

IIE Student Application Form

ABOUT THIS FORM

Thank you for your interest in seeking enrollment into International Institute of Education. This application for enrollment form must be completed in English. If you require any assistance in completing this form, please contact us by phone or email.

You can send this form back to us by post or email. Please provide a copy of your passport, your visa (if relevant), your High School Certificate, proof of English language proficiency as specified in the entry requirements and any other requested documents referred to in the course brochure.

Carefully read the International Institute of Education. Prospectus for International Students, complete this Application Form and send with attachments listed on the last page to:

International Institute of Education

Admission Department

Suite 1, Level 2, 16-18 Wentworth Street

Parramatta, NSW 2150.

Email: admission@iie.edu.au | international@iie.edu.au

Tel: +61(02)88972125

- All documents must be certified by a recognised authority e.g. school, university, or an Institute representative.
- Where necessary, provide official certified English translations.
- This application is the property of the Institute. Supporting documentation will NOT be returned.
- It is your responsibility to advise IIE of any change of address prior to enrolment at the Institute

The information in this Application Form is correct as of July 2020, but course information for IIE is subject to change. Admission to any particular course is not guaranteed and will be assessed by IIE policies and procedures

Applicant Information

Title: Mr. Mrs. Ms.

Existing student number:

First Name:

Last Name :

Date of birth:

Gender: Male Female

Marital Status: Married Single Divorced

Passport and Visa Details

Passport No:

Country of Passport:

Passport Expiry Date:

Have you applied for an Australian Visa before or hold an Australian visa? Yes No * Please tick below if yes

Student Visa, subclass Other, please specify

Visitor Visa

Working Holiday Visa

If applying for a student visa, where will you apply? In Australia? Outside Australia

Contact Details

Current Address:

Suburb:

Postcode:

State:

Home phone:

Mobile phone:

Email address:

IIE Student Application Form

ENROLMENT INFORMATION

Course 1		
Course 2		
Course 3		
Campus Location	<input type="checkbox"/> IIE Main Campus S1, L2, 16 Wentworth Street, Parramatta NSW 2150, Australia	<input type="checkbox"/> IIE Tasmania Campus Level 1, 116 Bathurst Street, Hobart, TAS 7000, Australia
Intake Date	<input type="checkbox"/> January <input type="checkbox"/> February <input type="checkbox"/> April <input type="checkbox"/> May <input type="checkbox"/> July <input type="checkbox"/> August <input type="checkbox"/> October <input type="checkbox"/> November	
Are you applying for any of the above courses as a concurrent study option? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you transferring from another provider? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you completed 6 months of your principal course with your current provider? <input type="checkbox"/> Yes <input type="checkbox"/> No IIE does not enroll a student from another provider who is transferring to IIE without completing 6 months of their principal course from their current provider unless the student has been released by the provider or except.		
<input type="checkbox"/> the original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered.		
<input type="checkbox"/> the original registered provider has provided a written letter of release.		
<input type="checkbox"/> the original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal course; or		
<input type="checkbox"/> any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.		
*Please tick one that applies to your condition		

Campus Location

IIE MAIN CAMPUS: Suite 1, Level 2, 16-18 Wentworth St, Parramatta, NSW 2150.

OSHC

Do you currently hold Overseas Student Health Cover (OSHC)? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you want the International Institute of Education to organise the Overseas Student Health Cover (OSHC) for you? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify your cover status: <input type="checkbox"/> Single-Family <input type="checkbox"/>	
Name of OSHC provider:	
Start date:	Expiration date

Unique Student Identifier [USI]

From 1 January 2015, we International Institute of Education can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). Also, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance

USI	<input type="checkbox"/> I do not have USI Yet, I will apply for USI Via IIE.
-----	---

IIE Student Application Form

Overseas Residential Address

Address:		Suburb:	
Province/State:	Postcode:	Country:	

Emergency Contact Address

Name:		Relationship:	
Address:		Email:	
Home Phone:		Mobile Number:	

