

Application Form



Australian Institute of
Technology & Education

Please ensure you complete all sections of the application form and attach relevant documentation (see applicant checklist). Please ensure you read and understand the policies, terms and conditions on page 2 and sign the Student Declaration.

Send your application to:
Australian Institute of Technology & Education
Level 7, 85 Queen Street Melbourne VIC 3000 Australia
Tel: +61 3 9670 2067 Fax: +61 3 9642 1102
Email: info@aite.vic.edu.au

PERSONAL DETAILS

Family Name (as shown in passport)

Given Name/s (as shown in passport)

Date of Birth / / Country of Birth

Gender Male | Female

Do you suffer from any medical conditions or have any disabilities? Providing us with this information will help AITE to provide you with appropriate assistance. Yes | No

If Yes, please outline your medical conditions / disabilities.

CONTACT DETAILS IN HOME COUNTRY

Home Telephone

Mobile Telephone

Work Telephone

Email

Facsimile

Address

Post Code

CONTACT DETAILS IN AUSTRALIA (IF KNOWN)

Home Telephone

Mobile Telephone

Email

Facsimile

Address

Post Code

CONTACT DETAILS OF NEXT OF KIN

Name

Relationship

Home Telephone

Work Telephone

Email

Address

Post Code

I authorise the above mentioned next of kin to receive information applicable to my studies at AITE. Yes | No

EDUCATION BACKGROUND

Highest Level of Study* – (ie. Year 12 / Diploma)

*Attach evidence of qualification

Year Completed Study

Name of Institution

State / Country

Total Number of Years of Study

ARE YOU CURRENTLY STUDYING IN AUSTRALIA?

Are you currently enrolled at any other institution in Australia? YES | NO

If yes, what is the name of the institution you are studying at?

Course Name

Start Date End Date

ENGLISH LANGUAGE ABILITY

Is English your first language? YES | NO

If no, do you have: IELTS* (Score) TOEFL* (Score)

Other*

Date achieved

*Please attach certified copy

Application Form



Australian Institute of
Technology & Education

ARE YOU APPLYING FOR A VOCATIONAL COURSE?

If **yes**, please indicate the course/s which you are applying for (tick)

- CHC50702 Diploma of Community Welfare Work – 2 academic years
CRICOS Code: 051930B
- ICP30205 Certificate III in Printing & Graphic Arts – 1 academic year
CRICOS Code: 060942A
- BSB40207 Certificate IV in Business – 6 months
CRICOS Code: 068946K
- BSB50207 Diploma of Business – 6 months
CRICOS Code: 068947J

Please indicate the intake date you wish to commence this course on.

- 28 September, 2009 12 April, 2010
- 18 January, 2010 05 July, 2010
- 27 September, 2010

UNIVERSITY PATHWAY PROGRAM

On successful completion of the Diploma of Community Welfare Work, graduates may apply for entry into the following university programs. Are you applying for a University Pathway? If **yes**, tick pathway.

- Australian Institute of Public Safety (AIPS): Bachelor of Social Science (Criminal Justice).

ENROLMENT AND ORIENTATION PROGRAM

Students are required to attend a compulsory Enrolment and Orientation day on the course commencement date.

For students enrolling in vocational courses, you will participate in a general English evaluation during the enrolment and orientation program, to determine any additional skills you may require to enable you to complete your course successfully. Your trainer will continue to monitor your English language needs on an on-going basis in classes. Additional assistance is provided through AITE's Language, Literacy and Numeracy Support Services.

RPL / CREDIT TRANSFER

Are you applying for Recognition of Prior Learning (RPL) (fees apply) or Credit Transfer? Yes | No

If **yes**, speak with an admissions officer to confirm the evidence you are required to submit.

ACCOMMODATION / AIRPORT TRANSFER

Do you require accommodation placement? (fees apply) Yes | No

If Yes, what **type of accommodation**

- Homestay Hostel Temporary

Do you require airport transfer (cost: AUD\$100) Yes | No

If you have selected yes for either of the above, you are required to complete a Accommodation and Airport pickup application form, available from AITE Admissions.

OVERSEAS STUDENT HEALTH COVER (OSHC)

All international visitors to Australia under a student visa are required by law to have Overseas Student Health Cover (OSHC). International students must be covered by the OSHC from the day they arrive in Australia, until the end date of their visa.

