# STUDENT APPLICATION FORM (DOMESTIC)

**(Full fee paying Australian Permanent Residents or Citizens)**  
(Applicant shall be 18 years of age as of course commencement date).

## PERSONAL DETAILS

**Title**
- [ ] Mr
- [ ] Miss
- [ ] Ms
- [ ] Other_______

**First Name**

**Last Name**

**Gender(Sex)**
- [ ] Male
- [ ] Female

**Date of Birth**

-dd / mm / yyyy

## CONTACT DETAILS

**Street Number**

**Street Name**

**Suburb**

**State, Post Code**

**Mobile**

**Phone (Home)**

**Fax**

**Phone (Work)**

**E-mail**

## IN CASE OF EMERGENCY

**Name**

**Relationship**

**Street Number**

**Street Name**

**Suburb**

**State/ Post Code**

**Mobile**

**Phone**

**E-mail**

## NATIONALITY / CITIZENSHIP DETAILS

**Nationality** (as indicated on Passport/Birth Certificate/Citizenship Certificate)

**Country of Birth**

**Passport Number / Driver’s License Number (State of Issue)**

**Expiry Date of Document**

## HOW DID YOU HEAR ABOUT VIT?

- [ ] Friend
- [ ] VTAC
- [ ] Website
- [ ] Advertisement
- [ ] Other (please specify):_______________________

## COURSE/S YOU WISH TO STUDY AT VIT

<table>
<thead>
<tr>
<th>Course/S</th>
<th>1ST COURSE PREFERRED INTAKE DATE</th>
<th>dd / mm / yyyy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate III in Automotive Mechanical Technology (AUR30405)</td>
<td>Certificate III in ESL (Further Study) (21939VIC)</td>
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</tr>
<tr>
<td>Certificate III in Printing and Graphic Arts (Graphic Pre-press) ICP30205)</td>
<td>Certificate IV in Business (BSB40207)</td>
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<tr>
<td>Diploma of Business (BSB50207)</td>
<td>SIT50307 - Diploma of Hospitality</td>
<td></td>
</tr>
<tr>
<td>Diploma of Information technology (Networking) (ICA50405)</td>
<td>Diploma of Interactive Digital media(CUF 50207)</td>
<td></td>
</tr>
<tr>
<td>SIT60307 - Advanced Diploma of Hospitality</td>
<td>TAA40104 Certificate IV in Training and Assessment</td>
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</tr>
</tbody>
</table>

If the course/subject/unit you are interested in pursuing is not listed above please e-mail your query to info@vit.edu.au
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
How well do you READ English? ☐ Very Well  ☐ Well  ☐ Not Well  ☐ Not at All
How well do you WRITE English? ☐ Very Well  ☐ Well  ☐ Not Well  ☐ Not at All

Are you of Aboriginal or Torres Strait Islander origin?
☐ No  ☐ Yes, Aboriginal  ☐ Yes, Torres Strait Islander

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)
☐ Hearing/Deaf ☐ Physical ☐ Intellectual ☐ Learning ☐ Mental Illness
☐ Acquired Brain Impairment ☐ Vision ☐ Medical Condition ☐ Other: ___________________

Please attach documentation describing your disability, impairment or long-term condition in more detail.

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  ☐ Not Employed - Not Seeking
☐ Unemployed - Seeking Full-time Work  ☐ Unemployed - Seeking Part-time Work

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? ______________________________________
Name of school: ____________________ Country / State: ____________________

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(Please Specify) ______________________________________
STUDY REASON
Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship?
(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).

Prepayment is required. The following payment options are available:
☐ Cash      ☐ EFTPOS      ☐ Cheque *  ☐ Money Order *  ☐ EFT **
* Made out to VIT (Victorian Institute of Technology)
** Deposit into BSB Number: 013 423, Account Number: 3493 60535, name of account: Victorian Institute of Technology Domestic Trust Account’ ANZ Bank, 420 St Kilda Road, Melbourne, Victoria, 3004.

☐ Credit Card:  Credit Card Type:  ☐ Visa  ☐ MasterCard

Card Number: ___________ ___________ ___________ ___________  Expiry Date: ___________ ___________  Amount: AU$_________________

Cardholder’s Name: ___________________________  Cardholder’s Signature: ___________________________

Credit rating check: I understand that, where VIT provides credit facilities to the learners, VIT reserves the right to perform a credit check with a credit reporting agency.
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 __________________________________________

REFUND POLICY (DOMESTIC STUDENTS)
1. Prior to Commencement
   a) If written notice of withdrawal is received from a candidate more than 60 days prior to the initial course commencement, 100% of the tuition fees and 100% course materials costs are refundable, less Administration charges of $250 and where applicable, any agent’s fee.
   b) If written notice of withdrawal is received from a candidate less than 60 days but more than 28 days prior to the initial course commencement, 50% of the tuition fees and 100% course materials costs are refundable, less Administration charges of $250 and where applicable, any agent’s fee and course materials costs.
   c) If written notice of withdrawal is received from a candidate less than 28 days prior to commencement of course date, no refund will be issued.
   d) If students defer their course commencement date and then apply for a refund, no refund will be issued.
2. Post commencement
   a) If students withdraw or have their enrolment cancelled after their commencement date, no refund will be issued to them. This includes any amount paid or scheduled for payment for resource material fee/s.
4. Transfer/Cancellation
   a) In the event that the students seek and are granted approval by VIT to transfer to another provider, no refund of any course money paid in advance will be granted.
   b) In the event that their enrolment is cancelled because of infringement with VIT’s disciplinary Policy, no refund of any course money paid in advance will be granted.
5. Refund due to Provider Default
Provider Default occurs in the following circumstances:
   a) The course ceases to be provided at any time after it commences but before it is completed (or)
   b) The course is not provided in full to a student because a sanction has been imposed on the provider
In the case of a Provider Default, the students can choose to either:
   a. Receive a refund of tuition fees, which will be issued to them within 14 days (of the specified starting date or from the time the course ceases to be delivered, (or)
   b. Receive placement in an alternative course with VIT or another provider. If they choose this option, they must submit a signed written request that indicates their agreement of placement. If VIT is unable to provide a refund or place them in an alternative course.
6. Refund due to Student Default
Student Default occurs in the following circumstances and No refund will be made:

- a) Student cancels his/her enrolment in a course (this includes abandonment of course enrolled before its completion)
- b) Student fails to make payment of his/her fees
- c) Student breaches a condition of his/her student visa
- d) Student misbehaviour

   a) If the student’s refund application has been approved prior to course commencement, VIT will refund the Resource Material Fee/s. If he/she has commenced his/her studies he/she will not eligible for a refund of the Resource Material Fee/s.

8. Applying for a refund
   a) To apply for a refund as student must complete the Refund Application Form and attach any evidence or documentation relevant to the refund application. The form is to be submitted to Admissions for refunds prior to arrival/commencement; or Student Services for refunds after commencement.
   b) A student will be notified of the outcome of their refund application in writing within 10 working days of the receipt of the Refund Application Form.

9. If a student is dissatisfied with the outcome of the refund application, he/she can lodge an appeal under the VIT’s Complaints and Appeals Policy. To request the Complaints and Appeals Policy, one can email: info@vit.edu.au or visit our website www.vit.edu.au.

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

### TERMS AND CONDITIONS

**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.
3. I have read and understood VIT 2010 Prospectus and/or relevant information on VIT’s website. I have read and understood VIT’s policies on “Student Fees and Refund Policy”, “Complaints and Appeals”, “Re Assessment” and other policies that are published on the VIT’s website and in Students Hand Book.
4. 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 tuition fees as per VIT refund Policy. This agreement does not remove the right to take action under Australia’s consumer protection laws.
5. 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.
6. I understand that I need to submit all my assignments within 5 weeks from the date of completion of my course, failing which, I will be deemed as "Not Yet Competent".

### APPLICANT’S SIGNATURE

<table>
<thead>
<tr>
<th>Applicant’s Signature</th>
<th>Parent’s / Legal Guardian’s Signature</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>(This declaration must be signed by 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: __________________________

### APPLICANTS 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 / Driver’s Licence / Birth Certificate
  - [ ] Year 11 or equivalent (if applying for a Certificate level qualification) or Year 12 (if applying for a Diploma level qualification)
  - [ ] 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: __________________________