

APPLICATION FORM FOR ADMISSION – HIGHER EDUCATION

| | | | | | | | |
|--|---|--------|---|---------------------------------------|----------------|--|--|
| PERSONAL DETAILS (PLEASE FILL USING CAPITAL LETTERS) | | | | Enrolment Date: DD / MM / YYYY | | | |
| CHESSN (Commonwealth Higher Education Student Support Number) | | | | | | | |
| Title | <input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other | Gender | <input type="checkbox"/> Male <input type="checkbox"/> Female | Date of Birth | DD / MM / YYYY | | |
| Legal First Name | | | Legal Last Name | | | | |
| Country of Birth | | | City of Birth | | | | |
| RESIDENTIAL ADDRESS (Where you “usually live” - cannot be P.O. BOX) | | | | | | | |
| Building/Property Name | | | Flat/Unit Number | | | | |
| Street/Lot Number | | | Street Name | | | | |
| Suburb/Locality/Town | | | State; Postcode | ; □□□□ | | | |
| 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 | | | | | | | |
| In which country were you born? <input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify) _____ | | | | | | | |
| Passport Number | □□□□□□□□□□□□□□ | | Country of Issue: | Expiry Date: | | | |
| <input type="checkbox"/> Australian Citizen (if) | | | | | | | |
| Proof of Citizenship: <input type="checkbox"/> Australian Citizenship Certificate <input type="checkbox"/> Current Australian Passport <input type="checkbox"/> Australian Birth Certificate | | | | | | | |
| Driver's License Number | □□□□□□□□□□□□□□ | | State of Issue: | Expiry Date: | | | |
| <input type="checkbox"/> Permanent Humanitarian Visa Holder (attach documentation from the Department of Immigration) | | | | | | | |
| CURRENT WORKPLACE / BUSINESS DETAILS | | | | | | | |
| Organisation Name | | | | | | | |
| Street Number | | | Street Name | | | | |
| Suburb | | | State; Postcode | ; □□□□ | | | |
| Office Phone | | | Fax | | | | |
| Email | | | | | | | |
| VIT Representative Name | | | | | | | |
| HOW DID YOU HEAR ABOUT VIT? | | | | | | | |

Friend VTAC Website Advertisement Representative Kiosk

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, English only Yes, other (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.)

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

Hearing/Deaf Physical Intellectual Learning Mental Illness

Vision Medical Condition Acquired Brain Impairment

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 Employment

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 Never Attended 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) : _____

Where: Australia International, specify country: _____

Has the Qualification been formally assessed in Australia? No Yes

If 'Yes', what is the Australian equivalent Qualification: _____

If more than one Qualification, 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/self-development To try for a different career

Other Reasons (please specify): _____

COURSE SELECTION AND PAYMENT TERMS

Delivery Mode: C – Classroom; O – Online; B – Blended

Application Fee: \$200.00 per course (Application fee is non-refundable)

FEE HELP loan is available for the 'Listed Tuition Fee' only

| Course Name | Total Course Listed Tuition Fee (FEE HELP) | Learning Materials Fee | Prescribed Text Books Fee | Total Course Fee | Delivery Mode | | |
|--|--|------------------------|---------------------------|------------------|---------------|----|----|
| | | | | | C | NA | B |
| <input type="checkbox"/> Master of Business Administration (MBA) (MBA9118) | \$32,000 | \$ NIL | \$ NIL | \$32,000 | C | NA | B |
| <input type="checkbox"/> Master of Business Administration (MBA) (MBA9118) | \$24,000 | \$ NIL | \$ NIL | \$24,000 | NA | O | NA |
| Total Course Fee | | \$ | \$ | \$ | | | |

Other Course: _____

Total Fee Collected: \$ _____

Outstanding Fee: \$ _____

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 ANZ Bank, 420 St Kilda Road, Melbourne, Victoria, 3004

BSB Number: 013 423; Account Number: 3493 60535; Account name: "Victorian Institute of Technology Domestic Students Trust Account"

Credit Card: **Credit Card Type:** Visa Master Card

Card Number:

Expiry Date: **Amount: AU\$** _____

Cardholder's Name: _____ **Cardholder's Signature:** _____

A receipt will be issued within 10 working days.

REFUND POLICY

1. A cooling-off period of ten (10) working days applies.
2. Application fee is non-refundable beyond the cooling-off period.
3. If a student withdraws by written notice, at any time prior to the Census date, no FEE HELP debt will be incurred by the student.
4. If a student withdraws by written notice, at any time after the Census date, the student will incur the FEE HELP debt for the unit(s) of study.
5. If the course is cancelled by VIT prior to the Census date, the student will not incur any FEE HELP debt for those unit(s) of study.
6. If the course is cancelled by VIT after the Census date, the student will not incur any FEE HELP debt for those unit(s) of study not yet completed. This does not apply where tuition assurance arrangements have been activated and the student has elected the course assurance option for that unit.
7. A written request for a refund must be lodged by the student for the consideration of a refund.
8. Refunds may be granted in other circumstances at the discretion of the CEO.

TERMS AND CONDITIONS

Privacy Statement:

I understand that VIT (Victorian Institute of Technology) is required to provide the Victorian Government, through the Department of Education and Early Childhood Development, with student and training activity data which may include information I provide in this enrolment form. Information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines (which are available at <http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>). The Department may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, reporting and/or research activities. For these and other lawful purposes, the Department may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations. I have been advised by the training organisation that I may be contacted and requested to participate in a National Centre for Vocational Education Research survey or a Department-endorsed project or audit or review.

The Education and Training Reform Act 2006 requires VIT (Victorian Institute of Technology) to collect and disclose my personal information for a number of purposes including the allocation to me of a Victorian Student Number and updating my personal information on the Victorian Student Register.

For more information in relation to how student information may be used or disclosed, please contact VIT (Victorian Institute of Technology) by sending an email to info@vit.edu.au

Declaration:

1. I acknowledge and agree to the terms described in the Privacy Statement.
2. I declare that the information I supplied on this form is correct and complete.
3. I understand that the provision of incorrect information and/or the withholding of relevant information relating to my citizenship status may result in the withdrawal of a place offered by the VIT, at any stage during the course(s) undertaken.
4. I understand that the information supplied will be disclosed to relevant State and Federal Government organisations (e.g. Department of Education, Higher Education and Skills Group, Australian Tax Office, Centrelink, Department of Immigration and Citizenship and any others as appropriate for the purpose of confirming my identity, and to verify my entitlement to become an enrolled student, receive government support and to report enrolment information and statistical purposes.
5. I have received, read and understood the FEE HELP Information Booklet.
6. I have read and understood the Schedule of Fees, Census Dates, Administration Dates and the debts that will be incurred as stated on the VIT's website.
7. I have read and understood VIT's policies on "Fees and Charges", "Refund", "Complaints and Appeals", "Re Assessment" and other policies that are published on the VIT's website and in the Student Handbook.
8. I understand that VIT reserves the right to discontinue or alter any course, subject, unit of competency, class, 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.
9. VIT reserves the right to use your name/your company name, feedback, 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.
10. This agreement does not remove the right to take action under Australia's consumer protection laws.

NOTE: All applicants should attach the following evidence with this application:

- Proof of Citizenship Status
- Successful completion of 12 years of schooling
- Year 11 and 12 transcripts (VCE results)
- Employment Experience Certificates

NOTE: Non-Year 12 applicants should submit a statement of purpose

Applicant's Signature

Date

Please submit your application form to VIT by EMAIL, FAX, POST or IN PERSON

OFFICE USE ONLY

Notes: