

COURSE ENROLMENT FORM 2020

PLEASE WRITE ALL ANSWERS CLEARLY & COMPLETE ALL RELEVANT SECTIONS OF THIS FORM

FOR OFFICE USE ONLY (TO BE COMPLETED BY AIM ADMISSIONS STAFF)

SID# _____ Course _____

PLEASE MAIL TO: AUSTRALIAN INSTITUTE OF MUSIC - ADMISSIONS PHONE ENQUIRIES: SYD +61 2 9219 5444
1 FOVEAUX STREET, SURRY HILLS NSW 2010, AUSTRALIA

Please supply AIM with a certified copy of your Birth Certificate or a certified copy of your Passport to prove your citizenship or residency status as well as certified copies of your High School Certificate (or equivalent) when applying for the Bachelor/ Diploma course or certified Academic Transcripts for Graduate Studies.

SECTION 1 - STUDENT DETAILS

Title Mr Miss Ms Mrs

Given Names _____ Family Name _____

Address _____

Suburb _____ State _____ Postcode _____ Country _____

Home Phone _____ Mobile _____ Email _____

PREFERRED MAILING ADDRESS

Same as Home Address If different from Home Address, fill out the following

Attention Name _____

Address _____

Suburb _____ State _____ Postcode _____ Country _____

PERSONAL DETAILS

Date of Birth / / (dd/mm/yyyy) Gender Male Female Other

Citizenship _____ Instrument(s) _____

Prior Qualification _____

Student Fee Type (see section 5) Australian Citizen Permanent Resident Permanent Humanitarian Visa Holders
 International Student New Zealand Citizen

PARENT/LEGAL GUARDIAN OR IN CASE OF EMERGENCY CONTACT

Name _____ Relationship (i.e. Mother, Husband, Brother, etc.) _____

Phone (m) _____ (h) _____ (w) _____

Email _____

INTERNATIONAL STUDENTS ONLY

Student Visa Number (if known) _____ Expiry Date / / (dd/mm/yyyy)

Passport Number _____ Expiry Date / / (dd/mm/yyyy)

AGENCY DETAILS

Only complete if you have employed an International Agency during your application and enrolment. This is not a mandatory section.

Agency Company _____ Agent Name _____

Agent Email _____ Agent Contact Number _____

OVERSEAS HEALTH COVER

Student has arranged Provide details: _____

AIM to arrange - AIM uses AHM Health Insurance

If AIM is arranging your health cover please refer to your letter of offer for the indicated amount.

Please Note: The supplied amount, as indicated in your letter of offer, is an approximated cost as supplied by Australian Health Management (AHM).

SYDNEY

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SECTION 2 - AIM COURSE DETAILS

Have you previously been enrolled at AIM?

No Yes (if yes - what year & trimester/semester) Year _____ Trimester/Semester _____
What was your Student Number? _____

PLEASE INDICATE YOUR PREFERRED MODE OF STUDY

I wish to study FULL-TIME I wish to study PART-TIME (not available for International students)

Students enrolling PART-TIME will be invited to make a class registration appointment with their department via Student Services on +61 2 9219 5444.

FULL-TIME students will be registered in study units of the standard study pattern for the first study period selected

Please carefully note the Fees and Payment Information on Page 4.

CAMPUS SYDNEY MELBOURNE

UNDERGRADUATE Commencing Study Period January May September Commencing Year _____

DIPLOMA OF MUSIC Preferred specialisation: AUDIO CLASSICAL MUSIC THEATRE CONTEMPORARY
 COMPOSITION & MUSIC PRODUCTION

BACHELOR OF MUSIC Preferred specialisation: AUDIO CLASSICAL MUSIC THEATRE CONTEMPORARY
 ARTS MANAGEMENT COMPOSITION & MUSIC PRODUCTION

BACHELOR OF ENTERTAINMENT MANAGEMENT

BACHELOR OF PERFORMANCE (DRAMATIC ARTS)

GRADUATE Commencing Semester January May September Year _____

GRADUATE CERTIFICATE IN MUSIC GRADUATE DIPLOMA OF MUSIC MASTER OF MUSIC

MASTER OF ARTS & ENTERTAINMENT MANAGEMENT GRADUATE CERTIFICATE IN ARTS & ENTERTAINMENT
MANAGEMENT

SECTION 3 - PREVIOUS EDUCATION DETAILS

SECONDARY STUDY

What year did you complete Year 12? _____ Year 12 State: _____ Not Completed Completed Overseas

Name of Year 12 School: _____ Suburb / Town: _____

Tertiary Education Score (ATAR): _____ I do not have a Tertiary Education Score (ATAR)

TERTIARY STUDY (IF APPLICABLE)

