

Please complete this form and return it to the **International Technical Institute** via email at Admissions@iti.edu.au
Make sure you read and sign the declaration and attach all the required supporting document to process your application.

PERSONAL DETAILS

 Onshore Student
 Offshore student

ENTER YOUR FULL NAME (The personal details you enter must match those shown on your passport and Drivers licence)

I only have a Single Name (Write it in the "Family Name" Section)

Family name (surname)	
First given name	
Second given name (middle)	

ENTER YOUR DATE OF BIRTH

DD	MM	YYYY
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GENDER (Tick ONE box only): Male Female Other

ENTER YOUR CONTACT DETAILS

Home phone		Work phone	
Mobile		Email Address	

ENTER YOUR PERMANENT ADDRESS

Please provide the physical address where you usually reside permanently. (Do not provide PO box or temporary address)

Building/property name			
Flat/unit No		Street number	
Street name		Suburb	
State/territory		Postcode	

ENTER YOUR POSTAL ADDRESS (IF DIFFERENT FROM ABOVE)

Flat/unit No			
Street name		Street number	
State/territory		Suburb	

EMERGENCY CONTACT DETAILS

Full Name		Relationship	
Mobile		Email	

LANGUAGE AND CULTURAL DIVERSITY

WHERE WERE YOU BORN?

Australia <input type="checkbox"/> 1101	Yes, other – please specify:
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DO YOU SPEAK A LANGUAGE OTHER THAN ENGLISH AT HOME?

No, English only <input type="checkbox"/> 1201	Yes, Other – please specify:
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ARE YOU OF ABORIGINAL OR TORRES STRAIT ISLANDER ORIGIN?

<input type="checkbox"/> No	<input type="checkbox"/> Yes, Aboriginal	<input type="checkbox"/> Yes, Torres Strait Islander	<input type="checkbox"/> Yes, Aboriginal and Torres Strait Islander
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DISABILITY

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

No <input type="checkbox"/>	Yes, <input type="checkbox"/> please provide details in the next section
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If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

(You may indicate more than one area) Please refer to the Disability supplement for an explanation of the following disabilities.

Hearing/deaf	<input type="checkbox"/> 11	Acquired brain impairment	<input type="checkbox"/> 16
Physical	<input type="checkbox"/> 12	Vision	<input type="checkbox"/> 17
Intellectual	<input type="checkbox"/> 13	Medical condition	<input type="checkbox"/> 18
Learning	<input type="checkbox"/> 14	Other	<input type="checkbox"/> 19
Mental illness	<input type="checkbox"/> 15		

SCHOOLING

WHAT IS YOUR HIGHEST COMPLETED SCHOOL LEVEL? (TICK ONE BOX ONLY)

If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have completed and not the level you are currently undertaking.

For example, if you are currently in Year 10 the Highest school level completed is Year 9

Year 12 or equivalent	<input type="checkbox"/> 12	Year 9 or equivalent	<input type="checkbox"/> 09
Year 11 or equivalent	<input type="checkbox"/> 11	Year 8 or below	<input type="checkbox"/> 08
Year 10 or equivalent	<input type="checkbox"/> 10	Never attended school	<input type="checkbox"/> 02

ARE YOU STILL ENROLLED IN SECONDARY OR SENIOR SECONDARY EDUCATION?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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PREVIOUS QUALIFICATIONS

HAVE YOU SUCCESSFULLY COMPLETED ANY OF THE QUALIFICATIONS LISTED BELOW?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If YES, tick ANY applicable boxes.

Bachelor's degree or higher degree	<input type="checkbox"/> 008
Advanced diploma or associate degree	<input type="checkbox"/> 410
Diploma (or associate diploma)	<input type="checkbox"/> 420
Certificate IV (or advanced certificate/technician)	<input type="checkbox"/> 511
Certificate III (or trade certificate)	<input type="checkbox"/> 514
Certificate II	<input type="checkbox"/> 521
Certificate I	<input type="checkbox"/> 524
Other education (including certificates or overseas qualifications not listed above)	<input type="checkbox"/> 990

EMPLOYEMENT

OF THE FOLLOWING CATEGORIES, WHICH BEST DESCRIBES YOUR CURRENT EMPLOYMENT STATUS? (TICK ONE BOX ONLY)

Full-time employee	<input type="checkbox"/> 01
Part-time employee	<input type="checkbox"/> 02
Self-employed – not employing others	<input type="checkbox"/> 03
Self-employed – employing others	<input type="checkbox"/> 04
Employed – unpaid worker in a family business	<input type="checkbox"/> 05
Unemployed – seeking full-time work	<input type="checkbox"/> 06
Unemployed – seeking part-time work	<input type="checkbox"/> 07
Not employed – not seeking employment	<input type="checkbox"/> 08

STUDY REASON

OF THE FOLLOWING CATEGORIES, SELECT THE ONE WHICH BEST DESCRIBES THE MAIN REASON YOU ARE UNDERTAKING THIS COURSE/ TRAINEESHIP /APPRENTICESHIP (TICK ONE BOX ONLY)

To get a job	<input type="checkbox"/> 01
To develop my existing business	<input type="checkbox"/> 02
To start my own business	<input type="checkbox"/> 03
To try for a different career	<input type="checkbox"/> 04
To get a better job or promotion	<input type="checkbox"/> 05
It was a requirement of my job	<input type="checkbox"/> 06
I wanted extra skills for my job	<input type="checkbox"/> 07
To get into another course of study	<input type="checkbox"/> 08
For personal interest or self-development	<input type="checkbox"/> 09
To get skills for community/voluntary work	<input type="checkbox"/> 10
Other reasons	<input type="checkbox"/> 11

Unique Student Identifier

From 1 January 2015, International Technical Institute (ITI) 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). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI, you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi> on computer or mobile device.

ENTER YOUR UNIQUE STUDENT IDENTIFIER (USI) (IF YOU ALREADY HAVE ONE)

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI.

To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/>. Unique Student Identifier (USI)

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USI APPLICATION THROUGH YOUR RTO (IF YOU DO NOT ALREADY HAVE ONE)

Application for Unique Student Identifier (USI)

If you would like ITI 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 <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I [NAME]authorise ITI 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 (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>

Town/City of Birth <i>(please write the name of the Australian or overseas town or city where you were born)</i>	
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ITI will also need to verify your identity to create your USI. Please provide details for one of the forms of identity below.

Please ensure that the name written in 'Personal Details' section is the same as written in the document you provide below.

AUSTRALIAN DRIVER'S LICENCE

State:		Licence Number:	
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MEDICARE CARD

Medicare Card No:		Individual reference number	
Card color	<input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Blue	Expiry date	

AUSTRALIAN BIRTH CERTIFICATE:

Document No		State/Territory	
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PASSPORT DETAILS:

Country of Passport		Passport Number:	
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In accordance with section 11 of the *Student Identifiers Act 2014*, ITI 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.

PROPOSED COURSE DETAILS

VOCATIONAL EDUCATION COURSE(S): PLEASE TICK THE COURSE YOU WISH TO ENROL IN:

CRICOS Code	Course code and Name	Duration	Please tick	Preferred Intake
107875D	CPC30220 Certificate III in Carpentry	52 Weeks	<input type="checkbox"/>	MM/YYYY
107876C	CPC30620 Certificate III in Painting and Decoration	52 Weeks	<input type="checkbox"/>	MM/YYYY
107877B	CPC50220 Diploma of Building & Construction (Building)	52 Weeks	<input type="checkbox"/>	MM/YYYY
119765M	CPC31320 Certificate III in Wall and Floor Tiling	52 Weeks	<input type="checkbox"/>	MM/YYYY
117309G	CPC40120 Certificate IV in Building and Construction	44 Weeks	<input type="checkbox"/>	MM/YYYY
118247H	MSF30322 Certificate III in Cabinet Making and Timber Technology	52 Weeks	<input type="checkbox"/>	MM/YYYY

