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
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. 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.

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 with in 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 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 others 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
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
• 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 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.
**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 □]
- **Gender** [Male □ Female □ Undetermine □]
- **Country of Birth**
- **Town of Birth**
- **Date of Birth**
- **Nationality**
- **Passport No**
- **Date of Issue**
- **Expire Date**
- **Gender** [Male □ Female □ Undetermine □]
- **Title**
- **Surname/Family Name**
- **Email Address**

#### Do you hold a valid Australian visa?
- Yes □ No □
- If Yes, which visa? (e.g. student visa)

#### 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)?
- Yes □ No □
- If Yes, please write your 10-digit USI:
- If 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:**

- Suburb
- Postcode

**Address in Australia:**

- Suburb
- Postcode

**Postal Address (if different)**

- Suburb
- Postcode

**Tel**

**Mobile**

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

- **Certificate IV in Marketing and Communication**
- **Diploma of Marketing and Communication**
- **Advanced Diploma of Marketing and Communication**
- **Certificate IV in Business**
- **Diploma of International Business**
- **Diploma of Leadership and Management**
- **Advanced Diploma of Leadership and Management**
- **Certificate III in Commercial Cookery**
- **Certificate IV in Commercial Cookery**
- **Diploma of Hospitality Management**
- **Advanced Diploma of Hospitality Management**
- **Certificate III in Light Vehicle Mechanical Technology**
- **Certificate IV in Automotive Mechanical Diagnosis**
- **Diploma of Automotive Management**
- **Certificate III in Print Communications**
- **Diploma of Printing and Graphic Arts**
- **Certificate IV in Massage Therapy**
- **Diploma of Remedial Massage**
- **Certificate IV in EAL (Further Study)**
- **Certificate IV in EAL (Further Study)**
- **Certificate IV in Beauty Therapy**
- **Certificate III in Hairdressing**
- **Certificate IV in Hairdressing**
- **Diploma of Salon Management**
- **Certificate III in Individual Support**
- **Certificate IV in Ageing Support**
- **Certificate IV in Community Services**
- **Diploma of Community Services**
- **Certificate IV in Community Services**
- **Certificate III in EAL (Further Study)**
- **Certificate IV in EAL (Further Study)**

**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 ___________________________

Tertiary Studies

Name of the Qualification Completed ___________________________

School/Institution ___________________________

Country ___________________________

Year Completed ___________________________

(* 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

☐ Completed all relevant sections of this Application Form

☐ Relevant documents for RPL/Credit Transfer

☐ Read and understood the terms and conditions of enrolment

☐ Certified copy of the personal details page of your Passport

☐ Certified copy of Australian Visa (if any)

☐ Attached certified copies of Qualifications and Academic Transcripts

☐ Read and understood AITT Refund Policy

☐ Evidence of English Language Proficiency

☐ Certified translated documents if not in English

Part H. Applicant Declaration

1. 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.

2. I understood 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.

3. 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.

4. I confirm that I have received and read a copy of AITT’s Student Handbook and information available on www.aitt.vic.edu.au and fully understand the requirements of the course and relevant policies and procedures.

5. I consent AITT to collect information from DIIB about my visa status from the time of my application to the time of my departure from Australia.

6. 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.

7. I acknowledge that AITT reserves the right to alter any course, admission requirement or fee with prior notice.

8. 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.

9. 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.

10. I have read, understood and consent to the Terms and Conditions of Enrolment, Fee Payment, Refunds Procedures at AITT.

11. 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

OR to one of AITT agents. To locate an agent list, visit aitt.vic.edu.au

CRICOS Provider Code: 02868J | RTO 21978

© Australian Institute of Technical Training Pty Ltd (AITT) CRICOS PROVIDER CODE 02868J | RTO 21978

Version 7.2, March 2017

Agent Name/Details

AGENT STAMP