



# AUSTRALIAN INSTITUTE OF TECHNICAL TRAINING

## International Student Enrolment Application Form

### IMPORTANT INFORMATION TO READ BEFORE COMPLETING YOUR APPLICATION

#### 1. APPLICATION FORM:

- Before completing this application form you must read the information contained in this Application Form thoroughly. In particular, you should ensure that you fully understand the AITT's Terms and Conditions of Enrolment along with the fee Payment and Refund Procedures.
- You must attach with your application the certified copies of your academic results including evidence of English Language proficiency.
- You are required to indicate your acceptance to important items at the end of this Application Form under the heading 'Applicant Declaration'. Please ensure that you understand them before you sign the Application Form.

- **Your application must be forwarded to:**

**Admission Team: [admissions@aitt.vic.edu.au](mailto:admissions@aitt.vic.edu.au)**

**Australian Institute of Technical Training**

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

**Tel (+61 3) 96201100**

#### 2. ENROLMENT FEE: \$ 200 AUD

**3. PROVISIONAL ACCEPTANCE / REJECTION:** Upon receipt of your application, AITT will advise you about the outcome as soon as practicable or within two weeks. If your application is accepted, you will be provided an Offer of Enrolment (conditional or unconditional). This document will also accompany another document called "Enrolment Acceptance Agreement". In order to indicate your acceptance, you will be required to sign the Enrolment Acceptance Agreement and forward it along with the initial deposit as outlined in the Enrolment Acceptance Agreement.

**4. CONFIRMATION OF ENROLMENT FORMS / VISAS:** Once the initial deposit is received, AITT will then forward you an electronic Confirmation of Enrolment (eCoE) which is required for the finalisation of your student visa application by Department of Immigration and Border Protection (DIBP). Please ensure to check the student visa application requirements at [www.border.gov.au](http://www.border.gov.au). Students from different nationalities may be required to apply for Pre - Visa Assessment before forwarding their initial deposit and securing their eCoE.

**5. OVERSEAS STUDENT HEALTH COVER:** All international students must have health insurance through the Overseas Student Health Cover (OSHC) scheme. It is the responsibility of the student to ensure that the OSHC is up to date. Students may apply for OSHC by themselves or can request AITT to arrange it on their behalf. Please note that the cost of OSHC is separate to tuition fee and enrolment fee.

### TERMS AND CONDITIONS OF ENROLMENT

#### 1. CONDITIONS OF ENROLMENT

**1.1** AITT reserves the right to cancel a course not later than one month prior to the commencement date, 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 internal appeals process.

**1.3** AITT is required to report to DIBP in instances where a student fails to make academic progress in two consecutive study periods. All students are notified beforehand, of the AITT's intention of reporting the student to DIBP and are provided with 20 working days to access the AITT's complaints and appeals process. Academic Progress is reviewed in each study period. International students are required to ensure that they repeat any subjects/units failed in that period so as to ensure completion of their course within the duration specified on their eCOE where possible. Detailed information on the AITT's Academic Progress Policy and the Complaints and Appeals Procedures is available at [www.aitt.vic.edu.au](http://www.aitt.vic.edu.au) and will be covered in the International Students Orientation Program.

**1.4** All students are bound by the AITT's Student Code of Conduct. Detailed information on the AITT's rules and regulations are available in Student Handbook and is covered during the International Student Orientation Program. Failure to adhere to these regulations may lead to the suspension or cancellation of the student's enrolment. Students will be provided with 20 working days to access the AITT'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 Handbook 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 this 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 case 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 is not equivalent
- 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 DIBP for failure to meet attendance or academic progress requirements
- 1.6** After arrival in Australia, AITT's policy doesn't restrict a student from transferring to another course of study at the AITT other than from which the student visa has been granted. Student will need to formally apply for the change of course.
- 1.7** Students wishing to apply for a 'letter of release' will need to complete a Request Form, available from AITT reception. 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 student will need to contact DIBP 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 Fee and Charges Refund request received. Detailed information on AITT's transfer policy between registered providers is contained in Student Handbook and will be covered during the International Student Orientation Program.
- 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. Student may be required to pay tuition fee for the extended duration based on the reasons for extension. Detailed information is available in the Student Information Booklet and will also be covered during the Orientation Program.
- 1.9** The National Code 2007 requires international students to keep AITT informed of their current address at all times. It is students' responsibility to notify AITT administration of any change in the recorded address during the period of enrolment. This can be done by filing the "Change of Personal Details Form".
- 1.10** International Students may apply for Credit Transfer/Recognition of Prior Learning within TWO weeks of the course commencement date if they have not applied for the same at the time of enrolment. 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 Course Credit policy and procedure is available in the Student Handbook, on the AITT website [www.aitt.vic.edu.au](http://www.aitt.vic.edu.au) and will be covered in the Orientation Program.
- 1.11** International Students must maintain adequate health cover for themselves and any member of their family unit who are with them during their stay in Australia.
- 1.12** Students need written permission from AITT to defer or suspend their courses. In cases where permission is granted, DIBP will be advised via PRISMS. Information pertaining to the circumstances in which a student may defer, suspend or cancel their enrolment is contained in the Student Handbook and AITT website [www.aitt.vic.edu.au](http://www.aitt.vic.edu.au).
- 1.13** AITT is required to advise DIBP when a student fails to commence a course without approval on the expected date, withdraws before the course ends, or changes the course he / she initially enrolled in.
- 1.14** Students who are unable to commence their course on the expected date may be given up to two weeks to commence. After two weeks the student may not be guaranteed a place in the course. If the students arrive 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.
- 1.15** Fee and charges are subject to change with prior notice. A semester is a study period comprising of 18-20 weeks of teaching. Course fees are charged in full for each semester and must be paid 2 weeks prior to the agreed start date.

