

## STUDENT APPLICATION FORM MBA

ATTACH  
PASSPORT  
SIZED  
PHOTO  
HERE

### 1. TEACHING CENTRE

Please indicate the full name of the Teaching Centre ("TC") at which you wish to have our course delivered to you:

### 2. MBA COURSE

Please indicate the full name of the MBA course ("Course") you wish to apply for:

Please indicate when you intend to commence the Course:

Date:	Month:	Year:
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### 3. PERSONAL DETAILS

Please circle one (or specify other): Mr/Mrs/Miss/Ms/Other: \_\_\_\_\_

Family/Surname  Given/First Names (as in ID/Passport)

Residential address (Unit, Street, City, State or Region, Country)

Home Phone  Home Fax  Mobile Phone  Email Address

Date of Birth DD / MM / YYYY  Age  Gender M/F  Nationality  Marital Status (Married/Single)

### 4. ACADEMIC QUALIFICATIONS

List your school leaving, tertiary qualifications and professional qualifications.

Qualification	Institution/Examining Body	Language of Instruction	Period Attended (Months/Years) ie From _ To _

Please **attach** your certified copies\* of parchments and your academic transcripts (as well as an explanation of the grading system). **If originals are not in English, certified copies\* of English translations are required (from a certified translator).**

Please also **attach** any other evidence of your eligibility for acceptance into the Course you have applied for (e.g. a letter of acceptance from a recognised University).

\*When providing photocopies of any documents, ensure they are properly 'certified', each page having the following:

- A statement saying "I, the undersigned, certify this document to be a true copy of the original".
- Under that statement, a person who is legally authorised to certify must sign: i.e. Lawyer, Justice of the Peace, Peace Commissioner, Commissioner of Oaths, Notary Public, Judge, Magistrate, a member of the Australian Immigration Department, Australian Embassy or Consulate.
- The authorised person must include their official stamp/chop/seal.

- The authorised person must include the date and their full name, signature and business contact telephone number.

## 5. EXEMPTIONS

You may be granted an exemption from undertaking certain subjects in the Course if you have previously passed equivalent subjects. If you wish to apply for an exemption you must obtain an Application Form for Subject Exemption and submit it with this Application. A AUD\$50 fee applies. Please tick one of the following:

- I **intend to apply** for exemption from studying one or more subjects in the Course and attached is my Application Form for Subject Exemption, or
- I **do not intend to apply** for any exemptions in the Course. I understand that if I later wish to apply for exemptions, I will not be granted any reduction in fees payable.

## 6. ENGLISH LANGUAGE PROFICIENCY

Please tick at least one of the following (although ticking two or more boxes may help borderline applications) and **attach** the required information.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> English was the language of instruction in tertiary studies completed | → | <b>Attach</b> a certified copy* of your parchments and your academic transcripts (as well as an explanation of the grading system) |
| <input type="checkbox"/> GCE 'O' or 'A' Level English or equivalent                            | → | <b>Attach</b> test results   |
| <input type="checkbox"/> TOEFL Score (≥ 575)   | → | <b>Attach</b> test results   |
| <input type="checkbox"/> IELTS Overall Band Score (≥ 6.5)                                      | → | <b>Attach</b> test results   |
| <input type="checkbox"/> Other   | → | <b>Attach</b> test results or relevant evidence  |

\* Refer to page 1 for definition of "certified copy".

## 7. EMPLOYMENT

Please give details of your present position below. Please also **attach** a copy of your current resumé listing your previous positions. If you have managerial experience, please ensure that your resumé details this managerial experience and the number of persons that you are in charge of.

Generally, you should **attach** both a certified copy of your letter(s) of appointment showing relevant work experience and a certified organisational chart signed by your manager/superior.

If you were self-employed during the years you wish to claim as your relevant work experience, you must **attach** a certified copy of the report from the relevant government authority showing your status as company director, partner in a partnership or sole proprietor during those years.

