

# F118 Application for Enrolment International Student

\*PLEASE FILL THIS FORM IN CAPITAL LETTERS



WESTERN INSTITUTE  
OF TECHNOLOGY

## 1. PERSONAL DETAILS

Male Date of Birth:  /  /   
 Female  Indeterminate Format: DD/MM/YYYY

Title:  Mr  Mrs  Miss  Ms  Other: \_\_\_\_\_

Family Name:

Given Name(s):

Home Phone Number:

Mobile Phone Number:

Email:

## 2. ADDRESS IN AUSTRALIA

Street Address:

Town/Suburb:

State/Country:

Postcode:

## 3. HOME COUNTRY CONTACT DETAILS

Phone number in home country:

Mobile phone number in home country:

Address in Home Country:

Town/Suburb:

State:

Postcode:

Country:

## 4. COURSE PREFERENCES

- CPC30611** Certificate III in Painting and Decorating  
 **BSB50215** Diploma of Business  
 **CPC50308** Diploma of Building and Construction (Management)  
 **BSB61015** Advanced Diploma of Leadership & Management  
 **BSB40215** Certificate IV in Business  
 **CPC50210** Diploma of Building and Construction (Building)

Preferred course start date:

1st Preference: \_\_/\_\_/\_\_ 2nd Preference: \_\_/\_\_/\_\_  
Format: MM/YY Format: MM/YY

If you are a current/previous student of WIT please enter your student number:

## 5. VISA DETAILS

Current Visa Status:

Student  Tourist  Working Holiday

Other: \_\_\_\_\_

Passport Number:

## 6. ENGLISH PROFICIENCY

Please tick one of the following:

IELTS  TOFEL  PTE Academic  CAE

Other  \_\_\_\_\_

Score:

Year obtained:

## 7. CREDIT TRANSFER/RPL

I wish to apply for RPL:  Yes  No

I wish to apply for Credit Transfer:  Yes  No

If yes:  I have attached my RPL/Credit Transfer Application form

## 8. UNIQUE STUDENT IDENTIFIER (USI)

Do you have a USI?  Yes please provide below:

No

Please note from January 2015 all students undertaking nationally recognised training delivered by a registered training organisation will require a USI. You can create your own USI at <http://usi.gov.au/create-your-USI/Pages/default.aspx> or WIT can create one on your behalf. If you wish for WIT to create a USI for you, please complete the USI application form

## 9. STUDENT UNDER 18 YEARS OF AGE

Accommodation arranged by Australia Homestay Network?  Yes  No

Carer arranged by International Student Alliance?  Yes  No

If no, who will be responsible for accommodation and welfare?  Parent  Direct Relative

## 10. DISABILITY

Do you consider yourself to have a disability, impairment or long term condition?  Yes  No

If yes, please indicate the areas of disability, impairment or long term condition (You may indicate more than one area).

- Hearing/Deaf  Physical  
 Intellectual  Learning  
 Mental Illness  Acquired Brain Impairment  
 Vision  Medical Condition  
 Others: \_\_\_\_\_

If you have answered yes to this question, you may wish to contact one of our Student Support Officers for further information concerning the support services available on +61 3 9866 7555 .

## 11. PREVIOUS HIGHEST QUALIFICATION

Previous highest qualification you have achieved:

## 12. MARKETING

Where did you hear about Western Institute of Technology(WIT)?

- Advertising  Telemarketing  Search Engines/Web  
 Job network/Education consultant  Friends/Family  
 Other: \_\_\_\_\_

