

Student Enrolment Form

Short Courses

You may complete this form "on screen" by typing your information into the form fields. The completed form may be submitted via email to education@iit.edu.au, or faxed to: 03 8677 6911, or posted 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: Post Code: Country:
 Home Phone: Work Phone: Mobile:
 Email:

Please send materials to my: ☐ Home Address ☐ Postal Address

Postal Address:
 Suburb: State: Post Code: Country:

Education

Unique Student Identifier (USI): Highest **HIGH** school level completed:

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

☐ Certificate I ☐ Certificate IV ☐ Bachelor Degree or Higher
☐ A ☐ E ☐ I ☐ A ☐ E ☐ I ☐ A ☐ E ☐ I
☐ Certificate II ☐ Diploma ☐ Other
☐ A ☐ E ☐ I ☐ A ☐ E ☐ I ☐ A ☐ E ☐ I
☐ Certificate III ☐ Advanced Diploma
☐ A ☐ E ☐ I ☐ A ☐ E ☐ I

Further Education Legend:

A – Australian Qualification
 E – Australian Equivalent Qualification
 I – International Qualification

* If you have completed an Australian higher level qualification than you are applying for, you are not required to complete the LLN attached.

Employment Information

Please select your Employment Status:
 Occupation: Industry:
 Reason for undertaking the course:

Language and Cultural Diversity

Are you an Australian Citizen? ☐ Y ☐ N Aboriginal? ☐ Y ☐ N Torres Strait Islander? ☐ Y ☐ N
 Country of Birth: Is English your first language? ☐ Y ☐ N
 Any special needs that need to be taken into consideration to support your learning? ☐ Y ☐ N
 If so, please provide details:

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Course Enrolment Details

I am applying for RPL: ☐ Y ☐ N Transcripts are attached: ☐ Y ☐ N

I have previously completed studies with IIT: ☐ Y ☐ N

Please indicate which Short Course/s you wish to apply for:

☐ Both

☐ Anti-Money Laundering (AML)

☐ Mind Your Own Business (MYOB)

Course Fee Information

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

Total Course Fee \$

Instalment Details (MUST be approved by IIT staff before form submission):

Payment Details

Card Type: Cardholder's Name:

Card Number: Expiry Date:

If paying by Bank Transfer, please ensure you attach a receipt to your form to ensure timely enrolment.

Transfer should be made to Account Name: International Institute of Technology

BSB: 313 140

Account Number: 2313 7699

From Bank: Reference: Transfer Date:

Student Declaration

I have read, understood, and agree 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 any enrolment. I understand IIT may take action if part or all of the information provided is false or misleading. Under the Data Provision Requirements 2012, IIT is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER). Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by IIT for statistical, regulatory and research purposes. IIT may disclose your personal information for these purposes to third parties, including; School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship; Employer – if you are enrolled in training paid by your employer; Commonwealth and State or Territory government departments and authorised agencies; NCVER; Organisations conducting student surveys; and Researchers. Personal information disclosed to NCVER may be used or disclosed for the following purposes; Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts (this may include verifying transcripts used in the RPL process from third-parties); facilitating statistics and research relating to education, including surveys and data linkage; pre-populate RTO student enrolment forms; understanding how the VET market operates, for policy, workforce planning and consumer information; and administering VET, including program administration, regulation, monitoring and evaluation. You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted. IIT and NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all IIT and NCVER policies and protocols (including those published on IIT's website www.iit.edu.au or NCVER's website at www.ncver.edu.au). At times IIT use personal information collected for internal marketing purposes, opting out is available at any time. I also grant the right for IIT to use student testimonial in any of it's marketing materials.

I acknowledge that I have been sent the following:

Course information email

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)

Language Literacy and Numeracy (LLN) Checklist

If you are applying for Government Funding, I have also received:

Government Funded Eligibility Criteria

Minimum enrolment period

Assessment submission or workshop attendance

Evidence of student eligibility form

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.

OFFICE USE ONLY

Staff Name:

Date: