

Australian Institute of Family Counselling

- Excellence in Christian Counselling Training -



Accredited Course Codes: Advanced Diploma 80884ACT, Diploma 80883ACT, Certificate IV 80882ACT.

Instructions for Completing the Application for Re-enrolment for the Advanced Diploma of Counselling and Family Therapy (Christian)

PROCEDURE TO RE-ENROL

Those wishing to apply for re-enrolment for the Advanced Diploma of Counselling and Family Therapy need to observe the following procedure:

- Read the AIFC Prospectus or website and note:
 - The non-refundable application fee and the fee refund policy.
 - Requirements for application and enrolment in the Prospectus.
- Obtain three passport-sized photographs.
- Note the Intensive-Teaching Seminar dates accompanying these instructions.
- Select your preferred location for the course.
- Complete the *Application for Re-enrolment* form fully, including the check-list, sign and date.
- Secure all attachments (photographs, application fee, referee form if necessary, etc) to your application form and post it to the National Office in Canberra **or our Newcastle or Korean DEP Centre if you intend to undertake the course there.**
- Your Application will be processed as soon as possible and you will be notified of the result.
- If you wish to apply for Recognition of Prior Learning (RPL) you will also need to obtain and complete an *Application for RPL*. These are available from the National Office or the website.
- Former students, who wish to return to the course to complete their studies or upgrade from Diploma to Advanced Diploma level, will need to submit an application to re-enrol and also:
 - a) Apply for RPL if (see page 2) if more than three years has elapsed since last AIFC study,
 - b) Those who enrolled prior to 2011 also need to submit the enclosed referee form.

FEES FOR 2011 (Fees subject to change and could change in 2012)

Application Fees

Must accompany your application and apply as follows:

- \$90** *“Early bird” Application Fee:* application received six weeks before the seminar to which you will return,
- \$125** *Application Fee:* applications received less than six weeks but more than three weeks before the seminar to which you will return, or
- \$155** *Late-application Fee:* applications received less than three weeks from the seminar to which you will return.

Please note: The Application fee is not refundable unless AIFC fails to deliver the course

Course Fees

Must be paid by one of the methods on your invoice 3 weeks before the first seminar as follows:

Year 1	Year 2	
\$4,200	\$4,400	If paying for the whole year, or
\$1075 per term (total \$4300)	\$1135 per term (total \$4,540)	If paying by term, Term 2, 3 and 4 fees must be paid at least two weeks before Seminar 2, 3 and 4 respectively. An administration fee of \$30 applies if not paid by due date. Payments made at seminars incur a \$60 administration fee.

Other fees that may apply

Late Assignment Fees:	\$60 (incl. GST) per assignment,
Administration fees	\$30 (incl. GST) for payments not received by due date, or \$60 (incl. GST) for payments received at seminars, or
Late Payment fee:	10% of the total term fee (plus GST) for payments made after seminars,
Seminar Location transfer fee	\$95 (incl. GST) for each seminar. Applies only if the student attends a different location to that for which they enrol.

What the fees include

- Handbook for Students (not included for those not doing full term unit loads e.g. just completing one or some units).
- A comprehensive training volume, prepared by Dr. Bruce and Mrs. Nellie Litchfield, is provided each term. This does not apply to terms 3 and 4 of the Diploma course or for those just doing one or some units.
- Assessment, handouts, tests and coaching;
- Intensive training seminars including morning and afternoon refreshments; and
- Professional indemnity insurance cover for the practical counselling sessions.

What the fees do not include

- Accommodation and travel costs;
- Lunch at seminars;
- Year 1 textbooks: approximately \$275; and
- Year 2:
 - Textbooks: approximately \$375;
 - Counselling supervision: 12 one-hour sessions are required and they could cost \$40 to \$100 each, if your supervisor charges; and
 - Counselling association membership fee.

Availability of Internet and e-mail access essential

You will need internet and e-mail access for effective participation in this course. Please ensure that you use a reliable provider.

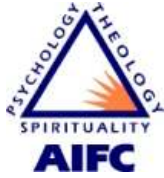
Referee's report from your Church/Ministry leader or representative is required to meet accreditation requirements of PACFA (the Psychotherapy and Counselling Federation of Australia) and **MUST** be supplied if your previous enrolment was **BEFORE 2011**.

USE OF PERSONAL INFORMATION

The privacy of any personal information, supplied to AIFC to support your application, will be respected. Such information will not be divulged, without your permission, except to AIFC staff, where necessary for proper conduct of the course and also, where required by law, to Commonwealth and State government agencies.

NOTE: The payment schedule detailed on the first page may NOT apply for those studying through the Korean Language Distance Education Programme (KDEP) or the Newcastle Centre. These Centres will supply their payment schedule with your acceptance letter. They are Licensed Centres.

