

Student Course Enrolment Form

Cricos Registration Code : 02035F  
 National Provider Number : 30100

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

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

<b>Course Details</b>		<b>RPL</b>	<b>Yes</b>	<b>No</b>
<b>Tick Course</b>	91419NSW Cert 4 in English for Further Study <i>Cricos: 059423A</i>	<b>Tick Course</b>	BSB40207 Certificate 4 in Business <i>Cricos: 053307J</i>	
	91419NSW Certificate 4 in English Job Seeking <i>Cricos: 059862M</i>		BSB51107 Diploma of Management <i>Cricos: 068520C</i>	
	AUR30405 Cert 3 in Automotive Mechanical Light Vehicle <i>Cricos 064498F</i>		BSB60407 Adv Diploma of Management <i>Cricos 072553D</i>	
	AUR30308 Cert 3 in Automotive Electrical Technology <i>Cricos: 064816G</i>		ICA40305 Certificate 4 in IT Websites <i>Cricos: 059427G</i>	
	AUR40208 Certificate 4 in Automotive Technology <i>Cricos: 070906M</i>		ICA50105 Diploma of IT General <i>Cricos: 035217E</i>	
	AUR50205 Diploma of Automotive technology <i>Cricos: 070907K</i>		ICA50905 Diploma of IT Multimedia <i>Cricos: 059426J</i>	

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

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

## TERMS AND CONDITIONS OF REGISTRATION

The following Terms and Conditions of enrolment to any course conducted by InTech are made under Queensland Law and bind the college and the student to this contact of enrolment 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 endeavour to meet all the course dates as stated on the enrolment 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

1. Enrolment fees are non-refundable.
2. If you notify us of your intention to withdraw your enrolment before your arrival in Australia (on a visa granted to study at InTech) then you are eligible to receive a refund minus a \$250.00 administration fees.
3. 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.
4. 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 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. 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 provided you supply evidence that you have cancelled your visa to travel to Australia.
6. 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.
7. 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.
8. In the unlikely event that InTech Institute of Technology is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by InTech Institute of Technology at no extra cost to you.
9. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement.
10. All other refunds are reviewed on a case by case basis and any refund will be substantiated by documentary evidence.
11. This agreement, and the availability of complaints and appeals processes, does not remove your right to take action under Australia's consumer protection laws.

## 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.