AUSTRALIAN COLLEGE OF COMMERCE AND INFORMATION TECHNOLOGY

495 Kent St, Sydney
NSW, 2000

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E-mail: info@accit.nsw.edu.au
www.accit.nsw.edu.au

International Student Application

Before you complete this application form please read all College and Course Pre-enrolment Information. If you have any enquiries, please contact the College or email from the Contact Us Link on our website www.accit.nsw.edu.au

Personal Details

Surname		**Given Name**	
Home Address (in Australia)			
Suburb		**State**	
Postcode		**Mobile No**	
Telephone (home)		**Email**	
❒ I agree to receive communication through my emails provided to the college			
Overseas Home Address			
Suburb/City		**State**	
Postcode		**Country**	
Telephone (home)		**Telephone**	
Date of Birth	/ /	❒ Male	❒ Female
Contact persons' name in case of emergency			
Address			
Email		**Telephone**	

Citizenship

Country of Birth		**Citizenship**	
Passport Number			
Do you hold a current Australian Visa?		❒ Yes	❒ No
If yes, type of Visa		**Expiry Date**	/ /

Language

What is your level of English? (Please tick)
Beginner ❒ Intermediate ❒ Advanced ❒

Have you taken TOEFL / IELTS / other English test?
Yes ❒ No ❒ If "Yes", Score: _____
(Please attach certified copy of English Proficiency Reports)

The Australian Government requires all persons entering Australia on a Student Visa to take Overseas Student Health Cover (OSHC) for the duration of the CoE's. Do you require the College to arrange OSHC for you? ❒ **YES** ❒ **NO**

Education

Have you studied in Australia before?	❒ Yes	❒ No
If yes, name of the Australian College/Institution:		
Address:		

Course enrolled:			
Date commenced:	/ /	**Completion Date:**	/ /
(Please attach certificates, attendance, and release letters if applicable)			
Previous Education:			
Highest level completed:			

Do you wish to apply for Recognition of Prior Learning?	❒ Yes	❒ No
Do you wish for the College to arrange your OSHC?	❒ Yes	❒ No

Proposed Course of Study

Proposed commencement date:	/ /

Course: (Please tick) ***Please note all fees and charges are shown in Australian dollars.***

	Code	Course Name	Tuition Fee	Duration	Study	Break
❒	099932D	ICT50418 Diploma in Information Technology Networking	$6,000.00	52 weeks	36 weeks	16 weeks
❒	086481M	ICT20115 Certificate II in Information, Digital Media and Technology	$2,500.00	26 weeks	18 weeks	6 weeks
❒	086851A	BSB30315 Certificate III in Micro Business Operations	$6,000.00	52 weeks	36 weeks	16 weeks
❒	087075F	BSB41115 Certificate IV in International Trade	$6,000.00	52 weeks	36 weeks	16 weeks
❒	087353M	BSB50815 Diploma of International Business	$6,000.00	52 weeks	36 weeks	16 weeks

Office Use only

Fee Calculation

Enrolment Fee	$200.00	**Text Books - Purchase**	$
Tuition Fee	$	**Text Books - Lease**	$
OSHC	$	**Text Books – Refundable Deposit**	$
Material Fee per term	$50.00	**Other**	$
Total Fee Amount	$		

No obligation is created on **Australian College of Commerce and Information Technology** until an official receipt is issued.

Other Potential Fees			
Overseas Student Health Cover Single Cover (BUPA)		**Administration Fees**	
3 months	**	Repeating entire module	$200/UOC
6 months	**	Replacement Certificate	$100
9 months	**	Replacement Student ID Card	$15
1 year	**	RPL Application Fee	$50
Administration Fees		RPL Assessment Fee per UOC	$120
Ombudsman External Complaint Resolution Fee	No Charge	Text Books - Business - Lease	$50
Administration fee for reassessment (per unit)	$200	Use of Photocopier or Printer	$0.10/page
Airport Transfer Fee (One Way)	$120	Variation to Fee Payment Contract	$25
Certificate II in Information Technology	$2,500	Welfare Service - College Referral Service	No Charge
Diploma of Information Technology (Networking)	$6,000	Welfare Service - College Representative	No Charge
IELTS Refresher test (Provided by ELC)	$40	Welfare Service - External Professional Fees	$40 +
Overdue Fees 14 days overdue	$200		
Overdue Fees 28 days overdue	$600		
Re issue of documents	$50		
Re-enrolment Fee	$500		
Course holding Fee	$500		
CoE Changes***	$150		

** For the latest price please refer to their respective website. (Link Below)

http://www.overseasstudenthealth.com/

*** Change of Course, Change of Commencement date and Deferral of the Course

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Student USI Form

What is a Unique Student Identifier (USI)?

It is Commonwealth legislation that from 1 January 2015 all students undertaking nationally recognised course will need to have a USI and provide this when re-enrolling or enrolling for the first time into a course.

Students will not be able to be issued with Statements of Attainment or a Qualification if they do not provide their USI.

Date	/ /	**Date of Birth**	/ /
Student Name		**Student Number**	
Course			
Address in Australia			
Email address			
USI No		**Passport No**	

Student Signature	

By signing above if you do not provide one Accit will look it up and if it does not exist, we will create one for you. Please look at our privacy policy of managing personal information in the student handbook. You can come and request a copy of your USI No from us at any time.

For Office use only Verified:	**Yes** ☐ **No** ☐	**Note:**	
Staff Name:		**Signature:**	

Refund Policy

If an applicant accepts a place offered by Australian College of Commerce and Information Technology (ACCIT) and pays the fees, it means a binding contract is created between the student and ACCIT.

