

STUDENT APPLICATION FORM (INTERNATIONAL) – Higher Education

(Applicant shall be 18 years of age as of course commencement date)

PERSONAL DETAILS

Title	☐ Mr ☐ Miss ☐ Ms ☐ Other _____		
Legal First Name		Legal Last Name (Surname)	
Gender	☐ Male ☐ Female	Date of Birth	DD / MM / YYYY

CONTACT DETAILS

Building / Property Name		Flat / Unit Number	
Street Number		Street Name	
Suburb / Town		State	
Country		Post Code	
Mobile		Phone	
E-mail			

IN CASE OF EMERGENCY

Name			
Relationship			
Street Number		Street Name	
Suburb		State	
Country		Post Code	
Mobile		Phone	
E-mail			

NATIONALITY / CITIZENSHIP DETAILS

HOW DID YOU HEAR ABOUT VIT?

Nationality (as indicated on passport):	☐ Friend	☐ Education Agent
Country of Birth:	☐ Advertisement	☐ Website
Passport Number:	☐ Student Referral: Student ID: _____ Referral Code: _____	
Expiry Date of Passport:	☐ Other (please specify):	

COURSE/S & CAMPUS YOU WISH TO STUDY AT VIT (Enrolment Fee of \$200 applies. Enrolment Fee is non-refundable)

Choose Campus Location: ☐ Melbourne ☐ Geelong ☐ Sydney ☐ Adelaide
Bachelor of Information Technology & Systems (CRICOS Course Code: 085576A; Course Duration: 156 weeks) Please select your preferred specialisation: ☐ Networking ☐ Application Development ☐ Cyber Security ☐ Analytics & Intelligent Systems ☐ Not decided yet
Master of Information Technology and Systems (CRICOS Course Code: 114822C; Course Duration: 104 weeks) Please select your preferred specialisation: ☐ Software Engineering ☐ Business Analytics ☐ Cyber Security ☐ Information Systems ☐ Not decided yet
☐ Graduate Diploma of Business Administration (CRICOS Course Code: 114581D; Course Duration: 52 weeks)
Master of Business Administration (CRICOS Course Code: 114579J; Course Duration: 104 weeks) Please select your preferred specialisation: ☐ Finance ☐ Information Systems ☐ Leadership and Management ☐ Tourism and Hospitality Management <i>Please note that while we try and accommodate all requests, the availability of subjects and numbers of students wanting to do a subject may affect the ability to complete a specialisation.</i>
Preferred Course Start Date DD / MM / YYYY

RPL / CREDIT TRANSFER

Do you want to apply for any RPL or Credit Transfer? ☐ No ☐ Yes
(If Yes, Student to complete the "Credit Transfer Application Form")
*RPL – Recognised Prior Learning

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 ☐ Couple ☐ 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.

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 an English language speaking country, equivalent to an Australian Year 12 qualification or above (attach evidence)

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 ☐ Employed - Unpaid Worker in a Family Business ☐ Unemployed - Seeking Full-time Work

☐ Unemployed - Seeking Part-time Work ☐ 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)

Enrolment Fee (application fee) is not refundable under any circumstances.

1. Refund due to Student Default

1.1 Visa Refusal:

a. If the student 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.

- 5% of the amount of course fees received by the provider in respect of the student before the default date
- 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, the 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)

- If written notice of withdrawal is received from a student more than 60 days prior to the initial course commencement, total tuition fee less AU \$500.00 is refundable. Non tuition fee is not refundable.
- 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 is refundable. Non tuition fee is not refundable.
- 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.
- If students defer their course commencement date and then apply for a refund, no refund will be issued.

1.3 Post commencement (other than visa refusal)

Under the 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 student's 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 Refusal of enrolment

No refund will be issued to students if VIT cancels a student's enrolment in the following circumstances:

- VIT withdraws a student's offer or cancels a student's enrolment due to the provision of incorrect, forged or fraudulent information in an application for admission, either before or after course commencement when it is determined that the student has submitted fraudulent documents or incorrect information based on which the student was enrolled into the course(s).
- VIT cancels a student's enrolment or expels a student from VIT under the Academic Integrity Policy and Procedure.
- VIT cancels a student's enrolment due to unsatisfactory course progress under the Monitoring Course Progress Policy and Procedure.
- VIT cancels a student's enrolment because the student fails to meet any enrolment condition and the student has not made a reasonable attempt to satisfy it.

No refund will be issued to students if students opt to withdraw from a course of study after an allegation is made in writing against students for the provision of incorrect, forged or fraudulent information in an application for admission, no matter early students lodged the withdrawal application before the commencement of the course. VIT reserves right to cancel without any refund if the applicant/student is unable to provide evidence to prove

that the alleged document is genuine within 14 calendar days from the allegation is made.

1.5 If there is no written refund agreement

If VIT didn't enter into a written refund agreement with the 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

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

In the case of a Provider Default, VIT will discharge its obligation to the students within 14 days from the day of the default. The student will be given the following options to choose from:

- Receive a refund of tuition fees for the weeks in the 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.

If VIT fails to discharge its obligations (fails to provide a refund or place students in an alternative course), the Tuition Protection Service will be responsible for placing students in a suitable alternative course or refund the unspent tuition fees. More information on the Tuition Protection Service is available on www.tps.gov.au website.

3. Refund of OSHC, Airport Pickup and Accommodation charges

- If the student's 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, they will be required to apply to the OSHC provider directly for reimbursement of amount paid.
- If the student's refund application has been approved prior to course commencement, VIT will refund any amount, which has not been paid to the accommodation provider, Accommodation Placement Fee and Airport Pickup. In other circumstances, where the money has been paid, 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 a 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.

APPLICANT'S DECLARATION and SIGNATURE

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 and other policies that are published on the VIT's website and in the Student Handbook.
3. I understand that VIT reserves the right to discontinue or alter any course, subject, fee, admission requirement, staffing or other arrangement without prior notice. VIT reserves the right to cancel or not offer a course. If any course is cancelled or not offered VIT will refund all tuition fees in accordance with VIT's refund policy. 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, VIT authorized credit collectors and, where required, by the law. This information includes personal and contact details, course enrolment details and changes, academic information and the circumstance of any suspected breach of the student visa conditions.
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.

Applicant's Signature _____

Parent's / Legal Guardian's Signature _____

(This declaration must be signed by a Parent or Legal Guardian if the applicant is under 18 years of age at the time of application.)

Date: _____

Date: _____

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Managed By: GM Marketing/Admissions		Authorized By: CEO	Page 4 of 5
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APPLICANT'S CHECK LIST (TICK ALL THAT YOU HAVE COMPLETED)		AGENT'S DECLARATION AND DETAILS (If Applicable)	
☐ All details in the application form are filled in 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 have a valid Australian Visa) ☐ Australian Year 12 equivalent with mathematics specialisation ☐ Proof of English ☐ Any other Academic documents Certificates/Transcripts/Statements (if any) ☐ Work Experience Letters ☐ Release Letter if required		☐ I have assessed the applicant as a Genuine Temporary Entrant and a Genuine Student as defined by the Australian Department of Home Affairs (known as Department of Immigration and Border Protection). ☐ The applicant is genuine in making this application and has every intention of completing all courses listed in the application and has 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 Agent Stamp _____ Date	
PLEASE SUBMIT YOUR APPLICATION TO:		VIT (VICTORIAN INSTITUTE OF TECHNOLOGY) Level 14, 123 Queen St, Melbourne, Victoria 3000, Australia EMAIL: admissions@vit.edu.au	