



ENROLMENT FORM

PERSONAL DETAILS

Title: Tick one. Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr ☐ Other ☐

Given name :

Family name (surname) :

Are you currently living in Australia? ☐ YES ☐ NO

Address :

Suburb/ Town : State/ Territory :

Country : P/Code :

Phone (home) : Mobile :

Email :

Gender : ☐ Male ☐ Female Date of Birth :

PASSPORT AND VISA

Passport number : Passport expiry date : Nationality :

Do you currently hold an Australian visa? ☐ YES ☐ NO If yes what type of visa?

Expiry date :

UNIQUE STUDENT IDENTIFIER (USI)

Do you already possess a unique student identifier (USI)? ☐ YES ☐ NO

If you already have an unique student identifier please insert it here :

If you wish to grant Gippsland Institute of Technology permission to source a unique student identifier, on your behalf, tick this box ☐

PARENT/ GUARDIAN CONTACT DETAILS

Name : Relationship :

E-mail :

Daytime telephone : Mobile :

Address :



COURSE DETAILS

Indicate the name and code of the course or unit of competency you are applying for.

Automotive Courses :

☐ AUR30620 Certificate III in Light Vehicle Mechanical Technology (CRICOS Code 106297H)

52 weeks course duration

Fee : \$14,000

☐ AUR30620 Certificate III in Light Vehicle Mechanical Technology (CRICOS Code 106297H)

70 weeks course duration

Fee : \$14,000

☐ AUR40216 Certificate IV in Automotive Mechanical Diagnosis (CRICOS Code 106298G)

26 weeks course duration

Fee : \$4,500

☐ AUR50216 Diploma of Automotive Technology (CRICOS Code 106299F)

26 weeks course duration

Fee : \$5,500

Business Courses :

☐ BSB50120 Diploma of Business (CRICOS Code 107991M)

52 weeks course duration

Fee : \$10,000

☐ BSB60120 Advanced Diploma of Business (CRICOS Code 107992K)

52 weeks course duration

Fee : \$10,000

Date you wish to start course :

Course duration (weeks) :

Do you satisfy the course entry requirements (if any)? ☐ YES ☐ NO. Evidence attached? ☐ YES ☐ NO

Are you applying through an Education agent? ☐ YES ☐ NO

If Yes, Education agent name :

Address :

E-mail :

Phone :

Are you transferring from another Australian education provider? ☐ Yes ☐ No (if yes supply letter of release from your provider if you have not completed 6 months of your principal course of study)

How did you hear about the course? ☐ Employer/ ☐ colleague/ ☐ internet/ ☐ flyer/ ☐ word of mouth/ ☐ job network/
☐ yellow pages/ ☐ advertisement/ ☐ training.gov.au

YOUR QUALIFICATIONS

Name of Highest Qualifications completed (e.g. schooling Year 12, Diploma or Bachelor)

Qualification achieved :

Name of Institution :

State & Country :

Year achieved :

Language of instruction :

Qualification achieved :

Name of Institution :

State & Country :

Year achieved :

Language of instruction :



Qualification achieved :

Name of Institution :

State & Country : Year achieved : Language of instruction :

Qualification achieved :

Name of Institution :

State & Country : Year achieved : Language of instruction :

Qualification achieved :

Name of Institution :

State & Country : Year achieved : Language of instruction :

If you are a mature student and do not possess qualifications, please provide details of your work experience and attach it to this Enrolment form.

ENGLISH LANGUAGE PROFICIENCY

IELTS Score : TOEFL Score : Other:(State name and score) :

Please note that only score achieved within the last two years will be considered. If you have not sat an IELTS/TOEFL/other relevant ESL exam please indicate when you will sit one. Date :

Are you currently enrolled in an ELICOS/ English language school? ☐ Yes ☐ No

If yes, please provide the name and address of the institution and course currently studying :

COURSE DELIVERY METHODS

COURSE DELIVERY AND ASSESSMENT METHODS

Indicate whether the delivery methods are appropriate for addressing your learning requirements.

