

AUSTRALIAN INSTITUTE OF LANGUAGE

Junior Programs Application Form

This form must be completed and signed by the student (if under the age of 18) and their parent(s)/legal guardian(s).
This form must be completed in English.

STUDENT DETAILS					
Family Name:			Date of Birth (DD/MM/YYYY):		
Given Name:			Gender:	☐ Male	☐ Female
Preferred Name:			Nationality:		
First Language:			Passport Number:		
Overseas Address:					
Australian Residential Address: (if applicable)			Suburb:		Postcode:
Email:			Mobile Number:		
PARENT 1					
Full Name:			Relationship to Student:		
Address:					
Telephone:			Mobile Number:		
Email:			Passport Number (if applicable):		
PARENT 2 (optional)					
Full Name:			Relationship to Student:		
Address:					
Telephone:			Mobile Number:		
Email:			Passport Number (if applicable):		
EMERGENCY AUSTRALIAN CONTACT DETAILS					
All Students studying at Australian Institute of Language must have a guardian who is over 21 years of age, living in Victoria, able to communicate fluently in English and can be contacted at all times.					
Emergency Contact Name:			Relationship to Student:		
Australian Address:			State:		Postcode:
Telephone:			Mobile Number:		
Email:			Preferred Language:		

AGENT CONTACT DETAILS			
Agency Name:			Agency Staff Member Name:
Address:			
Telephone:		Mobile Number:	
Email:			
VISA			
Which visa type will the student be holding when they study at AIL?			
☐ Australian Citizen ☐ Australian Permanent Resident ☐ Student ☐ Tourist ☐ Other:			
Where will the student apply for their visa?		☐ Within Australia ☐ Outside Australia	
OSHC (Overseas Student Health Cover)			
Student Visa applicants are required to have visa length OSHC.			
Do you want AIL to arrange OSHC?			
☐ YES	If YES, please select Cover Type: ☐ Single ☐ Family		
☐ NO	If NO, please send your OSHC information to AIL as soon as you have the insurance organised.		
Note: Students can choose to arrange OSHC through AIL or purchase it independently through an approved provider. CoE and CAAW cannot be issued until OSHC is confirmed.			
JUNIOR PROGRAMS/COURSES			
CRICOS Course Code XXXXX	☐ Primary School Preparation (PSP)		PSP is for students aged between 8 and 12 years old.
CRICOS Course Code XXXXX	☐ High School Preparation (HSP)		HSP is for students aged between 12 and 18 years old.
Please fill in the course start date and number of weeks. Please note, the start date must be a Monday of the week the student is expected to commence the course. AIL reserves the right to adjust the requested start date due to factors such as term breaks or operational requirements. The final course start date will be confirmed in the <i>Letter of Offer</i> .			
Start Date:		Number of Weeks:	
EDUCATION			
Current school name:			Current school year:
If you have decided your pathway school(s), please list their name(s)			
School year applying for:			
Do you have proof of further studies?	☐ YES ☐ NO		If yes, please provide CoE or Letter of Offer

WELFARE AND ACCOMMODATION ARRANGEMENT OPTIONS

Under the Department of Home Affairs (DoHA) regulations, students under the age of 18 must have appropriate accommodation, welfare, and support arrangements in place.

Please note: It is the student's responsibility to seek approval from AIL for any changes to their accommodation or care arrangements. Students MUST advise AIL immediately of any changes in their residential arrangements.

Please tick one of the following options:

☐ **OPTION 1 – Living with a parent, legal guardian or DoHA-approved relative**

The student will be living with a parent or DoHA-approved relative over the age of 21 in Australia. This option must be selected if the student is under 12 years of age at the commencement of the course.

If you choose this option, you must arrange your own accommodation and have these arrangements approved directly with DoHA when applying for a Student Visa. The arrangements include obtaining a Police Clearance check of your parent/s, custodian, or relative with whom you will reside. A CAAW Letter is not issued by AIL for this option.

For further information, please visit the DoHA website www.homeaffairs.gov.au

This section should be completed by the student's parent, legal guardian or relative intending to apply, or having already been approved by DoHA, to provide care arrangements.

Relative is defined as parent or adoptive or step-parent, brother, sister, step-brother, step-sister, grandparent, step- grandparent, aunt, uncle, step-aunt, step-uncle, niece, nephew, step-niece or step-nephew. It does not include cousin.

