 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 students remains the property of AIPE and AIPE does not owe any monetary benefits towards its students for any promotional material that has been created.

#### 10. STUDENT'S RIGHTS AND RESPONSIBILITIES

Students attending AIPE acknowledge that the Institute is committed to protecting an individual's right to privacy in accordance with the Privacy Act 2001. Student information may be made available to Commonwealth and State agencies pursuant to obligations by those authorities.

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

#### 11. In signing the AIPE application form I understand and agree to the following:

- I have read and accept AIPE's Terms and Conditions of Enrolment and Refund Policies.
- I have the financial capacity to meet my tuition fees commitments and agree to pay all fees as they are due.
- I 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 AIPE to parents/guardians/representing agents and employers/Human Resource departments in which industry training may be arranged.
- If I instruct a guardian to complete this application on my behalf, I do so on the understanding that the guardian is acting for me and as such it remains my responsibility to read and understand the Terms and Conditions of enrolment.
- Information provided may be made available to Commonwealth and State agencies pursuant to obligations under those agencies. This information may include contact and personal details and course enrolment details.

I agree with the terms and conditions stated above

**Applicant's  
Signature**

Name

Date

**Guardian's Signature  
(if applicant under 18)**

(Please attach Guardian Agreement form available on AIPE website)

Name

Date

## Application Checklist

Completed all sections of the application form

### Application Checklist :

- |  |   |
|--|---|
| <input type="checkbox"/> Read and understood the terms & conditions<br><input type="checkbox"/> Signed the application form<br><input type="checkbox"/> Attached transcribed certified copies of academic qualifications (if required)<br><input type="checkbox"/> Attached evidence of English language proficiency (if required) | <input type="checkbox"/> Attached copies of Driver's Licence/I.D. Card<br><input type="checkbox"/> Attached copies of passport and current visa (if required)<br><input type="checkbox"/> Attached University application form (if applying for pathway studies)<br><input type="checkbox"/> Attached Guardian agreement form (if under 18) |
|--|---|

Print Form

Submit by Email