

ANIBT Prospective Student Information Pack

All available on the ANIBT website and are to be sent to all students when an initial enquiry is made.
(electronic zipped file)

To be included:

- ANIBT Electronic Brochure.
- Course Guides outlining courses and subjects to be completed, assessment requirements, course fees etc.
- Application Form
- What to do once you receive a Letter of Offer (including Offer Acceptance Form & Admissions Procedure outlining the documents and details that need to be provided on arrival e.g. signed Written Agreement, photocopy of passport and visa, passport-sized photo, contact postal address, phone number and email address in Australia, and emergency contact details). – checklist student handbook
- How to get a student card – student handbook
- Important Dates for current academic year.
- Registration Day and Orientation dates – Registration and Orientation activities.
- Student Agreement – sample in International students on website
- Student Policies e.g. refund and withdrawal, fee structure and payment options, attendance – STUDENT HANBOOK. – student handbook
- Issues with fee payment – payment plan option (however, need to state the importance of sticking to the payment plan or they will not be able to attend classes). – student handbook
- Student responsibilities & ANIBT's responsibilities – student handbook
- Student Visa Information – table of types of visas and their conditions. Link to DHA website for more info. Statement to the effect that students must be aware of the conditions of their student visa and must abide by those conditions to avoid being reported to DHA. Also link to where students can apply for visa renewal – and how they can obtain an e-COE for these purposes. – student handbook
- Permission to Work Information and where they can get the form. Next Careers: <http://nextcareers.com.au> – living in Australia
- What is a TFN, who requires one and how can you apply for one. – living in Australia
- ANIBT's facilities e.g. computer labs/internet access, kitchens, and student breakout areas.- student handbook
- Services we provide for example arranging home stay accommodation and airport pick-up. (Could develop a specific Arrival Services Form where students can indicate whether they require any of these services and relevant information e.g. flight details, accommodation preferences etc). Need to indicate any costs for these services if applicable. – student handbook
- Average living costs in Melbourne. – student handbook – living in Australia

Australian National Institute of Business and Technology

CRICOS: 02506B RTO: 21368

- OSHC Brochure – plus statement letting students know that they can either opt to arrange their own health cover or ANIBT can arrange it for them. – student handbook
- Travel to Australia – what to bring e.g. copies of passport, visa, IELTS certificate, copies of transcripts of results from other institutions if wanting to apply for RPL etc. Information on Australian Customs – brief statement on prohibited items and that it is an offense under Australian Law to make a false declaration. Link to Customs website for a full explanation of what can and can't be taken into Australia. – student handbook – living in Australia
- Australian time zones, day light savings. – living in Australia
- Learning Environment in Australia – what to expect in the classroom (i.e. often more participatory, students are expected to actively participate in class discussions, ask questions etc.) – course guides – student handbook – living in Australia and Understanding Australian culture
- Campus Map – student handbook
- Melbourne City Map - needed
- Public Transport Map – how to get to our campuses –link to Metro website. Parking options at our campus. - needed
- Student Services contact details for more information. What types of things can Student Services assist with? Contact details for reception – first point of call for any questions students may have. – student handbook
- Useful website links e.g. ANIBT, DHA, OSHC, Metro, Victoria Police, That's Melbourne – student handbook – living in Australia – understanding Australian culture.