



INTERNATIONAL STUDENT ENROLMENT FORM

1. PERSONAL DETAILS

Current Location	<input type="checkbox"/> Onshore <input type="checkbox"/> Offshore	Nationality	
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Given Name	Surname		
Date of Birth	Country of Birth		
Country of Citizenship	Mobile Number		
Phone Number		Email	

ADDRESS

Street Name		Suburb/Town	
State		Post Code	
		Country	

PASSPORT AND VISA DETAILS

Passport Number		Passport Expiry Date	
Do you hold a valid Australian visa?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes what type of Visa?	Expiry Date

Have you ever had a visa application rejected? ☐ Yes ☐ No

If yes, when, which country and for what reason? Please provide a copy of the rejection letter or details below:

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Have you visited or studied in Australia previously?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you breached any visa conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been refused a visa for entry into Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide reason or details below:	

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Type of Visa Held or Applying	<input type="checkbox"/> Student <input type="checkbox"/> Other	If other, specify type	
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UNIQUE STUDENT IDENTIFIER (USI)

Do you already possess a Unique Student Identifier (USI)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes insert USI, it here	
If you wish to grant Gippsland Institute of Technology permission to source a unique student identifier, on your behalf, tick this box <input type="checkbox"/>			

PARENT/ GUARDIAN CONTACT DETAILS

Name		Relationship		Country of Residence	
Daytime Telephone		Mobile		E-mail	
Address					



FAMILY DETAILS AND IMMIGRATION HISTORY

Are you married?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date of marriage	Please provide a certified copy of your marriage certificate		
Is your spouse already in Australia?		If yes what type of visa		Expiry Date	
Have children	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you bringing family to Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Please provide details of all dependents that will be included in your student visa application, including their date of birth.					
Full Name				Date of Birth	
Full Name				Date of Birth	
Full Name				Date of Birth	
Full Name				Date of Birth	
If you have more than five dependents, please attach a separate sheet with any remaining dependents details.					
Have you ever been convicted of any criminal activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide relevant details:			

2. ENGLISH LANGUAGE PROFICIENCY

Please note that only score achieved within the last two years will be considered					
<input type="checkbox"/> IELTS - 5.5 or above	<input type="checkbox"/> PTE - 42 or above	<input type="checkbox"/> TOEFL- iBT - 46 or above			
If Other:(Test name and Score)					
<input type="checkbox"/> I have successfully completed a Certificate IV Level course in Australia					
<input type="checkbox"/> I have successfully completed an English course in Australia					
If you haven't taken the IELTS, TOEFL, or another applicable ESL exam, please specify when you plan to:					Date
Are you currently enrolled in an ELICOS/ English language school?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please provide the name and address of the institution and course currently studying:					
Do you speak a language other than English at home?				If yes, please which language	
How well do you speak English?	<input type="checkbox"/> Very Well	<input type="checkbox"/> Well	<input type="checkbox"/> Not Well	<input type="checkbox"/> Not at all	

3. COURSE DETAILS

Choose the courses you are applying for from the list below:

Course Code and Course Name	COURSE CODE AND COURSE NAME
<input type="checkbox"/> AUR31520 Certificate III in Automotive Diesel Engine Technology	<input type="checkbox"/> BSB50120 Diploma of Business
<input type="checkbox"/> AUR30620 Certificate III in Light Vehicle Mechanical Technology	<input type="checkbox"/> BSB60120 Advanced Diploma of Business
<input type="checkbox"/> AUR30320 Certificate III in Automotive Electrical Technology	<input type="checkbox"/> BSB50420 Diploma of Leadership and Management
<input type="checkbox"/> AUR40216 Certificate IV in Automotive Mechanical Diagnosis	<input type="checkbox"/> BSB60420 Advanced Diploma of Leadership and Management
<input type="checkbox"/> MEM40119 Certificate IV in Engineering	<input type="checkbox"/> BSB80120 Graduate Diploma of Management (Learning)
<input type="checkbox"/> AUR50216 Diploma of Automotive Technology	
When would you like to start the course?	Date
Do you satisfy the course entry requirements?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	



Please ensure that the following documents are attached (if applicable) and non-English documents must be translated into English.