Language and Cultural Diversity

Country of birth:		Citizenship:	
Is English your first language? <input type="checkbox"/> Y <input type="checkbox"/> N			
If not, please indicate the English test you completed. IELTS/ PTE or other forms of English Test? <input type="checkbox"/> Y <input type="checkbox"/> N			
Registration number/ TRF No:			Date:
Average score:	Listening:	Reading:	Writing:
Do you speak a language other than English at home? If more than one language indicates the one that is spoken most often.			<input type="checkbox"/> No, English only <input type="checkbox"/> Yes other; please specify:
Are you of Aboriginal or Torres Strait Islander origin? <i>For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.</i>			<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal. <input type="checkbox"/> Yes, Torres Strait Islander

Disability

Do you consider yourself to have a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No – go the question about schooling
If you indicated the presence of a disability, impairment, or long-term condition, please select the area(s) in the following list. Review the disability supplement to help you select the right area(s).	<input type="checkbox"/> Hearing/deaf 11 <input type="checkbox"/> Physical 12 <input type="checkbox"/> Intellectual 13 <input type="checkbox"/> Learning 14 <input type="checkbox"/> Mental illness 15 <input type="checkbox"/> Acquired brain impairment 16 <input type="checkbox"/> Vision 17 <input type="checkbox"/> Medical condition 18 <input type="checkbox"/> Other 19

Schooling

IIE Student Application Form

What is your highest COMPLETED school level? <i>Tick ONE box only</i>	<input type="checkbox"/> Year 12 or equivalent 12 <input type="checkbox"/> Year 11 or equivalent 11 <input type="checkbox"/> Year 10 or equivalent 10 <input type="checkbox"/> Year 9 or equivalent 09 <input type="checkbox"/> Year 8 or below 08 <input type="checkbox"/> Never attended school 02
Are you still enrolled in secondary or senior secondary education?	<input type="checkbox"/> Yes <input type="checkbox"/> No



IIE Student Application Form

Previous Qualification		
<i>*If you have more than two qualification, please attach details with application in a plain paper with verified or color scanned copy.</i>		
Qualification 1	Qualification 2	
Qualification name:	Qualification name:	
Name of institution:	Name of institution	
Country:	Country:	
Year completed:	Year completed:	
Qualification name:	Qualification name:	
Employment Information		
Of the following categories, which BEST describes your current employment status? (Tick ONE box only)		
<input type="checkbox"/> Full-time employee	<input type="checkbox"/> Part-time employee	<input type="checkbox"/> Self-employed – not employing others
<input type="checkbox"/> Self-employed – employing others	<input type="checkbox"/> Employed – unpaid worker in a family business	<input type="checkbox"/> Unemployed – seeking full-time work
<input type="checkbox"/> Unemployed – seeking part-time work	<input type="checkbox"/> Not employed – not seeking employment	<input type="checkbox"/> Not Specified
Please attach a copy of your resume. Ensure you provide your employment history starting with the latest on the top		
Study Reason		
Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/ apprenticeship (Tick ONE box only)	<input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> To get skills for community/voluntary work <input type="checkbox"/> Other reasons	01 02 03 04 05 06 07 08 12 13 11
RPL and Credit Transfer		
Please complete this section if you believe you are eligible to apply for Recognition of Prior (RPL) or for credit transfer. <i>Please note, applying for this will impact your course duration so bear in mind that if this is approved then your course duration will be less than the time outlined on the course brochure. Depending on the amount that your course is reduced your fees may also be reduced.</i>	I want to apply for a credit transfer for the following unit/s: I want to apply for RPL for the following unit/s: If applying for a credit transfer, please attach a certified copy of the Statement of Attainment or Record of Results and Qualification for each unit.	

IIE Student Application Form

Agent Details

Agent Organisation Name:		Address:	
Email:	Phone:	Contact Person:	
Agent ID:	Agent's Migration Agents Registration Number:		

Advanced Tuition Fees Information

Under the Tuition Protection Service (TPS) framework, IIE Does not require students to pay more than 50% of the course tuition fee in advance. If student wish to pay more than 50% of the tuition fee to IIE in the advance student must notify the IIE via this application so IIE can include this information in the letter of offer (student agreement).

Do you wish to pay more than a 50% tuition fee for your first course with IIE? Yes No

Privacy Notice

Why we collect your personal information.

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. If you do not provide this information, we will be unable to process your enrolment.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information.

