



To complete this form:

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

Please return form to:

Adelaide Institute of Higher Education
Level 5, 127 Rundle Mall
ADELAIDE SA 5000
or **Email:** apply@aihe.sa.edu.au

1. STUDENT STATUS

Have you been previously enrolled at AIHE? No Yes → If yes, Student ID Number:

2. PERSONAL DETAILS

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other:		Date of Birth: (dd/mm/yyyy)	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Not Stated			
Family Name:		Passport Number:	
Given Names:		Country of Issue:	
Country of Birth:		Date of Issue (dd/mm/yyyy)	
Citizenship:		Date of Expiry (dd/mm/yyyy)	

3. ADDRESS DETAILS

Email:		Mobile:	
Address			
Number and Street:			
Town/City:	State:	Country:	
Postcode/Zip:	Telephone:		

4. ENGLISH LANGUAGE PROFICIENCY

How do you intend to meet AIHE's English language requirement?

<input type="checkbox"/> English is my first language		
<input type="checkbox"/> English proficiency test (e.g. Cambridge, IELTS, TOEFL, DAAD):	Score:	Date:
<input type="checkbox"/> Other (provide details):		

5. AIHE STUDY PROGRAM

Course Name: Bachelor of Business

Select your preferred study intake for AIHE's Bachelor of Business degree:

<input type="checkbox"/> Semester 1 - commencement in March	<input type="checkbox"/> Semester 2 - commencement in July	Year:
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6. PREVIOUS and CURRENT SECONDARY and POST-SECONDARY STUDIES

Institution/ School	Name of Award/ Qualification	Year Completed/ to be completed	Language of Instruction	Country	Main Fields of Study (if post-secondary)

Do you want to claim recognition of prior learning? No Yes

If yes, please download and complete an *Application for Credit Form*, attach the required supporting evidence, and submit with your application for admission. The *Form* is available from <http://aihe.sa.edu.au/policydirectory>.

7. SUPPORT SERVICES

Do you have a disability, impairment or long-term medical condition, which may affect your studies?

No Yes → Hearing Learning Mobility Vision Medical Other:

This information is used in a confidential manner to assist you in accessing support services as required.

8. AGENT DETAILS

Is this application form prepared through an agent of AIHE? No Yes → Please provide the agent's details:

Agent Name:					
Town/City:		State:		Country:	
Postcode/Zip:		Email:			
Telephone:		Mobile:			

Do you authorise AIHE to contact with this agent relating your application? No Yes

9. FINANCIAL SUPPORT

Please indicate your source of financial support and for invoice purposes, please provide the name and contact details of the person or organisation paying your fees.

- I am a private student supported by myself/my family
 I am fully supported by a third party (**attach documentation**) → Name of the third party:
 I will apply for financial aid from my government, employer or any other third party.

10. TERMS AND CONDITIONS

- All information provided in this application form and any supporting documentation must be true and correct.
All documents must be certified copies.
[A certified copy is a copy of the original document that has been certified with an original stamp by an official such as the AIHE's agent, our staff member, Justice of the Peace, Notary Public, police officer or examining authority.]
- AIHE must be notified of any changes to the information provided within 28 days upon the date of such change occurrence.
- Submitted documents supporting this application become the property of the AIHE and will not be returned to the applicant. Therefore, please do not send irreplaceable original documents e.g. your degree parchment.
- AIHE reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information.



5. Where an application has been submitted to AIHE via a third party (e.g. AIHE’s representative or partners, agents), AIHE may communicate with the third party regarding the application and enrolment at AIHE.
 6. The information collected on this form may be disclosed if authorised or required by law, and/or in certain circumstances the Australian Government and/or designated authorities authorised by the AIHE, in accordance with the AIHE’s Privacy Policy and Procedure available at <http://aihe.sa.edu.au/policydirectory/> and where applicable, **the Director of the Tuition Protection Scheme, pursuant to obligations under the National Code 2018.**
 7. Should this application result in an offer of admission to AIHE, this Application form will constitute part of the written agreement between the student and AIHE. Applicants should read all the documents contained in the written agreement carefully before accepting an offer and entering into a written agreement with AIHE.
- By signing and submitting this application, I declare all the information I have provided is accurate and that I agree to the terms and conditions as outlined in this section.

Applicant Full Name:		
Signature:	Date (dd/mm/yyyy)	
Full name of applicant’s guardian (for applicants under 18 years ²):		
Signature:	Date (dd/mm/yyyy)	

² To be eligible for admission, the applicant must be 18 years of age at the time of enrolment in the course or subject.

11. CHECKLIST

Please ensure you have:

- Attached a certified* copy of your personal details.
 - Attached certified* copies of your qualifications and academic transcripts. You must also include an explanation of the grading system at your home institution (this information is often found on the reverse side of official academic transcripts). English translations are required if the original documents are not in English.
 - Attached an *Application for Credit / Recognition of Prior Learning Form* and supporting evidence if you wish to be considered for recognition of your prior learning.
 - Attached any relevant financial support documentation.
 - Attached certified* copies of your IELTS/TOEFL results or other English tests where applicable.
- * A certified copy of a document is one that has been signed and stamped by a Justice of the Peace or other public notary, e.g. lawyer, policeman, solicitor or embassy official. The public notary must sight the original document before he/she can certify the copy.
- Signed the declaration.