



# International Student Application Form

Surname or Family Name  
  
 Given Name(s)  
  
 Date of Birth                      Title (Mr, Mrs, Miss, Ms, Other)                      Gender  
                                             Male     Female  
 Country of Birth                      Citizenship  
                        
 Passport No.

## Part A Personal Details

Are you currently studying in Australia?     Yes     No    Name of Institution \_\_\_\_\_  
 If YES, what visa do you currently have?        Exp Date   
 Are you transferring from another education provider in Australia?     Yes     No  
 If yes, have you completed the first 6 months of your principal course?     Yes     No

### OVERSEAS HEALTH COVER

Do you have Overseas Student Health Cover (OSHC)?     Yes     No    If YES, OSHC Provider   
 If NO, I require     Single Cover     Family Cover

## Part B Contact Address

Local/Overseas Address

(Please do NOT use the address of your overseas representative)

Number and Street  
  
  
 Suburb / Town, Country                      Postcode / Zipcode  
                        
 Home Phone Number                      Mobile Phone Number  
                        
 E-mail Address

## Part C Course Preferences

Tick the courses you would like to study at AITT .

Commencing: Month/Year (e.g. March 2009)

- Diploma of Community Welfare Work
- Diploma of Hairdressing and Salon Management
- Diploma of Management
- Certificate IV in Business
- Certificate III in ESL (Further Studies)
- Certificate III in ESL (Further Studies)
- Certificate III in Hairdressing
- Certificate IV in Hairdressing

   20

## Part D University Pathways (Please tick where applicable and attach documentary evidence)

Do you intend to study for a further degree after you complete the course at AITT?     Yes     No

Course Name   
 Start Date     Name of University

## Part E English Language Proficiency (Please tick where applicable and attach documentary evidence)

English is my first language  
 English was the language of instruction during my secondary school studies and I gained a satisfactory pass in the final year English.  
 I have satisfactorily completed an approved ELICOS course at (Name of Institution) .....  
 IELTS SCORE: I have undertaken an IELTS test.    Date:     Overall Band Score   
 TOEFL & TWE SCORE: I have undertaken a TOEFL test.    Date:     TOEFL Score     TWE Score   
 I will sit for an IELTS or TOEFL test on :    Date:   
 I have applied for an ELICOS course at

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## Part F

### Previous Studies

Documentary evidence of qualifications claimed must be attached. Documents not in English must be accompanied by certified translations.

### SECONDARY STUDIES

Name of qualification	School/Institution	Country	Year Completed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### POST SECONDARY STUDIES

Name of qualification (eg. Degree / Diploma)	School/Institution	Country	Year Completed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Part G

### Previous Employment

### EMPLOYMENT HISTORY

If you believe you have relevant employment experience, please attach separate documentation to your application.

### THIS SECTION MUST BE COMPLETED BY THE APPLICANT

Please consider your answers carefully before you sign this Application.

## Part H

### Study Plan in Australia

Why do you want to study ..... at AITT?  
NAME OF COURSE

  


What job do you hope to get when you finish your course?

  


## Checklist

- |   |   |
|---|---|
| <input type="checkbox"/> Application Fee  | <input type="checkbox"/> Course outlines and subject descriptors for each subject or unit you are seeking recognition for |
| <input type="checkbox"/> Certified Academic Transcripts   | <input type="checkbox"/> Recent passport sized photograph (40mm wide x 50mm height)                                       |
| <input type="checkbox"/> Certified Graduation Certificates  | <input type="checkbox"/> Completed all relevant sections of the Application Form  |
| <input type="checkbox"/> Evidence of English language proficiency   | <input type="checkbox"/> Read and Understood the terms and conditions of enrolment  |
| <input type="checkbox"/> Certified copy of the biodata page of your passport and Australian visa (where applicable) |   |

## Declaration

- I declare that the information contained in this application is true.
- I confirm that I have received and read a copy of AITT's Student Information Booklet and information available on [www.aitt.vic.edu.au](http://www.aitt.vic.edu.au) and fully understand the requirements of the course.
- I have read, understood and consent to the Terms and Conditions of Enrolment and the Fee Payment and Refund Procedures at AITT.
- I consent to DIAC providing AITT with any information about my visa status from the time of my application to the time of my departure from Australia.
- "I understand that this agreement and the availability of complaints and appeals processes does not remove the right of the student to take action under Australia's consumer protection laws".
- I understand that my photo may be used in AITT's promotional material and consent for this to be done.
- I confirm the information supplied on this form in relation to my study plan is true and accurate. I understand that any changes to my study plan may be considered detrimental.