Did not attend a previous Higher Education Provider

Unknown

I have attended a previous Tertiary Provider Provider name: _____ What year? _____

Previous Student Number or CHESSN number: _____

SECTION 4 - AUSTRALIAN GOVERNMENT REPORTING REQUIREMENTS

(THIS INFORMATION IS REQUIRED BY THE AUSTRALIAN GOVERNMENT FOR STATISTICAL PURPOSES)

(a) Choose a statement that best describes you: I am,

Neither Aboriginal nor Torres Strait Islander origin of Aboriginal origin of Torres Strait Islander origin
 of Aboriginal and Torres Strait Islander origin I am an International Student

(b) In what suburb are you living this study period? _____ Suburb Postcode: _____

(c) In what country is your permanent home residence? _____ If Australia, Postcode: _____

(d) Country of Birth (if not Australia)? _____ And year of arrival in Australia? _____

(e) Language spoken at home other than English? _____

(f) Do you have a disability, impairment, or long term medical condition that may affect your studies

Please select the appropriate boxes:

I do not have a disability, impairment or long term medical condition

I have a disability, impairment or long term medical condition (please specify): _____

I would like to speak to Student Wellbeing for information regarding adjustments to learning and or advice in managing my diagnosed condition throughout my studies

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SECTION 4 - AUSTRALIAN GOVERNMENT REPORTING REQUIREMENTS (CONTINUED)

(g) If you are a local / domestic school leaver (completed Secondary Schooling in last 12 months) what was the Australian postcode of your permanent home residence in the last year of secondary school? _____ I am not a local / domestic school leaver

(h) Name of town where you completed your secondary studies? _____

(i) Please indicate your highest education attainment and year of attainment:

- | | |
|--|---|
| <input type="radio"/> a completed Graduate Studies level course | Year completed: _____ |
| <input type="radio"/> a completed Bachelor level course | Year completed: _____ |
| <input type="radio"/> a completed Diploma course | Year completed: _____ |
| <input type="radio"/> an Incomplete Higher Education course | Year completed: _____ |
| <input type="radio"/> a complete Final year of Secondary Education course at school or TAFE | Year completed: _____ |
| <input type="radio"/> a complete other Qualification or Certificate o Attainment or Competence | Year completed: _____ |
| <input type="radio"/> a complete TAFE award course | Year completed: _____ |
| <input type="radio"/> no prior education attainment | <input type="radio"/> I am an International Student |

(j) PARENTS / GUARDIANS

Which best describes your Parent / Guardian situation?

- Two or more parents or guardians One parent or guardian No parents or guardians

EDUCATION OF PARENT / GUARDIAN 1:

What was the Highest Educational Attainment completed by your Parent/ Guardian?

- Post Graduate (e.g. Post Graduate Diploma, Masters, PhD) Bachelor Degree Don't know Not Applicable
- Other post school qualifications (e.g. VE Certificate, Associate Degree/Diploma)
- Completed Year 10 schooling or equivalent OR Did not complete Year 10 schooling or equivalent
- Completed Year 12 schooling or equivalent OR Did not complete Year 12 schooling or equivalent

EDUCATION OF PARENT / GUARDIAN 2:

What was the Highest Educational Attainment completed by your Parent/ Guardian?

- Post Graduate (e.g. Post Graduate Diploma, Masters, PhD) Bachelor Degree Don't know Not Applicable
- Other post school qualifications (e.g. VE Certificate, Associate Degree/Diploma)
- Completed Year 10 schooling or equivalent OR Did not complete Year 10 schooling or equivalent
- Completed Year 12 schooling or equivalent OR Did not complete Year 12 schooling or equivalent

(k) STUDY REASON IDENTIFIER

A commencing student whose main reason for study is: (please only select one option)

- I want extra skills for my job personal interest or self-development a requirement of my job performance
- to develop my existing business to get a better job or promotion to get a job
- to get into another course of study to start my own business to try for a different career
- other reasons

(l) EMPLOYMENT / LABOUR FORCE STATUS IDENTIFIER

Please only select one option.

