



### How to Complete this Form

- Please print in boxes using only **BLOCK** letters; **TICK** boxes or **CIRCLE** where applicable
- **Attach supporting documents** to this form including certified English translation copies if required.
- Supporting documents must be **certified true copies from the originals**.
- Incomplete applications may incur in **applications postponement**.

## Application for Enrollment Form

For International Student Use Only

### 1. COURSE COMMENCEMENT

\_\_\_ February \_\_\_ April \_\_\_ July \_\_\_ October \_\_\_ Other \_\_\_\_\_ Year: 20 \_\_\_\_\_

### 2. COURSE SELECTION Please indicate course area you are applying for:

SELECT	CRICOS CODE	COURSE NAME
<b>AGED CARE</b>		
	0102057	Certificate III in Individual Support
	0102058	Certificate IV in Ageing Support
	0102059	Diploma of Community Services
<b>HOSPITALITY</b>		
	SIT20316	Certificate II Hospitality
	SIT30616	Certificate III in Hospitality
	SIT31016	Certificate III in Patisserie
	SIT40716	Certificate IV in Patisserie
	SIT30816	Certificate III in Commercial Cookery
	SIT40516	Certificate IV in Commercial Cookery
	SIT50416	Diploma of Hospitality Management (Culinary)
	SIT50416	Diploma of Hospitality Management (Hotel Operations)
	SIT50416	Diploma of Hospitality Management
	SIT60316	Advanced Diploma of Hospitality Management (Culinary)
	SIT60316	Advanced Diploma of Hospitality Management (Hotel Operations)
	SIT60316	Advanced Diploma of Hospitality Management

SELECT	CRICOS CODE	COURSE NAME
<b>BUSINESS &amp; MANAGEMENT</b>		
	BSB42618	Certificate IV in New Small Business
	BSB50215	Diploma of Business
	BSB51918	Diploma of Leadership & Management
	BSB51415	Diploma of Project Management
	BSB61015	Advanced Diploma of Leadership & Management
	BSB80515	Graduate Certificate in Management (Learning)
	BSB80615	Graduate Diploma in Management (Learning)
<b>TESOL</b>		
	099138G	Certificate IV in TESOL
	099139G	Diploma of TESOL

### 3. PERSONAL DETAILS (As Shown In Passport)

Title : \_\_\_\_\_ Gender :  Male  Female  Unspecified

Given Name(s): \_\_\_\_\_ Last Name : \_\_\_\_\_  
Date of Birth (dd/mm/yyyy): \_\_\_\_\_ Country of Birth : \_\_\_\_\_  
Nationality : \_\_\_\_\_ First Language : \_\_\_\_\_  
Passport Number : \_\_\_\_\_ Expiry Date (dd/mm/yyyy): \_\_\_\_\_

### 4. CONTACT DETAILS

Address (Home Country) : \_\_\_\_\_  
City : \_\_\_\_\_ Country : \_\_\_\_\_ Postcode : \_\_\_\_\_  
Address (if in Australia) : \_\_\_\_\_  
Suburb : \_\_\_\_\_ State : \_\_\_\_\_ Postcode : \_\_\_\_\_  
Mobile (Home Country) : \_\_\_\_\_ Mobile : \_\_\_\_\_  
Email Address : \_\_\_\_\_  
USI Number (if available): \_\_\_\_\_ VSN (if available): \_\_\_\_\_

### 5. EMERGENCY CONTACT DETAILS

Contact Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

### 6. OSHC (Overseas Student Health Cover)

Would you like ANIBT to apply for OSHC?  Yes (Single)  Yes (Family)  No

### 7. VISA TYPE

Student  Visitor  Working Holiday  Other (Please specify: \_\_\_\_\_ )  
Expire Date: \_\_\_\_\_

### 8. AIRPORT PICKUP

Do you require Airport reception and transfer?  Yes  No

### 9. ACCOMMODATION

Do you require accommodation assistance?  Yes  No

If yes, what type of accommodation?  Homestay  Hostel  Temporary accommodation

### 10. EDUCATION BACKGROUND



Highest Qualification Achieved:

Year 12 or Equal  Diploma  
 Certificate II  Advanced Diploma  
 Certificate III  Bachelor  
 Certificate IV  Masters

Other \_\_\_\_\_

Are you currently studying with another provider?

Name: \_\_\_\_\_

Date commenced: \_\_\_\_\_

### 11. ENGLISH LANGUAGE PROFICIENCY SCORE:

IELTS  Academic  General  
 PTE  Academic  General  
 OET  
 TOEFL iBT®  Self-Score:

Date Achieved : \_\_\_\_\_  Beginner  
 Intermediate  
Overall Score : \_\_\_\_\_  Advanced

### 12. EXEMPTIONS

Are you applying for exemptions?

Yes *Attach copies of transcripts and unit outlines must be certified in your home country by a duly authorized official.*  No

Have you completed part or all of an Australian Government recognized qualification and require credit transfers?

