



Apex Institute of Higher Education Pty Ltd ta Apex Higher Education
ABN 45 615 071 853

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Email: admissions@ahc.edu.au

PRV14320

CRICOS CODE: XXXXXX

All fields below are to be filled out by both domestic and overseas applicants, except those identified as being for overseas students only. The information provided will be used to assess the applicant's eligibility for the course they are applying to. Some of the information provided will be stored on a database and will be used for statistical and other reporting purposes. For assistance with this application form, applicants are advised to contact either their agent, or Apex Higher Education directly. **PLEASE WRITE IN BLOCK LETTERS AND IN BLACK PEN.**

IMPORTANT INFORMATION



HOW TO APPLY

1. Complete this form.

Offshore overseas students are required to apply through an authorised AHE agent. A list of authorised AHE agents is available at: Please refer to the temporary AHE Website <https://apex-h.pagecloud.com/>

2. Provide certified* copies of the following documents:

- Current passport and visa (if applicable)
- Academic transcripts. Transcripts must be translated into English (if applicable)
- Evidence of English language proficiency (if applicable)

*Documents can be certified by an AHE representative, authorised agent, Justice of The Peace, Public Notary, Australian Embassy or Consulate

3. Submit your application:

- Through an authorised education agent
- By email: admissions@ahc.edu.au (TBC)

4. AHE will assess the application and respond with an outcome. Successful applicants will receive a **Letter of Offer and Student Written Agreement**.

5. Enrolment: Students must accept their offer by signing the **Letter of Offer and Student Written Agreement**, and making the specified payment.

6. Following receipt of payment and a signed **Letter of Offer and Student Written Agreement**, overseas students will also receive a Confirmation of Enrolment (CoE). Students are required to have a CoE as part of their student visa application.

1. PERSONAL DETAILS

Mr/Ms/Mrs/Other:	Date of Birth:	dd	mm	yyyy	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
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Given Names:		Family Name:	
Country of Birth:		Citizenship:	
Passport Number:	Expiration Date:	Country of Issue:	
Address/Contact Details			
Current Address:			
Suburb:	State:	Postcode:	Country:
Phone Number - Country Code:	Area Code:	Number:	
E Mail address:			
Emergency Contact - Name:	Relationship:	Number:	
Your Australian Address (if applicable):			
Suburb:	State:	Postcode:	
Are you of Aboriginal or Torres Strait Islander origin?		<input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both <input type="checkbox"/> Prefer not to say	



2. COURSE SELECTION

☐ Bachelor of Business

BBUS CRICOS COURSE CODE: (TBA)

3. INTAKE STUDY PERIOD

☐ Semester 2, 2022 (July 2022) ☐ Summer School 2022 (November 2022) ☐ Semester 1, 2023 (March 2023)

4. ENGLISH LANGUAGE PROFICIENCY AND ADMISSION REQUIREMENTS

Is English your native language? ☐ Yes ☐ No - What is your native language?:

Have you completed high school or tertiary studies where English was the language of instruction?:

☐ Yes ☐ No ☐ N/A English is my native language.

Please specify if you have completed any of the following tests: ☐ IELTS ☐ TOEFL ☐ PTE ☐ Other

Overall score:

Test date:

If 'Other', what test?:

AHE has English language requirements that must be met in order to gain admission into the Bachelor of Business. Please carefully read the admissions requirements below prior to submitting your application.

BACHELOR OF BUSINESS ADMISSION CRITERIA

General Academic Admission Criteria

To satisfy the general academic requirements for admission to a course at AHE, applicants must meet at least one of the following entry requirements:

- Successful completion of Year 12 or equivalent with a minimum ATAR of 65 or equivalent; or
- Successful completion of an equivalent secondary qualification either interstate or overseas; or
- Satisfactory completion of an accredited Tertiary Preparation Program or a Business Foundation Year Program offered by an Australian HEP that would enable students to gain entry to an AQF Level 7 Business course at an Australian HEP; or
- Admission to an undergraduate degree at an Australian HEP.

Alternative Academic Admission Criteria for applicants who do not meet the General Academic Admission Applicants who are 21 years of age or over who have not completed Year 12 or its equivalent may fulfil the academic admission criteria through one of the following entry requirements:

- Successful completion of a Special Tertiary Admissions Test administered by a tertiary admissions centre; or
- Submission of a portfolio of prior and current academic and /or professional work of a satisfactory level to the AHE course coordinator.

General English Language Requirements for Admission

International students whose first language is not English must demonstrate competency in the English Language. English Language competency for admission to AHE is 6.5 overall (minimum 6.0 in each section).

Please refer to the **AHE English Language Requirements for Admission** for further details.

Additional Specific Course Admission Criteria for the Bachelor of Business: None

FULL POLICY

For further information, please refer to the

- **AHE Student Admission Policy and Procedure**
- **AHE English Language Requirements for Admission**

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• **AHE Student Application For Admission Form**

Please refer to the temporary AHE Website <https://apex-h.pagecloud.com/>

5. RECOGNITION FOR PRIOR LEARNING

Do you wish to apply for Recognition of Prior Learning / Course Credit? ☐ Yes ☐ No

APEX Higher Education recognises that some students may have prior learning and/or work experiences and should not be required to repeat equivalent learning successfully undertaken elsewhere.

Students who wish to apply for recognition for prior learning should consult the Credit for Recognition of Prior Learning Procedure to determine eligibility. If relevant, please fill in and submit the Credit for Prior Learning Application Form as well. The Procedure is available in full at: Please refer to the temporary AHE Website <https://apex-h.pagecloud.com/>

6. HIGHEST QUALIFICATION ACHIEVED

What is the highest qualification you have achieved? ☐ High School ☐ Tertiary ☐ University ☐ Other.

