

## Student Application Form


**Read this application carefully, complete all sections and ensure that supporting (certified) documents are attached.**

**A non-refundable application fee of \$A50 by bank draft or bank cheque, payable to Victorian Institute of Technology Pty Ltd must be attached to this application.**

### Personal Details

Title Mr/Miss/Ms/Mrs	Family Name		
Given Name	Sex	M <input type="checkbox"/>	or F <input type="checkbox"/>
Date of Birth (dd/mm/yyyy)	/	/	Country of Birth
Email			
*Passport Number	*Nationality (as indicated on passport)		
Are you a permanent resident/citizen of Australia?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
*Not required if you are a permanent resident/citizen of Australia			

### Home address or address for notification of this application

Address	 <b>Indo-Australian Education Centre</b> Suite - 908, Level - 9, 365 Lt Collins Street, Melbourne, Victoria 3000, Australia. <b>Phone:</b> +61 3 9670 1140 <b>Fax:</b> +61 3 9670 1142 <b>Email:</b> <a href="mailto:iaec@optusnet.com.au">iaec@optusnet.com.au</a>
Telephone	
Facsimile	

### Parent or guardian in home country (Emergency Contact Details)

Name	Relationship to you
Address	
Postcode/Zipcode	
Telephone	

### Course Name (Please write the course/s you are interested)

1.	OR
2.	OR
3.	

### English Proficiency (Please tick where applicable and attach documentary evidence)

English is my first language.  English was the language of instruction during my secondary school studies

I have a score of at least 5.5 on the International English Language Testing System (IELTS).

Date of Test (dd/mm/yyyy) / / Test Result \_\_\_\_\_

### How did you know about VIT?



**Indo-Australian Education Centre**  
 Suite - 908, Level - 9,  
 365 Lt Collins Street, Melbourne,  
 Victoria 3000, Australia.  
**Phone:** +61 3 9670 1140  
**Fax:** +61 3 9670 1142  
**Email:** [iaec@optusnet.com.au](mailto:iaec@optusnet.com.au)



## Languages Known (Please enter the languages known to you and tick wherever applicable)

Languages	Read	Write	Speak
1. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Previous Studies

Documentary evidence of qualifications claimed **MUST** be attached. Documents not in English must be accompanied by certified translations.

Secondary Studies

Name of qualification e.g. A Levels	School/Institution	Country	Year Completed

Are you currently attempting final year school? Yes  No

If yes, when do you expect your results to be released? (dd/mm/yyyy) / /

## Declaration and agreement

Cancellation of enrolment is in accordance with the following refund policy:

- By accepting the offer of a place at Victorian Institute Of Information Technology (VIT), a student is entering into an agreement that is stipulated in the Letter of Offer. Payment of tuition fees in full or in part indicates that such an agreement exists between the student and VIT. Should circumstances change after accepting an offer, fees will only be refunded in accordance with the Refund Policy below.
- Where Australian Government authorities refuse to grant a visa: VIT will refund all fees, less \$500 administration charges. In this event, you will need to submit to VIT the original letter of refusal (Applicable to Overseas Students Only).
- Where written notice of withdrawal is received by VIT 28 days before the commencement date of the course, VIT will refund all fees less 25% of the first semester's fee plus any representation or processing fee.
- Where a student pays first two semester fees in advance and written notice is received 28 days before the scheduled commencement of the second semester, 75% of their second semester fee will be refunded.
- Where VIT receives a written notice of withdrawal less than 28 days before the commencement date of the course, VIT will refund all fees less tuition fees for the first semester.
- The application fee is not refundable.
- An application for a refund must be made to the Manager, and must include the name of the student and the reason for withdrawal. Refunds will be made within 30 working days of receipt of the refund application.
- Refunds will only be processed once a student has returned to their home country and the Institute is satisfied that his/her student visa has been cancelled. No refund will be made whilst the student is in Australia (Applicable to Overseas Students Only).
- Refunds will be paid in accordance with the time periods specified in the ESOS Act 2000 (2-4 weeks depending on circumstances) following the submission of the appropriate Refund Request form and all necessary documentation from the student. The student will be notified in writing of the amount of the refund and details of any fees deducted.
- This agreement does not remove the right to take further action under Australia's consumer protection laws nor do the dispute resolution processes circumscribe the student's right to pursue other legal remedies.
- The Application form, Acceptance of Place, VIT Terms & Conditions and VIT Policies and Procedures including Course Fee Over Due Policy, Communication Policy, Fees and Attendance Policy, Attendance Monitoring Policy constitute the entire agreement between the parties with respect to the Training Program with VIT and supersede all previous agreements, proposals, representations or negotiations, whether written or oral.

### Declaration

I declare that the information provided on this form is true and complete in every detail. I authorise Victorian Institute of Technology Pty Ltd to obtain and disclose further information about me from educational and other institutions which I have attended, and from Australian Government Authorities such as OTTE, DIMIA and DEST.

I acknowledge that Victorian Institute of Technology Pty Ltd reserves the right at any stage to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information.

I have read the information in the brochure, including refund policy and understand and accept the offer made to me by Victorian Institute of Technology Pty Ltd.

I understand that the tuition fee does not include the cost of books, materials, field trips or living expenses.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature of Parent (or guardian if student is under 18 years of age) \_\_\_\_\_

## Check List

- Have you answered ALL questions?
- Have you attached original or original certified copies of all necessary documents?
- Have you signed and dated the application?
- Have you attached the \$A50 application fee?
- Have you kept a copy for yourself?

## Contact Details

### Victorian Institute of Technology Pty Ltd

Level 14, 123 Queen St.  
Melbourne VIC Australia 3000  
Telephone: (03) 9670 7848  
Facsimile: (03) 9670 7849  
E-mail: [info@vit.edu.au](mailto:info@vit.edu.au)  
Web: <http://www.vit.edu.au>  
ABN: 41 085 128 525 CRICOS Provider Number: 02044E



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