

## International Student Application Form

COURSE DETAILS (Tick applicable course(s))							
Course Code	CRICOS Code	Course name	Course Duration Weeks (Including holiday breaks)	Tuition Fees	Enrolment Fees	Material Fees	Total Course Fees
<input type="checkbox"/> BSB50820	110518K	Diploma of Project Management	78	\$14,400	\$200	\$300	\$14,900
<input type="checkbox"/> BSB60720	110519J	Advanced Diploma of Program Management <sup>+</sup>	78	\$14,400	\$200	\$300	\$14,900
<input type="checkbox"/> BSB80120	114178D	Graduate Diploma of Management (learning)	104	\$23,000	\$200	\$300	\$23,500
<input type="checkbox"/> BSB50820 <input type="checkbox"/> BSB60720	110518K 110519J	Diploma of Project Management Advanced Diploma of Program Management <sup>+</sup>	156*	\$27,800	\$300	\$600	\$28,700
<input type="checkbox"/> BSB50820 <input type="checkbox"/> BSB80120	110518K 114178D	Diploma of Project Management Graduate Diploma of Management (learning)	182*	\$37,400	\$300	\$600	\$38,300
<input type="checkbox"/> BSB60720 <input type="checkbox"/> BSB80120	110519J 114178D	Advanced Diploma of Program Management <sup>+</sup> Graduate Diploma of Management (learning)	182*	\$37,400	\$300	\$600	\$38,300
<input type="checkbox"/> BSB50820 <input type="checkbox"/> BSB60720 <input type="checkbox"/> BSB80120	110518K 110519J 114178D	Diploma of Project Management Advanced Diploma of Program Management <sup>+</sup> Graduate Diploma of Management (learning)	260*	\$50,000	\$300	\$900	\$51,200
<input type="checkbox"/> CHC30121	114179C	Certificate III in Early Childhood Education and Care	52	\$14,000	\$200	\$500	\$14,700
<input type="checkbox"/> CHC50121	114180K	Diploma of Early Childhood Education and Care <sup>^</sup>	78	\$16,000	\$200	\$500	\$16,700
<input type="checkbox"/> CHC30121 <input type="checkbox"/> CHC50121	114179C 114180K	Certificate III in Early Childhood Education and Care Diploma of Early Childhood Education and Care <sup>^</sup>	130*	\$30,000	\$300	\$1,000	\$31,300
<input type="checkbox"/> CHC33021	117008J	Certificate III in Individual Support	52	\$12,000	\$200	\$500	\$12,700
<input type="checkbox"/> CHC43015	117005A	Certificate IV in Ageing Support	52	\$14,000	\$200	\$500	\$14,700
<input type="checkbox"/> CHC43121	117006M	Certificate IV in Disability Support <sup>^^</sup>	38	\$12,000	\$200	\$500	\$12,700
<input type="checkbox"/> CHC52021	117007K	Diploma of Community Services	104	\$21,000	\$200	\$500	\$21,700
<input type="checkbox"/> CHC33021 <input type="checkbox"/> CHC43015	117008J 117005A	Certificate III in Individual Support Certificate IV in Ageing Support	104*	\$26,000	\$300	\$1000	\$26,300
<input type="checkbox"/> CHC33021 <input type="checkbox"/> CHC43121	117008J 117006M	Certificate III in Individual Support Certificate IV in Disability Support <sup>^^</sup>	90*	\$24,000	\$300	\$1000	\$24,300
<input type="checkbox"/> CHC43015 <input type="checkbox"/> CHC52021	117005A 117007K	Certificate IV in Ageing Support Diploma of Community Services	156*	\$35,000	\$300	\$1000	\$35,300
<input type="checkbox"/> CHC43121 <input type="checkbox"/> CHC52021	117006M 117007K	Certificate IV in Disability Support <sup>^^</sup> Diploma of Community Services	142*	\$33,000	\$300	\$1000	\$33,300
<input type="checkbox"/> CHC33021 <input type="checkbox"/> CHC43015 <input type="checkbox"/> CHC52021	117008J 117005A 117007K	Certificate III in Individual Support Certificate IV in Ageing Support Diploma of Community Services	208*	\$47,000	\$300	\$1500	\$47,300
<input type="checkbox"/> CHC33021 <input type="checkbox"/> CHC43121 <input type="checkbox"/> CHC52021	117008J 117006M 117007K	Certificate III in Individual Support Certificate IV in Disability Support <sup>^^</sup> Diploma of Community Services	194*	\$45,000	\$300	\$1500	\$45,300

\*The package duration may vary depending on available intakes for the next level course. Detail package duration will be specified in the Letter of Offer.

