



AUSTRALIAN INSTITUTE OF
COMMERCE + TECHNOLOGY

DOMESTIC STUDENT APPLICATION FORM

HOW TO APPLY

ENROLMENT PROCEDURES

Apply

- 1) Complete this Application Form.
- 2) Provide copies of all academic qualifications including school reports or transcript for highest completed year.
- 3) Complete all sections of this form
- 4) Tick the program/s you wish to undertake.
- 5) Include any relevant details to assist AICT in assessing your application e.g. Resume, Education Institution Results, identification.

Make sure you keep a copy of the completed Student Application Form.

Submit

Lodge your application and documents to AICT.

Offer

Once your application is successful you will be sent a Student Offer & Course Agreement, an invoice explaining the course you have been offered, the fees payable and the course commencement date.

Accept

- 1) Complete the information where requested in the Student Offer & Course Agreement.
- 2) Return all pages of the completed agreement to AICT by mail or in person at:

*Office 205, Level 2 City Central,
166 Murray St, Perth,
Western Australia 6000*

- 3) Payment in full or a deposit is required on acceptance with the remaining balance to be paid under a selected Flexi Pay instalment option. Enrolments are to be finalised 14 days prior to commencement of an education service. In the circumstances where an education service starts within the 14 days, some Flexi Pay instalment options may be restricted.

We accept Visa and MasterCard credit cards (3.5% surcharge), AMEX (5% surcharge) and EFTPOS debit cards (no surcharge).

Confirm

You will receive an enrolment confirmation detailing your Student number, enrolment, orientation, and course commencement date.

THIS APPLICATION FORM IS VALID FOR 30 DAYS FROM THE DATE OF ISSUE

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Semester or period of study, is the duration of study, in which a student completes part, or their entire course, during a six (6) month period. There are two (2) semesters per year.

Term refers to the period of study in which a student completes part of, or their entire course, in a three (3) month period.

AICT refers to the RTO, Australian Institute of Commerce and Technology, or legally referred to as Hands On Computer Training International Pty Ltd as Trustee for the Computer Training Trust trading as Australian Institute of Commerce and Technology.

RTO is the acronym of Registered Training Organisation

Campus refers to AICT's training location of: Level 2 City Central, 166 Murray Street Perth, WA, 6000.

Vendor Exam refers to external exams, as supplied as an additional service, in which these exams are provided by outside suppliers, and can be sat on campus, or at an alternative licensed centre. These are not part of in-class assessments, and/or exams, and will only be referred to as vendor exams within the agreement.

Assessment refers to an evaluation of student's progress and learning, in the form of a project as a tool for grading a student. This does NOT relate to Vendor Exams.

Exams refer to an evaluation of a student's progress and learning, in the form of a test constrained by a short period of time. This does NOT relate to Vendor Exams.

Unit also referred to as a module, refers to a unit of education, in which a single topic or small section of a broad topic is studied over a given period of time. It covers a single topic or subject. It can also be defined as a short course of study, which when combined with other such completed courses can count towards a particular qualification.

Course refers to a set of units, studied within a short period of time to attain or progress towards a qualification, or completion of training.

Program refers to a set of courses, which are part of a scheduled goal, such as attaining a qualification, or completion of a training program.

AICT Website refers to the World Wide Web address of: www.domestic.aict.wa.edu.au, which is the intellectual property of AICT itself.

Online refers to the AICT website, unless specified otherwise.

Working Days refers to standard business days of Monday to Friday, with the standard working hours of 9am – 5pm. This excludes Public Holidays from working days due to them being non-trading days.

Withdrawal Date refers to the date by which a student can withdraw from their course of study without penalty.

Census Date refers to the date set by the VET-FEE fees and charges policy, in which a student can withdraw from their studies, change their studies, or apply for a FEE-HELP Loan without incurring a tuition fee. After the census date, the student may be subject to incurring a tuition fee if they wish to withdraw or change their course of study.

Tuition Fee Instalment Plan refers to a contractual agreement established between the student, and an AICT representative to assist a student's payments towards their studies. This is established before full payment for the study is paid, and is completed through Debit Success.

