

## INITIAL APPLICATION FORM

Please complete all sections of this application form in CAPITAL LETTERS using blue or black pen.

Name of the AIHFE VET course you wish to apply for: \_\_\_\_\_

### SECTION A: APPLICANTS PERSONAL INFORMATION

Title: ..... Gender: M / F: ..... Date of Birth: ...../...../..... Surname Name: .....

Given Name/s: ..... Name you prefer to be called: .....

Email address (required): .....

☎ Mobile: ..... ☎ Home: ..... ☎ Work: .....

Postal Address: .....

Resi. Address during AIHFE study time: .....

Resi. Address **outside** AIHFE study time (if different from the above).....

Your unique student identifier number: .....

(If you don't have one you can apply by visiting <https://www.usi.gov.au/>)

### CITIZENSHIP, ETHNICITY & LANGUAGE

Do you identify with either of the following groups? (tick both if applicable) Aboriginal YES  NO

Torres Strait Islander YES  NO

Were you born in Australia? YES  NO

If NO, what is your country of birth: .....

Which year did you arrive in Australia? .....

Have you received an Australian Citizenship Certificate? YES  NO

*If YES a certified copy of the certificate must be provided with this application*

Do you hold a permanent Humanitarian Visa YES  NO

Are you an Australian Permanent Resident or New Zealand Citizen? YES  NO

Is English your primary language spoken in the home? YES  NO  If NO please advise the language spoken at home .....

**\*\*A certified copy of one of the following must be provided with this application: Birth Certificate / Passport / Citizenship Certificate / Visa**

### DISABILITY / IMPAIRMENTS

Do you have any disability, special needs or current health problems? YES  NO  **If YES please indicate below.**

HEARING RELATED  VISION RELATED  MOBILITY RELATED  MEDICALLY RELATED  LEARNING ABILITY RELATED

OTHER (Please specify) .....

Do you feel your disability / impairment could impact your ability to study? YES  NO  **If YES**, please arrange a meeting with either the Registrar or Dean of Studies to discuss any special needs or support you feel you may require.

### SECTION B: EMERGENCY CONTACT DETAILS

**Contact 1** Surname: ..... Given Name: .....

Relationship to the applicant: .....

☎ Mobile: ..... ☎ Home: ..... ☎ Work: .....

Postal Address: .....





## SECTION G: AIHFE RULES AND REGULATIONS

Use of tobacco products, ingestion of alcohol and the taking of illegal drugs are not permitted on campus.

Students must be in attendance on campus for a minimum of 80% of lecture contact hours, except as otherwise approved by the Dean of Studies or unless you are a virtual campus student.

All the virtual students must attend the compulsory Virtual classes.

Unit fees are fully refundable where withdrawal occurs, in writing, prior to the unit of study commencement. Please refer to our Policy manual online at our website [www.aihfe.edu.au](http://www.aihfe.edu.au) under Resources and Helpful Links for the full policy wording.

The AIHFE reserves the right to make any changes or alternations to the subjects, terms or methods of awarding Certificates, Diplomas and other qualifications should the need to do so arise. Such changes will be effected with the best interests of students in mind.

The AIHFE reserves the right to impose limitations or expel any student for unethical or improper conduct. The AIHFE expects that all students will respect the dress code of the AIHFE while on campus or in clinic and while representing the AIHFE at any external functions.

NO advertising, promotional work or canvassing of any sort will be permitted within the premises without prior written approval from the Dean of Studies or nominated delegate.

The Directors of the AIHFE shall retain a discretion regarding the awarding of qualifications to any student having regard to the following factors:

whether, in the opinion of the Directors of the AIHFE (such opinion being based on information gathered by AIHFE staff), academic and technical skills have been obtained to a satisfactory degree;  
whether, in the opinion of the Directors of the AIHFE, (such opinion being based on the attributes of a student in terms of behaviour and character), a student would be a suitable member of the profession;  
whether all academic, administrative and financial obligations of the student to the AIHFE have been fully satisfied.

Course fees are subject to change, with all fee increases being notified 12 weeks in advance.

Personal information will not be released to any third party without your written permission, except where any information is requested by Centrelink, or any other external agency, to verify or support payments of Austudy, Abstudy or required by both state and common wealth law.

### ACKNOWLEDGEMENT

***I confirm that I have read and understood this document, in conjunction with the AIHFE Policy Manual and that the terms and conditions of this offer have been fully explained to me***

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION H: DECLARATION BY THE APPLICANT**

I certify that the information on this form and the supporting documents provided are correct and complete.

I have read, understood and signed the AIHFE Rules and Regulations document and am lodging it together with this application form.

I have accessed, read and understood the AIHFE policies, including the refund, withdrawal and grievance policies, on the AIHFE website at [www.aihfe.wa.edu.au](http://www.aihfe.wa.edu.au)

I authorise the AIHFE to confirm any information provided in this application relating to my prior academic record and any other supporting documentation.

I acknowledge the provision of incorrect information or documentation relating to my application may result in cancellation of my enrolment.

**Please ensure the following documents are submitted with this application form:**

2 recent passport size photographs (one for the applicant's student file and one for the student card) – No more than 6 months old

a signed AIHFE Rules & Regulations document (**Section H of this application form**)

a Certified copy of your Birth Certificate

a Certified copy of the identification pages of your Australian passport

if you do not hold an Australian passport you will need to provide:

a certified copy of your Australian Citizenship Certificate or

your Permanent Residents visa in your passport

Certified copies of any relevant educational certificates

Any other substantial evidence that will be helpful for your selection, including evidence to substantiate your claim for exemptions (if you are applying for any exemptions)

.....  
**Applicant's Signature**

*If the applicant is under 18 the signature of a parent or guardian is required*

.....  
**Date**

.....  
Name of Parent or Guardian

.....  
Date

.....  
Signature of parent or guardian

**Official Use only**

Interview required:  No  
 Yes Interview arranged for .....  
*Date & Time*

USI provided:  Yes  
 No

Letter of offer to be sent:  Yes  
 No If NO reasons given: .....  
.....  
 Hold for following items.....  
.....

Enrol:  January intake  July intake  April intake  October intake

Starting Date: ..... Student Number:.....

**Additional Notes**