

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	DD / MM / YYYY
Country of Birth			City of Birth	

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 / Other English Test (please specify): _____ 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.				
Course Name		Maximum Duration	Course Name	Maximum Duration
English Language Courses				
<input type="checkbox"/>	General English (Elementary to Upper-Intermediate) No. of weeks required: _____	Up to 52 weeks 5 days/week	<input type="checkbox"/>	English for Academic Purposes (EAP) 12 weeks 5 days/week
VET Courses				
<input type="checkbox"/>	Certificate III in Commercial Cookery (SIT30816)	64 weeks 3 days/week	<input type="checkbox"/>	Certificate IV in Commercial Cookery (SIT40516) 100 weeks 3 days/week
<input type="checkbox"/>	Certificate III in Patisserie (SIT31016)	52 weeks 3 days/week	<input type="checkbox"/>	Certificate IV in Patisserie (SIT40716) 88 weeks 3 days/week
<input type="checkbox"/>	Diploma of Hospitality Management (SIT50416)	88 weeks 3 days/week	<input type="checkbox"/>	Advanced Diploma of Hospitality Management (SIT60316) 107 weeks 3 days/week
<input type="checkbox"/>	Diploma of Information Technology Networking (ICA50415)	66 weeks 3 days/week		
1st Course preferred start date				
RPL / Credit Transfer				
Do you want to apply for any RPL or Credit Transfer? <input type="checkbox"/> No <input type="checkbox"/> 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) <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				
OVERSEAS STUDENT HEALTH COVER (OSHC)			AIRPORT PICKUP & ACCOMMODATION SERVICES	
It is compulsory for student visa holders to have and maintain Overseas Student Health Cover. Do you want VIT to organise OSHC for you? <input type="checkbox"/> Yes <input type="checkbox"/> No			Do you need airport pickup? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please specify type of coverage: <input type="checkbox"/> Single <input type="checkbox"/> Couple <input type="checkbox"/> Family			Do you need accommodation assistance? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please specify length of coverage: <input type="checkbox"/> Duration of course/s <input type="checkbox"/> One year			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? <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"/> Unemployed - Seeking Part-time Work <input type="checkbox"/> Unemployed - Seeking Full-time Work <input type="checkbox"/> Employed - Unpaid Worker in a Family Business <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? 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? No Yes - 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.

Student Application Form (International) – VET	Version: 19.1	Issue Date: 07 December 2018	Review Date: 01 July 2020
Managed By: Manager Marketing and Admissions		Authorized By: CEO	Page 3 of 6

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 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

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.

Privacy Notice

Under the *Data Provision Requirements 2012*, VIT is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this form and your training activity data) may be used or disclosed by VIT for statistical, regulatory and research purposes. VIT may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and

Student Application Form (International) – VET	Version: 19.1	Issue Date: 07 December 2018	Review Date: 01 July 2020
Managed By: Manager Marketing and Admissions		Authorized By: CEO	Page 4 of 6

- administering VET, including program administration, regulation, monitoring and evaluation.
- You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.
- NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Student Declaration and Consent

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", "Re Assessment" and other policies that are published on the VIT's website and in Student's Handbook.
3. 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.
4. 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.
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 <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-temporary-entrant>
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.
7. I consent to the collection, use and disclosure of my personal information as above.

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 2018, 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 for Registration Authorities and Providers of Education and Training to Overseas Students 2018. 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 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 the details in the application form is filled correctly
 - Application Form 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 Home Affairs (Immigration Department).
- 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 Stamp

Agent Signature & Date _____

Additional information – Applicant must complete the following questionnaire in English.	
<p>What attracts you to study in Australia and why did you choose VIT?</p>	
<p>What research have you done about VIT and the course you have applied for?</p>	
<p>Why have you applied for this course and how does it fit with your previous background and career goals?</p>	
<p>How can you justify the investment in both time and money required to complete this course?</p>	

Applicant Signature: _____

Date: _____

PLEASE SUBMIT YOUR APPLICATION TO	VIT (VICTORIAN INSTITUTE OF TECHNOLOGY), LEVEL 14, 123 QUEEN STREET, MELBOURNE, VICTORIA 3000 AUSTRALIA; PH: + 61 1300 17 17 55 EMAIL: info@vit.edu.au
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