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

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SECTION 5 - FEE AND PAYMENT INFORMATION

DOMESTIC STUDENT PAYMENT OPTIONS

- UP-FRONT Payment – students will be issued with an AIM invoice following the completion and return of this Course Enrolment Form
- FEE-HELP (Australian Commonwealth Loan Scheme) which is available for:
 - Australian Citizens
 - Permanent Humanitarian Visa Holders
 - New Zealand Special Category Visa Holders who meet long term residency requirements

If you are eligible and wish to fully or partly utilise FEE-HELP to pay for your tuition fees you must complete the electronic Commonwealth Assistance Form (eCAF) online via the link which will be sent to you via email upon receipt of your signed Acceptance of Offer and Enrolment For

Please note a Tax File Number (TFN) is required for all FEE-HELP applicants. If you do not have a TFN please contact the Australian Tax Office (ATO) as soon as possible to apply – see the ATO website: www.ato.gov.au for further information. TFN must be submitted by Census Date otherwise FEE-HELP cannot be accessed and UP-FRONT fees will apply

For more information on FEE-HELP please visit the Government Study Assist Website: www.studyassist.gov.au

INTERNATIONAL STUDENT PAYMENT OPTIONS

UP-FRONT Payment - All International Students will be UP-FRONT fee status and fees must be payable in full prior to the commencement of the study period. Upon receipt of fees AIM will issue a Receipt of Fees Paid and a Department of Immigration and Border Protection (DIBP) Confirmation of Enrolment (CoE) so that the student can obtain a Student visa.

AIM complies with all Australian Government Overseas Student Regulations (Educational services for overseas students 2000 and The National Code of Practice for Providers of Education and Training to Overseas Students 2017) – CRICOS Provider Code 00665C.

REFUNDS (In summary – please refer to the Student Tuition Fees Refund Policy and Procedure at www.aim.edu.au)

- Australian and NZ Citizens and Permanent Residents and Permanent Humanitarian Visa Holders – 100% refund pre-Census Date (see AIM Academic Calendar at www.aim.edu.au); no refund or remission of FEE-HELP Loan debt after Census Date. Information regarding the special circumstances under which a FEE-HELP loan debt can be only remitted are found on the Study Assist and AIM websites (see above)
- International Students – 100% refund if at least 28 days' notice before start of the study period is given. No refund if student withdraws from the course without the required notice unless the withdrawal is as a result of Visa Refusal or special circumstances apply as per the Student Tuition Fees Refund Policy and Procedure

PAYMENT DETAILS

Please indicate your choice of fee payment:

- I wish to pay my study period fees upfront (a pro forma invoice will be issued on completion and return of this Course Enrolment Form). AIM accepts payment by Direct Deposit/Flywire (offshore transfers only)
- I wish to pay my fees through FEE-HELP loan assistance
- I wish to pay a portion of my fees upfront and the balance through FEE-HELP – please advise

INTERNATIONAL STUDENTS MUST PAY TUITION FEES UPFRONT. PAYMENT MUST BE MADE VIA DIRECT DEPOSIT OR BANK TRANSFER OR FLYWIRE (copy of bank receipt quoting student name MUST be sent to AIM, otherwise payment cannot be tracked)

SECTION 6 - PERFORMANCE & IMAGE RELEASE

In consideration of my acceptance to the Australian Institute of Music, I hereby give AIM permission to use my name, character and likeness in any and all advertising, promotions or educational purposes. I give permission for AIM to exhibit or distribute such recordings and other materials in whole or in part without restrictions or limitation for any educational or promotional purpose which AIM and those acting pursuant to its authority deem appropriate.

I understand that I will not receive any compensation or payment in consideration for this release. I reserve the right to withdraw this permission at any time by advising the Office of the Registrar in writin

I Accept I Do Not Accept Signature of Student: _____ Date: / / (dd/mm/yy) _____

If applicant is under 18 years of age:

Parent/Legal guardian Name _____ Relationship _____

Date: _____ Signature: _____

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SECTION 7 - PRIVACY WAIVER

The information on this application can be given to the Australian Government authorities or other designated authorities. This information may include personal and contact details and course enrolment details and will be provided in accordance with the Privacy Act 1988.

I hereby authorise the Australian Institute of Music to provide information regarding my application and study to my:

Parents None International councillor /agent Other (Please specify) _____

I authorise the Australian Institute of Music to release my contact details to teachers if deemed necessary by AIM.

I Accept I Do Not Accept Signature of Student: _____

Please also refer to AIM Privacy Policy: <http://www.aim.edu.au/about-aim/privacy-policy>

If applicant is under 18 years of age:

Parent/Legal guardian Name _____ Relationship _____

Date: _____ Signature: _____

SECTION 8 - DECLARATION

I declare that the information on this form is, to the best of my knowledge, correct and complete in every detail, that I have read and I understand the Australian Institute of Music's Student Tuition Fees Refund Policy and Procedure and that I have read, understand and agree to be bound by the terms and policies of the Australian Institute of Music (including the Australian Institute of Music's Intellectual Property Policy) as documented on www.aim.edu.au.