Please provide the details of your education below:

Institution/School	Name of Qualification	Location	Year Completed

**INTERNATIONAL (OVERSEAS)
APPLICANTS ONLY**

'International Applicants' are applicants who are **not** any of the following:

- An Australian citizen
- A New Zealand citizen
- An Australian permanent resident
- A holder of an Australian humanitarian visa

7. OVERSEAS STUDENT HEALTH COVER (OSHC)

Do you need AHE to arrange Health Cover for you? ☐ No ☐ Yes. If 'Yes': ☐ Single ☐ Couple ☐ Family

If 'Yes', how many months of coverage do you need? _____ months

8. SUPPORT SERVICES

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

☐ No ☐ Yes - Please Specify:

AHE is committed to making reasonable adjustments for students who need them. Please refer to the *Student Assessment Policy and Procedure*, and the *AHE Student Academic and Non-Academic Support Policy and Procedure*. These are available in full at: Please refer to the temporary AHE Website <https://apex-h.pagecloud.com/>

9. VISA DETAILS



Do you currently hold an Australian Visa? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, Visa Type:	Expiry Date (DD/MM/YYYY):
If NO , which Australian Embassy / High Commission will you lodge your visa application?	
City:	Country:

10. AUTHORISED AGENT DETAILS (IF APPLICABLE)

Agency Name:	Contact Person:
Email:	Telephone:
<input type="checkbox"/> I nominate this agent to be my Education Agent in further dealings with AHE.	

ALL APPLICANTS

11. DECLARATION

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

- I declare that the information I have provided on this form is true and correct.
- I agree that if either my agent or I provide false, misleading or inaccurate information, AHE reserves the right to cancel my enrolment.
- I further acknowledge that I have the financial capacity to pay my tuition fees, ancillary costs, and living expenses as and when they become due and payable.
- I have read and understand student's rights and obligations under the ESOS framework, including the costs associated with bringing school aged dependants to Australia. (<https://internationaleducation.gov.au/Pages/default.aspx>)
- I am fully aware that I must inform AHE when my personal or contact details change.
- If I am a student on a student visa, I am responsible for complying with my student visa conditions, and I must contact the Department of Home Affairs for enquiries relating to my student visa issues.
- I understand that I have the right to lodge complaints and appeals in relation to any of AHE's services and activities including (but not limited to) the application and enrolment process, and marketing information. The **AHE Student Grievance, Complaints and Appeals Procedure** may be accessed at the (Please refer to the temporary AHE Website <https://apex-h.pagecloud.com/>)

Student Name:

Signature:

Date:

Parent/guardian name:

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

(Note: applicant **must** be 18 years of age at the time of course commencement).

Date:

CRICOS CODE: XXXXXX



After completing the check list on the next page, please eMail this form and the required attachments to:

admissions@ahc.edu.au

Standard privacy notice

The standard Apex Higher Education Privacy Notice applies pursuant to our privacy responsibilities and obligations as regulated by the **Privacy and Personal Information Protection Act 1998 (NSW)** and the **Privacy Act 1988 (Cth)**. Please refer to the temporary AHE Website <https://apex-h.pagecloud.com/> to access the **AHE Privacy and Personal Information Policy and Procedure**.

In collecting personal information, AHE will comply with the requirements of the Australian Privacy Principles (APPs) set out in the **Privacy Act 1988 (Cth)** as amended by the **Privacy Amendment (Enhancing Privacy Protection) Act 2012**.

Personal information about students studying with AHE may be shared with:

- a) The Australian Government and designated authorities where the request is justified by law, including to the:
- Department of Education and Training
 - Department of Home Affairs
 - Tuition Protection Service
 - Tertiary Education Quality and Standards Agency
 - Relevant Commonwealth department(s) and bodies with responsibility for administering the Higher Education Support Act 2003
 - State and Federal Police Force, the Overseas Student Ombudsman and the Commonwealth Ombudsman
- b) On the reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the student or of other people
- c) To the external debt collection agency to recover overdue tuition and non-tuition fees
- d) To AHE's legal advisers or other professional advisers or consultants engaged by AHE.

The information disclosed above may only include personal information, course enrolment details and changes, and the circumstances of any suspected breach of student visa conditions.

This information includes personal and contact details, course enrolment details and changes, and in the case of overseas students the circumstance of any suspected breach of a student visa condition.

12.CHECKLIST

I have:

- ☐ Filled out all relevant sections in this form.
- ☐ Read, understood, and signed the student declaration (page 4).
- ☐ Attached certified copy of passport and current Australian visa (if applicable - Overseas applicants only).
- ☐ Attached evidence of English language proficiency (if applicable).
- ☐ Attached certified copies of academic transcript(s) and certificate(s) translated into English (if applicable).
- ☐ (If Applicable) Attached Credit for Prior Learning Application Form and evidence

ADDITIONAL SERVICES

Would you like AHE to organise airport pickup? ☐ Yes ☐ No



COURSE DATES

Coming up intakes from Semester 2, 2022

INTAKE		START DATE	END DATE
Semester 2, 2022	Orientation 8 July, 2022	11 July 2022	16 October 2022
Summer School 2022	Orientation 4 Nov, 2022	7 November 2022	12 February 2023
Semester 1, 2023	Orientation 10 March, 2023	13 March 2023	18 June 2023