I have read and understood "Important Information to Read before Completing Your Application" on page 3 and 4 of this form.

Applicant's Signature:

Date

## CONTACT DETAILS

### Australian Institute of Technical Training

Level 3, 475 - 485 Flinders Lane, Melbourne, Victoria 3000 AUSTRALIA

Tel (+61 3) 9620 1100

Email [admissions@aitt.vic.edu.au](mailto:admissions@aitt.vic.edu.au)

Fax (+61 3) 9620 1122

Web [www.aitt.vic.edu.au](http://www.aitt.vic.edu.au)

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## AGENT NAME/DETAILS

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# IMPORTANT INFORMATION TO READ BEFORE COMPLETING YOUR APPLICATION

## 1. APPLICATION FORM

- Before completing the Application Form you should have read the information contained in this Application Form. In particular, you should ensure that you fully understand the Institute's Terms and Conditions of Enrolment and the Fee Payment and Refund Procedures.
- You must attach to your application certified copies of your academic results including your English language assessment.
- You are required to confirm and consent to important items at the end of the Application Form – under the heading "Declaration". Please read them carefully before you sign the Application Form.
- Your application must be forwarded to:  
International Admissions Office  
Australian Institute of Technical Training Pty Ltd  
Level 3, 475 - 485 Flinders Lane  
Melbourne VIC 3000 Australia

## 2. APPLICATION FEE

- Applications will only be considered when they are accompanied by a bank cheque for A\$200 payable to Australian Institute of Technical Training Pty Ltd.

## 3. PROVISIONAL ACCEPTANCE / REJECTION

- Upon receipt of your application the Institute will immediately advise you whether you have been accepted.
- If you are NOT accepted, your application fee will be returned.
- If you are accepted, you will be asked to forward the balance of your tuition fees by a specific date.

## 4. CONFIRMATION OF ENROLMENT FORMS / VISAS

- On receipt of your tuition fees, the Institute will forward you an official Confirmation of Enrolment which will allow you to apply at Australian Embassies and Consulates abroad for a student visa to enter Australia.

## 5. OVERSEAS STUDENT HEALTH COVER

- All international students must have health insurance through the Overseas Student Health Cover (OSHC) scheme. Students must pay an insurance premium each year. It is the responsibility of the student to ensure that the OSHC is up to date.

## TERMS AND CONDITIONS OF ENROLMENT

Applicants are required to sign on their application form that they have read, understood and consented to the Terms and Conditions of Enrolment at AITT as detailed underneath.

### 1. CONDITIONS OF ENROLMENT

- 1.1 AITT reserves the right to cancel a course not later than one month prior to the commencement, in which case a full refund of all fees paid will be made within two weeks.
- 1.2 A student is enrolled for the period for which tuition fees have been paid. If tuition fees have not been paid, the student's enrolment may be cancelled at the end of any appeals process.
- 1.3 The Institute is required to report to DIAC instances where a student fails to make academic progress in two consecutive study periods. All students are notified beforehand, of the Institute's intent to report to DIAC and are provided with 20 working days to access the Institute's complaints and appeals process.

Academic Progress is reviewed in each study period. International students are required to ensure they repeat any subjects/modules failed in that period so as to ensure completion of their course

within the duration specified on their eCOE.

Detailed information on the Institute's Academic Progress Policy and the Complaints and Appeals Process is available at [www.aitt.vic.edu.au](http://www.aitt.vic.edu.au) and will be covered in the International Student Orientation program.

- 1.4 All students are bound by the Institute's Student Discipline Regulations and the Sexual Harassment Policy. Detailed information on the Institute Rules for Student Discipline and Sexual Harassment are covered in the Student Information Booklet and in the International Student Orientation Program. Failure to adhere to these regulations may lead to the suspension or cancellation of a student's enrolment. Students will be provided with 20 working days to access the Institute's complaints and appeals process.

Detailed information on the AITT's policy on cancellation / suspension / deferral of an international student enrolment is contained in the Student Information Booklet and will be covered in the Orientation Program.

- 1.5 The National Code 2007 restricts the capacity of students to transfer to other providers prior to completing six months of their principal course. AITT will not allow students to transfer to another provider within six months of the commencement of their principal course of study in circumstances where the transfer would be detrimental to the study plan as detailed in their application.

