

# Student Enrolment Application Form

Throughout this document, Australia Institute of Business & Technology International Pty Ltd will be referred to as AIBT-I.

As a CRICOS provider, AIBT-I must comply with the *Education Services for Overseas Students Act 2000* (Cth) (ESOS Act) and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018).

When completing this form, please ensure that all information provided is accurate. You should also ensure that you have the prerequisite(s) required to enrol in your chosen course or courses. If you are unsure about whether you meet the prerequisite(s) for a course or courses, you should discuss this with your Education Agent or the AIBT-I Enrolment Team, before you submit this form.

Please note if you are currently enrolled with another Australian education provider, you may not be eligible to enrol with AIBT-I. You should discuss this with our enrolment team, before completing this application form.

Please be aware that once you are enrolled and accepted into your course, you must comply with your student visa conditions, including remaining enrolled full-time in the registered course in which you have been enrolled, satisfying academic requirements and attendances and completing your course within the stipulated time on your Conditions of Enrolment (CoE).

You should be aware that any changes to your enrolment with AIBT-I or withdrawing from your registered course or courses, without obtaining appropriate releases or permission from AIBT-I may impact on your student visa conditions. It is important to be aware of all implications before making changes to enrolment or withdrawing from your registered course or courses with AIBT-I.

## GTE Requirements

Please be aware that before you are accepted to study at AIBT-I, you are required to meet the Genuine Temporary Entrant requirements (GTE requirements), by Immigration (Department of Home Affairs) <https://www.homeaffairs.gov.au/Trav/Stud/More/Genuine-Temporary-Entrant>

The below GTE requirements will be assessed by the AIBT-I Enrolment team as part of the enrolment application process and before formal offer is made to you.

- **Circumstances in home country (or country of residence)** – reason for not studying in home country or region if a similar course is available there, ties to their home country that support the intention to return once study is complete, economic circumstances, military service commitments, political and civil unrest in home country.
- **Potential circumstances in Australia** – ties to Australia which would present as a strong incentive to remain in Australia, level of knowledge of proposed course of study and education provider, previous study and qualification(s), planned living arrangements and financial stability.
- **Value of the course to the applicant's future** – is the course(s) consistent with the applicant's current level of education, relevance to past or proposed future employment in home country or a third country, expected remuneration in home country or third country which could be gained using the qualification(s) from the course(s) of study.

- **The applicant's immigration history** – previous visa applications for Australia or other countries including visa refusals or cancellations.
- **If the applicant is a minor (under 18 years of age)** – the intentions of a parent, legal guardian or spouse of the applicant.
- **Previous study** – academic transcripts which show qualification(s) obtained, name of the education provider(s) and duration of study, certificates of attainment.
- **Gap in previous study** – reasons why there is a gap in between studies including where enrolment was not maintained.
- **Current employment** – current employer, company address, period of employment and details about the position held. Applicant's should include the name and contact details of a person who can verify the terms of employment.
- **Ties to home country or country of residence** – this may include evidence of financial, family or social ties. The applicant needs to show they have significant incentives to return home once study is complete.
- **Economic circumstances in home country or country of residence** – this can include documents showing employment or business activities for 12 months prior to application lodgement, an employment offer after course completion, income tax return reports or bank statements.

### Under 18

If you are under 18 years of age and you wish to apply for enrolment with AIBT-I, your parent(s) or guardian(s) must sign this form and are required to organise appropriate accommodation, support and welfare arrangements whilst you undertake your studies in Australia, until you turn 18 years of age. If you require assistance in this regard, you and your parent(s) or guardian(s) should discuss this with your Education Agent or the AIBT-I Enrolment Team prior to completing this form. To obtain further information visit the following government website -

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/welfare-arrangements-students-under-18>

### Overseas Student Health Cover (OSHC)

As part of your student visa conditions you will be required to obtain and pay for health insurance whilst studying in Australia. AIBT-I's preferred provider for OSHC is **Bupa**, who is registered health insurance provider and can provide you with the required health insurance for your stay. To obtain further information on the health insurance requirements for overseas students studying in Australia, speak with the AIBT-I Enrolment Team or you can visit the following website - <https://www.bupa.com.au/health-insurance/overseas-students/oshc>

### Your privacy

The information you provide to AIBT-I will remain private and confidential under the requirements of the Privacy Act 1988. Your personal details will be used for the purpose of processing your enrolment and facilitating training and assessment services and student support to you.

