

STUDENT APPLICATION FORM



AUSTRALIAN
LEADING
INSTITUTE OF
TECHNOLOGY

PART A – APPLICATION INFORMATION

SELECT COURSE

BSB50120 - Diploma of Business

QUALIFICATION

COURSE DURATION

weeks

TUITION FEE (Figures in AUD)

Intake Year:

Onshore:

Offshore:

Intake Month:

January February March April May June July August

September October November

Class Timetable (Monday to Friday):

Day Class Evening Class

Campus:

Personal Details

Family Name: Given Name:

Nationality: Male Female Date of Birth:

USI (Unique Student Identifier)

Home Country Contact Details:

Address:

Telephone: Mobile:

Passport Number: Email:

Health Problems:

Person to Contact in an Emergency:

Name: Relationship:

Address:

Telephone: Mobile: Email:

PART B – EDUCATION AND EXPERIENCE

Qualification:

(You must attach verified copies of all qualifications)

English exams completed on: Score:

(You must attach verified copies of English language results, for example IELTS)

ALIT EDUCATION GROUP PTY. LTD. Pty. Ltd. As proprietary company trading as
Australian Leading Institute of Technology | ABN: 61 610 991 145 | RTO No:45156 | CRICOS:03981M
500 Spencer St., West Melbourne VIC 3003 | Telephone: +61 99175018 | Email: info@alit.edu.au | Website: <https://alit.edu.au/>

STUDENT APPLICATION FORM



AUSTRALIAN
LEADING
INSTITUTE OF
TECHNOLOGY

Have you enrolled in the same or a similar course elsewhere? Yes No

(If you have you may be eligible for a credit transfer or Recognition of Prior Learning – contact the ALIT Admission for further information. You must attach verified copies of documents to support a credit transfer or RPL application).

Have you been employed in the area covered by the course applied for? Yes No

(If you have you may be eligible for Recognition of Prior Learning – contact the ALIT Admission for further information. You must attach verified copies of documents to support an RPL application).

Own assessment of English level Elementary Intermediate Advanced

Language spoken at home: Other languages spoken:

Tell us the reason you want to take our course Career Academic Personal

Where did you hear about us?

Do you have any disability or special need that will affect in your learning environment? Yes No

If yes, please specify:

Please make sure you refer to the specific entry requirements that apply to the course you are enrolling for. These requirements are detailed in the student information section of the Student Handbook.

OVERSEAS STUDENT HEALTH COVER

Single Cover Couples Cover Family Cover

PART C - FEES

Tuition Fee (from first page of application)	A\$	<input type="text"/>
CoE Re-issuance/Change Charges (Excepting Visa rejection)	A\$	<input type="text"/>
Application Fee (not refundable)	A\$	<input type="text"/>
Material fee (per course)	A\$	<input type="text"/>
Supplementary Assessment (after two free re-submission attempts)	A\$	<input type="text"/>
Late payment fee	A\$	<input type="text"/>
Certificate re-issue fee	A\$	<input type="text"/>
Unit Repeat cost	A\$	<input type="text"/>
Deferment Fee	A\$	<input type="text"/>
Airport meeting – optional (not refundable)	A\$	<input type="text"/>
OSHC (If any)	A\$	<input type="text"/>
Others (If any)	A\$	<input type="text"/>
Total Fees	A\$	<input type="text"/>

Please make your payment by **EFT Bank Transfer (preferred method)**. No obligation is created on ALIT until funds are cleared and an official receipt is issued.

Bank Account Details

Please use this Reference Description:

ALIT EDUCATION GROUP PTY. LTD. Pty. Ltd. As proprietary company trading as
Australian Leading Institute of Technology | ABN: 61 610 991 145 | RTO No:45156 | CRICOS:03981M
500 Spencer St., West Melbourne VIC 3003 | Telephone: +61 99175018 | Email: info@alit.edu.au | Website: <https://alit.edu.au/>

STUDENT APPLICATION FORM



AUSTRALIAN
LEADING
INSTITUTE OF
TECHNOLOGY

Account Name: AUSWAY COLLEGE OF EDUCATION & TRAINING PTY Ltd.

Bank Name: Commonwealth

BSB: 063-074

Account Number: 1018 0987

BIC/SWIFT Code:CTBAU2S

● In Person

Payment can be made in person with cash, cheque or credit at the Institute's office located at 500 Spencer St, West Melbourne, VIC, 3003 Monday to Friday – 9AM to 5 PM.