Yes *Attach copies of transcripts or statement of attainment.*  No

## AGENT INFORMATION

Agent Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

## PAYMENT DETAILS

**Account Name:** Australia National Institute of Business and Technology Pty Ltd

**Name of Bank:** Commonwealth Bank

**Bank Address:** 28-32 Kings Way, Glen Waverley Vic 3150, Australia

**BSB:** 063182

**Account Number:** 11541034

**Swift Code:** CTBAAU2S

## REFUND INFORMATION

1. ANIBT reserves the right to cancel or postpone any courses prior to the scheduled commencement date as deemed necessary.
2. If ANIBT defaults: (a) the course does not start on the agreed date, or (b) the course ceases to be provided before it is completed, or (b) the course is not provided in full to the student; the student is entitled to a full refund. Under these circumstances, a refund will be paid within 14 days after the occurrence of these events.
3. In situations 1 and 2, the refund is covered by the ESOS Act 2000 and not by ANIBT's refund/cancellation fees agreement.

## TERMS & CONDITIONS

1. ANIBT reserves the right to accept or reject any application for enrollment at its discretion. If an applicant accepts a place offered by ANIBT and pays the fees, it constitutes a binding contract between ANIBT and the student.
2. All fees, charges and accounts will be payable in advance as determined by ANIBT. Students will not be permitted to commence or continue their course, at the beginning of any semester, until all outstanding fees, charges or accounts are paid.
3. Any payments not made by the due date will incur a late payment penalty of A\$200. After a further two weeks, a penalty of A\$50 per week or part thereof will be payable until the full amount has been paid.
4. Subject to staff availability there is no guarantee that every unit will be offered in any particular semester. All units are subject to change through the processes of regular course revision.
5. Fees and charges, while correct at the time of printing, are subject to change without prior notice.

## REFUND AND CANCELLATION FEES

1. Administration fees, Accommodation Placement fees and Airport Pickup fees are non-refundable.
2. All tuition fees less A\$200.00 will be refunded if the application for an initial student visa is rejected where the student is not yet studying at ANIBT. Proof of refusal must be provided no later than two weeks after the date of refusal, otherwise, normal cancellation fees will be charged.
3. Tuition fees will not be refunded if a student visa is cancelled or refused by the relevant authority due to the provision of fraudulent documents or non-compliance on the part of the student with the rules and regulations set by the Australian government. This applies where the student is already enrolled and studying at ANIBT.
4. No reduction in tuition fees for students who arrive after course commencement will be considered, however, the students CoE will be adjusted to reflect the new finish date and the student will complete the missed units at the end of their study period.
5. A student whose enrollment is terminated by ANIBT will not be entitled to any fee refund.
6. Notification of cancellation/withdrawal from unit/s, withdrawal or deferral from a course of study must be made in writing to ANIBT. Under these circumstances cancellation fees will be applied – please refer to clause 9 for details of cancellation/withdrawal fees.
7. Where applicable, a refund will be paid within 20 working days after receiving a written notice from the student; and a statement explaining how the refund is calculated will be included upon request.
8. Material fees are NON-REFUNDABLE after Course Commencement Date.
9. Extract from ANIBT Fees, Payments, and Refund Policy and Procedure.



### 9.1 Before course commencement date of course

*More than 10 weeks - A\$250.00.*

*Between 4 and 10 weeks - A\$250.00 plus 50% of tuition paid as per the individual's student agreement*

*Less than 4 weeks - A\$250.00 plus 75% of tuition paid as per the individual's student agreement*

### 9.2 After Course Commencement date of course

*During the 1st term of course - A\$250.00 plus 100% of tuition paid as per the individual's student agreement*

*During the 2nd term of course before the close of business week 8 - A\$250.00 plus 100% of tuition paid as per the individual's student agreement*

*After the close of business week 8 of the 2nd term of course - A\$250.00 plus 100% of 3rd term tuition fees.*

*Before the close of business week 8 of subsequent terms - A\$250.00 plus the remainder of current terms tuition fees.*

10. If a new international student is unable to secure an Australian student visa and has notified the Institute of the same prior to the census date, the student will receive 100% refund of any tuition fees paid. A\$200 Administration Fee is non-refundable.
11. Exemptions to Clauses 1 – 10 may only occur where there are extenuating or compassionate grounds, as determined by the CEO of ANIBT.
12. In the event of any disagreement between the parties, the dispute resolution process of ANIBT does not circumscribe the student's right to pursue other legal remedies.
13. This agreement does not remove the right to take further action under Australia's consumer protection laws.

## APPLICATION CHECKLIST

### Check that you have:

- Completed all sections of the Application form.
- Read and understood the Conditions of Enrollment and Refund Policy

### Check that you have included:

- Certified copies of your academic qualifications eg. school, college or university transcripts (translated into English if necessary).
- Evidence of your English Language ability if required.
- A copy of your passport, visa or birth certificate if required.
- Any relevant employment documentation

## APPLICANT'S STATEMENT

- I declare that the information I have supplied on this form is, to the best of my understanding and belief, complete and correct.
- I understand that giving false or incomplete information may lead to the refusal of my application or cancellation of enrollment. I have read and understood the published course information in the brochure or website and I have sufficient information about ANIBT to enroll.
- I give ANIBT permission to obtain official records from any educational institution attended by me.
- I understand that any information gathered by ANIBT relating to me "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".
- I accept liability for payment of all fees.
- I have read and understood the refund policy of ANIBT.

I agree to abide by the above TERMS AND CONDITIONS.  Yes  No

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

REPRESENTATIVE'S STAMP