<sup>+</sup>Entry to this qualification is limited to those who completed one of the following qualifications:  
BSB50820 Diploma of Project Management; OR BSB51415 Diploma of Project Management (or a superseded equivalent version)

<sup>^</sup>Entry to this qualification is open to individuals who:  
hold a CHC30121 Certificate III in Early Childhood Education and Care; OR CHC30113 Certificate III in Early Childhood Education and Care

<sup>^^</sup>Entry to this qualification is open to individuals who:  
completion of: CHC33021 Certificate III in Individual Support (Disability) OR CHC33015 Certificate III in Individual Support (Disability) OR CHC30408 Certificate III in Disability PLUS the CHCSS00125 Entry to Certificate IV in Disability Support Skill Set.

# International Student Application Form

INTAKE DATES (Please indicate your intake month)			
mm / 2024	mm / 2025	mm / 2026	mm / 2027
PARTICIPANT DETAILS (As shown on Identification supplied)			
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Dr		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified	
First Name:		Middle Name:	
Surname:		Date of birth:	
Mobile:		Email:	
City or town of birth:	Country of birth:		Nationality:
HOME COUNTRY RESIDENTIAL CONTACT DETAILS			
Building/property name:	Flat/unit number:	Street or Lot number:	
Street Name:	Suburb/town:	State/territory:	
Postcode:	Province:	Country:	
AUSTRALIA RESIDENTIAL CONTACT DETAILS			
Building/property name:	Flat/unit number:	Street number:	
Street Name:	Suburb:	State:	
Postcode:	Email:		
Home phone:	Work phone:	Mobile:	
EMERGENCY CONTACT			
Name:	Mobile:	Telephone:	
Relationship:	Email:		
RESIDENCY OR VISA DETAILS			
Do you hold a current Australian Visa?	<input type="checkbox"/> Yes, please specify:	<input type="checkbox"/> No	
If no, what type of visa will you be applying for?			
Where will you lodge this visa	<input type="checkbox"/> In Australia	<input type="checkbox"/> Outside Australia	
Have you ever had an Australian visa refused or cancelled?	<input type="checkbox"/> Yes, Visa Type:	<input type="checkbox"/> No	
If yes, please provide the reason and include a copy of the decision Record Letter?			
INDIVIDUAL NEEDS			
Do you speak a language OTHER THAN English at home?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If YES, which language do you usually speak?			
How well do you speak English?	<input type="checkbox"/> Very Well	<input type="checkbox"/> Well	<input type="checkbox"/> Not Very Well
Do you require any special learning support?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If YES, please supply further information regarding the support needed.			
DISABILITY			
Do you consider yourself to have a disability, impairment or long-term health condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If Yes, please indicate the areas of disability, impairment or long-term health conditions.			
<input type="checkbox"/> Hearing/Deaf	<input type="checkbox"/> Physical	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Mental illness
<input type="checkbox"/> Acquired Brain Impairment	<input type="checkbox"/> Vision	<input type="checkbox"/> Medical Condition	<input type="checkbox"/> Other:
EDUCATION			
Highest completed school level:			
<input type="checkbox"/> Year 12 or equivalent	<input type="checkbox"/> Year 11 or equivalent	<input type="checkbox"/> Year 10 or equivalent	
<input type="checkbox"/> Year 9 or equivalent	<input type="checkbox"/> Year 8 or below	<input type="checkbox"/> Never attended	
Year completed school:			
PREVIOUS QUALIFICATIONS ACHIEVED			
Have you ever successfully completed any following qualifications? If Yes, tick ANY applicable boxes of these Prior Education Achievement Recognition Identifiers and any applicable qualification level. <i>Note: If you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use: A - Australia E - Australian equivalent I - International</i>			

