



# Australian Institute of Family Counselling

- Excellence in Christian Counselling Training -



Accredited Course Codes: Vocational Graduate Certificate 80896ACT,  
Advanced Diploma 80884ACT, Diploma 80883ACT, Certificate IV 80882ACT

## Instructions for Completing the Application for Re-enrolment for the Vocational Graduate Certificate in Counselling and Family Therapy.

**PROCEDURE TO RE-ENROL: Please complete all information on the application form. We need it for our reporting responsibilities to government departments.**

Those wishing to apply for re-enrolment for the Vocational Graduate Certificate in Counselling and Family Therapy (the VGC) need to observe the following procedure:

- All students are enrolled in the VGC but may choose to exit after year 1, after 18 months or after year 2. Students receive the Certificate IV after year 1, the Diploma after 18 months (if exiting here), the Advanced Diploma after year 2 and the VGC after year 3 (unless the year 3 practicum is extended).
- Read the AIFC Prospectus or website.
- Obtain **four** passport-sized photographs and send with your application.
- Note the Intensive-Teaching Seminar dates, for years 1 and 2, 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. Please note that ALL information is necessary to comply with government requirements.
- Secure all attachments (photographs, referee form, outline of Christian experience 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.
- Former students who wish to return to the course to complete their studies or upgrade from Diploma to Advanced Diploma level contact the National Office for the relevant information, submit this application to re-enrol and also:
  - Apply for RPL if more than three (3) years has elapsed since last AIFC study.
  - Provide the enclosed Referee Report Form if you have not supplied one previously..

### FEES FOR 2012 (Fees subject to change and could change for 2013)

**Course Fees (Fees may vary if future government requirements render an increase necessary) Unless you have elected to utilise VET Fee Help for your fees, they must be paid by one of the methods on your invoice as follows:**

Per Year	Due Date for Payments
<b>\$6,500</b>	If paying for the whole year 3 weeks before start of term 1, or
<b>Term 1 \$2000 terms 2, 3 &amp; 4 \$1500 per term (total \$6,500)</b>	<b>If paying by term, Term 1 3 weeks before start of term 1, Terms 2, 3 and 4 at least two weeks before start of terms 2, 3 and 4 respectively. A penalty fee of \$35 applies if not paid by due date. Payments made at seminars incur a \$65 disincentive fee. A penalty, 10% of the total term fee plus GST, applies for late payments (i.e. after seminars for years 1 and 2 and two weeks after the payment due date for year 3 and Distance Education Programme (DEP) students. This does not apply to those who elect to utilise VET Fee Help.</b>

**NOTE:** Those seeking VET Fee Help should complete the information on page 8 of the application form and will need to complete a special "Request for VET Fee Help Assistance" Form which we will supply to you with your acceptance letter. You will need to provide proof of citizenship (see page 8).

### **Incidental fees that may apply**

Late Assignment Fees:	\$65 (incl. GST) per assignment,
Late payment fees:	\$35 (incl. GST) for payments not received by due date, or \$65 (incl. GST) for payments received at seminars, or
Late Payment fee:	10% of the total term fee ( <b>plus</b> GST) for payments made after seminars (yr 1 & 2) or two weeks after the payment due date (year 3 and DEP students),
Seminar Location transfer fee	\$100 for each seminar, or \$192.50 if attending a licensed centre. Applies only if you attend a different location to that for which you enrolled.
Late enrolment fee	\$175 if your application and/or VET Fee help application is not received by the "Administration Date" for your centre.
Late withdrawal fee	\$95 if you withdraw after the course starts but before the VET Fee Help "Census date."

### **What the fees include (Years 1 and 2)**

- Handbook for Students which will be issued at the first seminar;
- Eight Litchfield comprehensive training volumes (one is provided each term);
- 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 Include (Year 3)**

- An e-mail copy of the current Student Handbook and a hard copy VGC Supplementary handbook.
- Assessments, handouts, tests and coaching.

