**STUDENT APPLICATION FORM (INTERNATIONAL) – Higher Education**
*(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>Last Name</td>
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<table>
<thead>
<tr>
<th>Gender</th>
<th>Male</th>
<th>Female</th>
</tr>
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<tbody>
<tr>
<td>Date of Birth</td>
<td>DD / MM / YYYY</td>
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### CONTACT DETAILS

<table>
<thead>
<tr>
<th>Building / Property Name</th>
<th>Flat /Unit Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Number</td>
<td>Street Name</td>
</tr>
<tr>
<td>Suburb / Town</td>
<td>State</td>
</tr>
<tr>
<td>Country</td>
<td>Post Code</td>
</tr>
<tr>
<td>Mobile</td>
<td>Phone (Home)</td>
</tr>
<tr>
<td>Fax</td>
<td>Phone (Work)</td>
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<tr>
<td>E-mail</td>
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### IN CASE OF EMERGENCY

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Relationship</td>
</tr>
<tr>
<td>Street Number</td>
</tr>
<tr>
<td>Suburb</td>
</tr>
<tr>
<td>Country</td>
</tr>
<tr>
<td>Mobile</td>
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<tr>
<td>E-mail</td>
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</tbody>
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### NATIONALITY / CITIZENSHIP DETAILS

<table>
<thead>
<tr>
<th>Nationality (as indicated on passport):</th>
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</thead>
<tbody>
<tr>
<td>Country of Birth:</td>
</tr>
<tr>
<td>Passport Number:</td>
</tr>
<tr>
<td>Expiry Date of Passport:</td>
</tr>
</tbody>
</table>

### HOW DID YOU HEAR ABOUT VIT?

<table>
<thead>
<tr>
<th>Friend</th>
<th>Education Agent</th>
<th>Advertisement</th>
<th>Website</th>
</tr>
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<tbody>
<tr>
<td>Other (please specify): ________________________</td>
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### COURSE/S YOU WISH TO STUDY AT VIT

<table>
<thead>
<tr>
<th>Bachelor of Information Technology &amp; Systems</th>
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<tbody>
<tr>
<td>Course preferred Start Date</td>
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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): ____________________________ |

**Issue Date:** 01 Feb 2014  **Review Date:** 01 Jul 2015

*VIT (Victorian Institute of Technology)* Level 14, 123 Queen St, Melbourne, Victoria 3000, Australia
*Phone: (613) 9670 7848; Fax: (613) 9670 7849; Email: info@vit.edu.au*
How well do you SPEAK English?  □ Very Well  □ Well  □ Not Well  □ Not at All

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 an English language speaking country, equivalent to an Australian Year 12 qualification or above (attach evidence)

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  □ Employed - Unpaid Worker in a Family Business  □ Unemployed - Seeking Full-time Work

□ Unemployed - Seeking Part-time Work  □ 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): ____________________________________________________________________________

REFUND POLICY (INTERNATIONAL STUDENTS)

1. Refund due to Student Default

1.1 Visa Refusal:
a. If students were refused a student visa and the refusal was a reason for the student's failure to start the course on the agreed starting date for the course, or withdrawing from the course on or before the agreed starting date, course fee (tuition fee and the non-tuition fee) minus the lesser of the following will be refunded:
   a. 5% of the amount of course fees received by the provider in respect of the student before the default date
   b. AU $500.00
b. If a student was refused a student visa after the student commenced the course and that refusal has resulted in either the student withdrawing from the course or the student failing to pay an amount that he/she is liable to pay VIT to undertake the course, tuition fee for the weeks in default period ((unspent tuition fees) will be refunded. Non tuition fee paid will not be refunded.
   Refund amount = weekly tuition fee x weeks in default period

1.2 Prior to Commencement (Other than visa refusal)

a. If written notice of withdrawal is received from a student more than 60 days prior to the initial course commencement, total course fee (tuition fee plus non tuition fee) less AU $500.00 is refundable.
   b. If written notice of withdrawal is received from a student less than 60 days but more than 28 days prior to the initial course commencement, 50% of the tuition fees plus 100% of the non-tuition fee is refundable.
   c. If written notice of withdrawal is received from students less than 28 days prior to commencement of course date or failed to commence the course on an agreed commencement date, no refund will be issued.
   d. If students defer course commencement date and then apply for a refund, no refund will be issued.

1.3 Post commencement (Other than visa refusal)

Under following circumstances, no refund will be issued to students.

- Students cancel their enrolment in a course after their commencement date (this includes abandonment of course enrolled in before its completion)
- In the event that students seek and are granted approval by VIT to transfer to another provider prior to completion of six months study of the principal course
- In the event that the students enrolment is cancelled because of infringement with Victorian Institute of Technology' Disciplinary Policy or breach of student visa conditions or fail to make scheduled payment of their fees and charges

1.4 If there is no written refund agreement

If VIT didn’t enter into a written refund agreement with student, VIT will refund the unspent tuition fees to the student. The refund amount will be calculated as below

Refund amount = weekly tuition fee x weeks in default period

2. Refund due to Provider Default

Provider Default occurs in the following circumstances:

- The course does not commence at the location on the agreed commencement date (or)
- The course ceases to be provided at any time after it commences but before it is completed (or)
- If a sanction has been imposed and VIT was prevented from providing the course

In the case of a Provider Default, VIT discharge its obligation to the students within 14 days from the day of the default. Student will be given the following option to choose from.

- Receive a refund of tuition fees for the weeks in default period (unspent tuition fees)
  Refund amount = weekly tuition fees x weeks in default period
- Receive placement in an alternative course with VIT or another provider at the provider’s expense. If students choose this option, students must accept the offer in writing. All the unspent tuition fees will be transferred to the new course.

If VIT fails to discharge its obligations (fails to provide a refund or place students in an alternative course), the Tuition Protection Scheme will be responsible for placing students in a suitable alternative course or refund the unspent tuition fees. More information on Tuition Protection Scheme will be available on www.tps.gov.au website.

3. Refund of OSHC, Airport Pickup and Accommodation charges

- If students’ refund application has been approved prior to course commencement, VIT will refund the Overseas Student Health Cover (OSHC) amount paid by students to VIT. If students have commenced their studies and require a refund of OSHC Student will be required to apply to OSHC provider directly for reimbursement of amount paid.
- If students refund application has been approved prior to course commencement, VIT will refund any amount, which has not been paid to accommodation provider, Accommodation Placement Fee and Airport Pickup. In other circumstances, where the money have been paid for, students are required to apply directly to the accommodation provider and Airport Pickup service providers for a refund.
- VIT does not take responsibility and is not liable for the refund policies of those service providers.

4. Applying for a refund

- To apply for a refund students must complete the Refund Application Form and attach any evidence or documentation relevant to the refund application. Students must submit the form to Admissions for refunds prior to arrival/commencement; or Student Services for refunds after commencement.
- Students will be notified of the outcome of their refund application in writing and paid any refund calculated as per the policy within 10 working days of the receipt of the Refund Application Form.

Note:
If students are dissatisfied with the outcome of their refund application, he/she can lodge an appeal under the VIT’s Complaints and Appeals Policy. To request the Complaints and Appeals Policy, please email info@vit.edu.au

### VISA ENTITLEMENT VERIFICATION ONLINE (VEVO) AUTHORIZATION

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.

### APPLICANT’S DECLARATION and SIGNATURE

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) current Prospectus and/or relevant information on VIT’s website. I have read and understood VIT’s policies on “Student Fees and Refund Policy”, “Deferral, Suspension or Cancellation of Study during Enrolment”, “Complaints and Appeals”, “Transfer between registered providers”, “Monitoring Course Progress” 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, 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 VIT refund policy. 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, VIT authorized credit collectors and where required by the Law. This information includes personal and contact details, course enrolment details and changes, academic information and the circumstance of any suspected breach of the student visa conditions.

<table>
<thead>
<tr>
<th>Applicant’s Signature</th>
<th>Parent’s / Legal Guardian’s Signature</th>
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<tbody>
<tr>
<td></td>
<td>(This declaration must be signed a Parent or Legal Guardian if the applicant is under 18 years of age at time of application.)</td>
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</table>

| Date: __________________ | Date: __________________ |

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

<table>
<thead>
<tr>
<th>ENTER AGENTS DETAILS HERE</th>
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- All details in the application form is filled correctly
- Application is signed and dated
- All attached documents are Verified by agent or Certified
- I am attaching the following documents
  - Passport copy
  - Visa copy (if you are already having a valid Australian Visa)
  - Australian Year 12 equivalent with mathematic specialisation
  - Proof of English
  - Any other Academic documents
  - Certificates/Transcripts/Statements of Atainment
  - Any work Experience Letters

### PLEASE SUBMIT YOUR APPLICATION TO:

VIT (VICTORIAN INSTITUTE OF TECHNOLOGY)
Level 14, 123 Queen St, Melbourne, Victoria 3000, Australia
PH: + 61 3 9670 7848       FAX: + 61 3 9670 7849       EMAIL: info@vit.edu.au       Web: www.vit.edu.au