HEALTH COVER

DO YOU REQUIRE ITI TO OBTAIN OVERSEAS STUDENT HEALTH COVER ON YOUR BEHALF? (PLEASE SELECT)

Single Membership – covers the student only. Couple Membership – covers the student and his/her spouse/partner as listed on the student's visa as dependent. Family Membership – covers the student and their dependents (such as their spouse/partner and any dependent children)

<input type="checkbox"/> Yes	<input type="checkbox"/> Single	<input type="checkbox"/> Couple	<input type="checkbox"/> Family
<input type="checkbox"/> No	<input type="checkbox"/> Already have	Provider:	Expiry Date: DD/MM/YYYY

CREDITS/RPL

DO YOU WISH TO APPLY FOR RECOGNITION OF PRIOR LEARNING (RPL)?

<input type="checkbox"/> No	<input type="checkbox"/> Yes, please complete the RPL application form and provide supporting documents.
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DO YOU WISH TO APPLY FOR CREDIT TRANSFER?

<input type="checkbox"/> No	<input type="checkbox"/> Yes, please complete the Credit Transfer application form and provide supporting documents.
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AGENT DETAILS

AGENT/AGENCY DETAILS:

Agency Name:	
Agent staff member name:	
Contact Details:	

DOCUMENT CHECKLIST

PLEASE MAKE SURE THE FOLLOWING ARE ATTACHED (IF APPLICABLE), DOCUMENTS WHICH ARE NOT IN ENGLISH MUST TRANSLATED IN ENGLISH

Certified Passport biodata page(s)	<input type="checkbox"/>
Copy of Overseas or Australian qualification and transcripts (as applicable)	<input type="checkbox"/>
Certified English Language Evidence (IELTS or another equivalent test)	<input type="checkbox"/>
Certified copy of year 12 certificate	<input type="checkbox"/>
Related work experience (if any)	<input type="checkbox"/>
Copy of current Australian Visa (if applicable)	<input type="checkbox"/>
Course codes or unit outline/syllabus if you are applying for exemptions (credit transfer) or Statement of attainment. (Students must apply within 28 days of their enrolment)	<input type="checkbox"/>
For offshore applicants: A GTE - Statement of Purpose explaining the reason to studying the course, relevance to previous study / Work experience and Future goals, reason for choosing ITI for study and study in Australia rather than home country.	<input type="checkbox"/>

DO YOU REQUIRE ANY LANGUAGE, LITERACY, OR NUMERACY ASSISTANCE?

NO <input type="checkbox"/>	YES <input type="checkbox"/> Please explain:
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Please note that in the absence of any of the above documents, application may be deemed as invalid or can amount in a conditional offer letter. Provide complete application to avoid any delays.

I, _____ (Agent / Applicant) hereby declare that I have checked the validity of above documents and information provided herewith, as true to the best of my knowledge. I understand that any inaccurate or misleading information can lead to delay / rejection of the application and cancellation of enrolment in the event of any offer / COE issuance.

Signature:		Date:	
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Terms and Conditions

PAYMENT OF FEES:

- Fees cannot be accepted by potential students unless they have signed a written agreement with ITI.
- Students must pay the overseas student health cover (where applicable), enrolment & admin fee and material fees in full before the course commencement.
- Students will be required to pay for the remaining of the tuition fee 1 week before the start of the next study period. Please refer to your letter of offer regarding your payment schedule according to the study period of the course/s you have enrolled.
- Payments can be made in the form of bank transfer or EFTPOS.

Please write your name and student ID in description while making payments.

Bank Name	ANZ Bank	Account Name	GIPPSLAND TRADE INSTITUTE
BSB Number	017010	Account No	327 437 095
SWIFT Code	ANZBAU3M		

Payment via bank deposit should be forwarded to accounts@iti.edu.au

- Students will not be issued a Qualification or Statement of Attainment while fees are still outstanding.
- ITI reserves the right to cancel any course prior to the commencement date of the course or during the course, should it deem it necessary.
- For fees / payment schedule, please refer to "Payment of Fees" in the offer letter.
- ITI reserves the right to accept or reject any application for enrolment at its discretion.

