Application Form for
International Students

Angad Australian Institute of Technology Pty Ltd
Careers Created Here

CRICOS CODE: 02970M   PROVIDER CODE: 22073

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

Date of Birth

Sex

Country of Birth

Citizenship

Marital Status

☐ Married   ☐ UnMarried

Passport Number

Passport Expiry Date

Visa Number

Visa Expiry

2. Address In Australia (If Known)

Full Address

Postcode

Country

Telephone

Email

3. Permanent Address in Home Country

Full Address

Postcode

Country

Telephone

Email

4. Educational Qualifications

Higher Qualification

Name of Institution

Year Awarded

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?   Yes / No

If No, your first Language is

IELTS Score

TOEFL Score

PTE Score

6. Course Preference(s)

BSB40120 Certificate IV in Business

BSB50120 Diploma of Business

BSB50420 Diploma of Leadership and Management

BSB60420 Advanced Diploma of Leadership and Management

BSB80120 Graduate Diploma of Management (Learning)

ICT50220 Diploma of Information Technology

ICT60220 Advanced Diploma of Information Technology

SIT30821 Certificate III in Commercial Cookery

SIT40521 Certificate IV in Kitchen Management

SIT50422 Diploma of Hospitality Management

SIT60322 Advanced Diploma of Hospitality Management

General English (ELICOS) - .... Weeks

Intake Date

7. Authorised person to receive refund

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

Agent/ Parent/ Guardian / Other	Name	Contact

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: Non-refundable

Tuition Fees

Visa refused prior to course commencement:
Visa refusal refunds are calculated in accordance with the legislative instrument under sub-section 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.

Visa refused due to submission of fraudulent documents by or on behalf of the student: No Refund
Withdrawal at least 10 weeks to agreed start date: 50% Refund
Withdrawal less than 10 weeks prior to agreed start date : No Refund
Withdrawal after the agreed start date: No Refund
Visa cancelled due to actions of the student: No Refund
C**ourse withdrawn by Institute**: Full refund including enrolment fee
Visa Extension is refused: Refund of unused portion of tuition fees for future terms
The course is not provided fully to the student because the Institute has a sanction imposed by a government regulator: Refund of unused tuition fees.
Withdraws from the course without notification or breaches their Visa conditions: No Refund
The institute is unable to provide the course for which the original offer was made: No Refund
RPL Fees: No refund if 'Statement of Attainment' is provided
Student abandons the course: No Refund
Application rejected by ANGAD: Full refund including enrolment fee
The institute cancels an enrolment due to serious student misconduct: No refund of any prepaid tuition fees

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.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

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