



# APPLICATION FORM

## Australian National Institute of Business and Technology



CRICOS: 02506B RTO: 21368

Further information about ANIBT and the application process can be obtained from [www.anibt.vic.edu.au](http://www.anibt.vic.edu.au)

### DETAILS OF APPLICANT

Family Name: \_\_\_\_\_

Given Names: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  Male  Female

Nationality: \_\_\_\_\_

Address (Home Country): \_\_\_\_\_

---

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address in Australia (if known): \_\_\_\_\_

---

Telephone: \_\_\_\_\_

### EDUCATIONAL BACKGROUND

Name of Highest Qualification: \_\_\_\_\_

Name of Institution: \_\_\_\_\_

English Language Proficiency score  
(ie IELTS or other) \_\_\_\_\_

Self-Score (please tick one)

Beginner  Intermediate  Advanced

### EMPLOYMENT DETAILS

If you have any relevant employment details please attach details.

### OSHC (Overseas Student Health Cover)

Are you applying for OSHC?

Yes (Single)  Yes (Family)  No

### EXEMPTIONS

Are you applying for exemptions?

Yes  No

If yes, copies of transcripts and unit outlines must be certified in your home country by a duly authorised official.

### ACCOMODATION

Do you require accommodation?

Yes  No

If Yes, what type of accommodation?

Homestay  Hostel  Temporary Accommodation

### AIRPORT PICKUP

Do you require Airport reception and transfer?

Yes  No

### OTHER INFORMATION

How did you first learn about ANIBT?

Australian Education Centre in your country

Exhibition

Newspaper

Recommended by a friend or relative

Recommended by an education agent:

Agent name \_\_\_\_\_

### COURSE SELECTION

Please indicate which course area you are applying for

Business  Air Conditioning

Hospitality  English

Course Title \_\_\_\_\_

### COURSE COMMENCEMENT

Please specify which intake date you wish to begin your studies

January 20 \_\_\_\_ (Year)

April 20 \_\_\_\_ (Year)

July 20 \_\_\_\_ (Year)

October 20 \_\_\_\_ (Year)

Other 20 \_\_\_\_ (Year)

## VISA TYPE

(Please tick one)

- Student  Visitor (Tourist)
- Working Holiday  Other

Passport Number \_\_\_\_\_

Visa Type (eg 572) \_\_\_\_\_

Visa Expiry Date: \_\_\_\_\_

## APPLICATION CHECKLIST

Check that you have

- Completed all sections of the Application for Admission
- Read & understood the Conditions of Enrolment and Refund Policy

Check that you have included:

- Certified copies of your academic qualifications eg. school, college or university transcripts (translated into English if necessary).
- Evidence of your English Language ability if required.
- A copy of your passport, visa or birth certificate if required.
- Any relevant employment documentation.

## REFUND INFORMATION

- 1 ANIBT reserves the right to cancel or postpone any courses prior to the scheduled commencement date as deemed necessary.
- 2 If ANIBT defaults: ° the course does not start on the agreed date, ° the course ceases to be provided before it is completed, ° the course is not provided in full to the student; the student is entitled to a full refund. Under these circumstances refund will be paid within 14 days after the occurrence of these events.
- 3 In situations 1 and 2, the refund is covered by the ESOS Act 2000 and not by ANIBT's refund/cancellation fees agreement.

## TERMS AND CONDITIONS

1. ANIBT reserves the right to accept or reject any application for enrolment at its discretion. If an applicant accepts a place offered by ANIBT and pays the fees, it constitutes a binding contract between ANIBT and the student.
2. All fees, charges and accounts will be payable in advance as determined by ANIBT. Students will not be permitted to commence, or continue their course, at the beginning of any term, until all outstanding fees, charges or accounts are paid.
3. Any payments not made by the due date will incur a late payment penalty of A\$200. After a further two weeks a penalty of A\$50 per week or part thereof will be payable until the full amount has been paid.
4. Subject to staff availability there is no guarantee that every unit will be offered in any particular term. All units are subject to change through the processes of regular course revision.
5. Fees and charges, while correct at the time of printing, are subject to change without prior notice.

## REFUND AND CANCELLATION FEES

- 1 Application fees, Accommodation Placement Fees and Airport Pickup fees are non-refundable.
- 2 All tuition fees will be refunded if the application for an initial visa is rejected. Proof of refusal must be provided no later than two weeks after the date of refusal, otherwise normal cancellation fees will be charged.
- 3 Tuition fees will not be refunded if a student visa is cancelled or refused by the relevant authority due to non-compliance on the part of the student with the rules and regulations set by the Australian government.
- 4 No reduction in tuition fees for students who arrive after course commencement will be considered.
- 5 A student whose enrolment is terminated by ANIBT will not be entitled to any fee refund.
- 6 Notification of cancellation/withdrawal from unit/s, withdrawal or deferral from a course of study must be made in writing to ANIBT. A refund under clause 9 will be paid within 28 working days after receiving a written notice from the student; and a statement explaining how the refund is calculated will be included upon request.
- 7 Material fees are NON-REFUNDABLE after Course Commencement Date.
- 8 Under clause 9.1 and 9.2, Term 1, 2, 3 and 4 is dependent on an individual student's course commencement date and differs from

student to student.

- 9 Where student applies for cancellation/withdrawal under clause 6, the following CANCELLATION fees will apply.

### 9.1 Before Course Commencement Date

- More than 10 weeks A\$500
- Between 4 weeks and 10 weeks 50 % of Term 1 & 2 tuition fees
- Less than 4 weeks 70 % of Term 1 & 2 tuition fees

### 9.2 After Course Commencement Date

- During Term 1 A\$500 plus 100 % of Term 1 & 2 tuition fees
- During Term 2 A\$1000 plus 100 % of Term 1 & 2 tuition fees
- During Term 3 A\$1500 plus 100 % of Term 3 tuition fee
- During Term 4 A\$1500 plus 100 % of Term 4 tuition fee

Application for withdrawal received during Term break under clause 9.2 will incur an additional fee of \$500.

- 10 **Packaged Course Refunds:** Students applying for withdrawal after completing a course or any other course other than their principal course of study, but prior to completing six months of their principal course will be considered to have defaulted after the commencement date and will be dealt with in accordance to clause 9.2 above.

- 11 Exemptions to clause 9 may only occur where there are extenuating or compassionate grounds, as determined by the CEO of ANIBT.

- 12 In the event of any disagreement between the parties, the dispute resolution process of ANIBT does not circumscribe the student's right to pursue other legal remedies.

This agreement does not remove the right to take further action under Australia's consumer protection laws.

## FEES PAYMENT

### Fees payable by bank cheque/draft/telegraphic transfer to:

Australian National Institute of Business & Technology

Bank Name: Westpac BSB: 033 005 Account Number: 302 762

Swift Code: WPACAU2S

## APPLICANT'S STATEMENT

I declare that the information I have supplied on this form is, to the best of my understanding and belief, complete and correct. I understand that giving false or incomplete information may lead to the refusal of my application or cancellation of enrolment. I have read and understood the published course information in the brochure or website and I have sufficient information about ANIBT to enroll. I give ANIBT permission to obtain official records from any educational institution attended by me. I understand that any information gathered by ANIBT relating to me "may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code". I accept liability for payment of all fees. I have read and understood the refund policy of ANIBT. I agree to abide by the above TERMS AND CONDITIONS.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**DECLARATION** by parents of students under 18 years.

I agree to abide by the above TERMS AND CONDITIONS on behalf of my child.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Representative's Stamp