



APPLICATION FORM

For Academy of English, Certificate, Diploma and Advanced Diploma Courses

1. PERSONAL DETAILS (in Block Letters):

Title	Mr/ Mrs/ Ms/ Miss/		
Last (Family) Name			
Given Name			
Date of Birth			
Gender	Male/ Female		
Nationality			
Address in Home Country	Street Address	Suburb/Town	
	State and Postcode	Country	
Address in Australia	Street Address		
	Suburb/Town	State and Postcode	
Phone Number			
Mobile Number			
Email Address			
Passport Number			
Visa Type			

2. EMERGENCY CONTACT

Relationship			
Family Name			
Given Name			
Address			
Phone Number			
Email Address			

3. GUARDIANSHIP

Are you under 18 years of age at the time of applying for admission?

Yes No - go to Item 4

If YES, the student is required by law to have a guardian in Australia where his/her course is conducted. Since IIBIT does not provide guardianship arrangement service, you must organize a guardian for yourself prior to your arrival to Australia. This will also be imposed by Department of Immigration and Citizenship (DIAC) before a student visa is issued to you.

Please provide IIBIT details of your guardian in Australia:

Relationship			
Family Name			
Given Name			
Address			
Phone Number		Mobile Number	

4. I OBTAINED INFORMATION ABOUT IIBIT FROM:(please tick all relevant boxes)

- | | |
|--|---|
| <input type="checkbox"/> AEI Office | <input type="checkbox"/> Education Exhibition |
| <input type="checkbox"/> An Agent on Behalf of IIBIT | <input type="checkbox"/> Advertisement |
| <input type="checkbox"/> Relative or Friend | <input type="checkbox"/> Other(please specify): _____ |

5. EDUCATIONAL QUALIFICATIONS

Please list all the educational qualifications including tertiary and secondary qualifications. Certified copies of academic records/ marks-sheets/ transcripts must be attached. Official English translations are required for documents in other languages.

Qualification/ Award	Institution/ University	Country	Date started	Date completed

6. ENGLISH LANGUAGE PROFICIENCY

Is English your first language? Yes No – my first language is _____

If NO, state which documentary evidence you possess towards English proficiency:

Secondary or tertiary studies in another country where English is the official language:

Country: _____ Duration: _____

A certificate of English proficiency obtained in the last 24 months (eg IELTS):

Test: _____ Year: _____ Score: _____

7. TYPE OF COURSE AND DATE OF COMMENCEMENT

Please specify the course you want to undertake:

A. IIBIT - Academy of English Courses:

General English English for Academic Purposes IELTS Preparation

• Starting Date: (DD/MM/YYYY) ____/____/____

• Number of Weeks: _____

• Do you require this English Course to be packaged with any other IIBIT Courses? Yes, No

• If yes, is the other course listed in the below B section? Yes, No

• If No, please specify the course name/course provider:

_____ / _____

B. IIBIT Certificate, Diploma and Advanced Diploma Courses:

• First Preference: _____ (eg., Cert III in Hospitality)

Second Preference: _____ (eg., Diploma of Accounting)

• Do you wish to have the above 2 Courses of your preferences to be packaged together?

Yes No Not applicable

• Starting Date (DD/MM/YYYY): ____/____/____

8. ACCOMMODATION & AIRPORT PICKUP SERVICE

Do you need IIBIT to find accommodation for you? Yes No – go to Item 9.

IIBIT provides airport pickup and accommodation arrangement services to all international students. Please contact IIBIT directly by email: info@iibit.edu.au for this service minimum 3 weeks prior to your arrival in Australia.

9. INTERNATIONAL STUDENT REFUND POLICY

A. Grounds for refunds of the course tuition fee:

1. Full or partial refunds of the course tuition fee paid may apply if:

1.1 IIBIT defaults, whereby:

- a) the course does not start on the agreed starting date;
- b) the course ceases to be provided at any time after it starts but before it is completed;
- c) the course is not provided in full to the student because a sanction has been imposed on the institution under part 6 of the Australian Education services for Overseas Students Act 2000' (ESOS Act); and the student has not withdrawn before the default day.

1.2 The international student or intending international student defaults, whereby:

- a) the course starts on the agreed date (i.e. on the day on which the course was scheduled to start, or a later date agreed between the institution and the student) but the student does not start the course on that day and has not previously withdrawn from that course;
- b) the student withdraws from the course either before or after the agreed starting day
- c) IIBIT withdraws an offer on the basis that the offer was made on the basis of incorrect or incomplete information being supplied by the international student or the intending international student.
- d) the international student fails to meet course progression rules and is not permitted to re-enroll.
- e) the international student or intending international student submits a notice of withdrawal due to exceptional circumstances

B. Level of Refunds of course Tuition Fee:

1. Refunds of Course Tuition Fee where IIBIT defaults.

1.1. In the event that IIBIT defaults as mentioned above, all course tuition fee paid by or for the international student to date are fully refundable. The refund will be paid to student within 2 weeks of the day on which the course ceased being provided. Alternatively, student may be offered enrolment in a suitable alternative course by IIBIT at no extra cost to student. Student has the right to choose to receive a full refund of course fees, or to accept a place in another course. If student choose placement in another course, IIBIT will ask student to sign a document to indicate that student accept the placement.

