**STUDENT APPLICATION FORM (INTERNATIONAL)**  
(Applicant shall be 18 years of age as of course commencement date)

### PERSONAL DETAILS

<table>
<thead>
<tr>
<th>Title</th>
<th>Mr</th>
<th>Miss</th>
<th>Ms</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td>Male</td>
<td>Female</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td>DD / MM / YYYY</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### CONTACT DETAILS

<table>
<thead>
<tr>
<th>Address</th>
<th>Suburb / Town</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country</td>
<td>Post Code</td>
<td></td>
</tr>
<tr>
<td>Mobile</td>
<td>Phone (Home)</td>
<td></td>
</tr>
<tr>
<td>Fax</td>
<td>Phone (Work)</td>
<td></td>
</tr>
<tr>
<td>E-mail</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### IN CASE OF EMERGENCY

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Number</td>
<td>Street Name</td>
</tr>
<tr>
<td>Suburb</td>
<td>State</td>
</tr>
<tr>
<td>Country</td>
<td>Post Code</td>
</tr>
<tr>
<td>Mobile</td>
<td>Phone</td>
</tr>
<tr>
<td>E-mail</td>
<td></td>
</tr>
</tbody>
</table>

### NATIONALITY / CITIZENSHIP DETAILS

- **HOW DID YOU HEAR ABOUT VIT?**
  - Nationality (as indicated on passport): | Friend | Education Agent |
  - Country of Birth: | Advertisement | Website |
  - Expiry Date of Passport: | Other (please specify): ______________ |

### ENGLISH LANGUAGE PROFICIENCY

- English is my first language
- IELTS (Score) ________ (attach evidence)
- Other English test result (Score) ________ (attach evidence)
- Planning to study English in Australia at a NEAS Accredited Provider (name) _____________________________
- Completed studies in Australia equivalent to an Australian Year 11 qualification or above, for Certificate III / IV Courses (attach evidence)
- Completed studies in Australia equivalent to an Australian Year 12 qualification or above, for Diploma and Advanced Diploma courses (attach evidence)
- Completed studies in an English language speaking country, equivalent to an Australian Year 12 qualification or above (attach evidence)
### TICK THE COURSE/S YOU WISH TO STUDY AT VIT.

<table>
<thead>
<tr>
<th>No.</th>
<th>Course</th>
<th>Maximum Duration</th>
<th>Tuition Fees</th>
<th>Material Fees</th>
<th>Total Course Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Certificate III in Commercial Cookery (SIT30813)</td>
<td>64 weeks 3 days/week</td>
<td>$12,319</td>
<td>$680</td>
<td>$12,999</td>
</tr>
<tr>
<td>2</td>
<td>Certificate IV in Commercial Cookery (SIT40413)</td>
<td>100 weeks 3 days/week</td>
<td>$15,119</td>
<td>$880</td>
<td>$15,999</td>
</tr>
<tr>
<td>3</td>
<td>Certificate III in Patisserie (SIT31113)</td>
<td>52 weeks 3 days/week</td>
<td>$13,319</td>
<td>$680</td>
<td>$13,999</td>
</tr>
<tr>
<td>4</td>
<td>Certificate IV in Patisserie (SIT40713)</td>
<td>88 weeks 3 days/week</td>
<td>$16,119</td>
<td>$880</td>
<td>$16,999</td>
</tr>
<tr>
<td>5</td>
<td>Diploma of Hospitality (SIT50313)</td>
<td>88 weeks 3 days/week</td>
<td>$16,419</td>
<td>$1,580</td>
<td>$17,999</td>
</tr>
<tr>
<td>6</td>
<td>Advanced Diploma of Hospitality (SIT60313)</td>
<td>107 weeks 3 days/week</td>
<td>$17,419</td>
<td>$1,580</td>
<td>$18,999</td>
</tr>
<tr>
<td>7</td>
<td>Diploma of Information Technology Networking (ICA50411)</td>
<td>66 weeks 3 days/week</td>
<td>$16,419</td>
<td>$1,580</td>
<td>$17,999</td>
</tr>
<tr>
<td>8</td>
<td>Diploma of Interactive Digital Media (CUF50207)</td>
<td>54 weeks 3 days/week</td>
<td>$7,619</td>
<td>$380</td>
<td>$7,999</td>
</tr>
<tr>
<td>9</td>
<td>Certificate IV in Business (BSB40212)</td>
<td>33 weeks 3 days/week</td>
<td>$4,619</td>
<td>$380</td>
<td>$4,999</td>
</tr>
<tr>
<td>10</td>
<td>Diploma of Business (BSB50207)</td>
<td>50 weeks 3 days/week</td>
<td>$7,619</td>
<td>$380</td>
<td>$7,999</td>
</tr>
</tbody>
</table>

