

Registration Form

Cricos Registration Code : 02035F  
National Provider Number : 30100

Personal Details				Student Num		
Family Name		Given Names				
Date of Birth		Age		Sex	M	F
Telephone No		E-mail Add				
Australian Residential Add:					Post Code	

Passport No		Expiry Date		Visa Needed	Yes	No
Country Where Visa Application will be made?				Current IELTS Score		
Overseas Contact Person and Details				COE Num		
				COE Date		

Course Details			RPL	Yes	No
Tick Course		Cert 4 in English for Academic Purposes Cricos 059423A			
		Certificate 4 in English Job Seeking Cricos 059862M			
		Certificate 4 in IT Websites Cricos: 059427G			
		Certificate 3 in Automotive Mechanical Light Vehicle Cricos 064498F			
		Certificate 3 in Automotive Electrical Technology Cricos: 072288E			
		Certificate 4 in Automotive Technology 070906M			
		Diploma of IT Multimedia Cricos: 059426J			
		Certificate 4 in Business Cricos: 053307J			
		Diploma of Business Management Cricos: 053302C			
		Diploma of Business Studies: 068519G			
		Diploma of IT General Cricos: 035217E			
		Diploma of Diploma of Automotive 070907K			

Proposed Start Date		Proposed Finish Date	
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Payment Details		I have received information on the following please tick boxes	
Total Course fees	\$	<input type="checkbox"/> General Course Brochure,	
Medical Insurance	\$	<input type="checkbox"/> Fees Schedule, payment and refund policy	
Resources and Practice	\$	<input type="checkbox"/> Student Induction manual – with policies and code of practice	
Total Fees	\$	<input type="checkbox"/> RPL process	
Payment Plan	Yes      No	<input type="checkbox"/> Student Cancellation and Deferment Process	

DO you require a release letter from your current study	<input type="checkbox"/> No	<input type="checkbox"/> Yes	College:
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Authorization		I have read the terms and conditions overleaf. I acknowledge and accept the terms and conditions of the College.	
Student Sign		For InTech	
Date			
Student nominates Agent Name for all queries and refunds			

## TERMS AND CONDITIONS OF REGISTRATION

The following Terms and Conditions of enrollment to any course conducted by InTech are made under Queensland Law and bind the college and the student to this contract of enrollment of studies. Please read this in conjunction with student brochure and induction manual.

1. Registration of the applicant is subject to the rules and regulations of InTech as outlined in the student induction manual.
2. All fees must be paid in full before the college will release the student's results. Qualifications will only be issued to the student once all tuition fees owed by the student have been paid in full
3. The College reserves the right to change syllabi and study material depending on the changes made by external examination bodies and current business trends.
4. The College will endeavor to meet all the course dates as stated on the enrollment form, but note that due to unforeseen circumstances, such as teacher illness, public holidays, lack of student numbers or resource material shortages the college reserves the right to alter the commencement date by six weeks should the need arise.
5. This agreement, and the availability of complaints and appeals processes, does not remove your right to take action under Australia's consumer protection laws. Please check InTech website for up to date information [www.intech.edu.au](http://www.intech.edu.au)
6. Should a student not attend 80% of the course content, InTech then reserves the right to decide whether to issue any Certification.
7. The College may use any photographic or presentation material that had been captured during training for advertising purposes. This may include photographs of the student taken, or presentations and work produced by the student during training sessions.
8. Email addresses are collected to send and receive electronic information relating to students study at the college, get feedback, provide general information and provide information on upcoming events and courses. The line of communication is not limited to the before mentioned. The privacy of students will be safeguarded at all times.
9. International students must inform InTech Institute of Technology of any change of local residential addresses within 2 days of the move taking place.
10. Any information that you provide to College or that the College collects about you can be given to authorized State and Commonwealth Agencies and ESOS Assurance Fund Manager.

### Refund Policy Terms and Conditions of Refunds, Deferrals or Withdrawals

1. Notification of withdrawal from individual units or a program must be made in writing to InTech before your arrival in Australia (on a visa granted to study at InTech).
2. Application fees are non-refundable.
3. If you notify us of your intention to withdraw from individual units or a program before your arrival in Australia (on a visa granted to study at InTech) then you are eligible to receive a refund minus a \$1000.00 administration charge.
4. No refunds will be given for notification of withdrawal which occurs after your arrival in Australia (on a visa granted to study at InTech). The exception to this is noted in paragraph five.
5. Once you have arrived in Australia (on a visa granted to study at InTech), no refund is available to participants who withdraw unless the student can provide a medical certificate for extreme sickness 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.
6. If you notify us of your intention to withdraw before your arrival in Australia (on a visa granted to study at InTech you are eligible for a refund as per 3 above, then the refund will be paid to you within four weeks of InTech approving your written request for refund.
7. It is a course requirement that all fees as invoiced must be paid in full, failure to do so will result in a cancellation of enrolment and withholding of results.
8. 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.
9. Where an international student obtains residency/citizenship status then local fees will apply from the semester following the date of their residency/citizenship.
10. 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.
11. In the case of provider default, refunds cannot be covered by a written agreement. For international students such situations are covered by the ESOS Act 2000 and the ESOS Regulations 2001.
12. Fees may be subject to change without notice. All units offered subject to sufficient numbers.

### Privacy Policy

1. InTech Institute of Technology Pty Ltd will meet the requirements of the Privacy Act 2001 in relation to the protection of student information. InTech Institute of Technology Pty Ltd is required under Section 19 of the ESOS Act 2000 to inform DIAC about changes to enrolment details and breaches to visa conditions. Information supplied by the student may be made available to Commonwealth and State Government Departments or their agencies and the Fund Manager of the ESOS Assurance Fund pursuant to obligations under the ESOS Act 2000 and the National Code 2007.