

**STUDENT APPLICATION FORM (INTERNATIONAL) – Higher Education**

(Applicant shall be 18 years of age as of course commencement date)

**PERSONAL DETAILS**

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____		
First Name		Last Name	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth	DD / MM / YYYY

**CONTACT DETAILS**

Building / Property Name		Flat /Unit Number	
Street Number		Street Name	
Suburb / Town		State	
Country		Post Code	
Mobile		Phone (Home)	
Fax		Phone (Work)	
E-mail			

**IN CASE OF EMERGENCY**

Name			
Relationship			
Street Number		Street Name	
Suburb		State	
Country		Post Code	
Mobile		Phone	
E-mail			

**NATIONALITY / CITIZENSHIP DETAILS**

**HOW DID YOU HEAR ABOUT VIT?**

Nationality (as indicated on passport):	<input type="checkbox"/> Friend	<input type="checkbox"/> Education Agent
Country of Birth:	<input type="checkbox"/> Advertisement	<input type="checkbox"/> Website
Passport Number:	<input type="checkbox"/> Other (please specify): _____	
Expiry Date of Passport:		

**COURSE/S & CAMPUS YOU WISH TO STUDY AT VIT (Application Fee of \$200 applies. Application Fee is non-refundable)**

<input type="checkbox"/> Bachelor of Information Technology & Systems	<input type="checkbox"/> Melbourne Campus	<input type="checkbox"/> Sydney Campus
Course preferred Start Date	DD / MM / YYYY	

**RPL / CREDIT TRANSFER**

Do you want to apply for any RPL or Credit Transfer?  No  Yes  
(If Yes, Student to complete the "Credit Transfer Application Form")

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)	
<input type="checkbox"/> No <input type="checkbox"/> Yes (please specify): _____	
How well do you SPEAK English? <input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at All	
ENGLISH LANGUAGE PROFICIENCY	
<input type="checkbox"/> English is my first language <input type="checkbox"/> IELTS (Score) _____ (attach evidence)	
<input type="checkbox"/> Other English test result (Score) _____ (attach evidence)	
<input type="checkbox"/> Planning to study English in Australia at a NEAS Accredited Provider (name) _____	
<input type="checkbox"/> 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? <input type="checkbox"/> No <input type="checkbox"/> 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).	
<input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental Illness	
<input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical Condition <input type="checkbox"/> Other: _____	
EMPLOYMENT STATUS	
Of the following categories, which BEST describes your current employment status? (Tick ONE box only)	
<input type="checkbox"/> Full-time Employee <input type="checkbox"/> Part-time Employee <input type="checkbox"/> Self Employed - Not Employing Others	
<input type="checkbox"/> Employer <input type="checkbox"/> Employed - Unpaid Worker in a Family Business <input type="checkbox"/> Unemployed - Seeking Full-time Work	
<input type="checkbox"/> Unemployed - Seeking Part-time Work <input type="checkbox"/> Not Employed - Not Seeking	
SCHOOLING	
Are you still attending secondary school? <input type="checkbox"/> No <input type="checkbox"/> Yes What is your Highest COMPLETED school level? (Tick ONE box only)	
<input type="checkbox"/> Completed Year 12 <input type="checkbox"/> Completed Year 11 <input type="checkbox"/> Completed Year 10 <input type="checkbox"/> Completed Year 9 or Equivalent	
<input type="checkbox"/> Completed Year 8 or Lower <input type="checkbox"/> 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? <input type="checkbox"/> No <input type="checkbox"/> Yes (Tick any applicable boxes)	
<input type="checkbox"/> Bachelor Degree or Higher Degree <input type="checkbox"/> Associate Degree <input type="checkbox"/> Advanced Diploma	
<input type="checkbox"/> Diploma or Associate Diploma <input type="checkbox"/> Certificate IV or Advanced <input type="checkbox"/> Certificate, Technician	
<input type="checkbox"/> Certificate III or Trade Certificate <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> 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)	
<input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business	
<input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> I wanted extra skills for my job	
<input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> To try for a different career	
<input type="checkbox"/> Other Reasons (please specify): _____	

## Financial Costs

Do you understand the costs associated with studying in Australia?  Yes  No

(including the course fee, living expenses, OSHC, return airfares etc.)

Complete the Annual Living Cost table below for yourself and any dependents who may accompany you as proof that you understand the costs associated with study in Australia.

Annual Expenses \$ (AUD)	Self	Dependents		Total
		Spouse	Children	
Course Fees				
Living Expenses				
OSHC				
Schooling for children				
Return Air Fare				
Total				

How will you fund your studies and living expenses?

Self-Funded  Private Sponsor  Bank Loan  Government / Employer / Institution Sponsor  Other \_\_\_\_\_

## VISA Information

Have you previously visited or studied in Australia?  Yes  No If YES, VISA type: \_\_\_\_\_

Have you previously breached any visa conditions?  Yes  No If YES, please provide details: \_\_\_\_\_

Have you ever been refused a visa for entry into Australia or a country other than Australia?  Yes  No

If YES, please provide details: \_\_\_\_\_

Have you ever been convicted of a crime or offence?  Yes  No If YES, please provide details: \_\_\_\_\_

## REFUND POLICY (INTERNATIONAL STUDENTS)

### 1. Refund due to Student Default

#### 1.1 Visa Refusal:

a. If Students was refused a student visa and the refusal was a reason for the student's failure to start the course on the agreed starting day 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](http://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](mailto:info@vit.edu.au)

5. The Refund Policy and the Complaints and Appeals Policy does not remove the right for a student to take further action under Australia's Consumer Protection Laws.

**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.

**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", "Deferment, 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 Hand Book.
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 course. If any course 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.
5. I declare that I am a genuine temporary entrant and genuine student and that I have read and understood conditions relating to these requirements on <http://www.immi.gov.au/students/gte-requirement.htm>
6. I am aware of the course fee and living costs of my stay in Australia and have the financial capacity to meet such costs for the duration of my course. I will make timely payments of any fees or associated costs.

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: \_\_\_\_\_

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

- 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 he following documents
- Passport copy
  - Visa copy (if you are already having a valid Australian Visa)
  - Australian Year 12 equvalent with mathematics specialisation
  - Proof of English
  - Any other Academic documents
- Certificates/Transcripts/Statements of Atainment
- Any work Experience Letters
  - Release Letter if required

**AGENT'S Declaration AND DETAILS (If Applicable)**

- I have assessed the applicant as a Genuine Temporary Entrant and a Genuine Student as defined by the Australian Department of Immigration and Border Protection (DIBP).
- The applicant is genuine in making this application and has every intention of completing all courses listed in the application and have sufficient funds to complete the courses.
- I have made every effort to verify the authenticity and validity of the documents which form part of this application.

\_\_\_\_\_  
Agent Signature Date  
Agent Stamp

**PLEASE SUBMIT YOUR APPLICATION TO:**

**VIT (VICTORIAN INSTITUTE OF TECHNOLOGY),  
Level 14, 123 Queen St, Melbourne, Victoria 3000, Australia  
FAX: + 61 3 9670 7849 EMAIL: [info@vit.edu.au](mailto:info@vit.edu.au)**

**Additional information – Applicant must complete the following questionnaire in English.**

**What attracts you to study in Australia and why did you choose VIT?**

**What research have you done about VIT and the course you have applied for?**

**Why have you applied for this course and how does it fit with your previous background and career goals?**

**How can you justify the investment in both time and money required to complete this course?**

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_