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**1st Course preferred start date**

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**LANGUAGE AND CULTURAL DIVERSITY**

Do you speak a language other than English at home? (If more than one language, please indicate the one that is spoken most often)

- No  
- Yes (please specify): ____________________________

How well do you SPEAK English?

- Very Well
- Well
- Not Well
- Not at All

**OVERSEAS STUDENT HEALTH COVER (OSHC)**

It is compulsory for student visa holders to have and maintain Overseas Student Health Cover.

Do you want VIT to organise OSHC for you:

- Yes
- No

Please specify type of coverage:

- Single
- Family

Please specify length of coverage (Tick ONE box only):

- Duration of course/s  
- 1 year

**AIRPORT PICKUP & ACCOMMODATION SERVICES**

Do you need airport pickup?

- Yes
- No

Do you need accommodation assistance?

- Yes
- No

If "Yes", Please indicate your requirements separately to VIT via e-mail.

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**DISABILITY**

Do you consider yourself to have a disability, impairment or long-term condition?

- No
- Yes

(If Yes, please specify the areas of disability, impairment or long-term condition. You may indicate more than one area. Please attach documentation describing your disability, impairment or long-term condition in more detail).

- Hearing/Deaf
- Physical
- Intellectual
- Learning
- Mental Illness
- Acquired Brain Impairment
- Vision
- Medical Condition
- Other: ____________________________
EMPLOYMENT STATUS

Of the following categories, which BEST describes your current employment status? (Tick ONE box only)

- [ ] Full-time Employee
- [ ] Part-time Employee
- [ ] Self Employed - Not Employing Others
- [ ] Employer
- [ ] Unemployed - Seeking Part-time Work
- [ ] Unemployed - Seeking Full-time Work
- [ ] Employed - Unpaid Worker in a Family Business
- [ ] Not Employed - Not Seeking

SCHOOLING

Are you still attending secondary school?  [ ] No  [ ] Yes

What is your Highest COMPLETED school level? (Tick ONE box only)

- [ ] Completed Year 12
- [ ] Completed Year 11
- [ ] Completed Year 10
- [ ] Completed Year 9 or Equivalent
- [ ] Completed Year 8 or Lower
- [ ] Did Not Go to High School

In which YEAR did you complete the above school level? ____________________  State: __________________

Name of school: ________________________________________________________  Country: _________________

PREVIOUS QUALIFICATION(S) ACHIEVED

Have you successfully completed any of the following Qualifications?  [ ] No  [ ] Yes (Tick any applicable boxes)

- [ ] Bachelor Degree or Higher Degree
- [ ] Associate Degree
- [ ] Advanced Diploma
- [ ] Diploma or Associate Diploma
- [ ] Certificate IV or Advanced
- [ ] Certificate, Technician
- [ ] Certificate III or Trade Certificate
- [ ] Certificate II
- [ ] Certificate I
- [ ] Certificates Other Than the Above

STUDY REASON

Of the following categories, which BEST describes your main reason for undertaking this course? (Tick ONE box only)

- [ ] To get a job
- [ ] To develop my existing business
- [ ] To start my own business
- [ ] To get a better job or promotion
- [ ] It was a requirement of my job
- [ ] I wanted extra skills for my job
- [ ] To get into another course of study
- [ ] For personal interest or self-development
- [ ] To try for a different career
- [ ] Other Reasons (please specify): __________________________________________________________________

PAYMENT OPTIONS

Initial Tuition Fee Deposit:  1st Semester Fee or as specified in the Offer Letter.

Balance Amount Payment Plan  [ ] Every 3 months  [ ] Monthly

(First payment of balance tuition fees will be scheduled depending on the Initial Tuition Fee deposited).

Payment default: I understand that if in case of a payment default, VIT reserves the right to utilise the services of Debt recovery agency for recovery of monies due to VIT, in which case the personal contact details of the applicant may be shared with Debt recovery agency for such purpose.

Applicant’s Signature _____________________________________
Student App

Provider Default occurs in the following circumstances:

5. Refund due to Provider Default
a) If written notice of withdrawal is received from a candidate more than 28 days prior to the initial course commencement, 100% of the paid tuition fees and 100% of the paid course materials costs are refundable, less Administration charges of A$250 and where applicable, any agent's fee.
b) If written notice of withdrawal is received from a candidate less than 28 days prior to the initial course commencement, 50% of the first semester paid tuition fees and 100% of the paid course materials costs are refundable, less Administration charges of A$250 and any agent's fee where applicable.
c) If students defer their course commencement date and then apply for a refund, no refund will be issued.
d) All refunds are based on the original start date for the course and not on the deferred dates.

2. Post commencement
a) If students withdraw or have their enrolment cancelled after their commencement date, no refund of the current semester fee will be issued to them. This includes any amount paid or scheduled for payment for resource material fees, airport pickup, accommodation placement or homestay.
b) If students have enrolled in a Package of Courses and request a refund prior to completing six months of your principal course, they will be considered to have defaultered after the commencement date and will be dealt with in accordance with clause 2 (a). The principal course of study is the main course of study to be undertaken by an overseas student where a student visa has been issued for multiple courses of study, i.e. a Package of Courses. The principal course would normally be the final course of study and that, which leads to the highest qualification in the Package. Where a student visa has been issued for only one course, that course is the student’s principle course of study.

3. Visa Refusal: If students visas have been refused, they are entitled to the following refund:
   a) If they have applied for their initial student visa to study at VIT and this visa was not granted, a refund of tuition fees received by VIT less an amount of AUD $250 administration fee will be issued to the students within 28 days of a written request. The written request must be accompanied with proof of visa refusal. Without proof of visa refusal from the Australian Government a refund will not be granted.
   b) In the event that an extension to their visa is not granted and the course has commenced a refund will not be issued. They are advised not to enrol if they believe their visa will not be extended.
   c) If a student is dissatisfied with the outcome of the refund application, he/she can lodge an appeal under the VIT’s Complaints and Australia’s Consumer Protection Laws.

4. Transfer/Cancellation
   a) In the event that the students seek and are granted approval by VIT to transfer to another provider prior to completion of six months study of the principal course, no refund of any course money paid in advance will be granted.
   b) The course does not commence on the agreed commencement date (or)
   c) The course ceases to be provided at any time after it commences but before it is completed (or)
   d) The course is not provided in full to a student because a sanction has been imposed on the provider
   e) All refunds are based on the original start date for the course and not on the deferred dates.

5. Refund due to Student Default
   a) Student Default occurs in the following circumstances and No refund will be made:
      a) If the student’s refund application has been approved prior to course commencement, VIT will refund the Resource Material Fee/s.
      b) If the student’s refund application has been approved prior to course commencement, VIT will refund the Overseas Student Health Cover (OSHC) amount paid by him/her to VIT. If he/she has commenced his/her studies he/she will be required to apply to the OSHC provider directly for reimbursement of amount paid.
      c) If the student’s refund application has been approved prior to course commencement, VIT will refund any amount, which has not been paid to Homestay provider, Accommodation Placement Fee and Airport Pickup. In other circumstances, where the monies have been paid for, he/she is required to apply directly to the Homestay and Airport Pickup service providers for a refund.
   b) If written notice of withdrawal is received from a candidate more than 28 days prior to the initial course commencement, 100% of the paid tuition fees and 100% of the paid course materials costs are refundable, less Administration charges of A$250 and where applicable, any agent’s fee.
   c) If students defer their course commencement date and then apply for a refund, no refund will be issued.
   d) All refunds are based on the original start date for the course and not on the deferred dates.

6. Refund due to Student Default
   a) If written notice of withdrawal is received from a candidate more than 28 days prior to the initial course commencement, 100% of the paid tuition fees and 100% of the paid course materials costs are refundable, less Administration charges of A$250 and where applicable, any agent’s fee.
   b) If written notice of withdrawal is received from a candidate less than 28 days prior to the initial course commencement, 50% of the first semester paid tuition fees and 100% of the paid course materials costs are refundable, less Administration charges of A$250 and any agent’s fee where applicable.
   c) If students defer their course commencement date and then apply for a refund, no refund will be issued.
   d) All refunds are based on the original start date for the course and not on the deferred dates.
Visa Entitlement Verification Online (VEVO) Authorisation

I authorise VIT to use my personal information to access the VEVO for my enrolment and during my course at VIT to determine my Australian Visa status and Visa conditions that apply to my visa.

Declaration

1. I declare that the information I supplied on this form is correct and complete.
2. I have read and understood VIT (Victorian Institute of Technology) 2010 Prospectus and/or relevant information on VIT’s website. I have read and understood VIT’s policies on “Student Fees and Refund Policy”, “Deferment, Suspension or Cancellation of Study during Enrolment”, “Complaints and Appeals”, “Transfer between registered providers”, “Monitoring Course Progress”, “Re Assessment” and other policies that are published on the VIT’s website and in Students Handbook.
3. I understand that VIT reserves the right to discontinue or alter any course, subject, unit of competency, fee, admission requirement, staffing or other arrangement without prior notice. VIT reserves the right to cancel or not offer a program. If any program is cancelled or not offered VIT will refund all tuition fees in accordance with the provision of Sections 27 and 29 of Education Services for Overseas Students Act 2000. This agreement does not remove the right to take action under Australia’s consumer protection laws.
4. I understand that all personal information collected by VIT is confidential and may be made available for the relevant Commonwealth and State agencies, and the Fund Manager of the ESOS Assurance Fund. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of the visa condition.

APPLICANT’S SIGNATURE

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Applicant’s Signature

Parent’s / Legal Guardian’s Signature

(This declaration must be signed a Parent or Legal Guardian if the applicant is under 18 years of age at time of application.)

Date: ____________________ Date: ____________________

Information is collected in this Application form for your enrolment in order to meet our obligations under the ESOS Act, the National Code 2007, to ensure student compliance with the conditions of student visas and student’s obligations under Australian Immigration laws. The authority to collect information is contained in the Education Services for Overseas Students Act 2000, Education Services for Overseas Students Regulations 2001 and the National Code of Practice 2000 for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information Collected about you in 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 and ESOS Assurance fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

APPLICANT’S CHECK LIST (TICK ALL THAT YOU HAVE COMPLETED)

- Have you filled in ALL details in the application form?
- Have you attached verified/certified copies of all necessary documents?
- Passport
- Visa (if applicable)
- Year 12 or equivalent
- Cert III in ESL / IELTS band score of 5.0 or equivalent for Cert III & Cert IV
- Cert IV in ESL / IELTS band score of 5.5 or equivalent for Diploma/Adv Diploma level
- Any other Academic Certificates/Transcripts/Statements of Atainment
- Have you signed and dated the application?
- Have you kept a copy for yourself?

Applicant’s Signature: ____________________ Date: ____________________

PLEASE SUBMIT YOUR APPLICATION TO:
VIT (VICTORIAN INSTITUTE OF TECHNOLOGY)
LEVEL 14, 123 QUEEN STREET, MELBOURNE, VICTORIA 3000 AUSTRALIA
PH: + 61 3 9670 7848       FAX: + 61 3 9670 7849       EMAIL: info@vit.edu.au       Web: www.vit.edu.au