### **What the fees do not include**

- Accommodation and travel costs;
- Lunch at seminars (years 1 and 2);
- **Year 1** textbooks: approximately \$275; and
- **Year 2:** **a)** Textbooks: approximately \$375, **b)** Counselling supervision: 8 one-hour sessions are required for terms 3 and 4 of year 2 and they could cost \$40 to \$100 each, if your supervisor charges; and **c)** Counselling association membership fee.
- **Year 3:** **a)** Professional indemnity and public liability insurance, **b)** Professional Development workshops/seminars/courses, **c)** Recommended reading books approx. \$600, **d)** Counselling supervision: 50 one hour sessions are required and they could cost \$40 to \$100 each if your supervisor charges (AIFC has no control over the fees charged), **e)** Counselling Association membership fees, **f)** Personal counselling if required, **g)** Christian Counselling and Family Therapy Training Volumes 1 to 8 second edition 2008 for students wishing to update their set of volumes - \$33 each, or \$220 for a full set, plus postage and handling.

### **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. Some providers reject e-mails from AIFC (speak to the registrar).

**Referee's report from your Church/Ministry leader or representative** is required to meet accreditation requirements of **PACFA** (the Psychotherapy and Counselling Federation of Aust.). You do not need to supply this if you have already submitted one with your initial application.

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

## 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.

## CHESSN ALLOCATION

Please see the second last dot point on the declaration that you sign on page 9. HEIMS is Higher Education Information Management System and CHESSN is Commonwealth Higher Education Student Support Number. We cannot apply for VET Fee Help on your behalf, if you do not give this permission. This will not apply to Students not applying for VET Fee Help and we will not be accessing HEIMS on your behalf.

## PACFA ACCREDITATION

The Vocational Graduate Certificate Course training programme is accredited by the Psychotherapy and Counselling Federation of Australia (PACFA).



## ACA ACCREDITATION

The Diploma and the Advanced Diploma are courses accredited with the Australian Counselling Association (ACA). Our application for accreditation of the Vocational Graduate Certificate is in process.



## ADVANCEMENT FROM ONE YEAR TO THE NEXT

**Students will be requested to confirm their continuation from one year to the next, before the end of the year, each year. A form and information will be sent to you by the Registrar, by e-mail, late in October.** We need this information to plan staff resources for the following year.

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](mailto:aifc.info@aifc.com.au) Website: [www.aifc.com.au](http://www.aifc.com.au)

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Accredited Course Codes: Vocational Graduate Certificate 80896ACT,  
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## Application for 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

**Please complete all of the information fully as we need it all for our reporting responsibilities to meet government requirements.**

### Section 1: Personal Details

Course Location \_\_\_\_\_ Year \_\_\_\_\_

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

Surname \_\_\_\_\_ Title \_\_\_\_\_ Given names (*in full*) \_\_\_\_\_  
(Please underline preferred name)

Address \_\_\_\_\_  
\_\_\_\_\_ Post Code \_\_\_\_\_

Phone: Home \_\_\_\_\_ Business \_\_\_\_\_ Fax \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

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

Current occupation \_\_\_\_\_ Position \_\_\_\_\_

Health? (*circle*): *Excellent / Good / Average / Poor*. **List any disability** that affects you or your ability to study:

Education - Secondary School **Name and location?** \_\_\_\_\_

\_\_\_\_\_ Level? \_\_\_\_\_ and Year? \_\_\_\_\_

Education – Tertiary **Name of College, Institute or University?** \_\_\_\_\_

Qualification and Year attained since last application? (*Provide an attachment if insufficient room*): \_\_\_\_\_

Education – Other since last application? (*Provide an attachment if insufficient room*): \_\_\_\_\_

Employment history and other relevant information since last application? (*Provide an attachment if insufficient room*): \_\_\_\_\_

Please list any courses/seminars you have undertaken in Counselling since last enrolling. (*Provide attachment if insufficient room*): \_\_\_\_\_

Please list any courses you have done in Christian studies since last enrolling (*Provide attachment if insufficient room*): \_\_\_\_\_

Counselling Experience if any? (*Provide attachment if insufficient room*): \_\_\_\_\_

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.*

**Were you born in Australia?** YES / NO (circle one) **If No in which country were you born?**

**Country of Birth?** \_\_\_\_\_ **Citizen of which country?** \_\_\_\_\_

When did you arrive in Australia? \_\_\_\_\_

What language do you usually speak at home?: ENGLISH / OTHER (Circle one)

If you selected OTHER please specify the language spoken: \_\_\_\_\_

Are you of Aboriginal and/or Torres Strait Islander Origin? YES / NO (circle one)

**Emergency Contact Information:** Name: ..... Relationship: .....

Address: .....

Phone: Home: ..... Work: ..... Mobile: .....

