

Confidential Application Form

AIM Graduate School Postgraduate Qualifications

Personal Details

Title	Given Names	Surname
Home Address		
Suburb	State	Post Code
Home Phone	Mobile	Fax
Email	Date of Birth	

Employment Details

Organisation		
Position	Department	
Office Address		
Suburb	State	Post Code
Phone	Fax	
Email		
Number of People Supervised	Directly ()	Indirectly ()
Current duties (please attach your current job description or resume)		
Position of person to whom you report		
Preferred mailing address	<input type="checkbox"/> Home	<input type="checkbox"/> Work

ENROLMENT TYPE

- Single Unit of Study for Professional Development**
I wish to complete one selected unit at graduate level for professional development.
- Graduate Certificate Professional Management**
I intend to complete all four units of Graduate Certificate Professional Management program.
Successful completion of certain units may be used to gain advanced standing into programs with those Universities with whom AIM Qld & NT has current formal arrangements.
- Graduate Diploma Management Innovation**
I intend to complete all eight units of Graduate Diploma Management Innovation program.
Successful completion of certain units may be used to gain advanced standing into programs with those Universities with whom AIM Qld & NT has current formal arrangements.
- Articulation Pathway**
In addition to my enrolment in one of the above award programs I would like to discuss articulation pathways with a member of the AIM Graduate School.

*In providing your email address, AIM has assumed inferred consent to contact you about its products and services via commercial electronic messaging.

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THREE DELIVERY MODES

- EVENING LECTURE INTAKES – \$1,500 per unit for AIM Members; \$1,800 per unit for Non Members**
Lectures are held one night a week for 12 weeks. Each lecture is 3 hours in duration. Lectures are held at AIM Management House, Spring Hill in Brisbane.
Trimester 1 (starts in February each year)
Trimester 2 (starts in May each year)
Trimester 3 (starts in September each year)

Please contact the AIM Graduate School or check the website for trimester dates and course offerings.

- DISTANCE INTAKES – \$1,500 per unit for AIM Members; \$1,800 per unit for Non Members**
Students can commence a unit of study in distance mode at the time of their choosing.
Please nominate the Monday on which you would like to commence the 12 week distance study block.

- INTENSIVE INTAKES – \$2,215 per unit for AIM Members; \$2,665 per unit for Non Members**
Daytime intensive courses are scheduled throughout the academic year. Please contact the AIM Graduate School or check the website for intensive course dates – www.aimqld.com.au/gradschool

UNITS OF STUDY

Payment of unit fees secures your place for a unit. Please nominate the unit/s and delivery modes in which you would like to enrol. The units are listed in the suggested order of progression.

Order of Study	Course Name	Delivery Mode Evening/Distance/Intensive	Start Date
	Managing People		
	Managing Finance		
	Managing Information		
	Managing Marketing		
	Managing Innovation		
	Managing Strategy		
	Managing Operations		
	Contemporary Leadership		

PAYMENT DETAILS

Payment for each unit is made as a student progresses through the course. Payment for a unit is required seven days before the commencement of that unit.

- Cheque / Money Order: please make payable to:** AIM - Qld & NT **Purchase Order No**

I will make payment by invoice. Please send it addressed to: Me My Organisation

- Debit my credit card for \$**

- Bankcard** **Diners** **MasterCard** **Visa** **AMEX (ID No.)**

Card No. _____ **Expiry Date** _____ / _____

Cardholder's Name _____

Cardholder's Signature _____



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MEMBERSHIPS

List any professional organisations of which you are a member.

Full Name of Organisation	Position Held

AWARDS

List any business awards or other forms of professional recognition you have received.

ACTIVITIES

List any activities you have participated in, which have contributed to your community, business or professional development, or which demonstrate your experience, e.g. Committees, Board memberships, advisory roles or professional development courses in the business domain of more than one day duration.

PROFESSIONAL PLANS

Outline your professional plans and career objectives. Include the reasons why you want to study with the AIM Graduate School and what you expect to gain.



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Please indicate the management areas in which you are both experienced and proficient.

GENERAL

How did you hear about the AIM Graduate School programs?

- Letter to your company or home address
- AIM website/publication
- Media
- Word of mouth
- Advertisement in (please specify) _____
- Other (please specify) _____

PRIVACY STATEMENT

The Australian Institute of Management (AIM) is committed to supporting the National Privacy Principles. We will only collect and store information about you that is necessary.

The information you provide may be used to offer, provide and improve our services to you and may also be disclosed to other parties such as AIM State Divisions, organisations contracted to operate and maintain AIM databases and distribute AIM information, universities and other educational services providers that are affiliated with or support the provision of educational services offered by AIM including state and commonwealth public sector organisations and agencies.

We will not otherwise, without your consent, use or disclose the information you provide for any other purpose unless it would reasonably be expected that such a purpose is related to the offer, provision and improvement of AIM education or assessment services and benefits to you or where such purpose is permitted or required by law.

You are entitled to request reasonable access to the information we hold about you. For a copy of AIM's privacy policy, or if you wish to correct any information held by AIM about you, please email to privacy@aimqld.com.au or telephone 1300 882 895.



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CANCELLATIONS AND REFUNDS

Please refer to the AIM Graduate School Tuition Fees and Charges Policy for information regarding refund of tuition fees in circumstances of

- Cancellation of enrolment
- Deferral or withdrawal of enrolment

If you are in any doubt as to policy relating to payment and refund of tuition fees, contact the AIM Graduate School.

AGREEMENT

I certify that the information contained in this application is correct and I have read and understood the Privacy Statement. I authorise the Australian Institute of Management to seek further information from any institution at which I have studied.

Applicant's Name

Applicant's Signature

Date / /

Once you have completed this application form in full and supplied copies of the required documentation, please mail or fax to:

AIM Graduate School

Australian Institute of Management – Qld & NT

PO Box 200

Spring Hill QLD 4004

Telephone (07) 3227 4873

Fax (07) 3832 2497

Email graduateschool@aimqld.com.au

PLEASE NOTE:

- The AIM Graduate School will respond to your application for admission into the program of your choice within five working days
- Applicants to the AIM Graduate School who seek a review of decision relating to admission should access the Review of Decision Making policy available at www.aimqld.com.au