Your personal information will not be released by AIBT-I unless required by law or approval is first provided by you. Your information will never be sold to a third party. However, your information may be provided to a third-party provider, who has entered into a legally binding agreement with AIBT-I to provide services to either you or AIBT-I and who agrees in writing to keep your personal information confidential except as required by law. Our privacy policy is located at: <https://AIBT-Iglobal.edu.au/privacy-policy/>

Your personal information will be collected and used for the purpose of collection of data for statistical information under the requirements of the *Data Provision Requirements 2012* (Cth) and in line with Student Enrolment Application Form V2.1 March 2019



current AVETMISS requirements however, this information is reported in a manner that does not identify you.

AIBT-I will retain a record of this enrolment form or any other agreements, receipts of payments for a period of at least two (2) years after you cease to be a student of AIBT-I.

### 1 Course Applying For

Course Code	Course Name	Tuition Fee	Materials Fee	Other Non-Tuition Fees	Location	Mode Of Study

Which intake month would you prefer? \_\_\_\_\_ (January, March, June, July, September or October)? Are you applying for Recognised Prior Learning (RPL)?  Yes  No

### 2 Agent Information

Has an Agent or Representative of AIBT-I assisted with this application?  Yes  No

If Yes, please specify

Name of Agent / Company \_\_\_\_\_

### 3 Personal Details

Gender  Male  Female

Title  Mr  Mrs  Ms  Miss  Dr

Family Name (Surname) \_\_\_\_\_ Given Names \_\_\_\_\_

Former Family Name \_\_\_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_ (DD/MM/YYYY)

Do you have a Unique Student Identifier (USI)? If yes, please provide USI details \_\_\_\_\_

If no, please refer to section 14 of this enrolment application to apply for a USI.

Do you currently hold a visa? If yes, what type?  Student  Working  Tourist  Other

Are you currently enrolled with another Australian education provider?  Yes  No

If yes, please provide the following details:



Name of the education provider \_\_\_\_\_

Name of course/s you are currently enrolled in \_\_\_\_\_

#### 4 Residential Address

Flat/Unit Number \_\_\_\_\_ Street Number \_\_\_\_\_ Street Name \_\_\_\_\_

Suburb/Locality or Town \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_ Country \_\_\_\_\_

Contact \_\_\_\_\_

#### 5 Postal Address (if different to above)

PO Box (if applicable) \_\_\_\_\_ Flat/Unit Number \_\_\_\_\_ Street Number \_\_\_\_\_

Street Name \_\_\_\_\_ Suburb/Locality or Town \_\_\_\_\_

State \_\_\_\_\_ Postcode \_\_\_\_\_ Country \_\_\_\_\_

#### 6 Student Contact

Phone \_\_\_\_\_ Mobile \_\_\_\_\_ Email \_\_\_\_\_

#### 7 Emergency Contact

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

**\*\*Please advise AIBT-I of any changes to any of your contact details within 7 days of the change\*\***

#### 8 Language and Cultural Diversity

1. In which country were you born?  Australia  Other, please specify \_\_\_\_\_

2. In which city were you born? \_\_\_\_\_

Non-Australian Passport No \_\_\_\_\_ Country of Passport \_\_\_\_\_

3. Do you speak a language other than English at home?  Yes  No

If Yes, please specify \_\_\_\_\_

4. How well do you speak English?

Very well  Well  Not well  Not at all

5. English language proficiency –  IELTS  PTE  TOEFL  other \_\_\_\_\_

#### 9 Disability and Mental Health

1. Do you consider yourself to have a disability, impairment or long-term condition?

Yes  No (If No, go to 10 Schooling section)



2. If Yes, then please indicate the area of disability, impairment or long-term condition. You can select more than one area.

- Hearing/Deaf Physical Intellectual Learning  
Mental illness Acquired brain impairment  
Vision Medical condition Other, please specify\_\_\_\_\_

3. Do you require special assistance? Yes No

4. If yes, please explain the special assistance required\_\_\_\_\_

## 10 Schooling

1. What is your highest COMPLETED secondary school level? (tick ONE box only)

- Year 12 Year 11 Year 10 Year 9 Year 8 or below Never attended school

2. Which year did you complete that secondary school? level? Year \_\_\_\_\_

3. Are you still attending secondary school? YesNo

4. If yes. What secondary school are you attending? \_\_\_\_\_

## 11 Previous Qualifications Achieved

1. Have you SUCCESSFULLY completed any of the following qualifications? YesNo  
(If No, go to 12 Employment section)

2. If Yes, tick ANY applicable boxes

- Bachelor's degree or higher degree  
 Advanced diploma or associate degree  
 Diploma (or Associate Diploma)  
 Certificate IV (or advanced certificate / technician)  
 Certificate III (or trade certificate)  
 Certificate II  
 Certificate I  
 Certificates other than the above

Name of Qualification	Year completed	Name of training or academic organisation

\*\*Please complete Authority and Release – Previous Qualifications \*\*



## 12 Employment

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)
- Other

## 13 Reason for Study

Of the following categories, which BEST describes your main reason for undertaking this course?

- To get a job
- To develop my existing business
- To start my own business
- To try for a different career
- 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
- Other reasons, please specify \_\_\_\_\_

## 14 Unique Student Identifier

If you already have a Unique Student Identifier (USI), please provide this USI at section 3 in this enrolment application.

If you would like us (AIBT-I) 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/Pages/Privacy-Notice.aspx>.

I authorise Australia Institute of Business & Technology Pty Ltd (AIBT-I) 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/Pages/Privacy-Notice.aspx>.

Please note that in accordance with section 11 of the *Student Identifiers Act 2014*, AIBT-I will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application, or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.



## 15 Declaration

In signing or emailing this form I acknowledge and declare that:

1. I am over the age of 18 years.
2. If I am under 18 years of age, my parent(s) or guardian(s) have signed permission for this enrolment and have arranged/will arrange for my accommodation, support and welfare arrangements, whilst studying in Australia until I turn 18 years of age.
3. I have read, understood and completed all questions and details on the enrolment form.
4. I agree that the information provided in the enrolment form is to the best of my knowledge true, correct and complete at the time of my enrolment (including information provided to assess my eligibility).
5. I agree that arrangements have been made to pay all fees and charges applicable to this enrolment.
6. I have read, understand and agree to follow the Information, Rules, Regulations, Policies and Procedures located in the Important Enrolment Information.
7. I agree that my participation in this course/s is subject to the right of AIBT-I to cancel or amalgamate courses or classes. I agree to abide by all rules and regulations of AIBT-I.
8. I confirm I have been informed about the training, assessment and support services to be provided and about my rights and obligations as a student at AIBT-I.
9. I authorise AIBT-I or its agent, in the event of illness or accident during any AIBT-I organised activity, and where emergency contact or next of kin cannot be contacted within reasonable time, to seek ambulance, medical or surgical treatment at my cost.
10. I agree that my academic results will be withheld until my debt is fully paid and any property belonging to AIBT-I has been returned.
11. I am responsible for keeping a copy of this document and any receipts for payment of tuition or non-tuition fees.

Signature \_\_\_\_\_

Name (please print) \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ (DD/MM/YYYY)

### \*\*Authority and Release – Previous Qualifications \*\*

I \_\_\_\_\_ hereby authorise Australia Institute of Business & Technology Pty Ltd (AIBT-I) to contact \_\_\_\_\_ (**name of training/academic organisation**) listed in this enrolment form, where I have obtained previous qualifications and I authorise \_\_\_\_\_ (**name of training/academic organisation**) to release any details relating to these previous qualifications to AIBT-I.

Signature \_\_\_\_\_

Name (please print) \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ (DD/MM/YYYY)

Please complete if qualifications obtained at more than one (1) training/academic organisation

Qualification	Year Completed	Name of training/academic organisation



### Consent - Under 18 years of age

I/We \_\_\_\_\_ consent to \_\_\_\_\_

**Name of Parent(s) or Guardian(s)**

**Name of student**

enrolling in the course outlined in this enrolment form and I/we understand and agree that because \_\_\_\_\_ is under the age of 18 years of age that I/we are required to organise appropriate accommodation, support and welfare arrangements for \_\_\_\_\_ whilst he/she is studying in Australia and until he/she turns 18 years of age.

Signatures \_\_\_\_\_

**Parent(s) or Guardian(s)**

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ (DD/MM/YYYY)

### Important Enrolment Information

As an RTO and CRICOS provider, AIBT-I is required to provide you with the following information:

#### Important

It is a mandatory requirement for students to complete a Pre-Enrolment Form prior to enrolling in our courses to ensure students have a full understanding of the structure of the course.

During this process, consultation will be provided with all the relevant course information to help guide you into making a formal decision that which will reflect your existing skills and competencies and meet your needs.

If you have not reviewed the relevant information about the course, or do not understand the requirements of the course, you should not submit this form until you have done so. Information on the training services provided by AIBT-I is available on our website. If you have any questions about this form or courses, please contact AIBT-I by telephone or via email.

#### Assessment

To complete the course, you are required to successfully complete all required assessments and attend course classes, as required. Assessments of units will be conducted at various times throughout the course and will include both theoretical and practical components. Additional assessment processes will be explained to you during the course or can be provided to you by AIBT-I. Should you have any additional questions regarding the assessment process or have any concerns please telephone or email AIBT-I.

Please note that if you require AIBT-I to consider RPL, please speak to AIBT-I prior to enrolment.

#### Support Services and Special Needs

AIBT-I will take all reasonable steps to ensure it supports you throughout the training/assessment process. If at any point throughout your course you require assistance or support, please discuss these needs with your Trainer in the first instance. If you have any special needs, including language, literacy, numeracy, mobility, visual impairment or hearing, or any other disability that could limit your ability to undertake or complete the course, please notify AIBT-I prior to enrolment to allow us to cater for your needs.



If you do not tell us of any condition that may affect your learning, we will not be able to assist you, and this may impact on your ability to complete the course.

### **Your Rights**

AIBT-I wants to ensure your time spent with us is both beneficial and enjoyable. If at any point you feel bullied, harassed or discriminated against, please notify AIBT-I Student Support Services immediately. If you feel you need to make a complaint about any aspect of the course in which you are enrolled, including training/assessment you may do so directly with your Trainer or the Head of School, in which you are enrolled.

If you wish to lodge a formal complaint or appeal a decision made by AIBT-I, it should be lodged in writing in accordance with AIBT-I's Complaints and Appeals Policy and Procedure, which can be found at <https://aibtglobal.edu.au/support/complaint/>

This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.

### **Media Releases**

At times during the course, staff/contractors of AIBT-I may take photos/video for use in promotional activity. These photos/videos will remain the property of AIBT-I and will not be sold to any third party. Some of the media may be used by AIBT-I for promotional editorials and other marketing materials in public and professional publications and other such media. By signing this form, you acknowledge your acceptance in participating in such activities.

