



AUSTRALIAN INSTITUTE OF
COMMERCE + TECHNOLOGY

Intake Month

- 1 2 3 4
 5 6 7 8
 9 10 11 12

Class Selection

- Monday Wednesday
 After Hour Class

APPLICATION FORM

INTERNATIONAL STUDENTS

Personal Details

Gender Male Female

Family Name _____
 Given Name _____
 Date of Birth (D.O.B) _____
 Country of Birth _____
 Nationality _____
 Passport Number _____
 U.S.I Number* _____

How do you hear about us?

AGENT'S STAMP

IT Courses

- ICT40415 Certificate IV in Information Technology Networking
 CRICOS Course Code: 086564G
 ICT50415 Diploma of Information Technology Networking
 CRICOS Course Code: 086650K

Business Courses

- BSB40515 Certificate IV in Business Administration
 CRICOS Course Code: 087034D
 BSB41315 Certificate IV in Marketing
 CRICOS Course Code: 087090G
 BSB40215 Certificate IV in Business
 CRICOS Course Code: 086913C
 BSB42015 Certificate IV in Leadership and Management
 CRICOS Course Code: 091272M
 BSB41515 Certificate IV in Project Management Practice
 CRICOS Course Code: 087131C
 BSB40715 Certificate IV in Franchising
 CRICOS Course Code: 087052B
 BSB50415 Diploma of Business Administration
 CRICOS Course Code: 087298B
 BSB50215 Diploma of Business
 CRICOS Course Code: 087181D
 BSB51415 Diploma of Project Management
 CRICOS Course Code: 087440A
 BSB51915 Diploma of Leadership and Management
 CRICOS Course Code: 091273K
 BSB61015 Advanced Diploma of Leadership and Management
 CRICOS Course Code: 091274J

English Courses

- 10363NAT Certificate II in Spoken and Written English
 CRICOS Course Code: 079957E
 10364NAT Certificate III in Spoken and Written English
 CRICOS Course Code: 079958D
 10366NAT Certificate IV in Spoken and Written English - Empolymnt
 CRICOS Course Code: 081438K

English Language proficiency

IELTS PTE CAE TOEFL OTHER _____
 Result _____ *Please attach certified copy of your result(s).

Medical Conditions

Do you have any medical conditions that can prevent you from doing your study? YES NO
 *If it is a YES, please describe: _____

Contact Details in Australia (if available)

Address _____
 Suburb _____
 State _____
 Postcode _____
 Mobile Number _____

Contact Details in Home Country

Address _____
 City _____
 State _____
 Country _____
 Postcode _____
 Email Address _____
 Home/Work Phone _____

Emergency Contact Details

Name _____
 Relationship _____
 Contact Number _____
 Email Address _____

Student Health Cover

Do you require OSHC? YES NO

If YES, Single Couple Family Start date Duration
 If NO, Provide the following details: Provider name
Membership Number *If family OSHC is required, please provide family members' passport copies that contain photo, names, gender, D.O.B, country of birth, VISA type
Expiry date

Your Education Details

Qualifications	School	Country	Year Completed

Current Study Status

Are you currently studying in Australia? YES NO
 *If YES, please provide your current study details.

College Name _____
 Course Enrolled _____
 Course start dates _____ Course end dates _____
 Visa Type: _____ Visa Number: _____
 Expiry date: _____

Are you applying for any Recognition of Prior Learning? (Credit Transfer or exemption)
 Yes No *If YES, you need to fill in the Recognition of Prior Learning form.

Airport pickup and Accommodation Requirements

Airport Pickup required Yes No
 Assistance in accommodation services required Yes No
 Please tick the types of accommodation required
 Homestay Lodging Share Hotel Hostel
 *Charges will apply for Airport Pickup and accommodation services

Refund Policy

1. In the case of a student withdrawing from an education service, requests for a refund must be made in writing using the International Student Application for Refund Form available on request and forwarded to: Director of Finance : Office 205, Level 2 City Central, 166 Murray St, Perth, Western Australia 6000

2. Refunds in all circumstances will be paid within the timeframes outlined in this policy extract.

3. The application fee of \$230 is non-refundable.

4. AICT will only refund course money directly to the student and will not under any circumstances refund education service money to a third party. Refunds will be paid in the same currency in which the fees were paid, unless payment in that currency is impracticable.

5. In all circumstances where refunds are made, students will be provided with a statement showing how the refund amount was calculated.

