

Australian Academy of Higher Learning Pty Ltd 34-38 Steel Street, North Melbourne VIC 3053 Phone: (+61 3)96393525 Email: info@techinstitute.vic.edu.au

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

PERSONAL DETAILS

□ Onshore S	tudent						□ Offshore student
ENTER YOUR FULL I	NAME (The pe	ersonal det	tails you enter m	ust match	those show	ın on y	your passport and Drivers licence)
☐ I only have a Single	Name (Write	it in The "I	amily Name" Se	ection)			
Family name (surn	ame)						
First given name							
Second given nam	e (middle)						
ENTER YOUR DATE	OF BIRTH	DD	MM YYYY	GE	NDER (Tick	ONE	box only): □ Male □ Female □ Other
ENTER YOUR CONT	ACT DETAILS	1					
Home phone					Work pho	ne	
Mobile					Email Add	Iress	
ENTER YOUR PERM	ANENT ADD	DECC					
			usually reside p	ermanent	tly. (Do not i	orovid	e PO box or temporary address)
Building/property		•	<u>, , , , , , , , , , , , , , , , , , , </u>		, \		
Flat/unit No					Street nui	mber	
Street name					Suburb		
State/territory					Postcode		
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ENTER YOUR POSTA	AL ADDRESS	(IF DIFFE	RENT FROM AB	BOVE)			
Flat/unit No							
Street name					Street nui	mber	
State/territory					Suburb		
				<u> </u>			
EMERGENCY CONT	ACT DETAILS						III - Service - Herri
Full Name						Relat	ionship
Mobile				Email			
		LAI	NGUAGE A	ND CU	ILTURAI	L DI	VERSITY
WHERE WERE YOU	BORN?						
Australia		1101			Yes, other	r – ple	ease specify:
DO YOU SPEAK A			THAN ENGLIS	SH AT H		•	
No, English only		1201			Yes, Othe	r – ple	ease specify:
ARE YOU OF ABO	RIGINAL OR	TORRES	STRAIT ISLA	NDER O	RIGIN?		
□ No	☐ Yes, Abo	riginal	☐ Yes, Torre	s Strait Is	slander		☐ Yes, Aboriginal and Torres Strait Islander



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DISABILITY

Do you consider yourself to have	a disability	, impairmen	t or long	-term condition?			
No 🗆				Yes, ☐ please provide details	in the next section		
If you indicated the presence of (You may indicate mo			_	g-term condition, please select to Disability supplement for an explar	· · ·		
Hearing/deaf		□ 11		Acquired brain impairment	□ 16		
Physical		□ 12		Vision	□ 17		
Intellectual		□ 13		Medical condition	□ 18		
Learning		□ 14		Other	□ 19		
Mental illness		□ 15					
			SCHO	OLING			
WHAT IS YOUR HIGHEST COMPLI	TED SCHOO	OL LEVEL? (T	ICK ONE	BOX ONLY)			
If you are currently enrolled in sec completed and not the level you ar For example, if you are currently in	e current <mark>ly u</mark>	ndertaking.			ghest school level you have actually		
Year 12 or equivalent		12		Year 9 or equivalent	<u>09</u>		
Year 11 or equivalent		11		Year 8 or below	□ 08		
Year 10 or equivalent		<u> </u>		Never attended school	<u>02</u>		
ARE YOU STILL ENROLLED IN SEC	ONDARY OF	R SENIOR SE	CONDAR	Y EDUCATION?			
V				N-			
Yes				No			
		PREVIO	US QU	ALIFICATIONS			
HAVE YOU SUCCESSFULLY COMP	LETED ANY	OF THE QUA	LIFICATION	ONS LISTED BELOW?			
Yes				No			
If YES, tick ANY applicable boxe	s.						
Bachelor degree or higher degre	e				□ 008		
Advanced diploma or associate of	□ 410						
Diploma (or associate diploma)	ute at an	□ 420					
Certificate IV (or advanced certif		□ 511					
Certificate III (or trade certificate	e)				□ 514		
Certificate II					□ 521		
Certificate I					□ 524		
Other education (including certi-	□ 990						



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EMPLOYEMENT

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

Full-time employee	□ 01
Part-time employee	□ 02
Self employed – not employing others	□ 03
Self employed – employing others	□ 04
Employed – unpaid worker in a family business	□ 05
Unemployed – seeking full-time work	□ 06
Unemployed – seeking part-time work	□ 07
Not employed – not seeking employment	□ 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	□ 01
To develop my existing business	□ 02
To start my own busi <mark>ness</mark>	□ 03
To try for a different career	□ 04
To get a better job or promotion	□ 05
It was a requirement of my job	□ 06
I wanted extra skills for my job	□ 07
To get into another course of study	□ 08
For personal interest or self-deve <mark>lopment</mark>	□ 09
To get skills for community/voluntary work	□ 10
Other reasons	□ 11

Unique Student Identifier

From 1 January 2015, Technical Institute of Victoria (TIV) 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	'Forg	gotten	USI' li	nk on	the U	SI wel	osite a	t <u>httr</u>	os://v	vww.	usi.gov.au/faqs/i-have-forgotten-my-
usi/. Unique Student Identifier (USI)											

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



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Application for Unique Student Identifier (USI)

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o the information	detailed a	t < <u>https://wv</u>	vw.usi.gov.au/docu	uments/privacy-no	tice-when-rto-a	pplies-their-beh	alf>
Town/City of Birt	:h (please w	vrite the name of	the Australian or oversed	as town or city where you	were born)		
TIV will also need	to verify v	our identity t	o create vour USI. Pl	ease provide details	for one of the fo	rms of identity be	low.
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USTRALIAN DRIV				·			
State:	LIC S LICEN			Licenc <mark>e Numb</mark> er:			
MEDICARE CARD							
Medicare Card N	lo:			Individual refere	nce number		
Card colour		Green [Yellow Blue	Expiry date			
ALICTRALIANI DID	TH CERTIFIE	**************************************			1		
AUSTRALIAN BIRT	H CERTIFIC	CATE:		State/Territory			
Country of Passp				Passport Numbe	r:		
Country of Passp	oort	the Student Ide	ntifiers Act 2014. TIV w			hich we collect from	individuals solely for th
Country of Passp	ection 11 of			ill securely destroy pers	onal information w		
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Country of Passp	ection 11 of		oon as practicable after	ill securely destroy pers	onal information w		
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If you would like TIV 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



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CREDITS/RPL

DO YOU WISH TO APPLY FOR	RECOGNITI	ON OF PRIOR LEARNING (R	PL)?					
□ No	☐ Yes,	Please complete the RPL appl	ication form and p	provide supporting documents.				
DO YOU WISH TO APPLY FOR	CREDIT TRA	ANSFER?						
□ No	☐ Yes,	Please complete the Credit Tr	ansfer application	form and provide supporting doc	uments.			
		AGENT DE	ETAILS					
AGENT/AGENCY DETAILS:								
•								
Agency Name:								
Agent staff member name:								
Contact Details:								
	.1							
		DOCUMENT (CHECKLIST					
		DOCOMENT	DITE CITE 10 1					
PLEASE MAKE SURE THE FOL	LOWING AR	E ATTACHED (IF APPLICABL	E), DOCUMENTS	WHICH ARE NOT IN ENGLISH M	UST			
TRANSLATED IN ENGLISH		·	•					
Contified Decree at his data	- (-)							
Certified Passport biodata page								
Copy of Overseas or Australian Certified English Language Evid								
	•	ranother equivalent test)						
Certified copy of year 12 certifi Related work experience (if any								
Copy of current Australian Visa								
			radit transfort or St	atement of attainment. (Student				
must apply within 28 days of th			edit transfer) or st	atement of attainment. (Student				
			n to studying the co	ourse, relevance to previous study				
		or choosing TIV for study and s						
,		<u> </u>	,	,				
DO YOU REQUIRE ANY LANG	UAGE, LITER	ACY, OR NUMERACY ASSIS	TANCE?					
NO ☐ YES ☐ Please 6	avalain.							
NO 🗆 YES 🗆 Please e	explain:							
			may be deemed a	s invalid or can amount in a condition	onal offer letter.			
Provide complete application to	avoid any del	ays.						
l,	(Ag	ent / Applicant) hereby declare	e that I have check	ed the validity of above documents	and information			
provided herewith, as true to the	e best of my k	nowledge. I understand that a	ny inaccurate or m	isleading information can lead to de	lay / rejection of			
the application and cancellation	of enrolment	in the event of any offer / COE	issuance.					
		•						
			T					
Signature:			Da	te:				
				-				



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Term and Conditions

PAYMENT OF FEES:

- · Fees cannot be accepted from potential students unless they have signed a written agreement with TIV.
- 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 for your payment schedule according to the study period of the course/s you have enrolled.
- Payments can be in the form of bank transfer or EFTPOS.

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

Account Name:	Australian Academy of Higher Learning Pty Ltd					
BSB:	083 170 Account Number: 817208455					
SWIFT Code:	NATAAU33	Bank Name:	NAB			
Branch:	Carlton	Bank Address: 288 Lyg	on Street, Carlton VIC 3053			

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

- Students will not be issued a Qualification or Statement of Attainment while fees are still outstanding.
- TIV 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.
- TIV 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, TIV 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, TIV will provide a refund of unused tuition fees as follows: The refund amount = weekly tuition fee × weeks in default period.
- If the seats in 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 TIV (except in the event of applicant's demise)
- OHSC Refunds will be done as per 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:

- Refunds are only available under certain conditions.
- · To apply for a refund, you must submit a Refund Request Form and any other supporting documentation.
- Course Fees are not transferrable to another provider.
- All processed refunds will be paid to the nominated back account in Australian Dollars (AUD) only.
- A full detail of Refunds can be obtained by requesting a copy of the Refunds Policy.
- You have the right to appeal any decision made regarding the refund process.
- More information please visit <u>www.techinstitute.vic.edu.au</u>
- 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).



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AUTHORIZATION TO ARRANGE MEDICAL TREATMENT

The student agrees to authorize TIV to call for medical treatment in emergency circumstances where TIV staff deems it necessary. TIV 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 advice the institute within a stipulated timeframe.