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Type	Name of Qualification	Type	Name of Qualification
<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I Certificate I		<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I Diploma	
<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I Certificate II		<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I Advanced diploma or associate degree	
<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I Certificate III		<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I Bachelor's degree	
<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I Certificate IV		<input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I Overseas qualification	
<b>EMPLOYMENT</b>			
Of the following categories, which BEST describes your current employment status? (Tick ONE box only)			
<input type="checkbox"/> Full-time employee	<input type="checkbox"/> Part-time employee	<input type="checkbox"/> Self-employed – not employing others	
<input type="checkbox"/> Self-employed – employing others	<input type="checkbox"/> Unemployed–seeking part-time work	<input type="checkbox"/> Unemployed – seeking full-time work	
<input type="checkbox"/> Employed – unpaid worker in a family business		<input type="checkbox"/> Not employed – not seeking employment	
<b>CREDIT TRANSFER / RECOGNITION OF PRIOR LEARNING</b>			
Do you want to apply for Recognition of Prior Learning (RPL)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you want to apply for Credit Transfer (CT)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>STUDY REASONS</b>			
Which BEST describes your main reason for undertaking this course? (Tick ONE box only.)			
<input type="checkbox"/> To get a job	<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> To start my own business	
<input type="checkbox"/> To try for a different career	<input type="checkbox"/> To get a better job or a promotion	<input type="checkbox"/> It was a requirement of my job	
<input type="checkbox"/> I wanted extra skills for my job	<input type="checkbox"/> To get into another course of study	<input type="checkbox"/> Other reasons	
<input type="checkbox"/> For personal interest or self-development		<input type="checkbox"/> To get skills for community/voluntary work	
<b>OVERSEAS STUDENT HEALTH COVER (OSHC)</b>			
Do you require Overseas Student Health Cover (OSHC)? Under the Australian Government Department of Home Affairs's student visa conditions, you must maintain an adequate OSHC for the duration of your studies in Australia. For further details, please visit: <a href="https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#Eligibility">https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#Eligibility</a>			<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, what cover do you require? (If family cover is required, please provide details for the dependant in a separate attachment)			
<input type="checkbox"/> Family	<input type="checkbox"/> Couple	<input type="checkbox"/> Single	
If No, please supply your policy number:			
<b>UNIQUE STUDENT IDENTIFIER (USI)</b>			
From 1 January 2015, Australian Institute of Professional Technique is 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 do not have a USI, please visit <a href="http://www.usi.gov.au">www.usi.gov.au</a> and create your USI.			
Do you want AUIPT apply for a USI on your behalf?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If No, please provide your Unique Student Identifier (USI) (if you already have one)		USI number:	
<b>AGENT DETAILS</b>			
Agent name:		Agent business name:	
Phone number:		Mobile number:	E-mail:
<b>NCVER PRIVACY NOTICE</b>			
<b>Why we collect your personal information</b>			
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.			
<b>How we use your personal information</b>			
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.			
<b>How we disclose your personal information</b>			
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.			

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We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

### **How NCVER and other bodies handle your personal information**

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.

NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), 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.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://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.

DEWR 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 DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.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 AUIPT 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

## TERMS AND PRIVACY STATEMENT

Australian Institute of Professional Technique (AUIPT) reserves the right to change its fees and conditions, cancel or defer courses, and to alter course timetables at any time.

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2018 and for the purpose of operating as a Registered Training Organisation under the Australian Skills Quality Authority; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws.

The authority to collect this information is contained in the ESOS Act, the ESOS Regulations 2001, the National Code of Practice for Providers of Education and Training to Overseas Students 2018, the National VET Provider Collection and the Data Provision Requirements 2012. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government Departments, Agencies, and designated authorities and, if relevant, the Tuition Assurance Scheme/TPS and the TPS Director. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

Personal information collected as a result of your enrolment will be used by AUIPT for general student administration and vocational education and training administration and regulation; as well as planning, reporting, communication, research, evaluation, financial administration, auditing and marketing. Only authorised AUIPT and other authorised persons (e.g. service providers) have access to this information.

It is a requirement of AQF that students can access personal information held by AUIPT and may request corrections to information that is incorrect or out of date. This agreement is made in accordance with the ESOS Act, ESOS Regulations 2001 and the National

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Code 2018. This agreement and the availability of complaints and appeals processes does not remove the right of the student to take action under Australia's consumer protection laws.

AUIPT is required, under s19 of the ESOS Act, to report certain changes to the student's enrolment and any breach by the student of a student visa condition relating to attendance or satisfactory academic performance.

You agree that AUIPT may use the email address supplied by the student as a point of contact for any information it deems necessary.

You agree that AUIPT will access Visa Entitlement Verification Online (VEVO) services at any time to confirm their visa status, work and study rights.

You consent to the collection, use and disclosure of my personal information in accordance with the Privacy Policy

You understand AUIPT is 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 verified Unique Student Identifier (USI).

