



This form is to be completed by the student to enrol in their subjects for each study period. Please send the complete form to student.assist@aihe.sa.edu.au for further processing before the course start date of each study period.

1. Student Details

Family name		First name	
Student ID		Course	

2. Course Details

2.1. **Course Name:** Bachelor of Business **Course Code:** 0100123
 Master of Business Administration **Course Code:** 104601K
 Graduate Certificate in Management **Course Code:** 112703D

2.2. **Study Period:** Study Period/ Year:

Subject Code	Subject Title	Enrolment (Yes/No)

Please refer to the Timetable for this Study Period at <https://aihe.sa.edu.au/future-students/important-dates-and-timetables>

3. Declaration

I declare that I have read, understood, and agree to the General Information and Student Declaration sections overleaf and declare that the details I have provided on this form are correct and complete.

Student's Name:	
Signature:	Date:

Office Use Only

Received by: Date received:

At the time of enrolling in subjects for any given year, students are required to confirm that they have read and accepted the Student Enrolment Declaration.

As part of the enrolment process you must agree to the Student Enrolment Declaration. By agreeing to the declaration you are acknowledging that you have read and understood its terms and you agree to be bound by the policies of Adelaide Institute of Higher Education (AIHE) and understand your responsibilities as an AIHE student.

AIHE Student Enrolment Declaration

1. I agree to comply with and understand that I will be bound by the policies, procedures and guidelines of Adelaide Institute of Higher Education (AIHE). I understand that from time to time AIHE may amend policies, procedures and guidelines and I am responsible for regularly reviewing current AIHE policies, which can be found on the policies webpage.
2. I will act in accordance with all lawful instructions of AIHE staff.
3. I agree that it is my responsibility to ensure that all information and documentation supplied by me in relation to my enrolment at AIHE is complete and correct. I understand that AIHE may refuse, terminate or otherwise vary my enrolment at AIHE on the basis of inaccurate, misleading or incomplete information. I agree that AIHE relies on the accuracy of all information provided by me and is not responsible or liable for any errors arising out of inaccurate information provided by me. I declare that all information that I have provided AIHE is, to the best of my knowledge, complete, true and correct.
4. I will update my personal information, including contact information, held by AIHE no later than five (5) working days after any change using the Personal Information Change Request form.

AIHE communication

5. I agree to use my student email account for all formal communication with AIHE. I understand that AIHE uses the student email account and student webpages as its primary source of communication with students. I agree to check my student email account and AIHE announcements to students regularly.
6. I accept that AIHE may use the mobile telephone number I provide to alert me via phone or message (Short Messaging Service, 'SMS') to matters relating to my attendance at AIHE in an emergency situation or urgent matters relating to my enrolment.

Fees

7. I agree to be responsible for the payment of tuition fees and any other compulsory fees related to my enrolment or graduation by the due date in each study period. I understand that failure to do so may result in my access to AIHE services being cancelled or restricted, the cancellation of my enrolment and action being taken by AIHE to recover the outstanding amounts.
8. I acknowledge that, unless I withdraw from a subject prior to the census date, I will be liable for the relevant tuition fee and any other fees or charges applicable to my enrolment.

Collection and disclosure of my information

9. I understand and accept that AIHE will collect, store, manage and disclose my personal information in accordance with AIHE's Privacy Policy. I understand that I can obtain further details about the use and disclosure of student personal information in AIHE's Privacy Policy and associated Privacy Procedure.
10. I authorise AIHE to obtain information about me, including information from previous educational institutions attended by me or at which I have sought enrolment, information about my financial circumstances and, where applicable, verification of my Australian visa details and study entitlements.

11. I consent to AIHE using my personal information for any purpose it deems necessary to carry out its educational, administrative and operational functions. I acknowledge that all information will be collected, stored, used, disclosed and destroyed in accordance with privacy, records management and other relevant laws and policies.
12. I understand that AIHE may disclose my personal information to a person or organisation external to AIHE where:
- required or permitted by law, including where the disclosure is required for AIHE to comply with its mandatory or contractual reporting requirements to government departments or agencies, statutory or regulatory bodies and/or their agents;
 - necessary for any reason related to my enrolment as a student, including enrolment, teaching, progression, assessment, misconduct, graduation and alumni affiliation at AIHE, including to communicate with me about these issues or to provide me with any benefit as an AIHE student;
 - required as part of any mandatory reporting requirements for international students, including to any government departments and agencies, sponsors, exchange partners and/or their agents;
 - required for third party information technology service providers engaged by AIHE to provide services and support such as hosting, infrastructure, software, databases and backup which may include services utilising cloud technology and third parties holding and/or processing AIHE data on their systems on behalf of AIHE;
 - required for any course for which a placement is required, for such purposes including administration, background checks, accreditation purposes or for any inherent requirements;
 - to prevent or lessen a serious and imminent threat to the life, health or safety of any person, or damage to AIHE property; or
 - I have otherwise provided my express consent to AIHE.

International students

13. As an international student I have signed the Acceptance of Offer including 'Conditions of acceptance and declarations' in the Letter of Offer and Acceptance of Offer Pack. I acknowledge that the terms of this declaration, as well as that of the Student Fees and Refunds Agreement, apply for the duration of my studies with AIHE.

Declaration

14. I acknowledge that my providing this declaration is a condition of my enrolment at AIHE and that I will be notified of any changes to these terms in writing to my student email account.

Student's Name: _____	Student ID: _____
Signature: _____	Date: _____

Office Use Only

Received by: _____ Date received: _____