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer

IIE Student Application From

- information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy

If you would like to seek access to or correct your information, in the first instance, please contact us using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact IIE to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

[Email: info@iie.edu.au and please see student handbook for our privacy policy at www.iie.edu.au]

Admission Contact

International Institute of Education

Admission Department

Suite 1, Level 2, 16-18 Wentworth Street
Parramatta, NSW 2150, Australia

Email: admission@iie.edu.au | international@iie.edu.au

Tel: +61(02)88972125

IIE Student Application Form

Student Declaration and Signature

- I declare that the information I have provided to the best of my knowledge is true and correct.
- I consent to the collection, use, and disclosure of my personal information following the Privacy Notice on page 1. I understand that giving false or incomplete information may lead to the refusal of my application or cancellation of enrolment.
- I permit the International Institute of Education to obtain official records from an educational institution that I have attended.
- I understand that International Institute of Education collects, stores and uses personal information only to administer prospective, current and graduate student admissions, enrolment and education and that the information collected is confidential and will not be disclosed to third parties without my consent, except to meet government, legal or other regulatory authority requirements.
- I understand that if I have applied through an approved International Institute of Education agent, all correspondence relating to my application will be forwarded to that agent.
- I understand that any vocational placement undertaken as a part of any of the courses offered at the International Institute of Education will be unpaid.
- I have read, understood, and agree to abide by the College Refund Policy found in the Student Handbook on the website of the College; www.iie.edu.au.
- I understand that IIE may use my name/photograph/image/audio recording/video recording and likeness in all forms and manner (“My Image”) for the purposes of advertising, media, social media publicity, publication, general display or for any other institute purposes in whole or in part, including but not limited to publication on internet web sites, broadcasts and any other publications as released to or by IIE (“Publication”). I waive any interest that I may have in the copyright to My Image now or at any future time and acknowledge that I am not entitled, nor shall in the future be entitled, to receive any payment or consideration in respect of it and agree to make no claim against IIE for any payments for the Publication of My Image.
- I have read, understood and agree to abide by the Student Code of Conduct as found in the Student Academic and General Code of Conduct Policy and Procedure and Student Handbook on the website of the College; www.iie.edu.au
- I understand that by signing this application form, I will be sent a letter(s) of an offer for the International Institute of Education if all admission requirements are met.
- I agree that on acceptance of enrolment by the International Institute of Education, I must sign and return an Acceptance to my Letter of Offer which will be the contract of Enrolment.
- I agree that I may choose to pay more than 50% of the total tuition fees upfront for the course before I commence the course that is more than 25 weeks. The College can request 100% of the total tuition fees for short courses of 25 weeks or less.

Signature of Applicant:

X

Document Checklist

Onshore Students

- Completed Application Form Resume Certified Copy of Passport Certified Copy Of Academic Certificates Qualification Evidence of English Language Test Visa Copy OHSC details Letter of Release (if applicable)

International Student Offshore

- Completed Application Form Resume Certified Copy of Passport Certified Copy Of Academic Certificates Qualification Evidence of English Language Test Visa Copy OHSC details Personal Statement Proof of Finance
- IIE will request further Genuine Temporary Entrant Document after assessment by the eligibility of students in the course.



IIE Student Application Form

DISABILITY SUPPLEMENT INFORMATION (DISABILITY SUPPLEMENT)

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question. If you indicated the presence of a disability, impairment, or long-term condition, please select the area(s) in the following list: Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

'11 — Hearing/deaf'

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe, or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon the vision to communicate, whether through lip reading, gestures, cued speech, fingerspelling, and/or sign language.

'12 — Physical'

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or maybe the result of an accident, illness, or injury suffered later in life, for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

'13 — Intellectual'

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behavior, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

'14 — Learning'

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviors, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

'15 — Mental illness'

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

'16 — Acquired brain impairment'

Acquired brain impairment is an injury to the brain that results in deterioration in cognitive, physical, emotional, or independent functioning. Acquired brain impairment can occur because of trauma, hypoxia, infection, tumor, accidents, violence, substance abuse, degenerative neurological diseases, or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

'17 — Vision'

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired because of disease, illness, or injury.

'18 — Medical condition'

The medical condition is a temporary or permanent condition that may be hereditary, genetically acquired, or of unknown origin. The condition may not be obvious or readily identifiable yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma, or diabetes.

'19 — Other 'A disability, impairment, or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.