Face to face classes : ☐ Yes ☐ No Independent study and assessment outside of face to face class time : ☐ Yes ☐ No

Indicate whether the assessment methods are appropriate for addressing your learning requirements.

Theory questions : ☐ Yes ☐ No Projects : ☐ Yes ☐ No Practical activities : ☐ Yes ☐ No Observations: ☐ Yes ☐ No

Reports : ☐ Yes ☐ No

If you have answered 'no' to the questions above on delivery and assessment methods, please provide the reason below:

Do you consider yourself to have a disability/ medical condition/ learning difficulty that may impact your studies?

☐ YES ☐ NO If you have answered yes to the above question please provide details:



RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER

Do you wish to apply for Recognition of Prior Learning (RPL) or Credit Transfer (CT)? ☐ YES ☐ NO

RPL assessment fees are charged at \$400 per unit of competency. There is no fee charged for processing CT applications.

PRIVACY

Gippsland Institute of Technology respects student's privacy rights and operates in compliance with the Privacy Act 1988 and National Privacy Principles 2001. Gippsland Institute of Technology treats all student personal information confidentially and will not disclose any details to a third party without the student's prior written consent. **

**Except where required through its commitment to comply with the National VET data policy 2020, National Vocational Education and Training Regulator Act 2011 and ESOS Act 2000 and supply student data to the National VET Regulator (ASQA), National Centre for Vocational Education Research (NCVER), Department of Education, Department of Home Affairs (DHA) and other regulatory bodies or to a court of Law. Personal information may also be disclosed to relevant bodies for the verification of your previous qualifications.

Refer to the Privacy notice and use of personal information section of the International student handbook for further details of how your personal information is shared and used.

OVERSEAS STUDENT HEALTH COVER

Do you have Overseas Health Cover (OSHC)? ☐ YES ☐ NO

If yes, provide name of your current education provider OSHC provider :

Policy number :

If No, indicate the level of cover you require: ☐ Single Cover ☐ Family Cover

FEES, PAYMENT TERMS AND COURSE CANCELLATION TERMS

AUR30620 Certificate III in Light Vehicle Mechanical Technology (CRICOS Code 106297H)

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26 weeks course duration

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Fee : \$5,500

BSB50120 Diploma of Business (CRICOS Code 107991M)

52 weeks course duration

Fee : \$10,000

BSB60120 Advanced Diploma of Business (CRICOS Code 107992K)

52 weeks course duration

Fee : \$10,000



Refer to the International student handbook for a full version of the Fees & refund policy & procedure.

Refund terms and conditions

Student withdraws from the course after fees have been paid but before the course commences due to visa refusal	Full refund of tuition fees paid less enrolment fee
Student withdraws after course commencement due to visa refusal	Refund unused tuition fees paid less enrolment fee
Student withdraws from the course before course commencement (non-visa refusal)	90% of tuition fees paid refunded less enrolment fee
Student withdraws from the course on or after the course commencement date.	No refund of current term tuition fees paid or enrolment fee
Student in breach of visa conditions and/ or conditions of enrolment as per Written agreement and has enrolment cancelled by Gippsland Institute of Technology	No refund of current term tuition fees paid or enrolment fee
Provider default - the provider is unable to offer the course in full	% of unused tuition fees paid refunded or enrolment in another suitable course at Gippsland Institute of Technology or Tuition Protection Service (TPS)
Student notifies Gippsland Institute of Technology in writing that they wish to cancel their enrolment within 7 days of accepting an offer and paying course fees. Only applicable pre enrolment. (Cooling off period). The Enrolment fee is non-refundable in all circumstances (except provider default)	Full refund of course fees paid minus enrolment fee

FEE DETAILS

Fee due on acceptance of Letter of offer (student to insert fee) =

Fee balance due (student to insert fee) = Total fee (student to insert fee) =

All fees, payment and refund terms are indicated in the Fees and refund policy and procedure which is located in the International Student Handbook. Other fees indicated are applicable if/ when relevant services are accessed.