6. For education services longer than 20 weeks, refunds must be calculated on the fees applicable to 20 weeks (a study period) as the maximum unit of time. Where the education service is less than 20 weeks, the refund should be calculated against the fees applying to that shorter education service.

In the event that a student's visa application is unsuccessful

7. In the event that a student's visa application is unsuccessful before a Study period/Education service commences notification in writing must be forwarded to AICT accompanied by a copy of the visa refusal advice from the Australian High Commission; all fees paid will be refunded less \$230 non-refundable application fee. AICT will process and refund the education service money within four weeks of receiving the written notification.

8. In the event that a student's visa application is unsuccessful after the commencement of the Education Service the student's refund is calculated in accordance with ESOS sub regulation 3.19 (2). A statement explaining how the calculation has been worked out will be given to the student.

In the event that a student with a student visa withdraws from an education service

9. If a student with a student visa withdraws from a Study period for any reason more than 10 weeks before commencement, all fees paid will be refunded less \$1000 or 10% of fee whichever is the lesser for administrative expenses.

10. If a student with a student visa withdraws from a Study period for any reason more than 4 weeks and up to 10 weeks before commencement, 70% of a Study period's fees will be refunded.

11. If a student with a student visa withdraws from a Study period for any reason 4 weeks or less prior to commencement, 40% of a Study period's fees will be refunded less \$1000 or 10% of Study period fees whichever is the lesser for administrative expenses.

12. If a student withdraws from a Study period for any reason during the first 4 weeks of a Study period, 30% of a Study period's fees will be refunded less \$1000 or 10% of Study period fees whichever is the lesser for administrative expenses.

13. If a student withdraws from a Study period for any reason after the fourth week of commencement, no refund will be given.

14. In the case of a student withdrawing, refunds will be paid to the student within 4 weeks or at least 28 working days of receipt of the written request.

15. Refund applications may include text books and stationery where refunds are being sought for education services that have not yet commenced and where materials purchased and received, remain in new condition.

In the event that AICT withdraws a student from an education service (Student Default)

16. If a student's enrolment is terminated by AICT for misconduct, breach of student regulations or non-compliance with student visa conditions, no refund of the current study period's Education service fees will be made (refer to the Student Handbook for details of student regulations and what constitutes misconduct). If fees have been paid for any subsequent study periods, 40% of the next study period's Education service fees will be refunded and 100% of any later study period's Education service fees will be refunded within 4 weeks of the student being withdrawn.

In the event that AICT does not provide a student's education service in full (Provider default)

17. In the event that AICT fails to provide the offered course to the student at the location on the agreed starting day or the course is terminated and not provided to the student at the location at any time after it starts but before it is completed within 14 days AICT has to either offer the student an alternative place at AICT's expense with an acceptance by the student in writing or refund the student the unused portion of the prepaid fees. The students have the right to choose whether you would prefer a refund of the unused portion of the prepaid fees, or to accept a place in another education service. If you choose placement in another education service, we will ask you to sign a document to indicate that you accept the placement. The student's acceptance of the alternative education service offer in writing will relieve AICT from its obligation to refund education service money to the student.

18. If AICT is unable to provide a refund or provide a placement in an alternative service, the Tuition Protection Service (TPS) Director will provide in writing, the student with one or more options for such alternative courses at no cost. The student must in a period of 30 days after the end of AICT's obligation period submit in writing if accepting the alternative course. If the student is not accepting a place in an alternative course then the TPS Director would pay out of the Overseas Students Tuition Fund (OSTF) an amount equal to the amount that AICT has calculated to satisfy the refund requirements to the student.

19. In all refund instances where students have paid fees to AICT for Overseas Student Health Cover (OSHC), the student will need to apply to the relevant OSHC for a refund

Refund Calculation

Reason for Cancellation	Notification Period	Refund	Cancellation Fee
Visa application unsuccessful before the study period	Notification in writing must be forwarded to AICT accompanied by a copy of the visa refusal advice from the Australian High Commission. AICT will process and refund the education service money within four weeks of receiving the written notification.	Full refund of the courses/semester fees	Nil
Visa application unsuccessful after the study period	Refund is calculated in accordance with ESOS sub regulation 3.19(2). A statement explaining how the calculation has been worked out will be given to the student.		
Student with a student visa withdraws from an education services OR Student is cancelled for breach of the Institute's rules OR breach of student visa rules	10 weeks prior to commencement of the course/ semester	Full Refund of the course/semester fees less cancellation fees.	\$1000 or 10% of fee paid whichever is lesser, for administrative expenses
	4 to 10 weeks prior to commencement course/ semester	70% of the course/semester fees less cancellation fees.	30% of the course/semester fees.
	4 weeks or less prior to commencement course/ semester	40% of the course/semester fees less cancellation fees.	60% of the course/semester fees plus \$1000 or 10% of fee paid whichever is the lesser, for administrative expenses.
	In the first 4 weeks of commencement	30% of the course/semester fees less Cancellation fees.	70% of the course/semester fees plus \$1000 or 10% of fee paid whichever is the lesser, for administrative expenses.
	After the first 4 weeks of commencement course/semester	No refund	100% of the course/semester fees