On acceptance of a course offer, all international students must pay for OSHC. AITE forwards payment and application on behalf of new students to our preferred insurance provider Australian Health Management (AHM). If your course is longer than 1 year, you may choose to pay OSHC for the full length of your course up-front, or pay 1 year now and renew your cover in a years time.

Do you require AITE to purchase OSHC on your behalf? (circle)

Yes | No If **no**, please provide evidence that you currently hold OSHC.

If **yes**, what length of cover do wish to pay for upfront? (tick)

- 3 months 6 months 1 year 2 years

What type of OSHC cover do you require?

- Single Family

HOW DID YOU LEARN ABOUT AITE?

- Website (please specify)
- Exhibition / Seminar (please specify)
- Newspaper (please specify)
- Agent (please specify)
- Other (please specify)
-

AGENT STAMP

I authorise the following mentioned agent to receive information applicable to my studies at AITE.

Yes | No

Agent Stamp

APPLICANT CHECKLIST

Before submitting your application to AITE or its representatives, please ensure that you have completed all sections of this Application Form and have attached the following:

- certified copies of your academic qualification/s (translated into English)
- evidence of your English language level/ability (if applicable)
- certified copy of passport
- copy of Visa (if available)
- University application form (if applying for University Pathway)
- accommodation and Airport Pickup application form (if required)
- evidence that you hold OSHC (if not arranging OSHC through AITE)
- evidence of study in Australia (if relevant)

STUDENT DECLARATION

I declare that the information I have supplied in this application and supporting documentation is true and correct. I have read, understood and agree to the terms and conditions outlined on this form.

Signature

Date

Fees & Charges Policy

AITE may restrict or withhold services or materials including academic results, statements of attainment and course completion certificates from any student with overdue fees. Students may not be permitted to commence a semester of study until all outstanding fees, charges or accounts are paid.

Any payments made by credit card will incur a 1.0% charge.

Course fees will not be transferred to another educational institution.

Recognition of Prior Learning / Credit costs \$100 per unit.

Late or non-payment of fees is a matter of misconduct which attracts the following:

- Any overdue fees will incur a 5.0% penalty on the overdue amount
- A warning letter (misconduct) will be issued to students with fees overdue more than seven (7) days.
- Seven (7) days after a warning letter has been issued regarding overdue fees, an intention to report for misconduct letter will be issued to students advising that if they do not pay the outstanding fees their enrolment will be cancelled and they have twenty (20) days in which to appeal via the Complaints and Appeals policy
- The Institute may restrict or withhold services or materials including academic results from you if any fees are overdue.
- Students may not be permitted to commence a semester of study until all outstanding fees, charges or accounts are paid.

Repeat Units

Units to be repeated, incur additional fees at the rate of \$840 per unit.

Refund Policy

Definitions

Student Default – occurs when the provider refuses to provide or continue to providing a course to the student due to:

- the student failed to pay an amount he or she was liable to pay the Institute, directly or indirectly, in order to undertake the course;
- the student breached a condition of his or her Student Visa;
- misbehaviour by the student.

Provider Default – occurs when:

- The course does not begin on the agreed commencement date; or
- The course ceases to be provided at any time after it commences but before it is completed; or
- The course is not provided in full to the student because a sanction has been imposed on the registered provider.

Visa refused before commencement date

- In the event that a student's initial visa is not granted, a full refund of fees received by the Institute will be issued to the student less the Application Fee
- A request for refund in writing and proof of visa refusal from DIAC must be provided to the Institute no later than 4 weeks (28 days) after the visa refusal
- Documentation received after 4 weeks (28 days) will incur a cancellation fee of AUD\$500 in addition to the Application fee
- Without proof of refusal from the Australian Government, NO refund will be granted.
- The student will need to supply in writing to the Institute, the nominated method of reimbursement.
- The money will be refunded to the Student within twenty-eight (28) days after the written request and evidence of documentation is received.
- The refund will be accompanied by a statement outlining the total refunded amount.

