

TIIS DOMESTIC STUDENT APPLICATION FORM

Special Note to Applicant – Please use this application form if you are:

1. An Australian or New Zealand citizen (including dual citizens) or
2. A permanent resident of Australia, or
3. A holder of a permanent Australian humanitarian visa.

Section 1 – Student Personal Details

Family Name		Middle Name (if any)	
First Name		Language Spoken at Home	
Date of Birth (DD/MM/YYYY)		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Others
Unique Student Identifier(USI) (MUST be provided for all onshore applications)			
Country of Citizenship		Country of Birth	
Australian Passport Number		Passport Expiry Date	
Permanent Visa Number		Expiry Date (if applicable)	
Driver Licence No.		Driver Licence Expiry Date	

Section 2 – Contact Details in Australia (Mandatory)

Please note that you must notify TIIS of change of your contact details within 7 days from date of change while enrolled at TIIS.

Apartment/Unit			
Number and Street Name			
Suburb		Town/City	
State			
Post Code			
Telephone			
Mobile			
Email Address (Mandatory)			

Section 3a – Emergency Contact in Australia

Please note that you must notify TIIS of change of your contact details including emergency contact within 7 days from date of change while enrolled at TIIS.

Name of the emergency contact			
Relationship		Email	
Address (including Postcode)			
Telephone		Mobile	

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Section 4 – Which course would you like to apply for?

Please read TIIS Course Information Brochure for detailed course information including course structure and entry requirements.

Course(s) (Select your course from the drop-down list below)	Proposed Commencement Date(s) (Select your Intake, then add year)	
Location (Melbourne Campus available only for BIT, MBA, GCBA)		
Are you planning to apply for CPL (Credit for Prior Learning)/RPL (Recognition of Prior Learning)?		
		Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, complete TIIS CPL application form in accordance with TIIS CPL policy and procedure. Lodge the completed CPL application form together with this application form and relevant supporting documents. https://tiis.edu.au/forms/		

Section 5a – Education Background

Please list all your previous academic qualifications. Please list the highest-level qualifications first.

Name of Qualification	Awarding Institution (Name, Location & Country)	Commencement Date (DD/MM/YYYY)	Date of Award (DD/MM/YYYY)	Language of Instruction

Section 5b – Employment History

Please list your past employment history as listed below support your application.

Name of Employer	Position Held	Commencement Date (DD/MM/YYYY)	Date of Completion (if applicable) (DD/MM/YYYY)	Evidence attached

Section 5c – Reason to Study

Please tick appropriate box

To get a job	<input type="checkbox"/>	It was a requirement of my job	<input type="checkbox"/>
To develop my existing business	<input type="checkbox"/>	I wanted to acquire additional skills & knowledge	<input type="checkbox"/>
To start my own business	<input type="checkbox"/>	For personal development	<input type="checkbox"/>
To get better job or promotion	<input type="checkbox"/>	Other reasons	<input type="checkbox"/>

Section 6 – English Language Proficiency

Which of the following best applies to you?

☐ I have taken an English Language Proficiency test in the last two years.

If yes, please provide details of the test below including individual results

☐ I have studied or worked in an English-speaking country for at least 5 years

If yes, please provide details below

Section 7 – Application Supporting Documents

Please note that all relevant supporting documents must be provided for the application to be formally processed. If deemed necessary by the Program Coordinator, applicants will be invited to attend a screening interview in person (the applicant is in Australia) or via video conference (if the applicant is offshore).

Documents	Please tick (if attached)
1. Completed TIIS application form (signed and dated)	<input type="checkbox"/>
2. A Resume (within 6 months)	<input type="checkbox"/>
3. Certified Copy of Passport	<input type="checkbox"/>
4. Certified Copy of Driver Licence	<input type="checkbox"/>
5. Certified Copies of Previous Qualifications (Including Academic Transcripts)	<input type="checkbox"/>
6. Original Scanned Copy of Evidence of English Proficiency Test (if applicable)	<input type="checkbox"/>
7. Other Documents that might support your application.	<input type="checkbox"/>
A Valid Email address of the student and a valid phone number must be provided for the student.	<input type="checkbox"/>

Section 8 – How did you hear about TIIS Programs?

Tick the most important one:

Channels	Details
TIIS Website or other website	
Friends/Relatives	
Advertisements	
TIIS Appointed Agent	
Social Media (e.g. Facebook)	
Other	

Section 9 – Important Note to Applicant

- The application will not be processed unless all information and supporting documents are provided.
- PLEASE PRINT CLEARLY – It is recommended that you submit your application at least 12 weeks before your intended Term start date. Late applications may be considered for the next available intake. If in doubt, please check all program and proposed intake dates as available on TIIS website: www.tiis.edu.au.
- The completed application form (together with the supporting documents) forms part of a contract between you, as applicant with TIIS.
- Any incorrect information provided in the application may lead to a cancellation of this application, and/or void of any contract relationship between you and TIIS (if applicable). You, the applicant might not be able to reapply to TIIS.
- Please note that TIIS MIGHT deliver the courses via Online Learning due to COVID pandemic.
- Is there any other information that you would like TIIS to consider in processing your application? If yes, please provide the details below:

A. Disability Assistance

Do you have a disability which may affect your learning? e.g. vision, hearing, mobility, learning difficulties, medical or other conditions	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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B. Privacy Notice

TIIS collects personal information about you for the purposes of enrolling you into your chosen education course(s) or program(s) of study. Your enrolment may not be accepted if you do not provide all the information requested. We may also use your information to improve our products and services and offer you other products and services from our partners or suppliers which may be relevant to you. We may disclose personal information about you in accordance with our Privacy Policy including to your education agent, and to the Australian government as required or authorised by law. Our privacy policy contains detailed information about how you can access and collect the personal information we hold about you or make a privacy complaint. You may contact us for more information.

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C. Electronic communications

Regarding promotional material, please indicate:

I do not want to receive communication in any format from TIIS sent on behalf of its sponsors, partners or suppliers, or	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I do not want to receive communication in any format from TIIS about its own publications, information and events.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

D. Other information

Section 10 – Applicant’s Declaration

I declare that:

- I have read and understood the relevant course information brochure and other related information as available on TIIS website.
- I have met the entry requirements of the course(s) as stipulated in the course information brochure.
- The information supplied in this application is true and correct. I authorise that TIIS check and authenticate all the information provided in the application, including my previous academic records, English test results, employment references, etc.
- I have enough funds to meet all my financial commitments including: the tuition fees to TIIS, and associated costs, while enrolled at TIIS.
- I will keep a copy of this application and all supporting documents for my own records.

I am aware that:

- Any information supplied in this application may be provided to the Tertiary Education Quality Standards Authority (TEQSA) and the Department of Education, Skills and Employment or other authorized government agencies.

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I understand that:

- I will have to enrol in online study mode due to Covid pandemic.
- I am responsible for the genuine nature of all information that I or my agent have provided on this application form and that of the supporting documents as part of this application.
- I must meet TIIS academic progression requirements throughout my enrolment at TIIS.
- If I am accepted into a TIIS course of studies, I will be obligated to notify TIIS of any change of contact details within 7 days from date of event.
- I must notify TIIS of any leave of absence from lectures and/or tutorials during my enrolment at TIIS.

Name of Applicant		Signature of Applicant	
Date of Signature			

SECTION 12 – Application Assessment Procedure

TIIS aims at processing an application within 2 working days from date of receipt of complete application.

SEND YOUR COMPLETED APPLICATION FORM TO:	
Email: info@tiis.edu.au	
Step 1:	Initial assessment of your application by Admission Officer
1a	If the application is complete, the Admission Officer will notify the student receipt of the application and refer the application to Step 2 to be assessment by the Program Coordinator.
1b	If there are outstanding documents to be required, the Admission Officer will request you to provide the documents before referring the application to be assessed by the Program Coordinator.
Step 2:	Assessment by the Program Coordinator
2a	The Program Coordinator will assess the application based on TIIS admission and selection policy.
2b	If the Program Coordinator determines that a GTE interview is required based on the information provided in the application form. The program coordinator will organize a GTE interview with the applicant to determine the genuine nature of this application.
Step 3:	Decision of the Program Coordinator
3a	If the Program Coordinator approves the application, the Program Coordinator will advise the Admission Officer to Issue the Letter of Offer. Go to Step 4a.
3b	If the Program Coordinator rejects the application, the Program Coordinator will advise the Admission Officer to Issue the Letter of Rejection with reasons. Go to Step 4b.
Step 4:	Notification of Decision
4a	TIIS admission officer will send you a Letter of Offer. Go to Step 6.
4b	TIIS admission officer will send you a Letter of Rejection. (Your application will end here). There is no right of appeal for the rejection of an application.
4c	If the Program Coordinator determines that he cannot decide, the Program Coordinator will refer the matter to the Academic Dean for further consideration.
Step 5:	Review by Academic Dean
5a	TIIS Academic Dean determines that the application should be approved in accordance with special considerations as contained in TIIS Admission and Selection Policy, TIIS Academic Dean will advise the Program Coordinator and admission officer to Issue the Letter of Offer. Go to Step 4a.



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5b	TIIS Academic Dean determines that the application should be approved in accordance with special considerations as contained in TIIS Admission and Selection Policy, TIIS Academic Dean will advise the Program Coordinator and admission officer to Letter of Rejection with reasons. Go to Step 4b. (Your application will end here).
Step 6:	Finalization of Enrolment
6a	Upon receipt of Letter of Offer, you will be required to sign and return the Letter of Offer (signed) back to TIIS.
6b	Payment of Tuition Fee, you will be required to make the first instalment of tuition fee as noted in the Letter of Offer and provide the receipt back to TIIS.
6c	You must attend the compulsory TIIS Orientation Program to prepare for your study at TIIS.