GENERAL REFUND POLICY

- If the student is refused a visa offshore, ITI will provide a refund of all fees paid excluding the non-refundable enrolment fee and agent's commission.
- If the student is refused a visa while onshore after the initial visa grant, ITI will provide a refund of unused tuition fees as follows: The refund amount = weekly tuition fee × weeks in default period.
- If the seats on the course are full or the course is cancelled, a full refund of fees will be made without the non-refundable part of the enrolment fee.
- No refunds apply after the visa is granted for a course or a package of courses offered by ITI (except in the event of applicant's demise)
- OHSC Refunds will be given according to health cover provider policies.
- All refunds will be paid within 28 working days.

REFUND OF STUDENT TUITION FEES MAY BE GIVEN IN THE FOLLOWING CIRCUMSTANCES:

- If the enrolment is withdrawn more than 28 days prior to the agreed starting day, all fees paid excluding the non-refundable enrolment fee and agent's commission.
- If the enrolment is withdrawn less than 28 days prior to the agreed starting day, 50% of the fees paid excluding enrolment fee and agent's commission shall be retained by ITI.
- No refunds will be given after your studies have commenced.
- If an onshore student's visa is not granted, but the student has commenced the course, only the unused portion of tuition fee for the terms not enrolled will be refunded. If the student chooses to go for AAT appeal and complete the course COE in the time frame, no refunds apply. In this case, any refund request will apply to the prepaid unused tuition fee for following terms (not commenced till date of refund request).
- If student requests for release after the visa grant and obtain an approved withdrawal from course, no refunds apply.
- For a refund of tuition fees, you must give written request by filling a form in person. No email requests will be accepted.
- Any changes to management structure or name of institution or campus location, change of fee structures, change of mind, does not constitute towards a reason for refund. Any such requests will be refused.
- All approved refunds are made payable to and sent to student or to the account of the legally authorised and duly consented by the student in Australian dollars in order to maintain transparency in transaction(s).

AUTHORIZATION TO ARRANGE MEDICAL TREATMENT

- The student agrees to authorize ITI to call for medical treatment in emergency circumstances where ITI staff deems it necessary. ITI will not be held liable for any expense, loss or damage for such medical intervention. Students are liable for their own OSHC cover maintenance for this purpose.

COMPLAINTS & APPEALS

- If you have any problems or concerns with the college during your studies, you need to follow Complaints and Appeals Procedure as described in the student handbook
- If you are still not satisfied you have the right to appeal to Overseas Students Ombudsman (www.oso.gov.au), an independent external party and advise the institute within a stipulated timeframe.

COURSE CANCELLATION BY ITI - PROVIDER DEFAULT

- If ITI is unable to provide any courses on the agreed starting date, students will be offered a refund of the unused portion of all pre-paid tuition fees. Alternatively, students may be offered enrolment in alternative courses of ITI at no extra administrative cost.
- Refunds due to provider default will be paid within 14 working days & as per the Tuition Protection Services (TPS) guidelines Changing Courses.
- If you are thinking about changing your course of study to a lower level AQF course would be a breach of visa conditions and might result in the Student Visa being cancelled.
- To change to a lower level AQF course you must apply to DHA of a new visa and to be granted a new visa before changing.

TRANSFER OF PROVIDER (ISSUE OF A RELEASE LETTER APPROVING THE TRANSFER)

- Release cannot be provided prior to completion of 6 months of the principal course & will not be issued in case any due tuition fee is unpaid.
- The requests for the same will be considered in accordance with the Transfer of Provider and Release policy.

COURSE PROGRESSION AND ATTENDANCE

- Regular attendance is a requirement for all students. International students must attend a minimum of 80% of classes for the duration of their course.
- If students fail to meet this requirement their enrolment with ITI will be cancelled and the student will be reported to DHA and their visa may be cancelled.
- If students do not make satisfactory course progress (more than 50%) they will have to attend counselling with Student Support.
- If the student fails to meet the progress subsequently, they will be reported to DHA and their visa may be cancelled.
- More details please see ITI Monitoring Attendance and Course Progress Policy and Procedures.