## 16. FEES AND SCHEDULE

Qualification	CRICOS Code	Total Weeks	Total Tuition Fees	Study Terms	1st Term Fee	2nd Term Fee	3rd Term Fee	4th Term Fee	5th Term Fee	Extra Fee	Resource Fee*** (non-refundable)
Certificate III in Painting and Decorating (CPC30611)	076788G	60 weeks	\$10,000	4 study terms	\$2500	\$2500	\$2500	\$2500	NA	\$480*	\$300
Certificate IV in Business(BSB40215)	086949B	28 weeks	\$ 4,000	2 Study Terms	\$2000	\$2000	NA	NA	NA	NA	\$300
Diploma of Business(BSB50215)	087217G	52 weeks	\$ 8,000	4 Study Terms	\$2000	\$2000	\$2000	\$2000	NA	NA	\$300
Diploma of Building & Construction (Management)(CPC50308)	074493F	52 weeks	\$ 8,000	4 Study Terms	\$2000	\$2000	\$2000	\$2000	NA	NA	\$300
Advanced Diploma of Leadership and Management (BSB61015)	091165C	66 weeks	\$8000	4 Study Terms	\$2000	\$2000	\$2000	\$2000	NA	NA	\$450
Diploma of Building and Construction (Building) (CPC50210)	093338D	96 weeks	\$10,000	5 Study Terms	\$2000	\$2000	\$2000	\$2000	\$2000	NA	\$300

### OTHER FEES PAYABLE :

Application Fee	\$250 AUD – Payable on Confirmation of Enrolment (CoE)
RPL Fee	\$250 AUD per unit in which you are applying for RPL
Overseas Student Health Cover	\$511.40 AUD* per year ( For Single) \$1514.05* (For Couple) \$2903.75* (For Family)
Reassessment /Re- application fees**	\$350 Per unit**

\*Price Change as Stipulated by insurance companies. \*\*\*Resource fee - Prices are subject to change and NON-REFUNDABLE

\*\*Students will have 3 chances of re-assessment as part of their tuition fees. If a student is required to be re-assessed more than 3 times in a unit; he/she will have to repeat the unit and pay the fee of \$350 per unit.

\*\*Students found to have plagiarised will be forced to re-submit the assessment and be required to pay the re-submission fee of \$350 per unit of competency

\*\*Extra fee of \$480 includes - White Card (Issued by external agency) - AU\$150, Yellow Card (Issued by external agency) -AU\$330. If students do not already hold these, they will be required to pay for White card and Yellow card.

The above fees are current at the time of publication. Prospective students are strongly advised to check the current fee, as the fee is subject to change at the sole discretion of the Management

## 13. STUDY REASON

Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/ apprenticeship? (Tick one box only.)

- To get a better job or promotion  To get a job  
 It was a requirement of my job  To develop my existing business  
 I wanted extra skills for my job  To start my own business  
 To get into another course of study  To try for a different career  
 For personal interest or self development  
 Other reasons

## 14. OVERSEAS STUDENT HEALTH COVER

Type of cover:  Single  Family

Duration:  Months Starting Date:

Membership Number. Format: DD/MM/YYYY

Already have OSHC?  Yes  No

NOTE: Applicant has to provide dependant details.

## 15. AGENT DETAILS (IF APPLICABLE)

Agent Name:

Agent Address:

Agent Phone Number:

Agent Email:

**17. PARENT OR CARER 1**

This section is for the parent/carer with whom the applicant lives.

If applicable, copies of any relevant family law must be provided

Male  Female

Title:   
E.g. Mr/Mrs/Ms/Miss

Family Name:

Given Name (s):

Country of Birth

Phone Number (including country code):

Mobile Phone Number (including country code):

Email Address:

Address in Home Country:

Town/City/Suburb:

State/Country:

Postcode:

Does the parent/carer speak a language other than English at home?  Yes  No

If yes, which is the main language spoken other than English?

If yes, please indicate other languages.

**18. PARENT OR CARER 2**

This section is for the parent/carer with whom the applicant lives.

If applicable, copies of any relevant family law must be provided

Male  Female

Title:   
E.g. Mr/Mrs/Ms/Miss

Family Name:

Given Name (s):

Country of Birth

Phone Number (including country code):

Mobile Phone Number (including country code):

Email Address:

Address in Home Country:

Town/City/Suburb:

State/Country:

Postcode:

Does the parent/carer speak a language other than English at home?  Yes  No

If yes, which is the main language spoken other than English?