<input type="checkbox"/> Certified passport biodata pages	<input type="checkbox"/> Evidence of Highest Academic Qualifications
<input type="checkbox"/> Certified year 12 certificate	<input type="checkbox"/> Evidence of highest academic qualifications
<input type="checkbox"/> Certified English Language Test Report (IELTS, PTE or Other)	<input type="checkbox"/> Certified copy of Marriage certificate if applicable
<input type="checkbox"/> Copy of current Australian Visa, if applicable	<input type="checkbox"/> Copy of Supporting documents if applying Credit Transfer or RPL
<input type="checkbox"/> Copy of CoEs, if applicable	<input type="checkbox"/> Course applying for Related work experience if any
<input type="checkbox"/> Copy of previous study in Australia if any	<input type="checkbox"/> Applied course related employment history if any

How did you hear about the course? ☐ Employer ☐ Colleague ☐ Internet ☐ Job network ☐ Other

YOUR QUALIFICATIONS

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

Name of Qualification			
Name of Institute		State & Country	
Date Commenced		Date Completed	Language of instruction
Name of Qualification			
Name of Institute		State & Country	
Date Commenced		Date Completed	Language of instruction
Name of Qualification			
Name of Institute		State & Country	
Date Commenced		Date Completed	Language of instruction
Name of Qualification			
Name of Institute		State & Country	
Date Commenced		Date Completed	Language of instruction
Name of Qualification			
Name of Institute		State & Country	
Date Commenced		Date Completed	Language of instruction
Name of Qualification			
Name of Institute		State & Country	
Date Commenced		Date Completed	Language of instruction



4. 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:

Do you have a medical or health-related issue that may prevent a student visa being issued? ☐ Yes ☐ No

If yes, please provide details as below:

5. RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER

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

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

6. 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.



7. OVERSEAS STUDENT HEALTH COVER

Do you have Overseas Health Cover (OSHC)?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, what is OSHC provider name		Policy number	Expiry Date
If no, indicate the level of cover you require		<input type="checkbox"/> Single Cover	<input type="checkbox"/> Family Cover <input type="checkbox"/> I do not require OSHC

8. FEES, PAYMENT TERMS AND COURSE CANCELLATION TERMS

CRICOS Course Code	VET National Code	Course Name	Tuition	Material	Enrolment	Total
110954A	AUR31520	Certificate III in Automotive Diesel Engine Technology	\$14,000	\$1,250	\$250	\$15,500
106297H	AUR30620	Certificate III in Light Vehicle Mechanical Technology	\$14,000	\$1,250	\$250	\$15,500
111950H	AUR30320	Certificate III in Automotive Electrical Technology	\$14,000	\$1,250	\$250	\$15,500
106298G	AUR40216	Certificate IV in Automotive Mechanical Diagnosis	\$4,500	\$1,000	\$250	\$5,750
113391G	MEM40119	Certificate IV in Engineering	\$25,000	\$3,000	\$250	\$28,250
106299F	AUR50216	Diploma of Automotive Technology	\$5,500	\$1,000	\$250	\$6,750
107991M	BSB50120	Diploma of Business	\$10,000	\$350	\$250	\$10,600
107992K	BSB60120	Advanced Diploma of Business	\$10,000	\$350	\$250	\$10,600
109005A	BSB50420	Diploma of Leadership and Management	\$10,000	\$350	\$250	\$10,600
109006M	BSB60420	Advanced Diploma of Leadership and Management	\$10,000	\$350	\$250	\$10,600
109007K	BSB80120	Graduate Diploma of Management (Learning)	\$15,000	\$350	\$250	\$15,600

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 and materials fees paid less administration and enrolment fees
Student withdraws after course commencement due to visa refusal	Refund unused tuition and materials fees paid less administration and enrolment fees
Student withdraws from the course before course commencement (non-visa refusal)	90% of tuition and materials fees paid less administration and enrolment fees
Student withdraws from the course on or after the course commencement date.	No refund of current term tuition or materials 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 or materials 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)	Full refund of tuition and materials fees paid less administration and enrolment fees
The Enrolment fee is non-refundable in all circumstances (except provider default)	(See Fees and refund policy and procedure in International Student Handbook for full fee & refund details)



9. 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.

10. 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 of 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	
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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.

11. 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	
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