COURSE CANCELLATION BY TIV - PROVIDER DEFAULT

- If TIV 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 TIV 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 requ<mark>irement for all students. International students must attend a minimum of 80% of classes for the duration of their course.</mark>
- If students fail to meet this requirement their enrolment with TIV 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 detail please see TIV Monitoring Attendance and Course Progress Policy and Procedures.

DISCLAIMER

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



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Privacy statement

WHY WE COLLECT YOUR PERSONAL INFORMATION

• As a registered training organisation, Technical Institute of Victoria collects your personal information so we can process and manage your enrolment in 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 persons 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 TIV 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@techinstitute.vic.edu.au

At any time, you may contact TIV 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



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Declaration

STUDENT DECLARATION

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

- 1. I understand and accept that Letter of Offer and Enrolment Acceptance Agreement can be sent, if all of course entry requirements are met, TIV reserve the right to offer a place in its course/s.
- 2. I authorise TIV to contact me by SMS, Email, phone, mail or any other form of communication
- 3. I understand TIV may provide my information to relevant department in order to conduct surveys.
- 4. I authorise TIV to verify any information, I have provided for admission.
- 5. I give TIV permission to obtain official records / confirm details from a previous educational institution attended by me or employers/referees.
- 6. I have read and understood all of the information on this form.
- 7. I am aware of my obligation that once I get admission at TIV, I required to pay course fees and also understand non-payment of fees can lead to cancellation of my course enrolment at TIV.
- 8. I understand, I must abide by my visa conditions throughout my study period at TIV including maintaining attendance and course progress.
- 9. I understand living costs in Australia may vary any time (higher or lower), and are different than other countries.
- 10. I have read and understood Technical Institute of Victoria's Pre- enrolment information (to make informed decisions about undertaking training with TIV), including Technical Institute of Victoria's International Student Handbook & marketing material and visited TIV's website www.techinstitute.vic.edu.au, read entry requirements for the course including Age requirements, English language requirements, academic requirements, duration of course/s, modes of study, assessment methods; Institute location/s, facilities at the Institute, course fee/s; the Refund policy, Deferment, Suspension and Cancellation Policies; Complaints and appeal policy/procedure; ESOS Framework; Costs of living in Australia, Accommodation options, and obligations of schooling for any school aged dependents I may have. etc.
- 11. I have visited Australian Government Department of Home Affairs website www.homeaffairs.gov.au to read about Australian visas and student visa and their/its conditions.
- 12. I am aware, I can obtain additional copies of the International Student Handbook, Policies, Procedures and Marketing Information by contacting Technical Institute of Victoria or its website: www.techinstitute.vic.edu.au Note website may not display all of TIV policies.
- 13. All information provided to "Technical Institute of Victoria" as part of the application process is true and correct to the best of my knowledge and understanding.
- 14. I am aware of my rights and responsibilities as a student and agree to abide by the policies and procedures of the Technical Institute of Victoria.
- 15. I understand that by signing this form and by accessing the Complaints and Appeals process of Technical Institute of Victoria, do not removes my right to take action under Australia's Consumer Protection laws.
- 16. I do wish to take part in surveys and I am 18 years of age or over.
- 17. I agree to pay fees as they become due. I understood my qualification would be withheld until my account is Finalized.
- 18. I agree to give permission to use any photographs and/or video image on which I may appear on marketing and advertising materials. I understand that assessments need to be regularly submitted to ensure successful progression throughout the course.
 - I understand that in event of my enrolment cancellation, any further submissions of assessment will not be marked and a Statement of Attainment will be issued for the competent units. I declare that I will notify any change of contact details within 7 working days.
- 19. If I am intending to change education provider, I should contact my current education provider for information. (In most circumstances, the new education provider will not be restricted from enrolling you if you have not completed six months of the main course of study for which your visa was granted.) and if I want to change education provider before completing the first six months of my main course of study, I must contact my current education provider for permission and receive a release letter. (You will need a letter of offer from the new provider in order to apply for a letter of release from your original education provider.) I declare that I have also read and understand the National Code 2018 and ESOS Act 2000 at https://internationaleducation.gov.au/Regulatory-Information/Pages/National-Code-2018-Factsheets-.aspx
- 20. I have read and understood/agree to all of the information on Pre-Enrolment information document.
- 21. You are required to make your own travel arrangements to TIV's training farm or training kitchen facilities for the practical classes. TIV's farms are located in the suburbs with limited public transport facility. In the event, you are unable to make your travel arrangements, please contact Student Support team at info@techinstitute.vic.edu.au or call 00 61 3 9639 3525. TIV will provide guidance to you. Alternatively, should you require TIV can make travel arrangements for you at additional cost. Please be sure to liaise with us at least 48 hours prior to your scheduled class.



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Name of Student:	Signature of Student:	Date:

OFFICE USE ONLY				
Staff Member:			Student Activated	PRISMS Updated
Signature:	Date: /	/	ID Card Issued	New Student
Student ID number:			SMS Updated	Existing Student



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