Australian Institute of Science and Technology

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Domestic Student Application Form

Instructions to complete the application form:

This application form is for domestic students, only. For AIST's application purpose, you are considered as a domestic student if you are:

- an Australian citizen;
- a New Zealand citizen (or dual citizenship holders of either Australia or New Zealand);
- an Australian permanent resident; or
- an Australian humanitarian visa holder.

1. All fields must be completed in English clearly using **BLOCK LETTERS** to proceed. Please tick boxes where appropriate.
2. Please complete all sections of this form, sign it and send it to us with the following:
   - A Certified Identity to prove that you are a citizen or Permanent resident of Australian or New Zealand.
   - Any additional documentation to support your application (e.g. resume, work certificates, references).
3. A request for payment or tuition and other fees will be made if you receive a Letter of Offer.
4. Payment of fees will need to be made to Australian Institute of Science and Technology. To make payment directly into our bank account, please use the following details:

Bank Name: Australia and New Zealand Banking Group Limited(ANZ)

Account Name: Australian Institute of Science and Technology

BSB: 012 370

Account Number: 323 529 611 (include your full name in the transaction statement)

SWIFT/BIC Code: ANZBAU3M

Which course do you wish to enrol in?

☐ **BSB50420 Diploma of Leadership and Management**
CRICOS Course Code 104365F

☐ **BSB60420 Advanced Diploma of Leadership and Management**
CRICOS Course Code 107767H

☐ **ICT50220 Diploma of Information Technology**
CRICOS Course Code 107768G

☐ **ICT60220 Advanced Diploma of Information Technology**
CRICOS Course Code 107769F

☐ **BSB80120 Graduate Diploma of Management (Learning)**
CRICOS Course Code 108597B

Preferred intake date:

_____

Student Details:

Title: ☐ Mr ☐ Miss ☐ Ms ☐ Mrs ☐ Dr ☐ Other

Family Name: _____

Given Name(s) _____

Date of Birth: _____

Gender: ☐ Male ☐ Female ☐ (Indeterminate/Intersex/Unspecified)

Country of Birth: _____

Main Language Spoken: _____

Are you Aboriginal and/or Torres Strait Islander? ☐ Yes ☐ No

Home Address:

Unit No: _____ Street No: _____

Street Name: _____

Suburb: _____

State: _____ Postcode: _____

Country: _____

Home Phone No: _____

Mobile Phone No: _____

Email Address: _____

Do you have a postal address different from your home address? ☐ Yes ☐ No (if yes, please complete)

Unit No: _____ Street No: _____

Street Name: _____

Suburb: _____

State: _____ Postcode: _____

Country: _____

Education History:

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

In which year did you complete that school level? _____

Are you still attending secondary school? ☐ Yes ☐ No

Have you successfully completed any of the following qualifications?

If Yes, please tick any applicable boxes:

- ☐ Bachelor Degree or Higher Degree
- ☐ Advanced Diploma or Associate Degree
- ☐ Diploma (or Associate Diploma)
- ☐ Certificate I
- ☐ Certificate II
- ☐ Certificate III (or Trade Certificate)
- ☐ Certificate IV (or Advanced Cert/Technician)
- ☐ Certificates other than these

Please list any qualifications you have completed and the year of completion

Qualification	Year

Unique Student Identifier (USI)

Do you have a USI number? ☐ Yes ☐ No

If yes, please write your USI number here: _____

*The Australian Government has initiated the USI and requires all students in VET courses to apply for their individual USI number and provide this to their Training Provider. A Training Provider cannot issue a Certificate unless the USI is supplied. Creating your USI is free, quick, and only needs one form of ID. To obtain your USI, simply go to:
https://www.usi.gov.au/students/create-your-usi

Relevant Skills

How do you rate your computer skills?

- ☐ Excellent
- ☐ Good
- ☐ Basic
- ☐ Poor

How do you rate your English proficiency?

- ☐ Excellent
- ☐ Good
- ☐ Basic
- ☐ Poor

How do you rate your ability to work with numbers?

- ☐ Excellent
- ☐ Good
- ☐ Basic
- ☐ Poor

*AIST will arrange an LLN test for you to complete after receiving this application form.

Do you wish to apply for Credit Transfer or RPL?

- ☐ Yes- Credit Transfer or National Recognition
  Certified copies or transcripts from previous qualifications must be provided with this form.