You agree that AUIPT will release information pertaining to their enrolment (excluding academic records), attendance and account details to their education agent.

Photographs, videos and testimonials taken by AUIPT may be used for marketing and promotional purposes, unless the student advises AUIPT in writing that they do not wish their images be used for the above purposes.

All students on student visas must maintain satisfactory course progress at all times (attending at least 80% of their course whilst on a formal Intervention Strategy). Failure to do so may result in a cancellation of enrolment and the student being reported to the Department of Home Affairs.

Sick days, whilst on an Intervention Strategy, are noted as absences and students are advised to present medical certificates for any absences due to sickness.

Student visa holders must keep AUIPT informed regarding their current residential address and contact phone numbers at all times.

All students must adhere to AUIPT code of conduct and AUIPT policies, rules and regulations. Details are available in the Student Handbook that can be downloaded from the AUIPT website: [www.auipt.edu.au](http://www.auipt.edu.au).

It is a condition of enrolment that students read, understand and follow AUIPT rules and code of conduct. Students are advised to familiarise themselves with the details in the International Student Handbook. Aggressive behaviour, bullying, racism, vandalism and/or conduct that threaten others is not tolerated.

Failure to follow AUIPT Code of Conduct may result in the student being: asked to leave the campus; reported to appropriate authorities; required to pay for any damages; suspended from AUIPT for a specific period without refund of fees; or expelled for serious breaches. It is the student's responsibility to read and understand the information provided in the International Student Handbook. The International Student Handbook and other relevant information is publicly available on AUIPT's website.

I give permission for AUIPT to record evidence of my participation and assessment, in written, verbal, photographic (including video) formats. I also give permission for AUIPT to use any recorded evidence for future promotional, commercial, and educational purposes. I agree that AUIPT may use the email address supplied by the student as a point of contact for any information it deems necessary. I understand AUIPT is prevented from issuing a nationally recognised VET qualification or statement of attainment upon successful completion, if I have not provided a valid Unique Student Identifier (USI).

### CONDITIONS OF ENROLMENT

#### Fees

All fees must be paid prior to the commencement of the course or as per an agreed payment plan accepted in writing by the student. All ongoing fees must be paid as invoiced for the course. All fees are payable in Australian dollars. Students will not be permitted to commence or continue their course until all outstanding fees have been paid. AUIPT reserves the right to cancel a student's enrolment for non-payment of fees. Any cancellation of enrolment due to non-payment of fees will be reported to the Department of Home Affairs as prescribed under Section 19 of the Education Services for Overseas Students Act 2000 (ESOS Act). AUIPT reserves the right to change fees at any time, subject to the relevant authority's approval.

No more than 50% of tuition fees will be claimed prior to enrolment, unless you or person responsible for paying fees requests to pay more. If this is the case, we must receive confirmation from the student in writing that they wish to pay upfront. AUIPT will maintain a specific bank account for the collection of student fees paid in advance of training and assessment.

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## STUDENT DECLARATION AND CONSENT

- I, \_\_\_\_\_ declare that the information I have provided on this form is complete and accurate and:
- I understand that my enrolment is subject to my compliance with all AUIPT policies and procedures, which I have read and understood.
  - I have read and understood information related to AUIPT courses, fees, location, policies and procedures and other relevant information available in the Student Handbook available on the AUIPT website.
  - I will pay all the applicable fees as they become due and accept that non-payment of fees may result in a cancellation of my enrolment and trigger a debt-recovery process through a third party.
  - I agree that I will be liable for any costs associated with debt recovery and any associated legal costs if I fail to pay my AUIPT fees as they become due.
  - I understand that information collected on this form may be used by AUIPT in accordance with the AUIPT Privacy Policy.
  - I agree to abide by the policies, rules and regulations of AUIPT as relevant to my enrolment as a student at AUIPT
  - I give permission for AUIPT to record evidence of my participation and assessment, in written, verbal, photographic (including video) formats.
  - I also give permission for AUIPT to use any recorded evidence for future promotional, commercial, and educational purposes.
  - I agree that AUIPT may use the email address supplied by the student as a point of contact for any information it deems necessary.
  - I understand AUIPT is prevented from issuing a nationally recognised VET qualification or statement of attainment upon successful completion, if I have not provided a valid Unique Student Identifier (USI).

I authorise my agent to act on my behalf with all correspondence from AUIPT.

