



Student Enrolment Application Form

Throughout this document, Australia Institute of Business & Technology and Australia Institute of Business Technology International will be referred to as AIBT.

As a CRICOS provider, AIBT 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 Enrolment Team, before you submit this 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 or withdrawing from your registered course or courses, without obtaining appropriate releases or permission from AIBT 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.

GTE Requirements

Please be aware that before you are accepted to study at AIBT, 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 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, 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 Enrolment Team prior to completing this form. To obtain further information visit the following government website - <http://www.homeaffairs.gov.au/Trav/Visa-1/500>.

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'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 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 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 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 to provide services to either you or AIBT 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) and in line with current AVETMISS requirements however, this information is reported in a manner that does not identify you.

AIBT 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.



1 Course Applying For

Course Name	Course Code	Tuition Fee	Location	Mode of study

Which intake month would you prefer? _____

Are you applying for Recognised Prior Learning (RPL)? Yes No

2 Agent Information

Has an Agent or Representative of AIBT 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

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 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) 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 (AIBT) 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 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 to cancel or amalgamate courses or classes. I agree to abide by all rules and regulations of AIBT.
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.
9. I authorise AIBT or its agent, in the event of illness or accident during any AIBT 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 debit is fully paid and any property belonging to AIBT 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 the Australia Institute of Business and Technology and/or the Australian Institute of Business Technology International (AIBT) 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.

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 is required to provide you with the following information:

Important

Prior to enrolling into your chosen course, please ensure you have a full understanding of the structure of the course. 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 is available on our website. If you have any questions about this form or courses, please contact AIBT 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. Should you have any additional questions regarding the assessment process or have any concerns please telephone or email AIBT.

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

Support Services and Special Needs

AIBT 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 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 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 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, it should be lodged in writing in accordance with AIBT's Complaints and Appeals Policy and Procedure, which can be found at <https://aibtglobal.edu.au/wp-content/uploads/2018/04/AIBT-Complaints-and-Appeals-Policy.pdf>

Refund Policy

AIBT has appropriate safeguards in place for monies paid in advance. Once you have commenced your training/assessment with AIBT you will be provided with every opportunity and assistance to complete your course. In the unlikely event that a course is cancelled, whilst in progress, due to circumstances beyond AIBT's control, AIBT will provide you with a refund of fees in accordance with its Refund Policy or offer to transfer you to another suitable course.

In the unlikely event AIBT cancels or discontinues a course, AIBT will refund you a pro rata proportion of any monies paid by you and not yet used for the delivery of training/assessment of the course and assist in arranging for you to be transferred into another suitable course.

Withdrawal from course

If you wish to withdraw from your course, notice must be given to AIBT twenty-eight (28) days before the course commencement date, in order to be eligible for a refund. The amount of refund will be in accordance with the AIBT Refund Policy.

If withdrawal is due to compassionate grounds beyond your control, you may request a full refund, less any handling, registration, administration, material fee already paid.



If you fail to commence the course you will forfeit all monies paid.

Media Releases

At times during the course, staff/contractors of AIBT may take photos/video for use in promotional activity. These photos/videos will remain the property of AIBT and will not be sold to any third party. Some of the media may be used by AIBT 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.

You must promptly notify AIBT 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, where it has been found that you have:

- breached the Student Conduct Rules
- failed to uphold or maintain any of the AIBT'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;
- posted comments on social media that may be defamatory to other students, AIBT or its staff;
- serious misconduct, including criminal behaviour or breaching Australian laws.