

## APPLICATION FORM (INTERNATIONAL) – VET

(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 _____
VSN (Victorian Student Number)				USI (Unique Student Identifier)
First Name				Last Name
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female		Date of Birth
Country of Birth				DD / MM / YYYY

### CONTACT DETAILS

Building/Property Name		Flat/ Unit Number	
Street/Lot Number		Street Name	
Suburb /Locality/ Town		State; Post Code	; □□□□
Personal Mobile		Work Phone	
Personal E-mail			
Work E-mail			

### POSTAL ADDRESS (If different from Residential Address)

Building/Property Name		Flat/Unit Number	
Street/Lot Number		Street Name	
Suburb/Locality/Town		State; Postcode	; □□□□

### IN CASE OF EMERGENCY

Name		Relationship	
Mobile		Phone	

### 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:		

### 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)

**Application Fee of \$200 applies to all courses (Application Fee is non-refundable)**

**TICK THE COURSE/s YOU WISH TO STUDY.**

No.		Course	Maximum Duration	Tuition Fees	Learning Material Fees	Prescribed Text Books Fees	Total Course Fee
1	<input type="checkbox"/>	Certificate III in Commercial Cookery (SIT30816)	64 weeks 3 days/week	\$12,169	\$150	\$680	\$12,999
2	<input type="checkbox"/>	Certificate IV in Commercial Cookery (SIT40516)	100 weeks 3 days/week	\$14,919	\$200	\$880	\$15,999
3	<input type="checkbox"/>	Certificate III in Patisserie (SIT31016)	52 weeks 3 days/week	\$13,169	\$150	\$680	\$13,999
4	<input type="checkbox"/>	Certificate IV in Patisserie (SIT40716)	88 weeks 3 days/week	\$15,919	\$200	\$880	\$16,999
5	<input type="checkbox"/>	Diploma of Hospitality Management (SIT50416)	88 weeks 3 days/week	\$16,219	\$200	\$1,580	\$17,999
6	<input type="checkbox"/>	Advanced Diploma of Hospitality Management (SIT60316)	107 weeks 3 days/week	\$17,219	\$200	\$1,580	\$18,999
7	<input type="checkbox"/>	Diploma of Information Technology Networking (ICA50415)	66 weeks 3 days/week	\$14,269	\$150	\$1,580	\$15,999
8	<input type="checkbox"/>	Diploma of Interactive Digital Media (CUF50207)	54 weeks 3 days/week	\$15,469	\$150	\$380	\$15,999
9	<input type="checkbox"/>	Certificate I in Spoken and Written English (10362NAT)	15 weeks	\$2,650	\$50	\$99	\$2,799
10	<input type="checkbox"/>	Certificate II in Spoken and Written English (10363NAT)	20 weeks	\$3,850	\$50	\$99	\$3,999
11	<input type="checkbox"/>	Certificate III in EAL (Further Study) (22255VIC)	24 Weeks	\$4,344	\$75	\$580	\$4,999
12	<input type="checkbox"/>	Certificate IV in EAL (Further Study) (22258VIC)	24 Weeks	\$4,344	\$75	\$580	\$4,999
<b>1<sup>st</sup> Course preferred start date</b>							

**RPL / Credit Transfer**

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

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:  Duration of course/s  One 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.

**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): \_\_\_\_\_

**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

#### 2.1 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

2.2 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.

2.3 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 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)

Student Application Form (International) – VET	Version: 16.1	Issue Date: 16 November 2016	Review Date: 01 July 2017
Managed By: Manager Marketing and Admissions		Authorized By: CEO	Page 4 of 6
VIT (Victorian Institute of Technology) Level 14, 123 Queen St, Melbourne, Victoria 3000, Australia Phone: (613) 9670 7848; Fax: (613) 9670 7849; Email: <a href="mailto:info@vit.edu.au">info@vit.edu.au</a>			

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.

**Declaration**

- I declare that the information I supplied on this form is correct and complete.
- 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", "Re Assessment" and other policies that are published on the VIT's website and in Student's Handbook.
- 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.
- 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.
- 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>
- 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**

\_\_\_\_\_  
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.

**USI (Unique Student Identifier):** From 1 January 2015, VIT (Victorian Institute of Technology) can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/>. If you would like VIT (Victorian Institute of Technology) to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <http://www.usi.gov.au/Training-Organisations/Documents/Privacy-Notice.pdf>

I \_\_\_\_\_ authorise VIT (Victorian Institute of Technology) to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf. I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <http://www.usi.gov.au/Training-Organisations/Documents/Privacy-Notice.pdf>

**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 the following documents:
- Passport copy
  - Visa copy (if you are already having a valid Australian Visa)
  - Secondary school certificate (Year 11 or 12 as applicable)
  - Proof of English
  - Any other Academic documents (Certificates/Transcripts/Statements of Attainment)
  - Any work Experience Letters
  - Release Letter if required

**AGENT'S STAMP AND DETAILS**

- 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 STREET, MELBOURNE, VICTORIA 3000 AUSTRALIA; PH: + 61 3 9670 7848 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.	
<p><b>What attracts you to study in Australia and why did you choose VIT?</b></p>	
<p><b>What research have you done about VIT and the course you have applied for?</b></p>	
<p><b>Why have you applied for this course and how does it fit with your previous background and career goals?</b></p>	
<p><b>How can you justify the investment in both time and money required to complete this course?</b></p>	

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

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