Notification of cancellation/withdrawal from unit/s of competency, withdrawal or deferral from a course of study must be made in writing to ACCIT.

In the case of cancellation/withdrawal, the cancellation fee will be calculated as shown at Table 1.

Australian College of Commerce and Information Technology will include in a written agreement (enrolment/application form) the following information, which is to be consistent with the requirements of the ESOS Act, in relation to refunds of course money in the case of student and provider default:

a) amounts that may or may not be repaid to the student (including any course money collected by education agents on behalf of the registered provider)
b) processes for claiming a refund
c) a plain English explanation of what happens in the event of a course not being delivered, and
d) a statement that "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".

A total or partial refund is applicable when:

Australian College of Commerce and Information Technology default

This policy applies to an overseas student or an intending overseas student in relation to a course if:

a) the course does not start on the agreed starting day; or
b) the course ceases to be provided at any time after it starts but before it is completed; or
c) the course is not provided in full to the student because a sanction has been imposed on the registered provider under Part 6;
d) and the student has not withdrawn before the default day.

In addition, Australian College of Commerce and Information Technology will:

a) Pay a full refund to each student who had a CoE granted at approved, visa granted, and studying status within two (2) weeks of the default day; or
b) Arrange for the student to be offered a place in an alternative course(s) delivered by a CRICOS registered provider at the College's expense. If the student accepts the offer of placement in an alternative course(s), in writing, the College is relieved of its liability to provide a refund to the student; or
c) Arrange for its tuition scheme to promptly offer affected students a place in suitable alternative course(s), in writing, the College is relieved of its liability to provide a refund to the student.

Student Default

This policy also applies to an overseas student or an intending overseas student in relation to a course if:

1) the course starts on the agreed starting day, but the student does not start the course on that day (and has not previously withdrawn); or
2) the student withdraws from the course (either before or after the agreed starting day); or
3) the registered provider of the course refuses to provide, or continue providing, or provide progress documentation for a course to the student because of one or more of the following events:
    i) the student failed to pay an amount he or she was liable to pay the provider, directly or indirectly, in order to undertake the course;
    ii) the student breached a condition of his or her student visa;
    iii) misbehaviour by the student.

Australian College of Commerce and Information Technology will make a refund in Australia Dollars only and within 4 weeks of receiving a written claim by the student in accordance with the Terms and Conditions as outlined on the Enrolment/Application Form – this forming the written agreement with the registering student.

All refund considerations will be strictly limited to the total of monies which Australian College of Commerce and Information Technology has actually received. The refund calculation will not include:

1. Application/enrolment fees are non-refundable;
2. If a student notifies ACCIT of their intention to withdraw from individual units or a program before their original start date then they will be eligible to receive a refund minus a $200 administration charge/application fee;
3. No refunds will be given for notification of withdrawal which occurs after the start of the program. The exception to this is noted in paragraph five (5).
4. Once training has commenced in the course e.g. Diploma of IT Networking, no refund is available to participants who leave before finalising the course unless the student can provide a medical certificate or show extreme personal hardship. In that case, fees may be refunded on a pro-rata basis, minus the administrative fee/deposit. However, should participants wish to resume their studies at a later date, the original fee payment can be used as credit towards that course within twelve months of initial payment. Refund requests should be made in writing.
5. the part of expenses for travel, bank charges, accommodation and other domestic services that cannot be offset by providing the services to someone else;

6. compulsory union fees;
7. the cost of books, equipment and other materials needed for the course;
8. proportion of course money received for the proportion of the course provided to the student before the default date;
9. agents commission paid either directly by the student or through the college on behalf of the student whether the commission was paid before or after monies were received by ACCIT; and
10. Overseas Student Health Cover (OSHC).
11. If a student notifies ACCIT of their intention to withdraw before the original start date and are eligible for a refund as per paragraph three (3) above, then the refund will be paid within four (4) weeks of ACCIT receiving your request for refund.
12. No academic penalty will be incurred if a student notifies ACCIT of their intention to withdraw from individual units or a program before the end of week four (4) of the semester.
13. All fees and charges are payable upon invoice and will cover a period of the impending six (6) months. Students may be precluded from sitting exams, receiving results or attending classes if tuition fees are not paid by the date specified on the invoice.
14. Any refund will be paid to the person or entity that originally paid the course fees and, where possible, in the same currency in which the fees were paid.
15. In the case of provider default, refunds cannot be covered by a written agreement. Such situations are covered by the ESOS Act 2000 and the ESOS Regulations 2001.
16. Fees may be subject to change without notice.

In all circumstances Australian College of Commerce and Information Technology will provide a statement and an explanation of how the refund was calculated and make fully available access to Australian College of Commerce and Information Technology Grievance Policy. This agreement and the availability of Australian College of Commerce and Information Technology Complaints and Appeals process, does not remove the right of the student to take action under Australia's consumer protection laws.

Table 1

Refund Circumstances	Refund Amount
If a student's visa application is rejected before commencement, and the DHA official rejection advice is provided to ACCIT.	A refund equal to 100% of the tuition fees less enrolment fee of $200
If written notice of cancellation of enrolment is received by ACCIT at least 4 weeks (28 days) prior to Course commencement date	A refund equal to 80% of the tuition fees less enrolment fee of $200
If written notice of cancellation of enrolment is received by ACCIT with less 4 weeks (28 days) prior to Course commencement date	A refund equal to 50% of the tuition fees less enrolment fee of $200
If written notice of cancellation of enrolment is received by ACCIT on or after the Course commencement date	No refund of the tuition fees and enrolment fee of $ 200

Student Name			
Student Signature		**Date**	/ /