Acceptance Procedure:

1. As soon as decision is made on your eligibility you will be informed of the outcome.
2. If your application is successful you will receive a copy of this countersigned Student Written Agreement and a Letter of Offer stating the course, for which you have been accepted, courses fee to be paid, commencement date and Overseas Student Health Cover information (if any).
3. When all requirements have been met including payment of your fees, your enrolment will be confirmed, and a Confirmation of Enrolment (CoE) will be issued ALIT will have DIBP advised within 14 days.

PART D - REFUNDS

1. The Applicant confirms that all the information provided in this application is complete and correct.
2. The Applicant agrees to be bound by ALIT rules and regulations in force from time to time and otherwise to follow acceptable codes of behaviour, attendance and academic performance and show a concern for other students.
3. All fees and charges must be paid in full prior to course commencement unless a "payment plan" is arranged with ALIT. Student tuition fees are safeguarded through the use of insurance and assurance schemes mandated by Australian Legislation.
4. Refund application form must be completed and submitted to ALIT. Refunds will be refunded within 14 working days of receipt of a refund application form and will include a statement explaining how the refund was calculated.

4.1 Student Default

A default is where:

4.1.1 You do not commence your program on the agreed start date and have not previously withdrawn.

4.1.2 You withdraw from the program either before or after the agreed start date.

4.1.3 The Institute refuses to provide, or continue providing the program due to one or more of the following:

- a. you failed to pay an amount payable for the program.
- b. you breached a condition of your student visa.
- c. misbehaviour by you.

4.2 Student Default and Refund

The following table outlines the scenarios for refunds:

SL	Situation	RTO Refund fee
i	RTO does not deliver the program for which the student has paid for the following reasons: The course does not begin on the agreed commencement date. The offer is withdrawn by the Institute and incomplete information is provided by the student.	Full Refund on tuition fees.

ALIT EDUCATION GROUP PTY. LTD. Pty. Ltd. As proprietary company trading as

Australian Leading Institute of Technology | ABN: 61 610 991 145 | RTO No:45156 | CRICOS:03981M

500 Spencer St., West Melbourne VIC 3003 | Telephone: +61 99175018 | Email: info@alit.edu.au | Website: <https://alit.edu.au/>

STUDENT APPLICATION FORM



AUSTRALIAN
LEADING
INSTITUTE OF
TECHNOLOGY

	The course ceases to be provided, before any training and/or assessment. The course is not provided in full to the student because a sanction has been imposed on the registered provider Visa refused (before commencement).	
ii	Withdrawal notified in writing and received by the Institute 28 days or more prior to course commencement.	70% refund of tuition fees.
iii	Withdrawal notified in writing and received by the Institute after the course commencement.	No refund.
iv	Visa Refused (After Commencement).	Charged according to the study period.
v	Application rejected by RTO.	Full refund of tuition fee NOT including application fee (\$200)
vi	Visa refused prior to course commencement OR withdraw at least 10 weeks prior to agreed start date.	Full refund of tuition fee NOT including application fee (\$200) The amount of unspent prepaid fees that the provider must refund the student for the purpose of subsection 47E(2) of the Act is the total amount of the prepaid fees the provider received for the course in respect of the student less the following amount: the lesser of: (a) 5% of the total amount of prepaid fees that the provider received in respect of the student for the course before the default day; or (b) the sum of \$500
vii	Withdrawal more than 4 weeks and up to 10 weeks prior to agreed start date.	70% refund of tuition fees NOT including application fee (\$200)
viii	Withdrawal less than 4 weeks prior to agreed start date.	25% refund of tuition fees NOT including application fee (\$200)
ix	Withdraw after the agreed start date.	No refund.
x	Enrolment is cancelled due to student's misconduct or non-compliance with the rules and regulations set by the Australian Government.	No refund.
xi	Course withdraw by RTO (Before the agreed start date).	Full refund including application fee.
xii	Course withdraw by RTO (RTO is unable to deliver the course after the agreed start date).	Refund of unused tuition fees. Prepaid fees may be transferred to an alternative enrolment where the student agrees.
xiii	The course is not provided fully to the student because the RTO has a sanction imposed by a government regulator.	Return of unused tuition fees.
xiv	Recognition of Prior Learning (RPL) fees	No refund if Statement of

STUDENT APPLICATION FORM



AUSTRALIAN
LEADING
INSTITUTE OF
TECHNOLOGY

		Attainment provided.
xv	Abandons the course during the study period.	No refund and the balance of all outstanding fees for the course to be invoiced to the student.
xvi	Visa extension is refused	Once the term starts, fee is not refundable. Students have their own responsibilities to ensure they have valid visa(s).
xvii	Withdrawal from study - current students (not including English Language Studies' students) with confirmed extenuating circumstances)	Refund of unused tuition fees (of the following term/s).

