



Student Enrolment Form

Short Courses

You may complete this form "on screen" by entering your information into the form fields. The completed form may be submitted via email: education@iit.edu.au or alternatively you may print the form and fax it to 03 8677 6911 or post to 314/1 Queens Road, Melbourne VIC 3004

Please note: All fields are required and must be completed by the student.

Personal Details

Title: First Name: Middle Name: Last Name:

Pref Name: Date of Birth: Gender:

Contact Details

Home Address:

Suburb: State: Postcode: Country:

Home Phone: Work Phone: Mobile:

Email:

Please send course materials to my: Home Address Postal Address

Postal Address:

Suburb: State: Postcode: Country:

Education

Highest **HIGH** school level completed:

Have you completed any further Education?
(Please tick all boxes that apply)

<input type="checkbox"/> Certificate I <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	<input type="checkbox"/> Certificate IV <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	<input type="checkbox"/> Bachelor Degree or Higher <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I
<input type="checkbox"/> Certificate II <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	<input type="checkbox"/> Diploma <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	<input type="checkbox"/> Other <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I
<input type="checkbox"/> Certificate III <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	<input type="checkbox"/> Advanced Diploma <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	

Futher Education Legend:

A - Australian Qualification
E - Australian Equivalent Qualification
I - International Qualification

Employment Information

Please select your Employment Status:

Occupation: Industry:

Reason for undertaking this course:

Language and Cultural Diversity

Are you an Australian Citizen: What is your country of birth:

Aboriginal or Torres Strait Islander? Is English your first Language:

Do you have any special needs that need to be taken into consideration to support your learning? Yes No

If so, please provide details:



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Course enrolment details (Please Select):

I am applying for RPL: Transcripts are attached: I have previously completed studies with IIT:

*If you have completed a course with IIT before, you are not required to complete the attached LLN.

Please select the Short Course you wish to complete:

Anti-Money Laundering

MYOB

Course Fee Information

Refer to www.iit.edu.au or call 1300 88 33 46 for pricing information.

Total Course Fee \$

Payment Details (Please Select):

Payment Method: Cardholder's Name:

Card Number: CSV/CVV/CID: Expiry Date:

If Paying by Bank Transfer please ensure you attach a Payment Transfer Confirmation to your completed Enrolment Form.

Transfer should be made to Account Name "International Institute of Technology" BSB 313-140 Account Number: 2313 7699

From Bank: Reference ID: Transfer Date:

Same day dispatch of course materials is possible if fully completed form/s and payment (as agreed) are received PRIOR to 2pm.

I would like to pay by instalments, please provide details:

4. Student Declaration

I have read, understood, and agreed to all terms and conditions in the Student Information Guide and all other terms and conditions as set out by IIT. I declare that all the information I have provided to IIT is accurate and true. I understand and agree that IIT reserves the right to refuse an enrolment, I understand IIT may take action if part or all of the information provided is false or misleading. As a government registered training organisation IIT is required to collect, hold, use and disclose a range of personal and sensitive information on participants. This information requirement is outlined in the National Vocational Education and Training Regulator Act 2011 and associated legislative instruments. IIT only collects personal information that is reasonably necessary for our business activities. You can access IIT's APP Privacy Policy via our website- <https://www.iit.edu.au/about/> Or you can contact a member of the IIT Education Team to obtain a free copy. At times IIT use personal information collected for internal marketing purposes. If you wish to opt out of marketing you must inform IIT upon submitting enrolment forms. Alternatively you have the option of opting out in response to any received marketing emails. I also grant the right for IIT to use student testimonial in any of its marketing materials, including websites, brochures, flyers and the like.

Full Name:

Date:

I understand by typing my name into the above text box that I agree to, and am bound by, the above student declaration.



Pre-Training Review Checklist

***Please sign your name at the bottom of this checklist to acknowledge all information below has been explained and given to you prior to enrolling with International Institute of Technology:**

ALL Students MUST complete the following:

- Course information email
- which includes the following:
- Course Code and Name*
- Course Fees*
- Course Enrolment Period*
- Recommended Completion Hours*
- Available Study Modes*
- Details on Types of Assessments*
- Topics Covered*
- Any Documents or Technologies that may be required for the course.*
- Course Brochure (Contains Units of Competency)
- Course Enrolment Form
- Student Information Guide (provided in web-link that you have downloaded and read)

Government Funded Students (Complete the above) and the following:

- Government Funded Eligibility Criteria (as per Pre-Training Review Policy & Procedure)
- Applicable Tuition Fees
- IIT's requirements regarding minimum Enrolment Period prior to qualifications being issued
- IIT's requirement for assessment submission or workshop attendance
- Evidence of Student Eligibility Form
- Language Literacy and Numeracy (LLN) Checklist

STUDENT ACKNOWLEDGEMENT	
I acknowledge I have been provided with the above areas of documentation and information from IIT support staff, prior to enrolment.	
Student Name:	
Student Signature:	
Date:	

INTERNAL OFFICE USE ONLY	
I have provided the student with the above areas prior to enrolment.	
Course Name:	
Staff Name:	
Signature:	
Date:	