USI refers to the Australian Government issued 'Unique Student Identifier' a reference number made up of numbers and letters that gives students' access to their USI account. A USI will allow an individual's USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing an individual to see all of their training results from all providers including all completed VET training units and qualifications issued during and post 2015.

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TERMS AND CONDITIONS

1. General

- 1.1. These Terms and Conditions and the final Terms of Offer may be subject to variation as necessary to comply with any Australian Commonwealth or State law, regulation or amendment thereof.
- 1.2. AICT's responsibilities to the student pertain only to the AICT course/s outlined in the Student Offer & Course Agreement.
- 1.3. All conditions and special notes contained in a Student Offer & Course Agreement must be met and/or agreed to prior to AICT issuing a Confirmation of Enrolment.
- 1.4. Attendance at orientation is compulsory. Special permission must be sought for non-attendance at orientation.
- 1.5. Students are expected to attend all classes and undertake all tests and examinations during a course and must abide by all rules and regulations of AICT that are in force at the time of their enrolment. These regulations are set out in the Student Handbook.
- 1.6. AICT may use its discretion to cancel or temporarily suspend the enrolment of a student on the grounds of misconduct and non-payment by the student or on grounds of compassionate or compelling circumstances.
- 1.7. Current (enrolled) students are required to notify AICT in writing or online of a change of address or change of electronic address (email) or phone number. AICT is not liable if a student does not receive communication due to non-notification of change of address and contact details, as outlined in this clause.
- 1.8. Information supplied by the applicant can be used for market research and promotion organised by AICT.
- 1.9. AICT does not warrant that the enrolment in or completion of the course will enable any student to obtain any particular type of employment.

- 1.10. AICT reserves the right to change the program, course or unit schedule without notice. A unit or exam can be superseded without notice and additional resource charges may apply as per Refund Policy.

2. Exams/Assessments

- 2.1. AICT does not guarantee the student to pass their assessments and exams. However, the student may repeat the same unit once and re-sit the AICT assessments with additional cost if approval is given by the Head of Education. Requests must be made in writing using the Application for Re-Assessment.
- 2.2. Additional costs for re-sitting a vendor exam will apply and student may re-sit the exam as per vendor's policies.

3. Course Completion

- 3.1. As of January 1st 2015, any student of AICT requesting issuance of a Statement of Attainment, Certificate or Diploma will require a USI before documentation can be issued.
- 3.2. It is AICT's policy to register students for USI's on enrolment. AICT registers students using their email address as their preferred contact method for their USI. AICT uses the student's email address as it is written upon their application form. The student's username and password are automatically emailed to the student to the email address they provided.
- 3.3. If a student prefers to register their own USI, they must indicate this on their application form that they do not wish to have a USI registered for them by AICT on their behalf by checking the appropriate box.
- 3.4. Any student who self-registers a USI or already holds a USI must provide the USI to AICT on enrolment in the appropriate field on the application form.

4. Privacy of Information

- 4.1. Information on students collected prior to commencing and over

the course of their studies may be made available to Australian Commonwealth, State Government agencies, and any other official Government body.

5. Fees

- 5.1. Enrolment is not complete until all fees and charges have been paid or deferred payment arrangements have been made.
- 5.2. Fees are charged on a semester basis.
- 5.3. Fees for units starting in the following calendar year cannot be charged under the current calendar year fees policy.
- 5.4. Concession rates are available to the following entitled students only:
Persons must hold one of the following:
 - a) A Pensioner Concession Card
 - b) A Repatriation Health Benefits Card (from Department of Veterans' Affairs)
 - c) A Health Care Card
 - d) Person in receipt of AUSTUDY or ABSTUDY
 - e) Persons in receipt of the Youth Allowance
 - f) Persons who have reached the age of 15 but who have not reached the end of their compulsory education period.
- 5.5. Proof of concession is required upon enrolment for eligibility. Concession rate is 50% and applies to tuition fees on eligible government subsidised courses at the Certificate IV level only.
- 5.6. Any payment plan arrangements established during enrolment are to be maintained at all times.
- 5.7. Where a student fails to meet their payment plan obligations the students' enrolment may be cancelled.
- 5.8. Action will be taken to recover fees owing to AICT and extra costs such as legal fees may be incurred. The student will be

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suspended from continuing the course and the student will be liable for all costs incurred by AICT or their representatives, including (without limitation) collection agency costs, court costs, solicitors fees on a solicitor/client basis together with interest on the outstanding amounts at the rate allowed by the court from time to time and all other reasonable additional costs of recovery of the amount outstanding.

- 5.9. Any results, and qualifications will be withheld until all outstanding payments are made.
- 5.10. Vendor Exams and all additional services, such as internships will not be booked or organised until all outstanding payments are made
- 5.11. All payment plans will be made using Debit Success.

6. Refund and Cancellation of Enrolment

- 6.1 Where a student wishes to withdraw from their course of study, the student must complete and submit an Enrolment Variation Form and Refund Application Form to formally withdraw from the course and to apply for a refund. These forms are available online or at the AICT reception.
- 6.2 The official withdrawal date is the date when the Enrolment Variation and Refund Application Form is received by AICT reception.
- 6.3 The Census/withdrawal date is calculated for each unit at 20% of the duration of each unit.
- 6.4 Refunds are divided into 3 categories – full refund, part refund, pro-rata refund

6.5 Full Refund

- 6.5.1 Students who withdraw are entitled to a full refund of the applicable course fee, resource fee and other fees where:
 - a) The course qualification or unit is cancelled or re-scheduled to a time unsuitable to the student; or
 - b) A student is not given a place due to maximum number of places being

reached.

6.5.2 Accountable officers can approve a full refund of fees at any time during delivery if a class is cancelled because of declining student numbers, no available lecturer, or due to other circumstances caused by the RTO.

6.6 Part Refunds

- 6.6.1 Students who withdraw for reasons other than those outlined in Clause 6.5, and who lodge an Enrolment Variation Form and Refund Application form before the Census/Withdrawal date for a unit will be eligible for a refund of the tuition fee for the unit, and;
 - 6.6.2. A full refund of the resource fee if the course is a Diploma or Advanced Diploma; or
 - 6.6.3. 50% of the resource fee if the course is below Diploma level

6.7 Pro Rata Refunds

- 6.7.1 Students who withdraw for reasons of personal circumstances beyond their control may be approved. Accountable officers can approve a pro rata refund of fees and charges at any time during the course of delivery in the case of:
 - a) Serious illness resulting in extended absence from classes;
 - b) Injury or disability that prevents that student from completing their program of study; or
 - c) Other exceptional reasons at the discretion of the accountable officer
- 6.7.2 All pro rata refund applications must be made via the Enrolment Variation Form and Refund Application Form. Relevant documentary evidence (such as medical certificates) must be provided
- 6.8. There is no refund for used or opened books, vendor exam vouchers and any additional services requested
- 6.9. All approved refunds will be paid within 28 days of receipt of the Student Refund Form.
- 6.10. Cancellation Fees may apply

7. Student's right to take further action

7.1 This agreement, and the availability of complaints and appeals processes, does not remove the right of a student to take action under Australia's consumer protection laws. Furthermore, AICT's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.

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APPLICATION FORM

Please complete all required information and attach supporting documents

PERSONAL DETAILS

Family name:	Given names:
Date of birth: (dd/mm/yy) ____/____/____	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Are you a Citizen or Permanent Resident of Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide evidence of residence or citizenship (eg. a certified copy of your birth certificate, passport, citizenship certificate or visa)	
Country of birth: _____	Citizenship: _____
Is English your spoken language at home? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, what is your first language? _____	
Are you of Aboriginal or Torres Strait Islander Descent? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Identification Provided: <input type="checkbox"/> Passport; Passport Number: _____ <input type="checkbox"/> W.A Driver's License <input type="checkbox"/> W.A Proof of Age Card _____ <input type="checkbox"/> Other _____	
<i>Note: Please attach copies of Identification document/s</i>	

CONTACT DETAILS

Home address:	
City:	State / Region:
Post Code	
Email address:	
Home phone:	Mobile phone:

PREFERRED CONTACT DETAILS

Tick if same as above

Postal address:
Mobile phone number:
Email address:

NEXT OF KIN / EMERGENCY CONTACT

Full Name:	Relationship:
Address:	
Email address:	Contact phone number:

EDUCATION DETAILS

Highest level of study undertaken: Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Year:
Name of Qualification:	
Secondary School Attended: Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Grade/Year:

EMPLOYMENT DETAILS

If you believe you have relevant employment experience, please attach resumé and references

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OTHER INFORMATION How did you first find out about AICT?