DISCLAIMER

- ITI accepts no liability for any unexpected interruption in services through events such as electrical failure, floods and similar natural disaster which cause cancellation of classes. Fee refunds will not be provided for classes missed due to such events.

LIVING COSTS AND FINANCIAL AVAILABILITY

- Please access our International Student Information Kit as a guide to living costs and tuition fees and all policies including our Refund policy.
- Applicant note that the transfer between providers is the National Code standard 7 applies.
- Understand the costs associated with studying in Australia and associated financial policies (fee, refund, transfer etc.) of ITI & confirm that you have enough financials to cover the same. (Including tuition / related fees*, living expenses, overseas student health cover and return airfares etc.)

Privacy statement

WHY WE COLLECT YOUR PERSONAL INFORMATION

- As a registered training organisation, International Technical Institute collects your personal information so we can process and manage your enrolment on a vocational education and training (VET) course with us.

HOW WE USE YOUR PERSONAL INFORMATION

- We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO

HOW WE DISCLOSE YOUR PERSONAL INFORMATION

- We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.
- We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

HOW THE NCVER AND OTHER BODIES HANDLE YOUR PERSONAL INFORMATION

- The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.
- The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:
 - administration of VET, including program administration, regulation, monitoring and evaluation
 - facilitation of statistics and research relating to education, including surveys and data linkage
 - understanding how the VET market operates, for policy, workforce planning and consumer information.
- The NCVER may also disclose personal information to people engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients
- For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy
- If you would like to seek access to or correct your information, in the first instance, please contact your ITI using the contact details listed below.
- DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

SURVEYS

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information: admissions@iti.edu.au

At any time, you may contact ITI to:

- Request access to your personal information
- Correct your personal information
- Make a complaint about how your personal information has been handled
- Ask a question about this privacy notice

Declaration

STUDENT DECLARATION

By signing and submitting this 'Student Application for Enrolment' the applicant acknowledges

- I declare that the information submitted with this application is true and complete.
- I acknowledge that failure to provide any document or disclose my academic record may result in ITI revoking an offer or terminating my studies at any stage.
- I authorise ITI to seek verification of my academic and professional qualifications, and work experience. I understand that ITI reserves the right to inform other tertiary institutions and regulatory agencies and right to cancel the enrolment if any of the material presented to support my application is found to be false.
- I understand that at the time of enrolment I will be required to supply originals of all documents used to support this application.
- I acknowledge that ITI reserves the right to alter any course, subject, admission requirement or fee without prior notice.
- I understand that the personal information I have provided may be released to government agencies as required by law.
- I understand further that it may be disclosed to third parties for the purpose of this application. I also undertake to update about any address / contact detail change within 5 working days in writing to the college.
- I acknowledge that I have read and understand the description of the courses(s) that I am applying for on ITI's website.
- I agree to pay the applicable tuition fees prior to COE Issuance, term commencement and subsequent instalments of nominated studies set out on the letter of offer and I agree to be personally liable to the debt arising from fees owing. I understand that ITI may seek the services of external debt collection agencies for the collection purpose. I will be liable to pay for any legal or linked charges for any such agencies.
- I have read and understand ITI's fees and refund policy, and requirements as set out within the Student Handbook.
- I authorised ITI to access the Australian immigration Visa Entitlements Verification Online (VEVO) system at any time to obtain information on my visa status.
- I declare that I am a genuine temporary entrant and genuine student and that I have read and understood conditions relating to requirements outlined on <https://www.homeaffairs.gov.au>
- I am aware of the tuition 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.
- I have read and understand the description of the ESOS framework made available at:
<https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>
- I declare that the information provided in this application and the documentation supporting it is true and complete

I ACKNOWLEDGE AND AGREE TO THE TERMS IN THE STUDENT DECLARATION.

Student Name		Passport NO	
Student Signature		Date	DD/MM/YYYY