If yes, please indicate other languages.

## 19. GUARDIAN IN AUSTRALIA

This section is for the guardian in Australia who will be in care of the applicant.

Please tick each section as it applies.

- Parent Guardian Visa**  
A nominated parent must stay in Australia and live with student until turning 18. The Australian Department of Immigration and Border Protection will approve these arrangements. For more information about terms and conditions, and visa application, please visit [www.immi.gov.au](http://www.immi.gov.au).

- Relative approved by the Australian Immigration**  
A nominated relative will provide the accommodation and welfare services for the student. The nominated relative must have these arrangements approved by The Australian Department of Immigration and Border Protection. For more information about the terms and conditions, and the application, please visit [www.immi.gov.au](http://www.immi.gov.au). The applicant must provide full name, address, contact details etc. of approved relative to Western Institute of Technology.

- Welfare and Accommodation arranged by WIT**  
WIT will arrange welfare and accommodation through one of WIT's approved guardians and homestay providers.

- I confirm I have applied to ISA Guardian and Welfare Service at [www.studentguardians.com](http://www.studentguardians.com)
- I confirm I have applied to AHN for approved home stay at [www.homestaynetwork.org](http://www.homestaynetwork.org)
- WIT will issue a Confirmation of Appropriate Accommodation & Welfare (CAAW) once the accommodation and welfare services have been confirmed by the partner organisations

## 20. EMERGENCY CONTACT IN AUSTRALIA

Contact Name:

  

Relationship to the applicant:

Phone Number:

Mobile Phone Number:

Email Address:

Address:

Town/City/Suburb:

State/Country:

Postcode:

## 21. EMERGENCY CONTACT OVERSEAS

Contact Name:

  

Relationship to the applicant:

Phone Number:

Mobile Phone Number:

Email Address:

Address:

Town/City/Suburb:

State/Country:

Postcode:

## 22. TERMS AND CONDITIONS

### A. Terms and Conditions of Enrolment

#### ENTRY REQUIREMENTS

- Certified copy of your current passport.
  - Certified copy of highest completed post-secondary qualification or equivalent
  - Certified copy of all academic records.
  - IELTS 5.5 or equivalent or satisfy English language proficiency requirement
  - Must complete LLN TEST (ACER). Working at ACSF Level 3 or above.
  - Computer Literacy: Basic computer digital literacy skills and Internet/ email skills.
- For more information refer to WIT Website: [www.wit.edu.au](http://www.wit.edu.au)

#### ENROLMENT & ACCEPTANCE

- All applications will be assessed by the Enrolment Officer
- Tuition fee is payable on acceptance of offer within 14 days

### B. Attendance/Course Progress Requirement

Students who have unsatisfactory course progress will be reported to The Department of Home Affairs who will notify the Department of Home Affairs. Unsatisfactory course progress is defined as failing more than 50% of units in two consecutive study terms in a course. A failure in 50% or more units in a single study period will trigger a review of course progress and implementation of an intervention strategy by WIT. For further information please visit the website: [wit.edu.au](http://wit.edu.au)

### C. Suspension & Cancellation Procedures

Student's studying at WIT can withdraw or cancel his or her course at any time if they do not wish to continue further. To do this the students must Fill in course Withdrawal / Cancellation Form.

- The reason for withdrawal must be clearly stated and relevant.
- Supportive documents must be provided to substantiate the claim.
- Students can withdraw or cancel from the course for the following reasons – medical, switching the course provider or for personal reasons.
- Once the duly filled forms with supportive documents are received by WIT, a suitable response will be provided in 10 working days.

For further information please visit the website: [wit.edu.au](http://wit.edu.au)

### D. Complaints and Appeals Policy

Student complaints are taken seriously by all staff, and are acted upon within 10 working days of receipt. We will act upon the subject of any complaint found to be substantiated. Appeals in regards to Department of Home Affairs reporting on course progress/fees are to be lodged within 20 working days of the notification of same. Outcome will be notified in writing.