Signature of Student: _____ Date: / / (dd/mm/yyyy)

If applicant is under 18 years of age:

Parent/Legal guardian Name _____ Relationship _____

Date: _____ Signature: _____

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INTERNATIONAL STUDENT CONDITIONS OF ACCEPTANCE (FOR INTERNATIONAL STUDENTS ONLY)

- I understand that personal information (e.g. contact details, course enrolment, breaches of my student visa conditions), maybe released to the Australian Government and designated authorities under the ESOS Act
- I authorise the Australian Institute of Music to release personal information relevant to my application, visa documentation and initial course enrolment to the Australian Institute of Music overseas representatives who I have authorised to act on my behalf
- I do not hold Australian or New Zealand citizenship and am not a permanent resident of Australia
- I agree to advise the Australian Institute of Music of any changes to my Australian address and/or telephone number within 7 days
- I understand that if I am under 18 years of age at the commencement of my course, it is my responsibility to make the necessary guardianship arrangements that satisfy the Australian Department of Immigration and Department of Immigration and Border Protection (DIBP) requirement
- I accept the responsibility for obtaining a visa that permits me to study full-time in Australia for the duration of my course
- I have sufficient funds to finance both my tuition fees and living expenses for the duration of my course
- I understand that the tuition fee does not cover books and equipment
- I have read the Student Tuition Fees Refund Policy and Procedure as documented on www.aim.edu.au, and agree to accept the terms and conditions of the policy as stated
- I acknowledge that the offer by the Australian Institute of Music assumes that the information that I have provided is true and correct and that any false information provided or lack of disclosure may lead to the termination of my enrolment and that the Australian Institute of Music may inform others, including Australian Government and designated authorities of this information
- I confirm that I will present original or certified copies of my documents at enrolment including official results if the offer based on forecast results
- I understand that if I am undertaking a program by coursework I must arrive at the Australian Institute of Music in sufficient time to attend orientation, enrol and make all the necessary academic preparation prior to the commencement of lectures
- I understand that if I have any school-aged dependants accompanying me to Australia, that they must attend school and that I will be required to pay full fees if they are enrolled either in a government or non-government school
 - Note: Fees are not required at government schools for school-aged dependants of postgraduate research students
- I understand that this agreement and the availability of complaints and appeals processes do not remove the right of the student to take action under Australia's consumer protection laws
- Enrolment will not be processed without submission of clear official copies of Identity and IELTS Documents if you are from a non-english speaking background
- Sharing of Personal Information (for International Student): Any Personal Information you provide might be shared with the Department of Immigration and Border protection (DIBP) in the case of the breach of visa conditions.

I hereby declare that I have read and understood the above conditions and agree to be bound by those conditions.

Signature of Student: _____ Date: / / (dd/mm/yyyy)

Please note that proxy signatures will not be accepted.

If applicant is under 18 years of age:

Parent/Legal guardian Name _____ Relationship _____

Date: _____ Signature: _____

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IMPORTANT: ENROLMENT CHECKLIST

AIM REQUIRES THE FOLLOWING DOCUMENTATION IN ORDER TO PROCESS YOUR ENROLMENT

- Australian Citizens - Check: SECTIONS A & B**
- New Zealand Citizens - Check: SECTIONS A & C**
- Permanent Residents - Check: SECTIONS A & D**
- Permanent Humanitarian Visa holders - Check: SECTIONS A & E**
- International Students - Check: SECTIONS A & F**

SECTION A: ALL STUDENTS

- Proof of completed Secondary Education**
for Bachelor/Diploma students (certified copy of HSC/VCE certificate or equivalent. Please note we do not accept school issued graduation certificates.
- OR
- Academic Transcripts** (certified copy
for Graduate Studies students)

SECTION B: ALL STUDENTS

- Passport style photograph**
for all AIM students, please submit a passport style photograph, showing only your head and shoulders. You may smile in the photo, however please ensure that your face is not obscured by any items or shadows.

SECTION C: AUSTRALIAN CITIZENS

- Proof of Australian Citizenship**
(certified copy of Australian Birth Certificate, Australian Passport, or Australian Citizenship Certificate)

SECTION D: NEW ZEALAND CITIZENS

- Certified copy of Passport**
- Certified copy of SCV** (If applicable)

SECTION E: PERMANENT RESIDENTS

- Certified copy of Passport**
- Certified copy of Residency Visa**

SECTION F: PERMANENT HUMANITARIAN VISA HOLDERS

- Certified copy of Passport**
- Certified copy of Humanitarian visa**

SECTION G: INTERNATIONAL STUDENTS

- Certified copy of IELTS Paperwork** (or equivalent)
- Proof of Citizenship** (certified copy of passport)

Please ensure you supply all required documentation.

If you have any questions about this, please contact AIM immediately by calling SYDNEY 02 9219 5444 or MELBOURNE 03 8610 4222.

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