## 2. PERSONAL INFORMATION

- 2.1** Information is collected in the Application Form and during your enrolment in order to meet our obligation 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 the information is contained in the Education Services for Overseas Students Regulations 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 Protection Service (TPS). 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 Request Forms, 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 where applicable.

## 3. INFORMATION ABOUT INSTITUTE

- 3.1** AITT only accepts responsibility for information given to overseas students from the following sources:
  - The Student Handbook,
  - AITT's website [www.aitt.vic.edu.au](http://www.aitt.vic.edu.au)
  - AITT personnel
  - AITT 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 with 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 AITT of their flight number, date and time of arrival at least 7 days in advance.
- 4.3** AITT 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 a prompt resolution of any student complaints. Detailed information on the Complaints and Appeals Procedure is available in the Student Handbook and at 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 the procedure, all students have a right to pursue further action through the Australian legal system at any time.



FOR OFFICE USE ONLY	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Reason _____	
Processed by _____	
Date _____	

## International Student Enrolment Application Form

### INSTRUCTIONS

Please fill this form in capital letters using black pen only or fill this form electronically  
Only completely filled form with attached supporting documents will be accepted for the assessment.

### Part A. Personal Details

• Surname/Family Name \_\_\_\_\_ (As printed on your passport) • Given Name \_\_\_\_\_ (As printed on your passport)

• Title  Mr.  Mrs.  Ms.  Miss  Other • Date of Birth \_\_\_\_\_

• Gender  Male  Female  Undeterminate • Passport No \_\_\_\_\_

• Country of Birth \_\_\_\_\_ • Nationality \_\_\_\_\_

• Town of Birth \_\_\_\_\_ • Email Address \_\_\_\_\_

• Do you hold a valid Australian visa?  Yes  No • If Yes, which visa? (e.g. student visa) \_\_\_\_\_ Expiry Date: \_\_\_\_\_ (DD/MM/YYYY)

• Are you currently studying in Australia?  Yes  No If Yes, Name of Institution \_\_\_\_\_

• Have you previously applied to or enrolled at AITT?  Yes  No If yes, please provide your Student ID Number (Example: STD01234) \_\_\_\_\_

• Do you have a Unique Student Identifier (USI)? **(PLEASE WRITE IN CAPITAL LETTERS)**

Yes - please write your 10-digit USI:             Yes - but my USI is unknown  No - I do not have a USI\*\*

• Have you been granted a scholarship? (Government or any other kind of scholarship)  Yes  No

• Scholarship Name \_\_\_\_\_

### Overseas Health Cover

• Do you have Overseas Health Cover (OSHC)?  Yes  No • If No, I require  Single Cover  Family Cover (must provide passport copy of family members)

\*\* I authorise AITT to apply, locate and verify USI on my behalf

### Part B. Address Local/Overseas Address

Permanent Address in Home Country: \_\_\_\_\_

Address in Australia: \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Postal Address (if different) \_\_\_\_\_

Tel \_\_\_\_\_ Mobile \_\_\_\_\_

Mobile \_\_\_\_\_

### Part C. Course Preferences (You may choose more than one course e.g. EAL and Diploma)

<input type="checkbox"/> Certificate IV in Marketing and Communication <input type="checkbox"/> 1st <input type="checkbox"/> 2nd	<input type="checkbox"/> Diploma of Hospitality Management <input type="checkbox"/> 1st <input type="checkbox"/> 2nd	<input type="checkbox"/> Diploma of Beauty Therapy <input type="checkbox"/> 1st <input type="checkbox"/> 2nd
<input type="checkbox"/> Diploma of Marketing and Communication <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Advanced Diploma of Hospitality Management <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Certificate III in Hairdressing <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Advanced Diploma of Marketing and Communication <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Certificate III in Light Vehicle Mechanical Technology <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Certificate IV in Hairdressing <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Certificate IV in Business <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Certificate IV in Automotive Mechanical Diagnosis <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Diploma of Salon Management <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Diploma of International Business <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Certificate IV in Automotive Management <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Certificate III in Individual Support <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Diploma of Leadership and Management <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Diploma of Automotive Management <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Certificate IV in Ageing Support <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Advanced Diploma of Leadership and Management <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Certificate III in Print Communications <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Certificate IV in Community Services <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Certificate III in Commercial Cookery <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Diploma of Printing and Graphic Arts <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Diploma of Community Services <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Certificate IV in Commercial Cookery <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Certificate IV in Massage Therapy <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Certificate III in EAL (Further Study) <input type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/> Diploma of Remedial Massage <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Certificate IV in EAL (Further Study) <input type="checkbox"/> <input type="checkbox"/>

