

# DOMESTIC STUDENT APPLICATION FORM



AUSTRALIAN INSTITUTE  
OF HIGHER EDUCATION

## PERSONAL DETAILS

Have you previously studied at the Australian Institute of Higher Education (AIH)?    No    Yes    Student ID number:

Title: Mr/Ms/Miss/Mrs/Other:	Date of birth:				Gender:	Male	Female
	(as shown on passport)	dd	mm	yyy			

Family Name:	Given Names:		
Country of Birth:	Citizenship:		
<b>Address/contact details</b>			
Current Address:			
Suburb:	State:	Country:	Postcode:
Mobile Phone:	Telephone number:		
Email address:			
Are you of	Aboriginal origin	Torres Strait Island Origin	Both

## COURSE SELECTION

Bachelor of Accounting	Diploma of Business Information Systems
Bachelor of Business	Associate Degree in Business Information Systems
Bachelor of Business Information Systems	Cross Institutional Studies Unit (s):

## INTAKE DATE

March    July    November\*    Year:

\* Summer intake

## MODE OF STUDY

Full time    Part time

## ENGLISH LANGUAGE PROFICIENCY

Have you completed any secondary or tertiary studies with English as the level of instruction?    Yes    No

## EDUCATION BACKGROUND

Institution/School	Name of Qualification	Location	Year completed

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## WORK EXPERIENCE

Employer

Location

Years employed

Position

## ADVANCED STANDING

Do you wish to apply for Advanced Standing?    Yes    No

If you have studied or are currently studying at another academic institution, you may be eligible for credit/advanced standing towards your degree at AIH.

Please refer to the Advanced Standing Policy and Associated Procedure available on the AIH website ([www.aih.nsw.edu.au](http://www.aih.nsw.edu.au)) for further information on the process and the application deadline.

## SUPPORT SERVICES

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

No    Yes    Hearing    Vision    Learning    Mobility    Medical    Other:

If you wish to apply for reasonable adjustment upon commencement at AIH, please refer to the Student Assessment Policy and Associated Procedure available on the AIH website ([www.aih.nsw.edu.au](http://www.aih.nsw.edu.au)) for further information.

## CHECKLIST

I have:

Completed all sections of the application form

Attached certified copy of proof of citizenship/residency (passport, visa, birth certificate, citizenship certificate)

Attached certified copies of academic transcript(s) and certificate(s) translated into English (if applicable)

Read and signed the student declaration

Read the Domestic Students Admissions Guidance Note available on the AIH website ([www.aih.nsw.edu.au](http://www.aih.nsw.edu.au))

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## DECLARATION

I declare that the information provided in this application form is true and correct, and the academic records provided are a true record of my academic results

- I declare that the information provided in this application form is true and correct, and the academic records provided are a true record of my academic results
- I authorise the Australian Institute of Higher Education to obtain enrolment and academic information from any of my previous or current education providers
- I understand that the Australian Institute of Higher Education may vary or reverse any decision regarding admission or enrolment based on incorrect, incomplete or fraudulent information provided by me.
- I understand that all documents I submit with my application become the property of AIH and will not be returned.
- I confirm that I have read and fully understand the requirements of the course as outlined on the AIH website ([www.aih.nsw.edu.au](http://www.aih.nsw.edu.au)).
- I will notify AIH immediately if there is any change to the information I have given in this application.

Name:

Signature:

Date:

Parent/guardian name:

Parent/guardian signature (required if applicant is under 18 years old):

Date:

### Please return form to:

Australian Institute of Higher Education  
Level 3, 545 Kent Street  
Sydney NSW 2000

Email: [admissions@aih.nsw.edu.au](mailto:admissions@aih.nsw.edu.au)

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## Important Information



### HOW TO APPLY

1. Complete the application form or apply online by visiting [www.aih.nsw.edu.au](http://www.aih.nsw.edu.au).
2. Provide certified\* copies of the following documents:
  - Academic transcripts and certificates
  - Proof of citizenship/residency

\*Documents can be certified by an AIH representative, Justice of the Peace, Public Notary, Australian Embassy or Consulate.
3. Submit your application:
  - By email: [admissions@aih.nsw.edu.au](mailto:admissions@aih.nsw.edu.au)
  - In person or by post to:  
Level 3, 545 Kent Street Sydney NSW 2000
4. AIH will assess the application and will notify you of the outcome. Accepted students will receive a Letter of Offer.
5. To enrol in the course, students must sign the offer acceptance and submit the payment as specified in the Letter of Offer.

## KEY DATES

### 2018

INTAKE	START DATE	END DATE
March	5 March 2018	8 June 2018
July	9 July 2018	12 October 2018
November	12 November 2018	22 February 2019

The above course dates are correct at the time of printing (January 2018). Changes to dates, fees and course information may occur at any time without notice.

### 2019

INTAKE	START DATE	END DATE
March	18 March 2019	21 June 2019
July	22 July 2019	25 October 2019
November	18 November 2019	6 March 2020

## TUITION FEES

For information about tuition fees, please contact the Marketing Department on: [marketing@aih.nsw.edu.au](mailto:marketing@aih.nsw.edu.au).

## ADDITIONAL COST

\$250 enrolment fee to be paid at the time of acceptance, non-refundable.

## ADMISSIONS INFORMATION

For further admissions information, please refer to the Domestic Students Admissions Guidance note available on the AIH website ([www.aih.nsw.edu.au](http://www.aih.nsw.edu.au))