Yes  No

Student name:	Student signature:	Date:
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## FOR OFFICE USE

The student has submitted the appropriate evidence/documentation in support of the application	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The student satisfies the entry requirements	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Place Offered	<input type="checkbox"/> Application declined	<input type="checkbox"/> Further information requested
Reason for decline or further information requested:		
The student has been notified of the outcome of the application	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Staff name:	Staff signature:	Date:

## ADDITIONAL FEES AND CHARGES – NON-TUITION FEES

<b>Re-assessment</b> All course fees include up to two (2) attempts at assessment per unit. Where an additional assessment is required in order to achieve competency, this additional re-assessment fee will be charged per additional assessment.	\$150/unit	<b>Extension of CoE</b> Students are expected to complete their course within the duration stated in their CoE. Any extension to the duration of the course after the course end date will incur a fee for the "Extension of CoE".	Extension COE fee is subject to course selection
<b>Repeat unit Fee</b> The repeat unit fee will be incurred if a student did not come to the scheduled class.	Same as at time of enrolment	<b>Deferral Fee</b> The deferral fee will be incurred if a student fails to commence the course after the start of the program as stated on the Letter of Offer	\$250
<b>Recognition of Prior Learning</b> Application Fee and charge per unit of competency assessed through RPL.	Application fees \$500 Assessment fee is subject to course selection	<b>Photocopying</b> Students will be provided with all the required learning resources for their courses. Photocopying facilities are available to students through the Student Support staff. Students are required to pay for this service. Alternatively, students can get materials photocopied externally.	A4 sheet B&W \$0.10 Colour \$0.50  A3 sheet B&W \$0.20 Colour \$1.00

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<b>Re-issuing of Testamur and statements of results</b> All course fees include the cost issuing of one copy of the course certificate and a record of results. This fee applies to each additional reissue copy.	\$100	<b>Postage of documents</b> Postage of certificate or Statement of Attainment can be available upon request	\$20 (within Australia) \$30 (overseas) or subject to location
<b>Refund Processing Fee</b> A refund processing fee will be deducted before calculating any refund amount	\$500	<b>Replace ID Cards</b> Student ID Cards can be available upon request for an additional charge.	\$50
<b>Late payment of institute fees and charges</b> If fees are not paid on time, staff will attempt to make contact with the student to arrange an appointment with the CEO, and they will be given the opportunity to discuss any compassionate and compelling circumstances and get their fees up to date. Should staff be unable to establish contact with the student, a week after fees are due, AUIPT will charge 20% of the outstanding fees and will send a Notification of Intention to Report for outstanding fees, which may lead to the cancellation of the student's enrolment.			20% of the outstanding fees

### REFUND POLICY AND PROCEDURE

#### Purpose

Refund information provided to students is to be designed to ensure that all details relating to fees and charges are known prior to enrolment and comply with relevant legislation regulations and standards. This policy will result in a fair and equitable refund policy for students at Australian Institute of Professional Technique (AUIPT).

#### Scope

This policy relates to students of AUIPT and applies to all staff and management of AUIPT.

#### Policy Statement

AUIPT ensures that the Refund Policy adheres to the requirements of the Standards for Registered Training Organisation (RTO) 2015 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

In compliance with Standard 3, this policy administers the following institutional standards as part of AUIPT's operational and organisation standards:

- AUIPT's written agreements with the students contain the amounts that may or may not be repaid to the student.
- AUIPT's written agreements with students clearly state the process for students to make an application for a refund.
- AUIPT's written agreements contain a plain English explanation of what happens in the event of a course not being delivered.
- AUIPT's written agreements contain the statement, "This agreement, and the availability of complaints and appeals processes does not remove the right of the student to take action under Australia's consumer protection laws".

#### Requests for Refund of Tuition Fees

A student who wishes to apply for a refund of tuition fees in accordance with this Refund Policy should do so in writing and state reasons and relevant details by submitting it to the Chief Executive Officer (CEO).

#### Payment of Refund

All refunds for which a student is eligible will be forwarded, within 28 days, to the person who paid the fees in his or her home country, unless the student is transferring to another institution in Australia (subject to Visa conditions), in which case any refund may be remitted to that institution, as authorised by the student AUIPT will provide the student with a statement detailing the calculation of the refund.

#### Approvals

All refunds must be approved by the CEO. Exemptions to any of the above-mentioned cases may only occur where the student has extenuating or compassionate grounds as determined by the CEO. "This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws".