General

- All international students must be 18 years of age or older.
- The availability of a complaints and appeals process, does not remove the right of the student to take action under Australia's consumer protection laws. Overseas students may access appeals advice and dispute resolution services through the Department of Education Services. For more information visit: http://www.des.wa.gov.au/pages/international_disputes.php.
- These Terms and Conditions and the final Terms of Offer may be subject to variation as necessary to comply with any Australian Commonwealth or State law, regulation or amendment thereof.
- AICT's responsibilities to the student pertain only to the AICT course/s outlined in the International Student Offer & Course Agreement.
- All conditions and special notes contained in an International Student Offer & Course Agreement must be met and/or agreed to prior to AICT issuing a Confirmation of Enrolment (CoE).
- Students must meet the minimum English language proficiency requirement, as stated on the International Student Offer & Course Agreement, for entry into the course. English language proficiency may be tested as part of the application process. Where the test reveals that the English language skills are insufficient students will be required to enroll in an English language course (fees apply) prior to the commencement of the AICT course.
- Attendance at orientation is compulsory. Students are required to arrive two days prior to course commencement for enrolment and orientation programs. Special permission must be sought for non-attendance at orientation.

- Students are expected to attend all classes and undertake all tests and examinations during a course and must abide by all rules and regulations of AICT that are in force at the time of their enrolment.
- AICT may use its discretion to cancel or temporarily suspend the enrolment of a student on the grounds of misconduct and non-payment by the student or on grounds of compassionate or compelling circumstances.
- International students are protected by the Education Services for Overseas Students (ESOS) legislative framework at: [www.aei.dest.gov.au/AEI/ESOS/Quick Info/ ESOS_FrameWork_pdf.pdf](http://www.aei.dest.gov.au/AEI/ESOS/Quick%20Info/ESOS_FrameWork_pdf.pdf)
- Current (enrolled) students are required to notify AICT in writing or online of a change of address. AICT is not liable if a student does not receive communication due to non-notification of change of address.

VISA Conditions

- Student visas are normally issued for the period of the course or courses being offered. Students needing to extend their visa beyond this period should first consult the Head of Education for assistance.
- International students are responsible for meeting all visa conditions as specified by the Australian Government. For more information on Australian Visa regulations refer to www.immi.gov.au
- AICT is required by law to report to the Australian Government international students who are found to be in breach of their visa conditions (e.g. maintaining satisfactory attendance and progress). Reported students may be instructed by the Government to leave the country.
- AICT students are required to notify AICT in writing or online of a change of address.

Declaration

By submitting this form, I declare the information I have supplied on this form is, to the best of my understanding and belief, complete and correct. I understand that giving false or incomplete information may lead to the refusal of my application or cancellation of enrolment. I give permission for AICT to obtain records and information from my current OSHC provider and any educational institutions previously attended by me. I also agree that AICT is able to exchange information with my OSHC provider or educational institution relevant to ensuring I fulfill my visa requirements with respect to maintaining my OSHC cover. I understand, that any information gathered by AICT relating to me, "may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code; and that AICT is required under the ESOS Act 2000, to tell the Commonwealth about certain changes to my enrolment and any breach by me of a student visa condition relating to attendance or satisfactory academic performance" (ESOS Act 2000). I accept liability for payment of all fees as explained in the AICT Application Form, and I agree to abide by the Refund Policy as specified in the Application Form. I understand that living expenses in Australia may be higher than in my own country and confirm that I am able to meet these costs. I also accept all terms and conditions of the application as listed.

Signed _____

Date _____

OFFICE USE ONLY

Enrolment Variation \$100 RPL \$250/Unit

Application checklist

- Complete all sections of the application form for admissions
- Read and understand all the terms and conditions including the Refund Policy
- Submit certified copies of academic records/result/English
- \$230 application fee

Marketing Consultant Name _____

Date _____

Special Instructions attached