4.3 You may withdraw from a course of study after the commencement date and apply for a refund if you believe the withdrawal was for special circumstances. The Institute will refund the prorata amount of tuition fees if satisfied that special circumstances apply that:

- Are beyond your control;
- Did not make their full impact on you until on or after the commencement date for the course of study;
- Make it impracticable for you to complete the requirements of the course of study.

Each application for refund under special circumstances will be examined on a case-by-case basis together with supporting documentation that has been provided to substantiate the claim.

4.4 Provider Default

The Institute defaults if:

4.4.1 the Institute fails to deliver the program on the agreed start date.

4.4.2 the Institute ceases to deliver the program at any time after the commencement but prior to completion.

4.5 If you default under Section 4.1 (student default) before the Institute subsequently defaults section 4.4, provider default will not apply to your case.

4.6 The Institute will refund any unused tuition fees within 2 weeks of the default.

4.7 The Institute may arrange for you to be offered a place with an alternative provider at no extra cost to you. You have the right to choose whether you would prefer a refund of any unused fees or to accept a place in another course. If the Institute fails to deliver the program for any of the reasons listed under 4.4 above, you will be automatically entitled to a refund.

4.8 If the Institute is unable to provide a refund or place the student in an alternative course, the TPS will provide the student with options for suitable alternative courses (if any such courses are available), or if this is not possible, the student will be eligible for a refund as calculated by the TPS Director. Please refer the following link for the further information.

<https://tps.gov.au/Home/NotLoggedIn> or search Tuition Assurance Scheme.

5. Refunds:

5.1 In order to process a refund, the Institute must have received the cleared funds and you must not have any outstanding debts to the Institute.

5.2 A refund cannot be transferred to another student.

5.3 Refund will be paid only to the student that has made the application. Refund will not be paid to any third party or representative of the student unless there is sufficient documentary evidence that there is



a direct relationship with student. Bank charges may be incurred by the recipient of the payment. These charges are imposed by the banking institutions and are deducted from the payment made by the Institute. The Institute has no control over such charges and therefore does not bear any responsibility for amounts deducted.

- 5.4 Except in instances of provider default where no Application for Refund is required, a refund request must be made on the Application for Refund of Fees form available on <https://alit.edu.au>
- 5.5 You must complete all sections of the Application for Refund form. A refund will not be processed if the signature on the refund form does not match your signature on other documents provided to the Institute.

6. Payments of Refunds:

- 6.1 A refund due to provider default will be paid within 14 working days of the default.
- 6.2 A refund due to student default will be paid within 14 working days.
- 6.3 The refund processing period commences the date your completed Application for Refund form is received by The Institute. Where your application is incomplete or further documentation is required, the processing date will start the date the completed application is received.
7. 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.
8. In the unlikely event that ALIT is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by ALIT at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement. If ALIT is unable to provide a refund or place you in an alternative course the Tuition Protection Service (TPS) will be responsible for providing refunds or providing assistance to locate an alternative.
9. Fees not listed in the refund section (part 4) are not refundable. Prior to a student enrolling fees may be altered without notice. Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course. If a course length is extended by the student then any fee increases will be required to be paid for the extended component of the course.
10. Students wishing to defer the commencement of studies or suspend their studies must complete deferral or suspension form and submit to ALIT. ALIT may decide to suspend or cancel a student's enrolment on its own initiative as a response to misbehaviour by the student. Deferral of commencement, suspension of enrolment and cancellation of enrolment have to be reported to DIBP and may affect the status of a student visa.
11. Students must notify ALIT of changes of address, telephone number, email address and fax number within 7 days they occur. Failure to do this may mean student do not receive important information which may affect their course, their enrolment or the visa.

Student Declaration:

I understand the terms of this Contract and the refund conditions and confirm that I have been fully advised of the fees, refund conditions and conditions of enrolment and agree to be a student at ALIT. Information is collected on this form and during my enrolment in order to meet ALIT obligations under the ESOS Act and

STUDENT APPLICATION FORM



AUSTRALIAN
LEADING
INSTITUTE OF
TECHNOLOGY

the National Code 2007; and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about me on this form and during my enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service (TPS). In other instances information collected on this form or during my enrolment can be disclosed without my consent where authorised or required by law.

Applicant Signature: Date:

PART E – PROVIDER ACCEPTANCE		
Accepted by Australian Leading Institute of Technology (ALIT)		
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	Signature	Date

PART F – Agent		
<input type="text"/>	<input type="text"/>	<input type="text"/>
Agent Name	Signature	Date