Name of Parent/Guardian/Relative				Relative's Date of Birth (DD/MM/YYYY):	
Nationality:				Relationship to Student:	
Australian Residential Address:			Suburb:		Postcode:
Email:				Mobile Number:	
Signature				Date (DD/MM/YYYY):	

If you choose this option, AIL does not provide a Confirmation of Appropriate Accommodation and Welfare Letter. This arrangement must be approved directly by DoHA.

I also confirm that this student has my consent to (12-17 years old ONLY)

- Travel from the residence of their host to AIL campus, on public transport and without an adult present, to attend their daily classes (If under 12 must be accompanied by an adult)
- Travel from AIL campus to the residence of host, on public transport and without an adult present, after their daily classes & activities.
- Leave AIL campus during allocated breaks to purchase lunch from nearby outlets without an adult present.
- Participate in all activities and excursions organised and supervised by AIL.

Parent/Legal Guardian Signature:		Date (DD/MM/YYYY):	
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☐ **OPTION 2: CAAW – AIL-APPROVED GUARDIANSHIP and ACCOMMODATION ARRANGEMENT**

Students under CAAW must reside in AIL-approved accommodation during their studies in Australia through AIL while under 18 years of age.

Please note:

- AIL charges a non-refundable welfare and accommodation arrangement fee for students under CAAW. Additional fees may apply for changes to accommodation or welfare arrangements after the CAAW has been issued.
- Students requesting changes to approved CAAW arrangements (e.g. changing from homestay to parent care) after enrolment will be subject to a CAAW amendment administration fee.

Please tick one of the following options:

- A.** ☐ On-camp Boarding Arrangement with MILC
- B.** ☐ AIL-Approved Homestay Provider
- C.** ☐ Other (must be pre-approved by AIL before moving in) *

Accommodation Details if you choose Option B or C			
Accommodation Provider Name:			
Accommodation Address:			
Accommodation Contact Person:		Contact Number:	
Under 18 International Students who have been issued with CAAW cannot travel to Australia prior to their CAAW start date. AIL will only approve your CAAW arrangements to commence no earlier than 14 days prior to your course commencement.			
Accommodation Start Date (DD/MM/YYYY):		Accommodation End Date (DD/MM/YYYY):	
<i>*Option C – To assess whether the arrangement is appropriate, an AIL staff member will conduct an interview with the parent nominated host and assess the property providing Homestay accommodation for you. Once accommodation is approved by AIL, your contact details and the details of your nominated friend or relative are sent to a Homestay agency for registration. The Homestay agency will send an invoice for the registration/placement fee to you. Once paid, the agency will contact the nominated Homestay and organise a date to register the host family. This procedure includes a site visit of the accommodation and obtaining Working with Children Checks for all adults living on the premises. Please note, AIL will charge an assessment fee for this option.</i>			
CAAW CONDITIONS AND STUDENT RESPONSIBILITIES			
Under CAAW arrangements, students must: 1. Stay in AIL-approved accommodation until they turn 18. 2. Follow all house rules, curfew times, and attendance monitoring requirements. 3. Seek approval from AIL before making any changes to accommodation or welfare arrangements. 4. Attend scheduled welfare meetings with AIL's Student Support Team. 5. Provide flight arrival details to AIL and their accommodation provider. 6. Travel approval: Obtain written approval from both AIL and a parent/guardian before traveling outside Melbourne.			
AIRPORT ARRIVAL AND PICK-UP ARRANGEMENT			
All under-18 international students arriving in Australia under a CAAW arrangement must book an airport pickup service and go directly to their approved accommodation. Please note: Prior to the commencement date of your course, AIL approved under 18 student accommodation, or your Homestay provider will contact you requesting confirmation of your exact flight arrival details.			
Airport Pickup Arrangement Under 18 students with CAAW must have one of the following AIL approved airport pickup arrangements. We strongly advise homestay students to book through their homestay agency. Students staying in MILC should book the airport pickup with MILC. Please select which option you have/will arrange: ☐ MILC-arranged airport pickup ☐ Homestay agency arranged airport pickup ☐ AIL arranged airport pickup ☐ Arriving in Melbourne with parents (please contact enquiries@ail.edu.au to seek approval) Please note: Airport pickup by a relative/friend is not an approved option <i>Airport pickup is compulsory for all CAAW students and may incur an additional fee depending on provider. Students who arrive in Australia without using an approved pickup service may be in breach of their visa conditions.</i>			
I intend to arrive in Melbourne on (DD/MM/YYYY)			
Please provide arrival details to Melbourne immediately after booking your flight to AIL: enquiries@ail.edu.au			
Flight Number:		Departure Date and Time:	

TERMS AND CONDITIONS

PRIVACY STATEMENT

Australian Institute of Language, also referred to as AIL, respects the right to privacy and fully complies with our obligations under the Privacy Act 1988 (Cth) for all of our applicants.