Current Employer	<input type="text"/>	Job Title	<input type="text"/>
Employer Address (Unit, Street, City, State/Region, Country, ZIP Code)	<input type="text"/>		Annual Income <input type="text"/>
Office Phone	<input type="text"/>	Office Fax	<input type="text"/>
		Office email	<input type="text"/>

Please direct all correspondence to:  Residence  Office

Please direct all emails to:  Personal email  Office email

## 8. FINANCIAL SUPPORT

Please indicate your source of financial support:

- I am fully sponsored by my employer (please **attach** written confirmation from your employer)
- I am a private student supported by myself / my family

Name of person or organisation paying fee (for invoice purposes)

Address of person or organisation paying fee (for invoice purposes)

Telephone  Fax  Mobile

## 9. STATISTICAL INFORMATION

Please complete the following information which we are required to submit for statistical purposes:

(a) Are you of Aboriginal or Torres Strait Islander descent? Yes/No (circle one)

(b) What is your first language?

(c) Do you have work experience? Yes/No (circle one)

If so, please tick to indicate your industry background:

- Business or Commerce       Science or Engineering     Information Technology       Health  
 Public Sector               Service Industries               Small Business               Other

(d) Do you have management experience? Yes/No (circle one)

If yes, please summarise your most recent/significant management experience in the following table:

Management level	Number of years	Salary range
Senior/Middle ( <u>circle one</u> )		
Senior/Middle ( <u>circle one</u> )		

## 10. REFEREES

Give the names and addresses of two referees (excluding family members) to comment confidentially on your professional and/or academic background.

Title (Prof, Dr, Mrs, etc)  Name  Job Title

Telephone No  Email

Address

Title (Prof, Dr, Mrs, etc)  Name  Job Title

Telephone No  Email

Address

## 11. SURVEY

How did you hear about the Australian Institute of Business (AIB)?

Press Advertisement     Word of mouth     Brochure     TC Website     AIB Website     Other (please specify) \_\_\_\_\_

## 12. CHECKLIST

- Have you attached certified copies\* of your relevant parchments and academic transcripts (as well as an explanation of grading system and English translation of the awards, if applicable)?
- Have you attached any other evidence of your eligibility for acceptance into the Course you have applied for, if applicable?
- Have you attached certified copies\* of your GCE 'O', 'A' Levels/TOEFL/IELTS or other results or evidence, if applicable?
- Have you attached a copy of your current resumé?
- Have you attached a certified copy\* of your letter(s) of appointment showing relevant work experience and a certified\* organisational chart signed by your manager/superior?
- If you were self employed, have you attached a certified copy\* of the report from the relevant government authority showing your status as company director, partner in a partnership or sole proprietor during those years of relevant work experience?
- Have you attached a copy of your employer's written confirmation agreeing to sponsor you, if necessary?
- Have you obtained the consent of two referees and included their contact details in this application form?
- Have you completed all relevant sections of this form?
- Have you attached a passport-sized photograph?
- Have you read all sections of this form and signed the Terms and Conditions in section 13 of this form?
- Have you read and signed the Consent Form attached to this form?

\* Refer to page 1 for definition of "certified copy".

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### 13. TERMS AND CONDITIONS

You acknowledge and agree as follows:

- a. You will pay the non refundable application fee directly to AIB via the AIB website when submitting this Student Application Form. AIB will not process this Student Application Form until this is done.
- b. By completing and submitting this Student Application Form to AIB you are inviting AIB to offer you a place in the relevant Course. You agree that if AIB issues you with a letter of acceptance (which is entirely at AIB's discretion) this will be an offer which is capable of your acceptance by enrolling (ie nominating and paying for) in subjects with AIB by the cut off date.
- c. A letter of acceptance/offer issued by the TC, an agent or any other party is not valid, and you shall immediately inform AIB if you have received such a letter.
- d. Before enrolling, you agree to obtain a copy of the AIB Student Handbook and carefully read all sections. Also, before enrolling you agree to review AIB's fees in the Course fees webpage (in the AIB website).
- e. By enrolling, you are taken to have accepted the offer in the letter of acceptance and are deemed to have read, accepted and agreed to abide by the terms and conditions in this Student Application Form, the Course Information, and the rules and regulations in the AIB Student Handbook (as amended from time to time).
- f. You shall pay all AIB fees directly to AIB (not to the TC to then pay to AIB) as directed in the AIB website. You will also need to arrange payment of tuition fees directly to the TC, who will be delivering our Course to you – AIB is not responsible for any amounts paid to the TC. You acknowledge and agree that AIB's fees may change from time to time and the new fees will apply to all students notwithstanding when they joined the Course.
- g. Any amounts paid by you to AIB shall not be assignable or transferable towards the credit or benefit of another student or for any other matter (subject to the fees in credit policy detailed in the AIB Student Handbook).
- h. AIB is not obliged to and will not refund to you any fees paid or caused to be paid to AIB or the TC in relation in the Course or otherwise. The TC may have a separate refund policy with you but this does not require AIB to refund any amounts paid or caused to have been paid by you.
- i. Upon your first enrolment with AIB, you will be considered a distance learning examination student of AIB only for the purpose of sitting for the examinations for the enrolled subjects. On payment of the tuition fees to the TC, you will be considered a tuition student of the TC for the purpose of attending tutorials delivered by the TC.
- j. You acknowledge that if you do not correctly enrol in (ie nominate and pay for) subjects by the relevant enrolment dates, you are not entitled to attend tutorials for those subjects or submit assignments or sit exams for those subjects. If you do submit assignments or sit exams when not correctly enrolled, AIB will not mark these papers and will discard them.
- k. AIB reserves the right to modify, alter or withdraw any subjects or any Course and/or to make modifications to the Course delivery and tutorial or exam schedule or assessments without prior notice. Some students may be merged into different intakes or be moved from intake to intake, as approved by AIB, so class sizes may vary.
- l. If at any time the TC is no longer permitted to deliver our Course, you will be notified of the alternative centre at which you can attend the tutorials on the Course subjects and sit for the examinations. If there is no alternative centre available, you may then be able register as an AIB pure distance learning/on-line student (upon appropriate payment being made to AIB) and sit for the examinations at a location that will be advised to you.
- m. You declare that, to the best of your knowledge, the information provided by you in this Student Application Form (and all documentation attached to, accompanying or sent in relation to this Student Application Form) is true and complete in every particular. You acknowledge that AIB may vary or reverse the decision regarding admission, enrolment or registration made on the basis of any misrepresentations or incorrect or incomplete information provided by you or any breach of the AIB Student Handbook. You consent to the TC and/or AIB making enquiries at any institutions (including but not limited to Universities or colleges) or to any persons to confirm the qualifications that you have obtained and any other details set out in the Student Application Form and you consent to them providing this Student Application Form to those institutions and persons as proof of your consent.
- n. You consent to the appropriate Australian authorities having access to your academic records as part of any audit of AIB in accordance with relevant Australian legislation.
- o. You agree that AIB may use or disclose my information for marketing purposes but only to the extent permitted by the relevant privacy legislation.
- p. You agree that AIB and any related entity is not responsible for any representations that the TC, any agent or any other party has made to you, either verbally or in writing, regarding the Course or AIB or its related entities.
- q. You consent to the TC or any other party providing us with all materials provided to you by the TC, agents or similar parties. You also consent to the TC or any other party providing us with any agreements you have made with the TC, agents or any similar parties.
- r. You have read, understood and agree to the terms and conditions in this Student Application Form.

Dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signature of Student: \_\_\_\_\_ Signature of Witness (Local Office Agent): \_\_\_\_\_

Print full name: \_\_\_\_\_ Print full name: \_\_\_\_\_

Name of Organisation: \_\_\_\_\_

Email address: \_\_\_\_\_

Affix company  
seal/stamp/chop:

## CONSENT FORM

**Full name of student:** \_\_\_\_\_

**Address of student:** \_\_\_\_\_

**Name of Teaching Centre:** \_\_\_\_\_

I, the abovenamed student, have applied to undertake a course for which the tutorials will be delivered by the Teaching Centre. The awarding institution is the Australian Institute of Business.