- ☐ Yes- Recognition of Prior Learning (an RPL Application form must also be submitted with this form).

- ☐ No

Employment Status:

Tick one of the following categories, which best describes your current employment status? (tick one box only)

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

Information on special needs and personal history:

The information provided below will assist AIST in arranging, monitoring and improving services to assist students.

- Do you have a disability, impairment or long term medical condition which may affect your studies? ☐ Yes ☐ No
- Would you like to receive information on support services, equipment and facilities available which may assist you? ☐ Yes ☐ No
- Please indicate the type of disability that applies:

  ☐ Mobility ☐ Hearing ☐ Vision ☐ Learning ☐ Medical

  If other, please specify: _____

  _____

Do you have any medical conditions or allergies? ☐ Yes ☐ No

  If yes, please specify: _____

  _____

Is there anything in the student's history or circumstances (including behavioural, physical violence or illegal drug use) that might pose a risk of any type to the student, other students or staff? ☐ Yes ☐ No

  If yes, please specify: _____

  _____

Study Reason

Tick one of the following categories, which best describes your main reason for undertaking this course?

- ☐ To develop my existing business
- ☐ To try for a different career
- ☐ It was a requirement of my job
- ☐ To get into another course of study
- ☐ To get a job
- ☐ To start my own business
- ☐ To get a better job or promotion
- ☐ I wanted extra skills
- ☐ For personal interest of self-development
- ☐ Other reasons

Your needs and expectations:

Please outline in a paragraph why you are enrolling in this course and what you hope to achieve by completing the course.

_____

_____

_____

Do you have any individual needs that you will require support from AIST during your participation in the programme? This might include support with learning difficulties, disabilities, English, reading, writing or other. If yes, please outline below.

_____

_____

_____

Is there any other information that you would like to share with AIST that may be important for us to know to help you to achieve a successful outcome in this course? If yes, please outline below.

_____

_____

_____

Feedback

How did you hear about Australian Institute of Science of Technology?

☐ Relative/Friend
☐ Internet
☐ Social Media
☐ Agent
☐ Other, please specify _____

DECLARATION

I would like to apply for enrolment in the selected vocational training course and/or ELICOS Course with Australian Institute of Science of Technology (AIST).
I declare that:

1. I have answered all questions truthfully to the best of my knowledge.
2. I have read and understand information about my course including course delivery and duration, entry requirements, required resources, and other relevant information on AIST's website www.aist.edu.au and AIST Prospectus.
3. I have also reviewed the policies and procedures associated with my enrolment on AIST website including the Fees and Refund Policy and Procedures, Complaints and Appeals Policy and Procedures, Privacy Policy & Procedures etc., and understand the terms of my enrolment with AIST.
4. I declare that I have been provided appropriate and sufficient information to make an informed decision about my enrolment in this course.
5. I declare that I have the financial capacity to meet tuition fees and agree to pay fees as they become due; non-payment of course fees will result in expulsion from AIST.
6. I understand that all my personal details, including my USI, are confidential and are protected by relevant privacy laws. I give my consent to AIST to release my name, date of birth, contact details and statistical information, including my USI, to the relevant Federal government bodies, for the purpose of auditing, regulation of training, obtaining feedback and as statistical information.
7. I understand that I will be required to supply a USI to AIST, in accordance with national legislation. I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at https://www.usi.gov.au/training-organisations/usi-support-materials/privacy-notice-students-when-applying-usi-their-0 . I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.
8. I understand that my enrolment in this course will not be finalised until my application has been assessed to ensure I meet the entry requirements of the course and once I have signed a Written Agreement and Letter of Offer.
9. I understand that, I am responsible to provide up-to-date and accurate contact details to AIST and notify us if anything changes.
10. I hereby consent to being contacted in connection with this application and any subsequent enrolment by text message, email or other electronic means and note that I may at any time opt out of being contacted by any such electronic means by contacting Admissions Department and so advising.

I agree that if there is any difference in meaning of the provision of an English version and any translated version of this form or the Terms and Conditions to me, the English version is to prevail. I enclose the required fees and authorise Australian Institute of Science and Technology to retain my tuition fees in accordance with the Fees and Refund Policy and Procedures, if I elect to cancel my enrolment at any time.

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

Student Signature _____

Date _____

Full Name _____

**(must be signed by the student)**