AIFC, PO Box 210, Gungahlin, ACT 2912 Ph: 1300 721 397 or 02 6242 5111 Fax: 02 6242 5333
Email: aifc.info@aifc.com.au Website: www.aifc.com.au



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Application for Re-enrolment

Please complete, check, sign, date and send, as appropriate, to:

Australian Institute of Family Counselling

PO Box 210, Gungahlin, ACT, 2912

Ph: 02 6242 5111

AIFC Newcastle, PO Box 31, Jesmond, NSW 2299

Ph: 02 4955 6066

Korean DEP, 10 Raine Place, Downer, ACT, 2602

Ph: 02 6255 4597

Please affix one

Photograph

here

Personal Details

Course Location _____ Year _____

When did you previously study with AIFC? _____ Student ID No.: _____

Surname _____ Title _____ Given names (*in full*) _____

Address _____

Post Code _____

Phone: Home _____ Business _____ Fax: _____

Mobile: _____ Email _____

Date of birth _____ Marital status _____ Gender (*circle*): **Male / Female**

Current occupation _____ Position _____

I **certify** that I have **a) Australian citizenship** or **b) an Australian permanent resident's visa**. (circle whichever applies). ***If not attach a certified copy of your current visa.***

Country of Birth? _____ Citizen of which country? _____

Health (*circle*): *Excellent / Good / Average / Poor* List any disability that could affect your studies:

Education - Secondary School _____

Level _____ and Year _____

Education – Tertiary: (*Name of College, Institute or University*) _____

Qualification/Year attained since last application: _____

Education – Other since last application: _____

Employment history since last application and other relevant information (*Applicants without HSC or tertiary qualifications should give full details including life and work experiences. Provide an attachment if insufficient room*): _____

Please list any courses you have undertaken in Christian studies since last enrolling (*Provide an attachment if insufficient room*)

Please list any courses/seminars you have undertaken in Counselling since last enrolment (*Provide an attachment if insufficient room*)

Counselling experience if any

Please note that if your studies with AIFC were more than three (3) years ago you are required to apply for Recognition of Prior Learning (RPL) and pay the relevant assessment fee (currently \$95 total) as follows:

Previous Student ID Number (If known):

Your name when studying previously (If different from your current name):

I hereby apply for RPL for previous studies that I have undertaken with AIFC and will abide by the assessment made for those studies.

Signed:

A separate application for RPL is required if results from other institutions are being used as the basis of your application. A form can be downloaded from the website or obtained from the National Office or the Licensed Centre (Newcastle and Korean DEP).

Church Leader Referee Form is required to meet accreditation requirements of PACFA (the Psychotherapy and Counselling Federation of Australia) and is required if your previous enrolment was **BEFORE 2011**.

Non-refundable application fee/s attached / authorised:

- Correct fee identified (*circle*): *“Early-Bird” / Application / Late*
- Plus RPL Fee (*if applicable*) **\$95**
- Payment by (*circle*): *Cheque / Money order / Cash / Credit card*
Type of credit card (*circle*): *Mastercard / Visa (these are the only cards accepted)*

Person's name on credit card: _____

Credit card number: _____ Expiry: _____

Signature of card holder _____ Date _____

Total amount authorised: \$ _____

Application Correct and Complete Check-List

Please carefully review and check-off below, all requirements throughout your application to ensure it is accurate and complete. This will ensure your application can be processed without delay.

Checklist	Complete (Tick)
I have fully completed all personal Details	
Photographs attached: Four passport size with name written in block-letters on the back	
Non-permanent residents only: certified copy of current visa attached	
Non-refundable RPL Application fee (if applicable) attached / authorised	
Non-refundable application fee attached / authorised	
Referee report from church or ministry leader (if applicable)	
Course Fees proposed payment option: <ul style="list-style-type: none"> • This information is to provide AIFC with an idea of how you might pay your course fees so we can make adequate administrative arrangements. <div style="text-align: center;"> Year in advance / By term in advance <i>(Circle which applies):</i> </div> • We will endeavour to send an invoice to you, before payment is due. This will be sent by e-mail so please supply a valid e-mail address. • Payments, apart from the application fee, are to be made by one of the methods on your invoice before the due date. • You are responsible for payment by the due date whether or not you receive the invoice. If you have not received the year/term invoice, one week before the payment due date (3 weeks before seminar 1 and 2 weeks before seminars 2, 3 & 4) please contact our Accounts Manager (Phone 02 6242 5111 or e-mail to AIFC.accounts@aifc.com.au) 	Year/Term Fee \$

Correct and complete: *I declare that the information on this form is, to the best of my knowledge, correct and complete in every detail and I have read the AIFC Prospectus, the Instructions for Completing the Application for Enrolment and other relevant information and agree to accept all conditions contained therein.*

Signature of applicant _____ Date _____

****Please note that your application will not be considered until the application fee is paid and all information, requested by this form, is supplied.**

Thank you for your cooperation in completing all the detail in this application. This has been necessary to ensure your application complies with the requirements of the Australian Quality Training Framework (AQTF).