I authorise the Teaching Centre and the Australian Institute of Business (or their authorised representatives) to make any inquiries they deem appropriate to any persons, institutions, colleges, Universities or the like to verify my previous work experience and/or qualifications.

I would be grateful if you, the recipient of this Consent Form, would promptly provide all the information and documentation that the Teaching Centre or the Australian Institute of Business (or their authorised representatives) request in order for them verify my previous work experience and/or qualifications.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
(the abovenamed student)

Witness (signature): \_\_\_\_\_

Full name: \_\_\_\_\_

## COURSE INFORMATION

### **Course content and duration**

Information on the Course and the subjects that comprise the Course is listed on the AIB Website. Students who have elective subjects, should check with their TC to ensure that, firstly that their TC is offering these subjects and secondly that doing these subjects will allow them to graduate with their desired award within the desired timeframe. Also, students who have obtained exemptions should ensure that they are undertaking the correct subjects to allow them to graduate with the desired award within the desired timeframe. As stated in section 2.1(d) of the Student Handbook (**SH**), it is solely the student's responsibility to ensure they undertake the correct subjects so that they will graduate with their desired award within the desired timeframe. If students require any further information, they should request further information from the TC.

Students can take up to 3 years to complete the MBA Course and up to 6 years to complete the BBA Course, however a minimum number of subjects must be undertaken each year – refer to section 2.2(b), (c) and (d) SH.

The AIB MBA can be *delivered* on a monthly basis over as little as 12 months, but this is dependent on subject availability and timing of public holidays. Also, students may have up to an extra 3 months to finish the final project.

If students fail one or more subjects, they may be entitled to re-sit or re-enrol in the subject, but certain conditions apply and this will increase the duration of their course - refer to the Student Handbook.

If students register to undertake the Course on a stage by stage basis, they will automatically be admitted into the next stage of the Course upon successful completion of all of the relevant assessment requirements and upon the appropriate fees being paid up in full.

Subjects and Courses are changed, added to, withdrawn or modified by AIB from time to time, so they may not always be available for students to undertake at a later date.

Refer to section 1.2 SH for information regarding exemptions.

### **Fees**

Information regarding the Course fees is listed in the Course Fees webpage on the Online Enrolment System (**OES**) (please note re-sit/re-examination fees also apply for medical or compassionate grounds). Students must review these fees before first enrolling, and thereafter review it from time to time. Please note, AIB may change its fees or introduce additional fees from time to time and these new/revised fees will apply to all students notwithstanding when they joined the Course. AIB does not provide any refunds for any fees paid. AIB has a fees in credit policy for any extra fees paid, or for deferred subjects, or fees paid after cut off dates etc – refer to section 2.6 SH for more information.

All AIB fees must be paid directly to AIB via the Payment Methods spelt out in the AIB Website. Students will pay tuition fees directly to the TC, so students should clarify these fees with the TC before commencing the Course. This arrangement is directly between the students and the TC, regarding which AIB has no involvement or liability. The TC may have a separate refund policy with students (so students should clarify this with the TC before commencing any Course) but this does not require AIB to refund any amounts paid or caused to have been paid by any students.

The fees paid do not include textbooks or any other costs.

### **Other information**

- Extensions for assignments and final projects (including project proposals, first draft and final copy) will normally not be granted except in cases of severe illness or death in the family (for the avoidance of doubt, extensions for work reasons will not be granted).
- Any personal queries can be addressed to students' contact person at their Teaching Centre (or if not resolved then in the Feedback to AIB page in the OES). The AIB Academic team will be monitoring students' progress and TCs shall provide academic counselling should it become necessary. In the event any student has learning difficulties, AIB/TC may refer them to a learning specialist, at their cost.
- AIBA has developed policies regarding access, equity, anti-discrimination and other issues. For further information, students should review the relevant policies on the AIB Website.
- If students have grievances about academic matters or non-academic matters, they should refer to the relevant policies on the AIB website.