PERSONAL INFORMATION

The information provided by you may be available to Commonwealth and State Agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code. AIL is required to advise the DoHA about certain changes to your enrolment, and any breach by you of a visa condition relating to attendance or unsatisfactory academic performance. In addition, information collected on this form and during your enrolment in order to meet our obligation under the ESOS Act and the National Code 2018 are to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Registration Authorities and Providers of Education and Training to Overseas Students 2018. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Assurance Fund Manager. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

STUDENT VISA CONDITIONS

Under Australian Government regulations all overseas students must be enrolled for, and engaged in, full-time study, unless on a spousal visa.

Overseas Student Health Cover (OSHC) is compulsory for all overseas students while studying in Australia. OSHC does not cover optometry, dental services or pre-existing conditions (i.e. prior to entry into Australia).

REFUND POLICY

Please refer to AIL's **Fees, Charges and Refund Policy**, available on <https://www.ail.edu.au>, for full details on refund terms and conditions.

The refund conditions outlined in the Letter of Offer will apply to all enrolments.

By signing this form, I/we acknowledge and accept that:

1. The student must reside in AIL-approved accommodation and abide by all conditions of CAAW.
2. Any changes to accommodation or welfare arrangements must be approved by AIL in advance.
3. Students must attend all scheduled welfare meetings and communicate with AIL's Student Support Team.
4. Any travel outside Melbourne requires written approval from AIL and parents.
5. If the student does not comply with AIL's welfare conditions, AIL may withdraw the CAAW, leading to visa cancellation.
6. AIL will report any non-compliance to the DoHA.

Photo and Video Consent: I consent to AIL using and publishing images and videos of the student in any of its publications and materials (including written, electronic, or multimedia materials) on our websites and social media channels, for educational, promotional, or reporting purposes.

I, the undersigned, confirm that I have read and understood the information provided in this form. I agree to abide by AIL's under-18 welfare and accommodation policies.

Student Signature:		Date:	
Parent/Legal Guardian Signature:		Date:	

APPLICATION CHECKLIST

Please ensure all the following items are completed and attached before submitting your application form.
Incomplete applications may delay the processing of your offer.

1. Application Form

- ☐ All sections of this application form are completed in English
- ☐ Both the student and parent/legal guardian have signed and dated the form
- ☐ If applicable, agent details are completed

2. Identification Documents

- ☐ Copy of the student's passport photo page
- ☐ Copy of parent's or legal guardian's passport(s) (required for welfare or accommodation verification)
- ☐ Copy of current Australian visa (if the student already holds one)

3. Academic Documents

- ☐ Latest school report or academic transcript
- ☐ Evidence of further studies, such as a CoE or Letter of Offer from a future school (if applicable)

4. English Proficiency

- ☐ Copy of IELTS / TOEFL / AEAS / AIL Placement Test result report (if available)

5. Health and Welfare

- ☐ Evidence of Overseas Student Health Cover (OSHC), or confirmation that AIL is to arrange OSHC
- ☐ For under-18 students:
 - ☐ If living arrangement is *Option 1* (living with parent/guardian/DoHA-approved relative):
 - Ensure the Accommodation & Welfare Declaration section of the form is fully completed and signed
 - Attach a copy of the parent/guardian/relative's passport (and visa, if applicable)
 - ☐ If living arrangement is *Option 2* (CAAW arrangement – MILC boarding, AIL-approved homestay, or other approved option):
 - Ensure the Accommodation Details section is completed
 - Include required documents for AIL approval (e.g. WWCC for adults in the host household, if applicable)

6. Accommodation and Airport Pickup

- ☐ Accommodation provider's details completed (name, address, contact person)
- ☐ Accommodation start and end dates filled in
- ☐ Airport pickup arrangement section completed, including intended arrival date and flight details (if available)

7. Additional Supporting Documents (if applicable)

- ☐ Medical or learning support information (if any)
- ☐ Custody or guardianship documentation (if applicable)
- ☐ Any other relevant supporting documents for this application

Note:

Submitting this application form does not guarantee admission or enrolment.
A formal *Letter of Offer* must be issued by AIL to confirm enrolment.