Prior to completing this Enrolment form it is important that you read every section of the International Student handbook which outlines important information about your training course and identifies your and Gippsland Institute of Technology' rights and responsibilities. Students are encouraged to contact the Training Manager to seek clarification on any item.

DECLARATION

Please read this section carefully before signing and submitting the application.

- I also acknowledge that I have read and understood the information in Gippsland Institute of Technology' International student handbook, marketing material before making the decision to submit this enrolment application.
- I acknowledge that I have been provided the opportunity to clarify any item relating to my enrolment at Gippsland Institute of Technology prior to submitting this Enrolment form.
- I understand how to access Gippsland Institute of Technology services as described in the International student handbook
- I understand that access to my academic records is provided free of charge. (if I have paid all fees relating to the record I wish to access).
- I declare that the information provided by me in this application is true, correct and complete at this time.
- I acknowledge that providing false, misleading or inaccurate information may affect the acceptance of this application and/ or the continued provision of training and assessment services
- I have read and understand the Gippsland Institute of Technology fees and refund policy and procedure.
- I acknowledge that I am required to pay course fees on accepting an enrolment offer and prior to the commencement of the term that the fees relate to.



- I understand my rights when undertaking a course with Gippsland Institute of Technology including the right to access the Complaints and Appeals Policy. I also understand I have the right to access Australian Consumer Protection Law.
- I acknowledge that the information that I provide to Gippsland Institute of Technology may be made available to Commonwealth and State agencies through its obligations to comply with the National Vocational Education and Training Regulator Act 2011.
- I acknowledge that my Education agent has provided me with full information on Gippsland Institute of Technology, the courses applied for, student visa information and information on living and studying in Melbourne. (If enrolled through an Education agent)
- I understand that by signing this Enrolment form, I may be sent a Formal Letter/s of Offer/ Written Agreement from Gippsland Institute of Technology if all of the admission requirements are met.
- I agree to abide by the terms and conditions of Gippsland Institute of Technology' Code of conduct and policies and procedures relating to my enrolment at Gippsland Institute of Technology.
- I authorise Gippsland Institute of Technology to contact me by post, SMS, e-mail or phone.
- I authorise Gippsland Institute of Technology to verify any information provided in this form.
- I grant Gippsland Institute of Technology permission to obtain official records / confirm details from a previous educational institution attended by me listed on this form.
- I am aware off and agree to abide by the visa conditions throughout my enrolment period in Australia.
- I understand my enrolment fee (\$250) payable with lodgment of this Enrolment application is nonrefundable in all circumstances (except provider default).
- I grant Gippsland Institute of Technology permission to source a Unique Student Identifier, on my behalf (students who do not currently possess a USI only).

STUDENT SIGNATURE

Student name : Student signature : Date :

Return the completed Enrolment form along with supporting documentation to the Training Manager Gippsland Institute of Technology 4/70 Main Street, Pakenham Melbourne Victoria 3810 or email info@git.vic.edu.au.

TO BE COMPLETED BY GIPPSLAND INSTITUTE OF TECHNOLOGY STAFF

This section is to be completed by Gippsland Institute of Technology staff member assessing the application.

The student has submitted the appropriate evidence/ documentation in support of the application. ☐ Yes ☐ No

The student satisfies the entry requirements. ☐ Yes ☐ No

☐ Place offered ☐ Application declined ☐ Further information requested

Reason for decline or further information requested :

The student has been notified of the outcome of the application. ☐ Yes ☐ No

Staff name : Staff signature : Date :

BFJ International Studies Pty Ltd T/AS Gippsland Institute of Technology

Phone: +61 3 5941 5070

Email: admission@git.vic.edu.au

RTO No: 45698

Address: 4/70 Main Street Pakenham, Melbourne, Victoria, Australia 3810

Fax: +61 3 5835 6454

Website: www.git.vic.edu.au

CRICOS Code: 03921A