#### Non-payment of fees and debt collection for all students

Students are required to pay all their course fees as they become due (as per the conditions outlined in the enrolment documentation). If fees are not paid on time, staff will attempt to make contact with the student to arrange an appointment with the CEO, and they will be given the opportunity to discuss any compassionate and compelling circumstances and get their fees up to date. Should staff be unable to establish contact with the student, a week after fees is due, AUIPT will charge a 20% of the outstanding fees and will send a Notification of Intention to Report for outstanding fees, which may lead to the cancellation of the student's enrolment. Ongoing delays in payment of AUIPT fees may result in the cancellation of enrolment.

Under Standard 3.2, AUIPT is required to include information about what would happen in the case of both student and provider

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default. Students have the right to a refund when AUIPT has:

1. Failed to provide the course at the agreed location and starting date
2. Ceased providing courses to students after it starts and before it is complete

Upon enrolment, the signed statement of fees and availability of complaints and appeals process does not remove the rights of the student to take action under Australia's consumer law.

- If a student withdraws from his or her course and would like a refund or to have fees reduced, they need to make a request in writing and submit a completed refund/remittance form.
- Applications for refunds must be received within 21 days of cancellation.
- Assessing refund requests will be based on the cost of the services AUIPT provides to the student.

### Refund Procedure

Students must submit a completed Refund Application Form.

If your request for a refund is approved:

1. We'll let you know our decision in writing, along with any refund or adjustment notice.
2. All refund requests are to be authorised by the CEO, and applications are processed within twenty-eight (28) days of the application being received.
3. Refund requests are to be entered into the student management system, and copies of evidence are stored.

### Application:

Refund of the fees will only be granted in accordance with the refund policy set out below. Admin fees (or equivalent amount taken out of paid tuition fees if the original admin fee was waived), are non-refundable under any circumstances, except in the unlikely circumstance where AUIPT is unable to provide the course.

- Tuition fees and course credit are not transferable.
- One off refund processing fee of \$500 to process a refund will be charged for visa rejection refunds. The calculation of the administration fee will be in accordance with section 47E of the ESOS ACT 2000.
- AUIPT reserves the right to cancel or postpone any courses prior to their scheduled commencement dates, if necessary. In such circumstances, if a student is unable to enrol in a similar course at AUIPT, all fees will be refunded within 28 days.
- If written notice of withdrawal is received from a candidate at least 28 days prior to the commencement of the course (based on an original course start date), full refund, less refund processing fee of AUD\$500 (or equivalent amount taken out of paid tuition fees)
- The calculation applied for fees paid in advance and where a course of study is cancelled before the agreed Completion Date, AUIPT will calculate the Cancellation Fee in accordance with the table below.

### No Fee Refund

- If a student cancels their enrolment or fails to attend a program or course after the start of the program, except for visa refusal or any circumstances deemed to be compassionate and compelling by the CEO, AUIPT will not refund any of the fees paid for the course as relevant to tuition fee up to and until the end of the current teaching period, within which the student's course cancellation is finalised.
- The student will also be required to pay any outstanding balances for the course, as relevant to the tuition fee up to and until the end of the current teaching period, within which course cancellation is finalised.
- Refunds for any monies received by AUIPT on behalf of the student for services other than tuition fees must be requested from the company delivering the service, and students will be subject to the respective companies' refund policies.
- If an extension to the student's visa is not granted and the course has commenced, a refund will not be issued to the student for the course duration that has already finished.
- If the student seeks and is granted approval by AUIPT to transfer to another provider prior to completion of six months of study of the principal course, AUIPT will not refund any of the fees paid for the course as relevant to tuition up to and until the end of the current teaching period within which the release is finalised. The student will also be required to pay any outstanding fees for the course, as relevant to tuition up to and until the end of the current teaching period within which the release is granted, prior to release.
- If the student's enrolment is cancelled due to infringement of AUIPT 's disciplinary policy or breach of student visa conditions, no refund of any course money will be granted.

### Full Refund

- If your relevant visa application is denied, 100% of pre-paid course fees will be refunded directly to the student. All other fees are subject to the below terms. Written notification is required by the Department of Home Affairs (DHA).
- In the unlikely event that AUIPT is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 4 weeks of the day on which the course ceased being provided.