Circumstances that are considered detrimental to a student's study plan could be but are not limited to:

- Change in Study Plan
- Transfer to a lower level of studies
- Increased tuition costs, particularly in cases where deposits paid in advance to AITT are non-refundable
- Increased duration of studies in Australia
- Insufficient preparation for further studies
- Qualifications not recognised by Higher Education Providers as satisfying their entry requirements
- Level of support services at new provider not equivalent
- Impact to welfare support services established for students under the age of 18.
- Transfer would jeopardise student's progression through a package of courses
- Within 6 months' of a course beginning students may experience home-sickness and transfer to another registered provider is not likely to overcome this problem
- AITT is of the view that the student is avoiding being reported to DIAC for failure to meet attendance or academic progress requirements.

- 1.6 After arrival in Australia, AITT's policy restricts a student from transferring to another course of study at the Institute other than for which their student visa has been granted.

- 1.7 Students wishing to apply for a letter of release will need to complete a form, available from AITT. This form will provide information on AITT's procedures for the assessment of such applications and the mechanism for the student to appeal. There is no cost attached to applying for a letter of release; however students will need to contact DIAC to seek advice on whether a new visa is required. In instances where a release letter is granted, AITT's Fee Payment and Refund Procedures will be applied to any Fees and Charges Refund request received.

Detailed information on AITT's transfer policy between registered providers is contained in the Student Information Booklet and will be covered in the Orientation Program.

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- 1.8 The National Code 2007 requires international students to complete their course within the duration specified on their eCOE except in limited circumstances. In these circumstances, AITT will issue a new eCOE to extend the duration of study for the course.

Detailed information is contained in the Student Information Booklet and will be covered in the Orientation Program.

Under-enrolment in subjects against advice from AITT, could constitute grounds for cancellation of a student's enrolment.

- 1.9 The National Code 2007 requires international students to keep AITT informed of their current address.
- 1.10 International Students may apply for Credit Transfer/Recognition of Prior Learning within one week of the course commencement date. There is no fee reduction for students granted CT/RPL. Where possible, students will be encouraged to enrol in additional subjects/modules that may enable them to reduce the duration of their course – in which case a new eCOE will be issued. A detailed CT/RPL policy and procedure is contained in the Information Booklet, the AITT website [www.aitt.vic.edu.au](http://www.aitt.vic.edu.au) and will be covered in the Orientation Program.
- 1.11 Accompanying school-aged dependents of international students will be required to pay full fees if they are enrolled in a government or non-government school.
- 1.12 International students must maintain adequate health cover for themselves and any members of their family unit who are with them during their stay in Australia.
- 1.13 Students need written permission from AITT to defer or suspend their course. In cases where permission is granted, DIAC will be advised.
- Information pertaining to the circumstances in which a student may defer, suspend or cancel their enrolment is contained in the Student Information Booklet and the AITT website [www.aitt.vic.edu.au](http://www.aitt.vic.edu.au).
- 1.14 AITT is required to advise DIAC when a student fails to commence a course, withdraws before the course ends, or changes course.
- 1.15 Students who are unable to arrive on time may be given up to two weeks to commence. After two weeks the student cannot be guaranteed a place in the course. If the student arrives after the agreed date, they may be required to return home or placed in an English language program until the next available commencement date for the course.

## 2. PERSONAL INFORMATION

- 2.1 Information is collected in the Application Form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; 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 Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS 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.

- 2.2 Information held on student files including attendance records, academic progress reports etc. belongs to AITT. This information may be given to authorised government departments but will not be made available to students, the general public or third parties.
- 2.3 By enrolling at AITT, the student agrees that information relating to academic performance may be made available to their parents or welfare carer.

## 3. INFORMATION ABOUT THE INSTITUTE

- 3.1 The Institute only accepts responsibility for information given to overseas students from the following sources:
- the Information Booklet,
  - the AITT website [www.aitt.vic.edu.au](http://www.aitt.vic.edu.au)
  - AITT personnel
  - Accredited overseas agents
- 3.2 AITT does not accept liability for information provided by sources other than these.

## 4. ON ARRIVAL SERVICE

- 4.1 To assist you in adjusting to life in Australia AITT can arrange for a FREE pickup from the airport to your pre-arranged accommodation.
- 4.2 Students are required to notify the Institute of their flight number, date and time of arrival at least 7 days in advance.
- 4.3 The Institute does not accept liability for any changes to arrival times unless notification is received 3 working days in advance.

## 5. COMPLAINTS AND APPEALS

- 5.1 AITT has a well-established independent Complaints and Appeals procedure which provides for prompt resolution of any student complaints.
- Detailed information on the Complaints and Appeals Procedure is available in the Information Booklet, the AITT website [www.aitt.vic.edu.au](http://www.aitt.vic.edu.au) and will be covered in the Orientation Program.
- 5.2 Beyond this procedure, all students have a right to pursue further action through the Australian legal system.

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