

Malaysia

Sydney



A N I B T

**Australian National Institute
of Business and Technology**

CRICOS:02506B RTO:21368

Sri Lanka

Melbourne



ANIBT

Australian National Institute
of Business and Technology

CRICOS:02506B RTO:21368

SHAPE

YOUR

FUTURE



ORIENTATION TOPICS

**Points of
Contact**

Registration

**Academic
progress**

**Course
variation**

**Student
welfare**

Compliance

Compliance and Student Services

- Sugandhi
- Alpina

**POINT OF
CONTACT**

Training and Academic Development Manager

Matthew Greskie

POINT OF
CONTACT

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

SAFETY MATTERS

**Emergency Number
000**

**Report to Police
Officer**

**Inform school
immediately**



WORKING HOURS

48 hours per fortnight

Full time during school holidays



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

ATTENDANCE MONITORING PROCESS



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



2) Academic warning



3) Individual Academic Intervention Strategy



4) Fail two consecutive study periods (2 terms)



5) Intention to report by unsatisfactory academic performance

ACADEMIC PROGRESS



STUDENT VISA OBLIGATIONS

Dear Andrea

We have granted you a Student (subclass 500) visa on 31 January 2021

1) Notify school of any changes of your address, contact numbers and circumstances within 7 working days

2) maintain enrolment in a 'registered course'

Length of stay
Travel

15 March 2021
Multiple entries

3) attend classes

4) achieve a satisfactory academic performance)

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 THE 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

1) Withdrawal request form filled



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graph TD; A[1) Withdrawal request form filled] --> B[2) Supplementary documents provided]; B --> C[3) One-way air ticket if student will go back home to country]; C --> D[4) New Letter of offer from another school if student will transfer (If completed 6 months of Principal Course)]; D --> E[5) Outstanding fee and/or cancellation fee must be paid];
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The diagram illustrates a five-step withdrawal process. Each step is contained within a colored rectangular box, and the steps are connected by downward-pointing arrows, indicating a sequential flow from top to bottom. The boxes are arranged in a staggered, descending layout.

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

WITHDRAWAL PROCESS

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



- a) Sign a payment plan
- b) Keep payment up-to date
- c) Late payment penalty \$200
- d) Last unit will not be assessed,
and certificate will not be
issued if there is outstanding fee
for the current enrolment
- e) Late assessment fee / Re-
assessment fee
- f) Reported to Department of
Home Affairs for nonpayment of
fees



Week 7 Rule



Supporting documents for Payment plan

1. 1 MONTH TRANSACTION (OFFICIAL BANK STATEMENT)



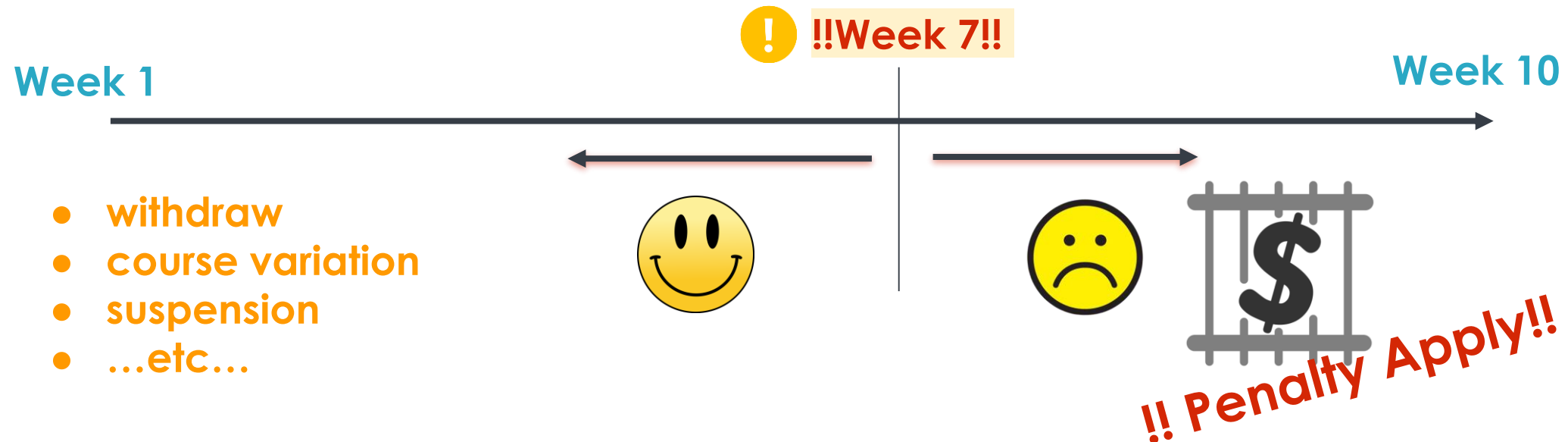
send it to :

accounts@anibt.vic.edu.au

or

accounts1@anibt.vic.edu.au

1. WRITTEN STATEMENT





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THANK YOU