

Application Form for International Students

The following form is to be completed by students wishing to study with ANGAD Australian Institute of Technology. All potential applicants must complete the following form to initiate their enrolment process.

1. Details of applicant

Title	Family Name	Given Names	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Date of Birth	Sex	Country of Birth	Citizenship
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Marital Status	
		<input type="checkbox"/> Married <input type="checkbox"/> UnMarried	
Passport Number	Passport Expiry Date	Visa Number	Visa Expiry
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Address In Australia (If Known)

Full Address	Postcode
<input type="text"/>	<input type="text"/>
Country	Telephone
<input type="text"/>	<input type="text"/>
Email	
<input type="text"/>	

3. Permanent Address in Home Country

Full Address	Postcode
<input type="text"/>	<input type="text"/>
Country	Telephone
<input type="text"/>	<input type="text"/>
Email	
<input type="text"/>	

4. Educational Qualifications

Higher Qualification	Name of Institution	Year Awarded
<input type="text"/>	<input type="text"/>	<input type="text"/>

Are you applying for Credit Transfer?

Yes / No

If yes, Please attach Relevant Nationally Recognized Qualifications or Statement of Attainment.

5. English Proficiency

Is English Your First Language?	If No, your first Language is	IELTS Score	TOEFL Score	PTE Score
<input type="text" value="Yes / No"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Course Preference(s)

<input type="checkbox"/> Certificate IV in Business (BSB40120)	<input type="text" value="Commencement Date"/>
<input type="checkbox"/> Diploma of Business (BSB50120)	<input type="text" value="Commencement Date"/>
<input type="checkbox"/> Diploma of Leadership and Management (BSB50420)	<input type="text" value="Commencement Date"/>
<input type="checkbox"/> Advanced Diploma of Leadership and Management (BSB60420)	<input type="text" value="Commencement Date"/>
<input type="checkbox"/> Certificate III in Commercial Cookery(SIT30816)	<input type="text" value="Commencement Date"/>
<input type="checkbox"/> Certificate IV in Commercial Cookery(SIT40516)	<input type="text" value="Commencement Date"/>
<input type="checkbox"/> Diploma of Hospitality Management(SIT50416)	<input type="text" value="Commencement Date"/>
<input type="checkbox"/> Advanced Diploma of Hospitality Management (SIT60316)	<input type="text" value="Commencement Date"/>
<input type="checkbox"/> Graduate Diploma of Management (Learning) (BSB80120)	<input type="text" value="Commencement Date"/>

7. Authorised person to receive refund

Specified person(s), other than the overseas student, who is authorized to receive a refund:

Parent/ Guardian/ Agent/ Other	Given Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please Note: Full refund policy is available in the student enrolment agreement and our website.

Application Checklist

- Complete all sections of the Application Form.
- Attach Certified/Verified Copy of Academic Transcripts
- Attach Certified/Verified Copy of Visa (If applicable)
- Attach Certified / Verified Copy of Passport
- Attach Certified / Verified Copy of IELTS Results or its equivalent

Refunds due to non-delivery of course by Institute

Please note that Government Legislation requires unused portion of the prepaid tuition fees to be refunded if:

- The course does not start of the agreed starting date which is notified in the Offer Letter.
- The course stops being provided after it starts and before it is completed.
- The course is not provided fully to the student because the Institute has a sanction imposed by a government regulator.

Refunds under the above conditions will be paid to the student within 10 working days.

The Institute may arrange for another course, or part of a course, to be provided to students at no (extra) cost to the student as an alternative to refunding course money. The student may accept the offer in writing within 30 days. Where the student agrees to this arrangement, the Institute will not be liable to refund the money owed for the original enrolment.

Refunds based upon student application

All applications for refund must be made in writing by way of the 'Application for Refund' form (Available on website) and submitted to the Admissions Manager for approval. Please note: where the student withdraws from the course without notification or breaches their Visa conditions, no refund is payable.

• Applications for refunds are to be processed by the Administration Manager within 10 working days from the date of application.

• Refunds payable will be paid to the student within 28 days.

The assessment of refund applications shall be granted as indicated below:

Enrolment Fee Tuition Fees Visa refused prior to course commencement	Non-refundable
<p>Visa refused due to submission of fraudulent documents by or on behalf of the student.</p> <p>Withdrawal at least 10 weeks to agreed start date</p> <p>Withdrawal less than 10 weeks prior to agreed start date</p> <p>Withdrawal after the agreed start date</p> <p>Visa cancelled due to actions of the student</p> <p>Course withdrawn by Institute</p> <p>Visa Extension is refused</p> <p>The course is not provided fully to the student because the Institute has a sanction imposed by a government regulator</p> <p>Withdraws from the course without notification or breaches their Visa conditions</p> <p>The institute is unable to provide the course for which the original offer was made</p> <p>RPL Fees</p> <p>Student abandons the course</p> <p>Application rejected by ANGAD</p> <p>The institute cancels an enrolment due to serious student misconduct</p>	<p>Visa refusal refunds are calculated in accordance with the legislative instrument under subsection 47E(4). The calculation under subsection 47E(4) is as follows: The amount of unspent pre-paid fees that the provider must refund the student for the purpose of subsection 47E(2) of the Act is the total amount of the pre-paid fees the provider received for the course in respect of the student less the following amount: the lesser of: (a) 5% of the total amount of pre-paid fees that the provider received in respect of the student for the course before the default day; or (b) the sum of \$500.</p> <p>No Refund</p> <p>50% Refund</p> <p>No Refund</p> <p>No Refund</p> <p>No Refund</p> <p>Full refund including enrolment fee</p> <p>Refund of unused portion of tuition fees for future terms</p> <p>Refund of unused tuition fees.</p> <p>No Refund</p> <p>Full refund</p> <p>No refund if 'Statement of Attainment' is provided</p> <p>No Refund</p> <p>Full refund including enrolment fee</p> <p>No refund of any prepaid tuition fees</p>

Privacy Notice

Why we collect your personal information?

As a registered training organisation (RTO), we collect 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 RTO 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.desegov.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

At any time, you may contact ANGAD Australian Institute of Technology 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

For further information about our privacy policy, please visit our website (<http://www.angad.vic.edu.au/policies-and-procedures/>)

Student Declaration

1. I acknowledge that the information provided in the application is complete and correct.
2. I agree to undertake a testing requirement prior to any course entry, if deemed necessary by ANGAD Australian Institute of Technology, and adhere to any other pre-requisite identified above.
3. I have read all the pre-enrolment information referred to the International Student Information Booklet.
4. I understand that I can pay full course fee if I wish to, but I am not required to pay more than 50% upfront.

Name of Applicant _____ Signature of Applicant _____ Date: _____

Please return the application form along with the attachments to the following address:

Angad Australian Institute of Technology Pty Ltd.

Level 6,501, Latrobe Street, Melbourne, Victoria 3000. Phone: +61 3 9670 9095, Fax: +61 3 9670 9094

Website: www.angad.vic.edu.au Email: info@angad.vic.edu.au