Should you wish to view or purchase copies of any such photo/video outside the normal distribution, this request should be made in writing to the Head of Enrolment of your course.

### **Rules and Regulations**

To graduate from your enrolled course, you must be able to fulfil the following obligations:

- demonstrate to the trainer and assessor through attendance and assessment, both formal training, theory and practical assessment that academic and professional skills have been obtained to a satisfactory level;
- satisfy all academic, administrative and financial obligations to AIBT-I.

You must promptly notify AIBT-I of any change of name, address and contact details within 7 days of this change. You must notify the Head of School of the course in which you are enrolled of anything that may stop you from completing the course.

You may be suspended or expelled from AIBT-I, where it has been found that you have:

- breached the Student Conduct Rules
- failed to uphold or maintain any of the AIBT-I's Student Policies and Procedures;
- not complied with your student visa conditions, including but not limited to, unsatisfactory course attendances;
- engaged in bullying, harassing or discriminatory behaviour towards other students or staff of AIBT-I;
- posted comments on social media that may be defamatory to other students, AIBT-I or its staff;
- serious misconduct, including criminal behaviour or breaching Australian laws.

## TERMS AND CONDITIONS

The information you provide to AIBT-I will remain private and confidential under the requirements of the Privacy Act 1988 (Cth). Your personal details will be used for the purpose of processing your enrolment and facilitating training and assessment services and student support to you. Our Privacy Policy can be found here: <https://aibtglobal.edu.au/privacy-policy/>

Your personal information will not be released by AIBT-I unless required by law or approval is first provided by you. Your information will never be sold to a third party. However, your information may be provided to a third-party provider who has entered into a legally binding agreement with AIBT-I to provide services to either you or AIBT-I and who agrees in writing to keep your personal information confidential except as required by law.

Your personal information will be collected and used for the purpose of collection of data for statistical information under the requirements of the Data Provision Requirements 2012 (Cth).

AIBT-I will retain a record of this Full Letter of Offer or any other agreements, receipts of payments for a period of at least two (2) years after you cease to be a student of AIBT-I.

This agreement is governed by the laws of the state of Queensland, Australia.

This document constitutes a written agreement for the purposes of Standard 3 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018).

## TPS TUITION PROTECTION FEES

(TPS) is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study. More detail is available in <https://tps.gov.au/Home>

## COMPLAINTS AND APPEALS

All complaints in relation to enrolment processes, or any other matters relating to AIBT-I should be lodged in writing and addressed to the Manager, Student Support Services [studentsupport@aibtglobal.edu.au](mailto:studentsupport@aibtglobal.edu.au).

Please refer to the Complaints and Appeals Policy for the process to be followed.

The form to lodge a formal complaint are located at:  
<https://aibtglobal.edu.au/support/complaint/>

This written agreement, and the right to make complaints and seek appeals of decision and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.



## REFUND POLICY

### Section 1 General Notes

This policy applies to international students in Australia Institute of Business & Technology - International Pty Ltd (AIBT-I, RTO: 45169 | CRICOS: 03610E).

Application for a refund must be made in writing, accompanied by relevant supporting documentation and clearly stating the reason for the cancellation.

Please note that handling, registration and administration fees already paid by the student to are strictly non-refundable.

Students will receive a full refund of tuition fees paid, if the course qualification is cancelled before the student commences.

Please be aware that all refunds will be in **Australian dollars (AUD) only** and will be subject to the currency exchange rate at the time of the refund. The transaction fees charged by financial institution will be deducted from the refund amount.

### Section 2 Policy Details

#### **2.1 Where a Confirmation of Enrolment (CoE) has not been issued or an CoE has been issued, but Visa application is not yet submitted to Government authorities:**

- the refund will be 100% of the total tuition fee deposit paid, less any non-refundable components mentioned above.

