

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 3 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

ENGLISH PROFICIENCY

Is English your first language? YES | NO

(If Yes, go to **Course Preference**)

Do you have IELTS (Score) TOEFL (Score)

Other

Date achieved

*Please attach evidence of qualification

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 attach evidence of study) (If NO, go to **Course Preferences**)

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

Course Name

Start Date End Date

VOCATIONAL COURSE PREFERENCE

Please indicate the course which you are applying for (tick)

CHC50702 Diploma of Community Welfare Work – 2 academic years
CRICOS Code: 051930B

BSB50701 Diploma of Business (Marketing) – 1 academic year
CRICOS Code: 051927G

BSB60601 Advanced Diploma of Business (Marketing) – 1 academic year
CRICOS Code: 051927G

ICP30205 Certificate III in Printing & Graphic Arts – 1 academic year
CRICOS Code: 060942A

ICP30205 Certificate III in Printing & Graphic Arts packaged with
BSB50701 Diploma of Business (Marketing) – 2 academic years
CRICOS Code: 060942A & CRICOS Code: 051927G respectively

application form



**Australian Institute of
Technology & Education**

COURSE COMMENCEMENT / INTAKE DATE

<input type="checkbox"/> 13 October, 2008	<input type="checkbox"/> 20 July, 2009
<input type="checkbox"/> 2 February, 2009	<input type="checkbox"/> 12 October, 2009
<input type="checkbox"/> 27 April, 2009	

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? (tick chosen pathway)

<input type="checkbox"/>	Deakin University: Bachelor of Health Sciences (H300); Bachelor of Public Health and Health Promotion (H313); or Bachelor of Applied Science (Psychology) (H344) with a maximum of 8 units of advanced standing (4 credit points at level 1 and 4 credit points at level 2) for unspecified general elective credit points.
<input type="checkbox"/>	Australian Institute of Public Safety (AIPS): Bachelor of Social Science (Criminal Justice).
<input type="checkbox"/>	Australian Catholic University (ACU): Bachelor of Business (all majors except Accounting) at with 40 credit points advanced standing.

ENGLISH LANGUAGE

AITE vocational programs require an English language proficiency equivalent to an IELTS 5.5 ranking (academic version).

If you have an IELTS ranking of 5.0 (academic version), successful completion of 10 weeks English language study in an AITE English language program will satisfy the conditions of enrolment for vocational programs at AITE.

Please indicate the English course which you are applying for? (tick)

<input type="checkbox"/>	21501VIC Certificate III in ESL (Further Study) – 20 weeks CRICOS Code: 051921C
<input type="checkbox"/>	21502VIC Certificate IV in ESL (Further Study) – 20 weeks CRICOS Code: 051922B

Applicants who wish to undertake an English program less than 20 weeks, may undertake one (or more) 'modules' of an accredited ESL course at AITE depending on learning needs and the duration of study. Upon completion of the module/s the Student will obtain a 'Statement of Attainment', which is recognised within the Australian Qualifications Framework.

If you wish to study English less than 20 weeks, please indicate the number of weeks you wish to study (tick)

<input type="checkbox"/> 5 weeks	<input type="checkbox"/> 10 weeks
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Please indicate the English areas you feel you need to improve (tick)

<input type="checkbox"/> Reading	<input type="checkbox"/> Speaking
<input type="checkbox"/> Writing	<input type="checkbox"/> Listening

ENROLMENT AND ORIENTATION PROGRAM

Students are required to attend a compulsory Enrolment and Orientation day on the course commencement date. During the enrolment and orientation program, you will participate in an English language evaluation, to determine any additional skills you may need to acquire to enable you to complete this course successfully. Based on your performance, we will make appropriate arrangements for you (fees may apply).

RPL / COURSE CREDIT

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

If yes, please attach relevant qualifications or details of relevant work experience. You may 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**

<input type="checkbox"/> Homestay	<input type="checkbox"/> Hostel	<input type="checkbox"/> Temporary
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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 a fee 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)

<input type="checkbox"/> Up to 6 months	<input type="checkbox"/> 1 year	<input type="checkbox"/> 2 years
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What type of OSHC cover do you require?

<input type="checkbox"/> Single	<input type="checkbox"/> Family
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HOW DID YOU LEARN ABOUT AITE?

Website (please specify)	<input type="text"/>
Exhibition / Seminar (please specify)	<input type="text"/>
Newspaper (please specify)	<input type="text"/>
Agent (please specify)	<input type="text"/>
Other (please specify)	<input type="text"/>
	<input type="text"/>

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)
- 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)

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.

There is no reduction in fees where Recognition of Prior Learning / Credit Transfer is granted.

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 21 days.
- An intention to report for misconduct letter, will be issued to students with fees overdue more than 28 days. The student will be advised they have 20 working days in which to appeal. Subject to the outcome of any appeal, students will be reported to DIAC after twenty 20 working days.

Repeat Units

Failed units to be repeated, incur additional fees. Where a student's enrolment in a unit has been suspended for disciplinary reasons, re-enrolment in the unit will incur additional fees. Other charges may apply where there is a requirement to repeat part/s of a unit to achieve competency in that unit. Payment is due on unit re-enrolment, therefore no re-enrolment may take place without payment.

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 28 days after the visa refusal.
- Documentation received after 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 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 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.
 - Where a student requests a refund within 14 days of the course commencement date, no refund 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 AITE 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.

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 AITE 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 14 days after the Visa refusal.
- Documentation received after 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 formally cancelling their enrolment with the Institute, no refund will be issued, which includes all monies paid or scheduled to be paid to AITE for Overseas student Health Cover (OSHC), airport pick-up, accommodation placement, and the balance of all fees will be invoiced to the student.
- 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 14 days 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, by completing a 'Refund Application form' available from AITE Administration. The completed Refund Application should be submitted 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 Law.

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

During the enrolment and orientation program, you will participate in an English Language evaluation, to determine any additional skills you may need to enable you to complete your course successfully. Based on your performance, we will make appropriate arrangements to assist you. You will be required to enrol in and participate in an appropriate English Language program at AITE if your proficiency is deemed not satisfactory (fees may apply). Your trainer will continue to monitor your English language needs on an on-going basis in classes. Additional support is provided by AITE's extensive range of English language programs.

School Age Dependants

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 with 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 from administration.

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 entrance 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 semester 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 ESL students must maintain a minimum attendance requirement of 80% of their scheduled course contact hours and that any ESL student who does not attend the minimum 80% of their scheduled course contact hours, is in breach of their student Visa and may be reported to DEEWR-DIAC.
6. 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.
7. 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.
8. I understand that course fees stated at Australian Institute of Technology and Education at the commencement of the course are subject to change.
9. I understand that the Institute may restrict or withhold services or materials including academic results from any student with overdue fees.
10. I understand that the Institute may alter class timetables, hours and locations during a student's enrolment.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. I acknowledge that AITE are committed to protecting an individual's right to privacy in accordance with the Privacy Act 2001.
18. 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.
19. 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. I understand that additional support is provided by AITE's extensive range of English language programs. I agree to enrol in an appropriate English language course at AITE if my proficiency is deemed not satisfactory.
20. I am aware that I am required to sign the Institute's acceptance agreement prior to enrolment and prior to paying any fees.
21. 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.
22. I understand that it is my responsibility to seek independent advice prior to signing this Application Form and the Acceptance Agreement.

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