For further information please visit the website: [wit.edu.au](http://wit.edu.au)

### E. Issuing Result and Qualification Process

A Statement of Attainment of the completed units can be issued any time during the course upon request. AQF certification documentation will be issued to a client within 30 calendar day of the client being assessed as meeting the requirements of the Training Package or VET Accredited Course.

A Certificate of Completion will be issued once all modules/ units have been completed satisfactorily and all agreed fees are paid. There is a charge of \$50 for reissues of certification documentation.

### F. Access & Equity

The following access and equity guidelines are designed to remove barriers and obstacles so that all students have the opportunity to gain skills, knowledge and experience through access to Vocational Education & Training (VET) subjects. Access and equity guidelines will be implemented through the following strategies:

- Access to VET programs will be available to all eligible participants regardless of gender or race.
- All participants will be provided with the opportunity to gain a full qualification.
- For participants with special needs, access to additional assistance will be provided.
- Where poor literacy and/or numeracy skills present a barrier to participation, additional support will be provided to the participants within the capacity of the Institute's resources to provide such support and/or external assistance will be accessed as required.

For further information please visit the website: [wit.edu.au](http://wit.edu.au)

### G. Plagiarism Policy

WIT takes plagiarism very seriously.

Students found to have plagiarized will be forced to re-submit the assessment and be required to pay the re-submission fee of \$350 per unit of competency. Repeat-offenders may be issued with an intention to report and have their enrolment cancelled. For further information please visit the website: [wit.edu.au](http://wit.edu.au)

### H. Refund Policy

#### Refund in Provider Default

- In the event that your course is cancelled or rescheduled by WIT (Provider Default) – i.e. if the provider fails to start providing the course to the student at the location on the agreed starting day, the student completes the refund application form and the full fee is refunded (including application fee)
- In the unlikely event that Western Institute of Technology is unable to deliver your course in full, you will be offered a full or partial refund depending on your case. The partial refund will cover the portion of tuition for which you have paid but not yet received. The refund will be paid to you within 20 working days of receipt of your written application for refund. Alternatively, you may be offered enrolment in an alternative course by Western Institute of Technology at no extra cost to you. You have the right to choose whether you would prefer a refund of course fees, or to accept the 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 Western Institute of Technology is unable to provide a refund or place you in an alternative course the Government's Tuition Protection Service (TPS) will assist you. You will have access to a secure online information and access service and be able to obtain information on the options for an alternative course including course costs and availability of places. You will also be able to get information on the amount of unused pre-paid tuition fees from this service. You will be able to select a course placement through this process and once you have enrolled the unused prepaid tuition fee for you will be paid to your receiving provider. Finally, if the TPS is unable to obtain a suitable place you will be able to request a refund of the unused pre-paid tuition fee amount from the TPS Director.

- For further information please visit the website: [wit.edu.au](http://wit.edu.au) or [tps.gov.au](http://tps.gov.au)

#### Refund in Student Default

- A. If the Student withdraws 10 weeks or more prior to course or semester commencement, the Student must complete the refund application and 70% refund of the fee paid (minus application fee) is granted within 20 working days
- B. If the student withdraws 5 weeks or more prior to course or semester commencement, the student must complete the refund application and 50% refund of the fee paid (minus application fee) is granted within 20 working days
- C. If the student withdraws less than 5 weeks prior to course or semester commencement, there will be no refund on first semester fee.

No refund is applicable if WIT refuses to provide, or continue providing, the course to the student at the location because of one or more of the following: A. the student failed to pay an amount payable to the provider for the course; B. the student breached a condition of his/her student visa; C. Misbehavior by the student (Note: the student is entitled to natural justice under subsection 47A (3)).