*Note: Student must provide the following documents when applying for a refund:*

1. [Refund Application Form](#)
2. Confirmation letter from Department of Home Affairs (DoHA) (you will need to submit the [Form 1359 – Request for International Movement Records](#) to [request.movement@homeaffairs.gov.au](mailto:request.movement@homeaffairs.gov.au), please contact your agent for assistance)
3. A copy of the Telegraphic Transfer (TT) receipt for the deposit payment made
4. A copy of your passport page which contains your official full name and signature

#### **2.2 Where a Visa application has been submitted to Government authorities, but is still in progress:**

##### **2.2 (a)**

- If the refund request is received more than fourteen (14) days before the course class commencement date, stated on the CoE, the refund will be 80% of the total tuition fee deposit paid.
- if less than fourteen (14) days' notice is given for a refund, no refund is given.

*Note: Students must provide the following documents when applying for a refund:*

1. [Refund Application Form](#)
2. Confirmation letter from Department of Home Affairs (DoHA) (you will need to submit the [Form 1446 – Withdrawal of a Visa Application](#), please contact your agent for assistance)
3. A copy of the Telegraphic Transfer (TT) receipt for the deposit payment made
4. A copy of your passport page which contains your official full name and signature



### 2.3 Where a Visa application is **refused** by Government authorities:

- the refund will be 100% of the total tuition fee deposit paid, less any non-refundable components mentioned above

*Note: Student must provide the following documents when applying for a refund:*

1. [Refund Application Form](#)
2. Refuse Letter from Department of Home Affairs
3. A copy of the Telegraphic Transfer (TT) receipt for the deposit payment made
4. A copy of your passport page contains your official full name and signature

### 2.4 Where a Visa has been granted to a student, but the course has not yet commenced (commencement date as per the CoE)

- and the refund request is received more than fourteen (14) days before the start date, as stated on the Confirmation of Enrolment (CoE), of the earliest course qualification in the course qualification package, which can consist of more than one (1) course qualification, the refund will be 20% of the total tuition fee deposit paid.
- if less than fourteen (14) days' notice is given for a refund, no refund is given.

*Note: Please contact Student Support at [studentsupport@aibtglobal.edu.au](mailto:studentsupport@aibtglobal.edu.au) for assistance*

### 2.5 Where a CoE is **not** required by a student:

- the refund request must be received more than seven (7) days before the commencement date of the course, stated on the Full Letter of Offer. In which case the refund will be 80% of the total tuition fee deposit paid.
- if less than seven (7) days' notice is given for a refund, no refund is given.

## **Section 3 Exceptions**

**3.1** If withdrawal is due to compassionate grounds or compelling reasons beyond the student's control, the refund request must include supporting documentation.

Such reasons are listed below:

- In the case of serious illness – verified by a medical certificate
- Family or personal tragedy
- Acts of God
- Acts of Government authorities, for example where the student is prevented from commencing studies in the agreed course of study.

**3.2** In rare cases where a student's visa application is deemed to be connected to fraudulent activities (e.g. Non-genuine documentation supplied, PIC 4020) the student has two options:

- withdraw their enrolment, in which case, the refund will be 80% of the total tuition fee deposit paid less any non-refundable components mentioned above.
- wait for the Government authorities' final decision on the case, if a rejection decision has been given, due to fraud, no refund will be provided.

We will endeavour to finalise a refund within 4-6 weeks following approval of the refund request,



and after any applicable third-party payments (e.g. OSHC) have been finalised.

If the student wishes to make a complaint or lodge an appeal against a refund decision, they are to follow the Student Complaints and Appeals Policy and Procedure, which can be found at: <https://aibtglobal.edu.au/wp-content/uploads/2019/01/Complaints-and-Appeals-Policy.pdf>

NOTE 1: This refund policy, and the availability of complaints and appeals procedure, does not remove the right to take action under Australia's consumer protection laws. AIBT-I's dispute resolution processes do not circumscribe the student's rights to pursue other legal remedies.