Google
 The West Australian Newspaper
 Facebook
 Yahoo
 TV
 AICT Website
 Career/Education Expo
 AICT High School Program
 Referral by
 Other; please specify
 Please provide details (eg. Name of magazine, person who referred you, etc): _____

COURSE PREFERENCES please tick the course you would like to enrol in

<input type="checkbox"/>	ICT50415 Diploma of Information Technology Networking
<input type="checkbox"/>	ICT40415 Certificate IV Information Technology Networking
<input type="checkbox"/>	BSB50215 Diploma of Business
<input type="checkbox"/>	BSB50415 Diploma of Business Administration
<input type="checkbox"/>	BSB51415 Diploma of Project Management
<input type="checkbox"/>	BSB40515 Certificate IV in Business Administration
<input type="checkbox"/>	BSB40215 Certificate IV in Business
<input type="checkbox"/>	BSB42415 Certificate IV in Marketing
<input type="checkbox"/>	BSB40715 Certificate IV in Franchising
<input type="checkbox"/>	BSB41515 Certificate IV in Project Management
<input type="checkbox"/>	Other; Please specify:

COMMENCEMENT

Please specify when you would like to start your course? Month: _____ Year: _____

ADDITIONAL SERVICES

Eligible applicants only, additional costs may apply.

Will you be applying for Work Experience? (Diploma of IT students and those who sit vendor exams only)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be applying for Job Assistance (Diploma of IT students only)	<input type="checkbox"/> Yes <input type="checkbox"/> No

USI – Unique Student Identifier

Have you already registered for your own USI? If so please provide the number here _____
If you do not have a USI do you give permission for AICT to register a USI on your behalf? <input type="checkbox"/> Yes <input type="checkbox"/> No

CHECKLIST

Have you:

- Completed all sections of this application form
- Read and understood the Terms and Conditions including the Refund Policy
- Provided a copy of your passport, (and visa if applicable) or Australian birth certificate, or WA Driver's License in addition to another form of ID being your Medicare Card or Other as specified.
- Provided any relevant employment documentation (if required)
- Completed and attached a Job Assistance or Internship Application Form (if required)

By submitting this form, I declare the information I have supplied on this form is, to the best of my understanding and belief, complete and correct. I understand that giving false or incomplete information may lead to the refusal of my application or cancellation of enrolment.

I understand that:

- The documents submitted for my application become the property of AICT
- AICT may reverse any decision made on the basis of incorrect or incomplete information provided by me
- AICT reserves the right to inspect and verify the originals of supplied documents

I declare that:

- I have read the instructions on this application form and that the information provided by me in this application is true and complete

I authorise AICT to:

- Send electronic communication and information relating to my application
- Release personal information relevant to my application and visa documentation to relevant government(s) and their agencies; associated AICT companies, or their agents and contact any persons, institutions, companies or entities mentioned in this application.

APPLICANT SIGNATURE

Applicant's Full Name:	
Applicant's Signature:	Date:

PARENT/GUARDIAN SIGNATURE

Only required if applicant is under 18 years of age

Parent/guardian's Full Name:	
Parent/guardian's Signature:	Date:

WITNESS SIGNATURE Required with all applications

Witness Full Name:	
Witness Address:	
Witness Signature:	Date:

NOTE: A copy of this application will be sent to you by the below consultant

OFFICE USE ONLY

Consultant's Name:	Signature:	Date:
Documents collected, copied and certified:	<input type="checkbox"/> Passport <input type="checkbox"/> Licence <input type="checkbox"/> Medicare <input type="checkbox"/> Resume <input type="checkbox"/> Academic Transcripts <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Other: _____	
Payment:	<input type="checkbox"/> Cash <input type="checkbox"/> Eftpos <input type="checkbox"/> Credit Card <input type="checkbox"/> Other: _____	