Commencing: Month/Year (e.g. November 2017): \_\_\_\_\_

## Part D. English Language Efficiency (Please attach evidence)

- English is my first language.
- English was the language of instruction during my secondary school and I passed English subject in my final year.
- IELTS  Pearson (PTE)  Cambridge  TOEFL  Others \_\_\_\_\_ Test Score \_\_\_\_\_
- I have satisfactorily completed an approved ELICOS course at (Name of the Institution) \_\_\_\_\_
- I have applied for an EAL/ELICOS course at (Name of the Institution) \_\_\_\_\_

## Part E. Previous Studies (Documentary evidence of qualifications claimed must be attached. Documents not in English must be accompanied by certified translations)

### Australian Year 11 or 12 qualification equivalent \*

Name of the Qualification Completed	School/Institution	Country	Year Completed
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### Tertiary Studies

Name of the Qualification Completed	School/Institution	Country	Year Completed
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(\* Subject to country Assessment Level and the Course)

## Part F. Course Credits / Recognition of Prior Learning (RPL)

- Do you wish to apply for Credit transfers?  Yes  No
- Do you wish to apply for Recognition of prior learning?  Yes  No

If you have answered 'Yes' to any of the question above, you are required to also filled **Credit Transfer form** or **RPL form** and forward it along with the supporting documents e.g. employment letter, position descriptions, transcripts, etc.

## Part G. Checklist

- |   |   |
|---|---|
| <input type="checkbox"/> Completed all relevant sections of this Application Form     | <input type="checkbox"/> Attached certified copies of Qualifications and Academic Transcripts |
| <input type="checkbox"/> Relevant documents for RPL/Credit Transfer                   | <input type="checkbox"/> Read and understood AITT Refund Policy                               |
| <input type="checkbox"/> Read and understood the terms and conditions of enrolment    | <input type="checkbox"/> Evidence of English Language Proficiency                             |
| <input type="checkbox"/> Certified copy of the personal details page of your Passport | <input type="checkbox"/> Certified translated documents if not in English                     |
| <input type="checkbox"/> Certified copy of Australian Visa (if any)                   |   |

## Part H. Applicant Declaration

- I declare that the information submitted with this Application Form is true and complete. I further declare that any academic results submitted are a complete record of all results that I have obtained from every institution I have attended. I understand giving false or misleading information, including fraudulent documentation, is a serious offence under Australian Law. I understand that if I provide false or misleading information, it may invalidate all or any part of this agreement and may result in the termination of enrolment.
- I understand that this agreement and the availability of complaints and appeals process do not remove the rights of the student to take action under Australia's consumer protection laws.
- I confirm that the information supplied in 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 confirm that I have received and read a copy of AITT's Student Handbook and information available on [www.aitt.vic.edu.au](http://www.aitt.vic.edu.au) and fully understand the requirements of the course and relevant policies and procedures.
- I consent AITT to collect information from DIBP about my visa status from the time of my application to the time of my departure from Australia.
- I authorise AITT to seek verification of my academic and professional qualifications and work experience. I understand that AITT reserves the right to inform other tertiary institutions and regulatory agencies if any of the material presented to support my application is found to be false.
- I acknowledge that AITT reserves the right to alter any course, admission requirement or fee with prior notice.
- I understand that the personal information I have provided may be released to government agencies as required by law. I further understand that it may be disclosed to third parties for the purpose of processing my application.
- I acknowledge that I have read and understand the description of course/s that I am applying for on the AITT website. and from authorised representative of AITT.
- I have read, understood and consent to the Terms and Conditions of Enrolment, Fee Payment, Refunds Procedures at AITT.
- I consent AITT to apply, locate, verify USI on my behalf.

Applicant's Full Name \_\_\_\_\_ Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Should this document be returned by email in typed format, with all information given it will be deemed as being signed by the applicant.**

How did you hear about us?  Agent  Exhibition  Website  AITT Staff  AITT student  Other \_\_\_\_\_

### Return this form to:

#### Australian Institute of Technical Training Pty Ltd

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

Tel (+61 3) 96201100

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

OR to one of AITT agents. To locate an agent list, visit [aitt.vic.edu.au](http://aitt.vic.edu.au)

CRICOS Provider Code: 02868J | RTO 21978

Agent Name/Details

AGENT  
STAMP