

Welcome to ANIBT Orientation



Australian National
Institute of **Business**
and **Technology**

ORIENTATION



**Point of contact:
Sugandhi MS**



**Student Services
Officer**

Student Support Services



No offensive language and behaviors



No alcohol consumption in the campus



Show respect to trainers, staff and other students

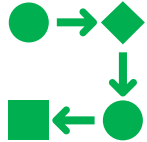


Suspension or Reporting for misbehavior

Student Support Services



- Registration



- Academic progress



- Course variation



- Student welfare



- Compliance

Registration

Student number already allocated

6 + 20 + 1 + 0xx

Year Term

**Always quote your student number
with any inquiry**

Student Email

A screenshot of the ANIBT website. The browser address bar shows 'https://www.anibt.edu.au'. The navigation bar includes 'Student Email' (circled in red), 'Online', 'Agents', 'Contact Us', and 'Call Us: +61 3 9620 2922'. Below the navigation bar are menu items: 'ABOUT ANIBT', 'COURSES', 'STUDENTS', and 'APPLY NOW'. The main content area features a hero image of a man and a woman looking at a laptop. Text on the hero image reads: 'SHAPE | Develop yourself', 'YOUR | Realise your potential', 'FUTURE | Excel', and 'Be all you can be at ANIBT.' At the bottom of the hero image are two buttons: 'APPLY NOW →' and 'SEARCH COURSES 🔍'.

← → ↻ 🔒 https://www.anibt.edu.au ☆ 📄 A ⋮

RTO Code: 21368 | CRICOS Code: 02506B

ANIBT
Australian National Institute of Business and technology

Student Email Online Agents Contact Us Call Us: +61 3 9620 2922

ABOUT ANIBT COURSES STUDENTS APPLY NOW

SHAPE | Develop yourself
YOUR | Realise your potential
FUTURE | Excel

Be all you can be at ANIBT.

APPLY NOW → SEARCH COURSES 🔍

Student email

- ▶ 62010XX@student.anibt.vic.edu.au
- ▶ Password: date of birth (yyyymmdd)
- ▶ Please change your password on first log-in
- ▶ Check your student email regularly, at least weekly, for timetable, academic progress, invoice, survey, etc.
- ▶ Always use your student email for correspondence
- ▶ Based on Gmail. May be inaccessible in some countries.

Registration



**Student photo
taken and ID
Card issued**



**Student ID Card
replacement:
\$10**

Registration



Student Information Form completed

- 1) Provide your residential address, email, contact number and emergency contact number
- 2) Notify school of any changes of your address, contact numbers and circumstances within 7 working days
- 3) Confirmation of personal details form completed at the beginning of each term

Registration



Required documents to provide.

- Passport and qualification
- Visa and Forms to sign
- ▶ Language Literacy Numeracy Test to complete
- ▶ Student handbook in folder
- ▶ Timetable to collect

Student Behavior



No offensive language and behaviors



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Suspension or Reporting for misbehavior

Safety matters



- **Emergency Number 000**
- **Report to Police Officer**
- **Inform school immediately**



Working Hours

- **40 hours per fortnight**
- **Full time during school holidays**

Attendance monitoring process



1. Intention to report by non-commencement of study
2. Attendance warning
3. Appointment with Student Services
4. Duty of care (five consecutive days)
5. May need to inform police and embassy

Academic progress

Fail to achieve at least 50% of competency of the units for one term

= Fail this term

Academic warning

Individual Academic Intervention Strategy

Fail two consecutive study periods (2 terms)

Intention to report by unsatisfactory academic performance

Student obligations

Visa	For all student visa (bridging visas) holders
Maintain	maintain enrolment in a 'registered course'
Attend	attend classes
Achieve	achieve a satisfactory academic performance

Payment

Sign a payment plan

Keep payment up-to date

Late payment penalty \$200

Last unit will not be assessed, and certificate will not be issued if there is outstanding fee for the current enrolment

Late assessment fee / Re-assessment fee

Reported to Department of Home Affairs for nonpayment of fees

What happens if you are non-compliant with your visa conditions

- 1) Intention to report to Department of Home Affairs By non-commencement of study, unsatisfactory academic performance or non-payment of fees**
- 2) Students have the right to lodge internal appeal and external appeal**
- 3) Student visa may be cancelled after student is reported to Department of Home Affairs**
- 4) Cancelled student visa may lead to return to home country and ban for three years**

Suspension

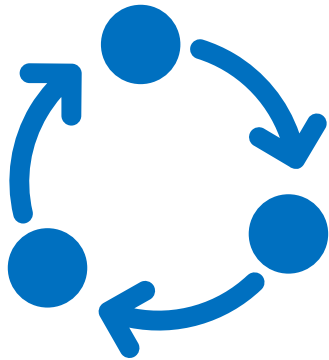
- **Only enable students to take leave through formal agreement in limited circumstances**
- **Compassionate or compelling circumstances**
(for example: serious injury or illness with a medical certificate stating the student cannot attend classes, or compelling personal circumstances, such as the death of a close family member, which might require the student to return home for an agreed period of time)
- **Suspension request form / two-way air tickets / supporting document**
- **Have a talk with trainer in advance**
- **Have a talk with Student Services after coming back**
(suspension return form to fill in)
- **May need extension (Visa renewal on students)**

Course variation process



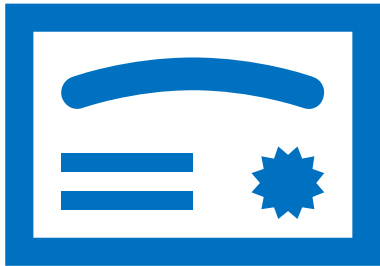
- 1) **Course variation form filled**
- 2) **Discussion with Student Services and Marketer**
- 3) **Confirmation about new course duration and fees**
- 4) **If new course is shorter, student needs to inform DHA and visa may be revised**
- 5) **If new course is longer, student may need to renew visa**

Withdrawal process



- 1) Withdrawal request form filled
- 2) Supplementary documents provided
- 3) One-way air ticket if student will go back home to country
- 4) New Letter of offer from another school if student will transfer (If completed 6 months of Principal Course)
- 5) Outstanding fee and/or cancellation fee must be paid

Certificate issuing process



- 1) Will be issued after all units achieved competency and payment clear
- 2) Check your progress regularly
- 3) Completion letter and transcript attached
- 4) Replacement charge \$75/set or \$70 per certificate
- 5) Letter request form available (\$5)
 - ✓ Enrolment letter
 - ✓ Invitation letter
 - ✓ Reference letter

Student Counseling services

Next Careers

- equip you with the information you require to take the next steps forward to your career
- career counselling and relevant job placement assistance

Psychology Melbourne

- referral available after discussion with Student Services
medical letter from GP is required

Study Melbourne Student Centre

- free support, information and contacts to help you enjoy living and studying in Victoria