2. Refunds of Course tuition fee where the student defaults (as mentioned above)

2.1. Where a student after accepting an offer of a place, gives a minimum of four weeks written notice before the commencement of the course of an inability to undertake the course, all tuition fee paid in advance for the course is refundable less an administrative fee of 30%

2.2. Where a student gives less than four weeks written notice before the commencement of the course of an inability to undertake the course, all course tuition fee paid is refundable less 50% (includes the 30% administrative fee)

2.3. No refund of fee is given after course commencement

3. Refunds of course Tuition Fee Where a student fails to meet course progression rules;

3.1. Course tuition fees paid are fully refundable where a student fails to meet course progression rules and is not permitted to re-enroll, if the fee were paid in advance of the notification of exclusion.

4. Refunds of course tuition fee where a student withdraws under exceptional circumstances:

4.1. All course tuition fee paid for the semester may be fully refundable where student has been required to withdraw under exceptional circumstances include:

- a) Inability to obtain a student visa;
- b) (Where a visa application has been refused, the student must show proof of refusal. Upon receipt of proof of refusal and evidence of payment to the institution, fees paid in advance in respect of Tuition and Overseas Student Health Cover ('OSHC') will be refunded. However, no refund is given if Visa refusal is based on breaches of Visa conditions)
- c) Illness or Disability;
- d) Death of the student or a close family member (parent, Sibling, Spouse or Child); or
- e) Political, Civil, or natural event which prevents full payment of fees

5. Refunds of course Tuition fee where the student provides incorrect or incomplete information.

5.1 Where the IIBIT withdraws an offer based on incorrect or incomplete information supplied by the applicant, all course tuition fees paid will be refundable less a 30% administrative fee.

6. How to apply for a refund.

6.1 Students applying for refunds are to fill-in a "Refund Application Form" obtained at the front office of IIBIT Campus. Students are advised to apply for a refund immediately on occurrence of any of the above grounds for refunds.

C. Non- Refundable Fees

1. Application fee is non refundable
2. Accommodation booking fees and airport pickup fee are due on enrolment and are non- refundable

D. Note:

1. All refunds are made payable on the name of the student or the firm or individual authorized by the student.
2. Applications to defer admission to a later date will be considered on the basis of cogent reasons.
3. This refund policy does not remove the right to take further action under Australia's consumer protection laws.
4. Our dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.

TERMS AND CONDITIONS

- 1. Name Change:** Show documentary evidence (declaration from a lawyer, marriage certificate, etc) if any of your official documents (birth certificate, mark sheets, etc.) show a name which is different from the one that you have used on this application form.
- 2. Contact Details:**
Your current address to which the notification of the result of your application can be sent should be provided along with phone number and email address (if any).
- 3. Certified Copies of Original Documents:**
Attach certified or attested copies of all your official documents such as mark sheets, academic certificates, etc. Following persons are eligible to certify copies:
 - An authorised officer from the institution that originally issued the documents (such as Registrar or Principal);
 - An Australian overseas diplomatic mission or any Australian Education Centre; or
 - An authorised IIBIT representative.Certified translations must be provided if the documents are not in English. Evidence of completing a course should indicate that all requirements of the course have been met or that the award has been conferred.
- 4. English Language Proficiency:**
You are required to show evidence of your English language proficiency. If your previous education (at least the last two years) was in the English medium, show a proof from the institution (s) or provide a certified copy of an internationally recognised English Language Test. If you are unable to provide an accurate assessment of your English language level with your application form, you may be required to take a special English test before you are admitted to IIBIT.
- 5. Payment of Fees:**
The scheduled fees for the first year together with the Overseas Student Health Cover (international students only), is payable on issue of a Confirmation of Enrolment. Fees for second or subsequent year are payable no less than 14 days in advance of the relevant commencement date.
- 6. Cancellations and Refunds:**
In signing this application you are automatically bound by the conditions of the IIBIT and/or the IIBIT's "International Student Refund Policy".

10. DECLARATION

I have read and accepted the "Terms and Conditions" of enrolment including the International Student Refund Policy of IIBIT.

Signature:

Date:

For students under the age of 18, this form must be signed by a parent or legal guardian.

Parent/Guardian's
Name:

Parent/Guardian's
Signature:

Date:

- Note:**
- 1. Any school aged dependants accompanying overseas students to Australia will be required to pay full fees if they are enrolled in either a government or non-government school.*
 - 2. Information provided may be made available to Commonwealth and State agencies and the Fund Manager of ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code 2007*



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