

APPLICATION FORM

(Professional Development and Vendor Certification Training)

PERSONAL DETAILS			
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other_____		
First Name		Last Name	
Gender(Sex)	<input type="checkbox"/> Male <input type="checkbox"/> 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			
Mobile		Phone	
HOW DID YOU HEAR ABOUT VIT?			
<input type="checkbox"/> Friend <input type="checkbox"/> VTAC <input type="checkbox"/> Website <input type="checkbox"/> Advertisement <input type="checkbox"/> Other (please specify): _____			
COURSE/S YOU WISH TO STUDY AT VIT		PREFERRED DATES	
<i>COURSE 1</i>		<i>DD</i>	<i>/ MM / YYYY</i>
<i>COURSE 2</i>		<i>DD</i>	<i>/ MM / YYYY</i>
<i>COURSE 3</i>		<i>DD</i>	<i>/ MM / YYYY</i>
PAYMENT			
Prepayment is required. The following payment options are available:			
<input type="checkbox"/> Cash <input type="checkbox"/> EFTPOS <input type="checkbox"/> Cheque * <input type="checkbox"/> Money Order * <input type="checkbox"/> EFT **			
* Made out to VIT (Victorian Institute of Technology)			
** Deposit into BSB Number: 013 423, Account Number: 3493 59569, name of account: Victorian Institute of Technology General Account' ANZ Bank, 420 St Kilda Road, Melbourne, Victoria, 3004.			
<input type="checkbox"/> Credit Card: Credit Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard			
Card Number: □□□□ □□□□ □□□□ □□□□			
Expiry Date: □□□□ Amount: AU\$ _____			
Cardholder's Name: _____ Cardholder's Signature: _____			

TERMS AND CONDITIONS

Terms & Conditions

By joining a VIT course, you agree to abide by the following rules and regulations and that you shall not:

- Frequently be late or absent, for reasons within your control.
- Destroy or damage VIT property.
- Engage in unlawful behaviour or misconduct, or conduct contrary to the best interests of VIT.
- Misrepresent or omit pertinent facts in your application.

Note:

- VIT reserves the right to alter course content at any time in line with industry requirements.
- VIT reserves the right to change dates, programs, trainers and fees without notice.
- You are required to make good/compensate for any VIT property damaged by you.
- Study/Course materials if issued, cannot be refunded or exchanged under any circumstances.
- If you wish to cancel or change/transfer your enrolment, VIT must receive at least 5 working days' written notice prior to commencement of course to enable re-allocation of your place to another participant, and fee paid will be refunded less \$120 as administrative cost and study material cost (if issued), otherwise the full course fee will be charged. You may send a replacement to the same course. There will be no refund under any circumstances after the course commencement. If VIT cancels the course for any reason, VIT will refund the course fee paid and such payment will constitute full satisfaction and discharge VIT from any further liability.
- Fees are payable in full at the time of Registration. All fees must be received prior to the commencement of the course unless prior authorisation for extended credit facilities has been granted. Credit facilities will only be granted on the provision of further financial information and guarantee.
- Copyright 2001-2015 content and format. Brand names, product names are either trademarks or registered trademarks of their respective holders and are used for identification purposes only.
- Network Essentials and TCP/IP Knowledge or equivalent is required for some of the courses, which will be indicated to you, if needed.
- VIT reserves the right to use your name/your company name, feed back, comments and pictures obtained during the course for VIT's future promotional activities, unless you direct otherwise in writing prior to the commencement of the course.
- The Application form, terms & conditions and Certification & Money back guarantee conditions (for professional certification training courses only) constitute the entire agreement between the parties with respect to the training at VIT and supersede all previous agreements, proposals, representations or negotiations, whether written or oral.

Note: All the short courses related to professional development are non accredited training courses. Participation certificate is issued to all the participants.

Privacy Statement:

VIT has adopted the Australian Governments national Privacy principles as the basis for its policy on information collection, storage and access. A copy of VIT's Privacy policy can be requested by sending an e-mail to info@vit.edu.au

CERTIFICATION & MONEY BACK GUARANTEE CONDITIONS (FOR PROFESSIONAL CERTIFICATION TRAINING ONLY)

- VIT reserve the right to decline training or not to give our certification guarantee if in our opinion an applicant is not suited to the course.
- Study Materials will be provided.
- Certification guarantee consists of free attendance to lectures relevant to the exam, if you fail in that particular certification exam within 4 months from attending the course at VIT, subject to course and place availability.
- Failure to attend the full extent of EVERY class will result in making the clause of issue of Certification & Money back Guarantee null and void
- The Certification and Money back guarantee applies in respect of each subject on pro-rata basis for certification training, it does not apply to entire course, administration cost and study material cost.
- If, after five attempts at an exam after the enrolled certification training course within 4 months the candidate has not passed the relevant exam, the training fee paid for the subject (pro-rata) will be refunded to the client, and such payment will constitute full satisfaction and discharge of the Certification & Money back guarantee.
- Our course fee does not cover or include certification exam fees.

APPLICANTS CHECK LIST (TICK ALL, THAT YOU HAVE COMPLETED)

- 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