**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):**

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: \_\_\_\_\_

Please Note: Due to the complexities that VET Fee Help has created we cannot offer RPL for any study at other institutions at present. We hope to address this in the future so that once again we can consider RPL applications for studies at other institutions.

**VET FEE HELP ASSISTANCE (Only available for Australian Citizens or a holder of a permanent humanitarian visa who will be resident in Australia for the duration of the unit).**

Do you want to apply for VET FEE-HELP? YES / NO (circle one)

Have you completed a “Request for VET FEE-HELP Assistance Form”? YES / NO (circle one)

Do you want to access VET FEE-HELP assistance for the full course fee in 2012? YES / NO (circle one)

Do you already have a Fee Help debt (HECS or VET Fee Help)? YES / NO (circle one)

What is your CHESSN number? .....

Please fill in your Nominated assistance amount for each Unit of Study (see the VET Fee Help Schedule of Fees on the AIFC website for these details).

Please speak to the Registrar if you are uncertain about the amount you intend to utilise. Do not fill in the nominated assistance details below.

Unit of Study Code	Period of Unit of Study	Census Date	Max. Assistance Amount	Nominated Assistance Amount

**NOTE:** Please complete the above information about VET Fee help if you intend to apply for VET Fee Help. All students who plan to utilise VET Fee Help will need to complete a special “Request for VET Fee Help Assistance” Form which we will supply to you with your acceptance letter. You will also need to provide proof of citizenship which can be a copy of your **birth certificate (plus change of name certificate if your name has changed e.g by marriage) or certificate of Australian citizenship or**, if you are on a **Humanitarian Visa**, a copy of your visa. A certified copy of your Australian passport will be sufficient if the passport is issued in your current name. **The copy MUST be “Certified” as a true copy of the original by a Justice of the Peace.**

**Please complete all of the information on this form fully as we need it all for our reporting responsibilities to meet government requirements.**

**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) and other government authorities.**

## Section 5: 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)
<b>Section 1: Personal Details</b>	
<b>Photographs attached:</b> Four passport size with name written in block-letters on the back	
<b>Non-permanent resident visa holders only:</b> certified copy of current visa attached	
<b>Referee report from Church or Ministry Leader attached as per page 3</b>	
<b>Section 2: English Language, Literacy, Numeracy Self-Assessment</b>	
<b>Section 3: Extra Learning Support – Self-Identification Checklist</b>	
<b>Certified copy of your birth certificate, change of name certificate or certificate of Australian citizenship or Humanitarian visa or Australian passport attached. (You are not eligible for VET Fee Help if not supplied).</b>	
<b>Course Fees proposed payment option (excludes Fees paid by VET Fee Help)</b> <ul style="list-style-type: none"> <li>• This information is to provide AIFC with an idea of how you might pay your course fees so we can make adequate administrative arrangements.</li> </ul> <p style="text-align: center;"><b>Year in advance / By term in advance      (Circle which applies):</b></p> <ul style="list-style-type: none"> <li>• <b>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.</b></li> <li>• Payments are to be made by one of the methods on your invoice <b>before</b> the payment due date.</li> <li>• <b>You are responsible for payment by the due date whether or not you receive the invoice.</b> If you have not received the year/term invoice, one week before the payment due date (<b>3 weeks before seminar 1 and 2 weeks before seminars 2, 3 &amp; 4</b>), please contact our Accounts Manager (Phone 02 6242 5111 or e-mail to AIFC.accounts@aifc.com.au).</li> </ul>	Year/Term Fee \$

**Correct and complete:** *I declare that:*

- *The information provided by me in this application is correct and complete in every detail.*
- *I have read understood and agree with the AIFC Prospectus, the Instructions for Completing the Application for Enrolment and other relevant information and agree to accept all conditions contained therein.*
- *Unless accessing VET Fee Help assistance, I have the financial capacity to meet all of my course fees and agree to pay all fees as they become due.*
- *I consent to my personal details being provided to HEIMS for the purposes of being allocated a CHESSN and VET Fee Help balance. Unless consent is given VET Fee Help is not available.*
- *I have read information relating to the AIFC Refund Policy and the VET Fee Help Information Booklet which are available on the AIFC website [www.aifc.com.au](http://www.aifc.com.au) or from National Office .*

**Signature of applicant** \_\_\_\_\_ **Date** \_\_\_\_\_