



Nova Institute of Technology  
Level 10, 140 Queen Street  
Melbourne 3000  
Ph: 03 9670 7801  
Fax: 03 9670 8726  
www.nit.vic.edu.au

# APPLICATION FORM (OVERSEAS STUDENTS)

## PERSONAL DETAILS

Courtesy Title:	<input type="text"/>	Given Name(s):	<input type="text"/>	Family Name:	<input type="text"/>	
Date of Birth:	<input type="text"/>	(dd/mm/yy)	Age:	<input type="text"/>	Sex:	<input type="text"/>
Country of Birth:	<input type="text"/>	Nationality:	<input type="text"/>			
Address: (in home Country)	<input type="text"/>					
	<input type="text"/>	Postcode:	<input type="text"/>			
Telephone:	<input type="text"/>	Fax:	<input type="text"/>			
Address: (in Australia)	<input type="text"/>					
	<input type="text"/>	Postcode:	<input type="text"/>			
Telephone:	<input type="text"/>	Fax:	<input type="text"/>			
Email address:	<input type="text"/>					

## PASSPORT & VISA

Passport Issued by:	<input type="text"/>	Passport Number:	<input type="text"/>	Expires:	<input type="text"/>
DIAC office where you will apply for student visa:	Country:	<input type="text"/>	City:	<input type="text"/>	
Check the box for the Visa you currently have or will have upon travelling to Australia					
Student	<input type="checkbox"/>	Visitors	<input type="checkbox"/>	Working	<input type="checkbox"/>
Bridging	<input type="checkbox"/>				
Visa Number & Expiry Date:	<input type="text"/>				

## MEDICAL COVERAGE

Do you have Overseas Student Health Cover? If so, please detail below:

Name:	<input type="text"/>	Membership Number:	<input type="text"/>
Expiry Date:	<input type="text"/>		

## ENGLISH PROFICIENCY

Do you hold a certificate of English Proficiency (e.g. IELTS)  YES  NO

Result:

### Education Background (Summary)

From	To	Qualifications (highest qualification first)	Institution

### Course Preferences

Preference	Course CRICOS code	Course Name

Do you wish to apply for Recognition of Prior Learning?

YES

NO

(If yes please submit RPL form with the application form)

## AGENTS/LAWYERS Please tick appropriate box

Are you using an Agent or lawyer?

YES

NO

If yes, please provide contact details

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## REFUND POLICY

### Refund Policy

Nova Institute of Technology reserves the right to cancel or postpone any courses prior to their scheduled commencement dates, should it be necessary. In such circumstances, if the course is postponed by longer than four weeks, and if a student is unable to enroll in a similar course at NIT all fees will be refunded. Refund of the fees will only be granted in accordance with the refund policy set out below.

### Full Refund

The Nova Institute of Technology (NIT) has a fee refund policy for situations where special circumstances exist. We will make a full refund of tuition fees paid in the following circumstances:

- Application for a student visa is unsuccessful  
In this case NIT, reserves the right to retain an administration charge of A\$200 and where applicable, any agent's fee. A completed Refund Application form and proof of a visa refusal must be sent to NIT. A full refund will be made within 28 days.
- If for any reason NIT is unable to start delivery of the course on the agreed starting date or ceases to deliver the course before it is completed  
A full refund will be made within 14 days of the specified starting date or from the time the course ceases to be delivered in accordance with the refund guidelines of the ESOS Act.

### Partial Refund

NIT will make a partial refund of tuition fees in the following circumstances:

- If written notice of withdrawal is received from a candidate at least 28 days prior to the commencement of the term, 75% of the tuition fees are refundable, less an administration charge of A\$200 and where applicable, any agent's fee.  
Or
- If written notice of withdrawal is received from a candidate less than 28 days prior to the commencement of the term, 25% of the tuition fees are refundable less an administration charge of A\$200 and where applicable, any agent's fee

### No Fee Refund

- If a student withdraws from, cancels or fails to attend a program or course after the start of teaching of the program, NIT will not refund any of the fees paid for that program or course semester. No refund will be issued for monies paid to NIT for Overseas Student Health Cover (OSHC), airport pick-up, or accommodation booking.
- Refunds for any monies received by NIT on behalf of the student for services other than tuition fees must be requested from the company delivering that service and students will be subject to the respective companies refund policies.
- In the event that an extension to the student's visa is not granted and the course has commenced a refund will not be issued to the student. A student is advised not to enroll if they believe their visa will not be extended.
- In the event that the student seeks and is granted approval by NIT to transfer to another provider prior to completion of six months study of the principal course, no refund of any fees paid in advance will be granted.
- In the event that the student's enrolment is cancelled because of infringement with NIT's disciplinary Policy or breach of student visa conditions, NIT will not refund any of fees paid.

### 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 by filling a Refund Application form and submitting it to the General Administration Manager, Nova Institute of Technology, PO Box 89, Collins Street West, Melbourne 8007.

### 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. NIT will provide the student with a statement detailing the calculation of the refund.

### Approvals

All refunds must be approved by the General Administration Manager.

Exemptions to any of the above mention cases may only occur where the student has extenuating or compassionate grounds as determined by the PEO.

"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"

### DECLARATION

Personal information is collected solely for the purpose of operating as a Registered Training Organisation under the Australian Quality Training Framework administered by the Victorian Government who are the registering authority. The information provided by the student to the provider may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code. Nova is required, under s19 of the ESOS Act 2000, to tell the Department about: changes to student's enrolment; and any breach by students of student visa conditions relating to attendance or satisfactory academic performance. It is a requirement of the Australian Quality Training Framework that students can access personal information held by Nova and may request corrections to information that is incorrect or out of date. Apply in writing to the General Administration Manager if you wish to view your own records. I certify that the information provided on this form is true and correct, and I agree to abide by the terms and conditions of enrolment, including the refund policy, of which I have read and understood.

Signature of Applicant

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Date

OFFICE USE ONLY	Date received	Payment Amount Received
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