Student withdraws before course commencement date

- The application fee is non-refundable and non-transferable in the case of a student withdrawing an application after being accepted.
- The accommodation placement fee is non-refundable, other than when the student's visa is refused.
- If, after the full payment of fees, a student withdraws an application, the following will apply:
 - 25% of the course fee paid, less the application fee, will be refunded if a written request is received more than 28 days before the course commencement date.
 - 15% of the course fee paid, less the application fee, will be refunded if a written request is received more than 14 days before the course commencement date.
 - In the event that a student requests a refund less than 14 days before the course commencement date, no refund of course fees paid will be issued.
- The money will be refunded to the student within 28 days after the written request is received.
- In the event that a student defaults, no refund will be issued either before or after the course commencement date.
- The refund will be accompanied by a statement outlining the total refunded amount.

Student cancels enrolment after course commencement date

- In the event that a student cancels their enrolment and requests a refund after the course commencement date, no refund will be issued, which includes all monies paid to Australian Institute of Technology & Education for Overseas Student Health Cover (OSHC), airport pick-up and/or accommodation placement.
- Overseas Students withdrawing from a course of study will be reported to the Department of Immigration and Citizenship, as required by law.
- Students who cancel by the end of the second week of term will not be liable for that term's fees. If students cancel after this date, and fees are as yet unpaid, they

Visa extension is refused before or after course commencement date

- In the event that a student's extension of Visa is not granted, a refund will be issued to the student less the following:
 - Application Fee
 - Any course fees owed for services scheduled / received
 - Education Agent's fees
 - Any other penalties incurred for disciplinary reasons (ie. plagiarism / damage to property)
 - Prescribed amounts relating to expenses Australian Institute of Technology & Education incurred on behalf of the student for the course, before the course commencement date.

- A request for refund in writing and proof of visa refusal from DIAC must be provided to the Institute no later than two weeks (14 days) after the Visa refusal.
- Documentation received after 2 weeks (14 days) will incur a cancellation fee of AUD\$500 in addition to other fees withheld.
- The refund will be accompanied by a statement outlining the total refunded amount.

Abandonment of Course / Failure to re-enrol after scheduled break

- In the event that a student abandons their course without formerly cancelling their enrolment with the Institute, no refund will be issued, which includes all monies paid or scheduled to be paid to Australian Institute of Technology & Education for Overseas Student Health Cover (OSHC), airport pick-up, accommodation placement
- If the student abandons without formerly cancelling by the deadline, the term's fee/debt will be forwarded to a debt collector for collection.
- Overseas students withdrawing from a course of study, will be reported to the Department of Immigration and Citizenship, as required by law.

Provider Defaults

- In the unlikely event that Australian Institute of Technology and Education defaults, you will be offered a refund of all the course money you have paid to date, provided you have not withdrawn from the course before the default date.
- The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by Australian Institute of Technology and Education at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement. If Australian Institute of Technology and Education is unable to provide a refund or place you in an alternative course our Tuition Assurance Scheme (TAS), Australian Council for Private Education and Training (ACPET), will place you in a suitable alternative course at no extra cost to you. Finally, if ACPET cannot place you in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place you in a suitable alternative course or, if this is not possible, you will be eligible for a refund as calculated by the Fund Manager.

Applications for Refund

- All applications for refunds must be made in writing to the General Manager Operations, by completing a 'Refund Application form available from Australian Institute of Technology & Education Administration or on the website at www.aite.vic.edu.au. Submit the completed form to Administration.
- All student refunds are made in Australian dollars or the foreign currency equivalent at the time, and will be net of any handling fee charged by local representatives used by the student.
- Refunds will only be made payable to the person, or entity, who made the original payment. Written authorisation from that person, or entity, is required before refunds can be made payable to any other party. Students should submit this authorisation with their written request for refund.
- This policy and the availability of complaints and appeals processes does not remove the right of a student to take further action under Australia's Consumer Protection Laws.

Enrolment & Orientation

Your attendance on the first day of the course is critical and compulsory, as you are required to enrol and participate in an orientation program. The enrolment and orientation program commences at 8.45am on the first day of the course.

English Language Evaluation

For students enrolling in vocational courses, you will participate in a general English evaluation during the enrolment and orientation program, to determine any additional skills you may require to enable you to complete your course successfully. Your trainer will continue to monitor your English language needs on an on-going basis in classes. Additional assistance is provided through AITE's Language, Literacy and Numeracy Support Services.

School Age Dependents

Any school age dependants accompanying an international student must attend school and may be required to pay full fees.

Your Enrolment May Be Cancelled If:

- You do not maintain satisfactory course progress
- You fail to inform the Institute of any change to your personal contact details, including residential address and contact telephone number/s
- Your fee payments are not up-to-date
- You take leave without obtaining written permission from the Institute
- You fail to follow the standards of conduct and behaviour in accordance with the rules and policies of the Institute
- You fail to comply with the conditions of your student Visa
- Your behaviour indicates the you are not a bona-fide student
- AITE will cancel the enrolment of any student it suspects to be a non-bona fide student. The Institute will consider the following as indicators of a non-bona fide student:
 - Erratic course progress
 - Failure to participate in scheduled classes / field placement

Complaints & Appeals

Students may access AITE's complaints and appeals process should any issue arise during their enrolment. Students may raise any matters of concern relating to academic and non academic issues or other issues that they may be confronted with. The Complaints and Appeals procedure is outlined in the student handbook, and is also available on the website.

Pre-Enrolment Conditions

Please read these conditions before signing the student declaration.

1. I have read and understood the Fees and Charges Policy and the Refund Policy on this form.
2. I have read and understood the information detailing course content and vocational outcomes on AITE's website OR on a hard copy that I have requested from the Admissions Team.
3. I understand that I must meet the entry requirements, including the English language requirements, for the course that I am enrolling in to satisfy the conditions of enrolment.
4. I understand that AITE has implemented the DEST-DIAC Course Progress Policy and Procedure for all vocational courses (ie. other than ESL). I understand that to obtain satisfactory Course Progress, students must demonstrate competency (C) in a minimum of 50% of the scheduled units/workload in a term of study and that attendance of all the scheduled contact hours for each unit is critical to achieve satisfactory course progress.
5. I understand that students must follow the standards of conduct and behaviour in accordance with the rules and policies of the AITE and the student's Visa conditions. I understand that a student's enrolment may be deferred, suspended or cancelled if they are in breach of these standards and conditions.
6. I understand that a student may only defer or temporarily suspend studies, including take leave of absence, during the course by obtaining formal agreement in writing from the Institute in certain limited circumstances.
7. I understand that course fees stated at Australian Institute of Technology and Education at the commencement of the course are subject to change.
8. I understand that the Institute may restrict or withhold services or materials including academic results from any student with overdue fees.
9. I understand that the Institute may alter class timetables, hours and locations during a student's enrolment.
10. I understand that a student may only transfer to another provider within the first six (6) months of the principle course by obtaining formal agreement in writing from the Institute, in certain limited circumstances. Note: No ESL program may be considered to be the principal course.
11. I understand that AITE may provide me with job search skills advice / support but will not provide me with or guarantee employment. AITE will also provide additional welfare and guidance support services to all students or refer them to external agencies where appropriate.
12. I understand that Australian law requires student Visa holders to inform AITE of any changes to their address and/or contact details within 7 days and changes thereafter.
13. I understand that Australian law requires student Visa holders to maintain Overseas Student Health Cover (OSHC) for the entire duration of their stay in Australia.
14. I understand that if I am enrolled in the Diploma Community Welfare Work, I will be required to undertake periods of workplace-based training and assessment, which are conducted off campus.
15. I understand that information collected on this form and during my 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 enrolment can be disclosed without student consent where authorised or required by law. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student Visa condition. AITE is required to, under s19 of the ESOS Assurance Fund, tell the department of (i) certain changes to the student's enrolment (ii) any breach by the student of the student Visa condition relating to attendance or satisfactory academic performance.
16. I acknowledge that AITE are committed to protecting an individual's right to privacy in accordance with the Privacy Act 2001.
17. I am aware and agree that any photos or testimonials of me which are used by the Institute are the property of AITE and may be used in printed and online promotional material.
18. I understand that I am required to participate in an evaluation of my English language skills during the course orientation program, and that trainers will continue to monitor my English language needs on an on-going basis in classes.
19. I am aware that I am required to sign the Institute's acceptance agreement prior to enrolment and prior to paying any fees.
20. I understand that I have access to a Complaints and Appeals process should any issue arise during enrolment and that the availability of complaints and appeals processes does not remove my right to take further action under Australia's Consumer Protection Law.
21. I understand that it is my responsibility to seek independent advice prior to signing the Acceptance Agreement.