#### Refund in other scenarios

- In the event that your initial visa is refused, the student must complete the refund application and a full refund is granted within 20 working days (minus application fee)
- If the student's visa is refused after course commencement, the student must complete the refund application and a refund of unspent fees paid to the provider will be refunded (minus application fee).
- In the event that the student withdraws from the course after the course or semester commences, or enrolment is terminated for failure to comply with WIT's policies, bad behavior, unsatisfactory course or non-commencement of studies, all fees for the current semester are non-refundable.
- Any student who believes they have been given an incorrect refund are entitled to appeal the decision and are entitled to have an independent person appointed at WIT's expense to resolve the appeal.
- Overseas students abandoning or withdrawing from a course of study without notice will be reported to the Department of Home Affairs, as required by law.

## 23. APPLICANTS DECLARATION

I declare that I have read and understood the course information and the instructions on this Application Form. I understand, acknowledge and agree to the following information:

- I have been provided with the information of the structure of and contents of the course, the delivery mode, the duration and the assessment methods of the course.
- I understand how the credit transfer and/or RPL will affect my course duration and fees.
- I acknowledge that the provision of incorrect information or withholding of relevant information relating to my application, including academic transcript/s might invalidate my application and that the Institute may withdraw an offer of a place or cancel my enrolment in consequence.
- I have read and understood the terms and conditions of Enrolment, and the Student Prospectus & Course guide which contains the course contents.
- I will abide by the Rules and Regulations of the Western Institute of Technology;
- I have the financial capacity to meet tuition fees, and agree to pay fees as they become due;
- The WIT has permission to use any photographic image on which I may appear on marketing and advertising materials;
- WIT is required, under s19 of the ESOS Act, to tell the Department about changes to students enrolment; and any breach by students of student visa conditions relating to unsatisfactory course progress, non-payment of fees or disciplinary reasons;
- Personal information is collected solely for the purpose of operating as a Registered Training Organisation under the Australian Skills Quality Authority (ASQA) - The National VET Regulator. The information provided by the student to the provider may be made available to Commonwealth and State agencies and the Fund Manager of the TPS, pursuant to obligations under the ESOS Act and the National Code 2018
- It is a requirement of ASQA that students can access personal information, academic results and the timetables held by WIT and may request corrections to information that is incorrect or out of date.
- The payments of any fees for which I am liable will be made within the agreed time.
- I understand I will obtain the qualification at successful completion of the course.
- I have read and understood the Terms and Conditions of Enrolment.
- I have read and understood the Privacy Policy.
- I have read and understood the Complaints and Appeals Policy.
- I have read and understood the Issuing Result and Qualification Process.
- I have read and understood the Suspension and Cancellation Policy.
- I have read and understood the Access and Equity Policy.
- I have read and understood the Fees and Refund Policy.
- I have read and understood the Course Progress Policy.

Signature of Applicant: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_ / \_\_ / \_\_\_\_

Format: DD/MM/YYYY

### IF APPLICANT IS UNDER 18 YEARS OF AGE

Signature of Parent/Guardian \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_ / \_\_ / \_\_\_\_

Format: DD/MM/YYYY

Relationship with the applicant \_\_\_\_\_

State/Country:

Postcode:

## 17. SUBMISSION

If you are a successful applicant, Western Institute of Technology will issue you with an Offer and Acceptance of Offer Letter stating the course for which you have been accepted. The Offer Letter will state all the course details as well as the fees for the course.

The Acceptance of Offer Letter is the actual agreement, which states all the information about the course, fees, refund etc. You will have to sign this form to accept the offer from Western Institute of Technology.

Return the copies of the Offer and Acceptance Letter with your signature and the date to Western Institute of Technology and your course will commence as agreed

Email it to: [admissions@wit.edu.au](mailto:admissions@wit.edu.au)

Post in your application to:

Western Institute of Technology,  
Level 4, 220 Albert Road,  
South Melbourne VIC  
3205

Hand in your application (please hand into the Main Campus at the above address).

### Main Campus:

Western Institute of Technology  
Level 4, 220 Albert Road,  
South Melbourne VIC  
3205



WESTERN INSTITUTE OF  
TECHNOLOGY

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