

**CANDIDATE APPLICATION FORM**

Candidate ID:
Agent:

Date of issue: Date

Family Name:		Given Name(s):		Title:	
Date of Birth:		Phone Number:			
Email Address:					
Address :				Post Code:	

RPL Qualification:	
--------------------	--

**DOCUMENTS REQUIRED FOR RPL ASSESSMENT**

- Passport (international candidate) or Photo ID
- Current / previous work contracts
- Academic certifications
- Detailed resume
- Reference letters
- Photo or video to support your skills/experience
- Any other skill evidence of your competencies

I have read the terms and conditions overleaf. I acknowledge and accept the terms and conditions of the College.

Candidate Name:		InTech’s representative Name	O. LE YONDRE
Candidate Signature:		InTech’s representative Signature	
Date:		Date:	

## 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 candidate to this contract of enrolment of studies. Please read this in conjunction with candidate brochure and induction manual.**

1. Registration of the applicant is subject to the rules and regulations of InTech as outlined in the candidate induction manual.
2. Qualifications will only be issued to the candidate once all tuition fees owed by the candidate have been paid in full.
3. In the unlikely event that InTech 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 days on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by InTech at no extra cost to you.
4. 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.
5. Fees are non-refundable
6. The college reserves the right to change syllabi and study material depending on the changes made by external examination bodies and current business trends.
7. The college will endeavor 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 candidate numbers or resource material shortages, the college reserves the right to alter the commencement date by six weeks should the need arise.
8. 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)
9. The college may use any photographic or presentation material that had been captured during training for advertising purposes. This may include photographs of the candidate taken, or presentations and work produced by the candidate during training sessions.
10. Email addresses are collected to send and receive electronic information relating to candidate 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 candidates will be safeguarded at all times.
11. International candidates must inform InTech any change of local residential addresses within 2 days of the move taking place.
12. 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.
13. 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

InTech Institute of Technology Pty Ltd will meet the requirement of the Privacy Act 2001 in relation to the protection of candidate 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 candidate 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.