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Alternatively, you may be offered enrolment in an alternative course by AUIPT at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees or to accept a place in another course. If you choose a placement in another course, we will ask you to sign a document to indicate that you accept the placement. If AUIPT is unable to provide a refund or place you in an alternative course, the Australian Government's Tuition Protection Service (TPS) will assist you with your placement in an alternative course or manage any applicable refunds.

- If a student has overpaid fees to AUIPT, then the overpaid fees will be fully refunded.

### Partial Refund

- If a student cancels their enrolment or fails to attend a program or course after the start of the program, except for visa refusal or any circumstances deemed to be compassionate and compelling by the CEO. The refund amount shall be the multiplication of the weekly tuition fee studied weeks + 2 weeks' notice.  
Example refund amount = average weekly tuition fee + 2 weeks' notice x remaining course weeks.
- Refunds for any monies received by AUIPT on behalf of the student for services other than tuition fees must be requested from the company delivering the service and students will be subject to the respective companies' refund policies.

### PROVIDER DEFAULT

AUIPT fails to start course or the course ceases to be provided after it starts	100% tuition fee refund excludes enrolment and administration fees**
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### STUDENT DEFAULT

Withdrawal notified in writing and received by the Institute 28 days or more prior to course commencement	70% tuition fee refund excludes enrolment, material equipment and administration fees <sup>1,2</sup>
Withdrawal notified in writing and received by the Institute less than 28 days prior to course commencement	50% tuition fee refund excludes enrolment, material equipment and administration fees <sup>1,2</sup>
Withdrawals notified in writing and received by the Institute on or after the course commencement date or student did not commence study at campus location identified	No refund of current study period course fees paid and material equipment fee <sup>1</sup>
Student's enrolment is suspended or cancelled by the Institute due to the student being in breach of the student written agreement	No refund of current study period course fees paid and material equipment fee <sup>1</sup>

### OTHER

Student has been refused an Australian Student Visa and has not started the course (refusal letter required)	100% tuition fee refund excludes enrolment, material equipment and administration fees*
Student has been refused an Australian Student Visa and has started the course (refusal letter required to determine default date)	100% tuition fee refund excludes enrolment, material equipment and administration fees**
Deceased Students: The personal legal representative of the Deceased Estate must apply for any excess payments which are to be refunded. The administrators must supply details about who the refund is payable to. AUIPT reserves the right to request official documentation to support any such claims.	The proportion of fees paid for the unused delivery of training and assessment services i.e. the fees are calculated for the days that were paid for that the deceased student did not attend after deceasing.

\* indicates amount minus 5% of the course fees received (including non-tuition fee); or \$500; whichever is less.

\*\* indicates unspent tuition fee of weeks in default period (period from after default day and the end of the period to which the unspent tuition fee relates).

### Refund calculation:

$$a) \text{ Weekly tuition fee} = 7 \times \left( \frac{\text{total tuition fee for the course}}{\text{number of calendar days in the course}} \right)$$

$$b) \text{ Weeks in default period} = \left( \frac{\text{number of calendar days from the default day to the end of the period to which the payment relates}}{7} \right)$$

$$c) \text{ Refund amount} = \text{weekly tuition fee} \times \text{number of weeks in default period}$$

<sup>1</sup> Student defaults if the course starts at the location on the agreed starting day, but the student does not start the course on that day (and has not previously withdrawn); or the student withdraws from the course at the location (either before or after the agreed starting day), or AUIPT refuses to provide, or continue providing, the course to the student at the location because of one or more of the following:

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- student fails to pay an amount payable to AUIPT for the course; the student breached a condition of his/her student visa; misbehaviour by the student.

<sup>2</sup> A refund processing fee of \$500 will be deducted in cases that relate to student default (except when a student is refused a student visa)

### ENROLMENT INSTRUCTIONS

#### Step 1: Student eligibility & application

All international students need to apply to Australian Institute of Professional Technique (AUIPT) using the prescribed 'International Student Application Form', which needs to be submitted **complete and signed**. Students should attach the following documents:

- Statement of Purpose Letter
- **Age**
- Must be over 18. AUIPT does not accept students under 18 years of age.
- **English language**
- Entry into this course students must be able to demonstrate a IELTS 5.5 or equivalent English proficiency, OR copy of any international English test results (e.g. IELTS/TOEFL/PTE); OR
- Proof that the student has successfully completed an English Language course with an Australian educational institution exiting at an Upper Intermediate level; OR
- Statement from an educational institution or similar evidence that confirms that English was the language of instruction if at least five years' studies completed in Australia, UK, USA, Canada, New Zealand, South Africa or Republic of Ireland; OR
- Confirmation that the student has successfully completed in Australia in the English language either the Senior Secondary Certificate of Education or studies at the Certificate IV or higher level before applying to Australian Institute of Professional Technique; OR
- Cambridge C1 Advanced test results (Scale Score B2) OR
- Completing the AUIPTLC English Placement Test to achieve an IELTS 5.5 or equivalent English proficiency.
- **Course requirements**
- Year 11 certificate or equivalent; OR
- Holders of an AQF qualification level III and above OR
- Applicants with no formal qualification and have experience within the industry may also be considered.
- **Language, Literacy and Numeracy**
- All students must complete a Language, Literacy and Numeracy Test (LLN) during orientation. Students who do not complete an LLN during orientation will be required to complete one before the course commences to ensure the program's suitability and assist AUIPT in identifying any additional support needed during their study.

#### Step 2: Students Application assessment by Australian Institute of Professional Technique (AUIPT)

AUIPT staff will assess the supporting documents provided by international students to ensure the following criteria are met prior to issuing a Letter of Offer (LoO). In line with revised Australian Department of Home Affairs requirements, since 1 July 2010 students are required to provide evidence of OSHC cover for the full duration of their student visa.

1. AUIPT staff will check whether the following supporting documents have been provided.
  - Completed International Student Application Form **signed** by the student.
  - Certified copy of passport (or original sighted by AUIPT)
  - Statement of Purpose Letter.
  - **English proficiency**
    - Copy of any international English test results (e.g. IELTS/TOEFL/PTE); OR
    - Completing the AUIPTLC English Placement Test to achieve an IELTS 6.0 or equivalent English proficiency; OR
    - Proof that the student has successfully completed an English Language course with an Australian educational institution exiting at an Upper Intermediate level; OR
    - Statement from educational institution or similar evidence that confirms that English was the language of instruction, if at least five years' studies completed in Australia, UK, USA, Canada, New Zealand, South Africa or Republic of Ireland; OR
    - Official confirmation that the student has successfully completed in Australia in the English language either the Senior Secondary Certificate of Education or studies at the Certificate IV or higher level before applying for the student visa.

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- **Course requirements**
  - Year 11 certificate or equivalent; OR
  - Holders of an AQF qualification level III and above OR
  - Applicants with no formal qualification and have experience within the industry may also be considered.
- 2. If all the documents have been provided, the student's completed International Student Application Form is assessed by AUIPT staff who make a judgment about whether:
  - Based on the Statement of Purpose Letter, the prospective student meets the GTE requirements
  - The prospective student meets the course eligibility requirements, as per the criteria stated above;
  - The training program is appropriate for the applicant's needs, taking into account their existing skills and competencies.
- 3. All students must complete a Language, Literacy and Numeracy Test (LLN) during orientation. Students who do not complete an LLN during orientation will be required to complete one before the course commences to ensure the program's suitability and assist AUIPT in identifying any additional support needed during their study.

### Step 3: AUIPT staff issue a Letter of Offer to successful applicants OR a letter to unsuccessful applicants

4. AUIPT staff will issue a Letter of Offer' to successful applicants. The Offer will include the following information:
  - Detail of the Enrolment
  - Payment plan
  - Payment details
  - Orientation details
  - Australian Institute of Professional Technique terms and conditions of acceptance of the offer
  - Administrative fees
  - Refund and cancellation policy
  - Privacy policy.

### Step 4: Student must sign acceptance of Letter of Offer; and pay course fees

5. The student must accept the offer by signing the 'Letter of Offer' prior to or at the same time as making the required payment for the course. The signed Letter of Offer and proof of payment must reach AUIPT before the relevant due date.

### Step 5: AUIPT to issue an electronic Confirmation of Enrolment (eCOE) through PRISMS

6. After the student has signed the acceptance and paid the required fees by the due date, AUIPT will issue an electronic 'Confirmation of Enrolment' (eCOE) through the Provider Registration and International Student Management System (PRISMS)
7. AUIPT will email a copy of the eCOE to the student.  
*[Note: The eCOE is a key document required to lodge a student visa application].*

### Step 6: Student to use eCOE to lodge student visa application

8. The student can apply for a student visa after obtaining the eCOE
9. The student should notify AUIPT once their student visa has been granted.
10. The student should make travel arrangements in order to arrive in Australia in a few days to attend the orientation before the course start date.