



Impact Training Institute - Elite English Institute

a division of Impact Training Institute Pty Ltd
RTO 90743 - CRICOS Provider Code: 03247G

International ENROLMENT FORM

Educate

Inspire

Motivate

A. STUDENT DETAILS

Ms Mr Mrs Miss

Gender Male Female

Given Name

Middle Name

Family Name

Australian Phone Number:

Home Country Phone Number:

E-mail Address

Date of Birth

Country of Birth

Nationality

Home Country Address:

Note: Must be at least 18 years of age

Address in Australia:

Emergency Contact Name

Emergency Contact Number

USI Number (if known)

Personal Identification

Passport Number _____ Passport Expiry Date _____

OFFICE USE ONLY

Details in identification matches records provided, including full name.

SIGNATURE: _____

Do you have a disability, impairment or long term condition?

NO

YES - Please select:

Vision

Intellectual

Learning

Mental Illness

Hearing/Deaf

Physical

Medical Condition

Other - Please specify

Is assistance required for this disability, impairment or long term condition from an ITI Trainer/Consultant for Student with Disabilities? NO YES

B. VISA LODGEMENT & APPLICATION DETAILS

Country where you will lodge your student Visa Application

Are you applying to Impact Training Institute through an agent? YES, provide agent details No – Applying directly

Agent Company Stamp

Agent Company name

Representative contact name

Representative Email:

Representative contact Number

Do you hold a current Australian Visa? YES NO;

VISA NO: ___ Visa Expiry Date: __/__/_____

Are you enrolling in an English course?

\$300 enrolment fee applies to all English or VET courses. Only one enrolment fee will apply.

- NO, skip section C YES, **If Yes, complete section C**

C. ENGLISH COURSES

	ENGLISH	WEEKS	CODE	DURATION	START MONTH/Year
<input type="checkbox"/>	General English (Beginner to Upper Intermediate)	4 to 50	072830K	___ Weeks	
<input type="checkbox"/>	English for Academic Purposes (EAP) (Upper Intermediate to Advanced)	1 to 20	072831J	___ Weeks	
<input type="checkbox"/>	IELTS Preparation (Upper Intermediate to Advanced)	12 to 24	072832G	___ Weeks	

OFFICE USE ONLY

Does the student meet English course entry requirements? Yes No

Are you enrolling in a Vocational course?

\$300 enrolment fee applies to all English or VET courses. Only one enrolment fee will apply.

- NO, Skip section D YES, **If Yes, complete Section D.**

D. VOCATIONAL COURSES


Please select the appropriate vocational courses, and confirm the start and end dates with the Institute prior to enrolling

	VOCATIONAL	WEEKS	CODE	START MONTH/Year
<input type="checkbox"/>	SHB30416 - Certificate III in Hairdressing	40 weeks	089366A	
<input type="checkbox"/>	SHB40216 - Certificate IV in Hairdressing	40 weeks	091500D	
<input type="checkbox"/>	SHB50115 – Diploma of Beauty Therapy	40 weeks	090514F	
<input type="checkbox"/>	BSB30115 - Certificate III in Business	26 Weeks	086846J	
<input type="checkbox"/>	BSB40215 - Certificate IV in Business	26 Weeks	086982A	
<input type="checkbox"/>	BSB50215 – Diploma of Business	40 Weeks	087267J	
<input type="checkbox"/>	BSB60215 – Advanced Diploma of Business	40 Weeks	087528D	

ENGLISH LANGUAGE REQUIREMENTS

Please tick one of the following 3 options.

1. I have taken a recognised English Language test in the past 2 years.
 Name of Test Centre _____ Score _____ Date of Test ____/____/____ (DD/MM/YYYY)
2. English the language in which I took my senior school studies and I gained a satisfactory pass in English.
3. I will take an IELTS/TOEFL/PTE English test on the following date ____/____/____ (DD/MM/YYYY)

Please attach documentary evidence if you selected 1 or 2 above. 

E. EDUCATIONAL & ACADEMIC ACHIEVEMENTS


To be eligible to enroll into your vocational course, applicants must have either completed a Year 12 High School Certificate or equivalent, or a relevant Australian Vocational Qualification as an entry into the nominated vocational qualification. In the space provided select the appropriate qualification highest successfully completed qualification or equivalent:

No Qualification, you must provide evidence of relevant and sufficient work experience to be considered for this course			
<input type="checkbox"/> Year 10	<input type="checkbox"/> Certificate II	<input type="checkbox"/> Certificate IV	<input type="checkbox"/> Advanced Diploma
<input type="checkbox"/> Year 12	<input type="checkbox"/> Certificate III	<input type="checkbox"/> Diploma	<input type="checkbox"/> Bachelor Degree or higher

If you answered No Qualification, speak to a representative from the Impact Training Institute regarding your entry requirements.

Please provide a translated **certified** copy of your highest qualification, and **Attach it to this enrolment form.**

Qualification Name	Institution Name	Year	OFFICE USE ONLY	
			Date Compliance	Compliance Signature

Certified copies must be stamped and signed by a justice of peace, commissioner for Declarations, or an approved Impact Training Institute/ Elite English Institute Agent or the issuing authority/institution, and the certifier's stamp must include the certifier's printed name, title/position, signature and date of notary. All documents not in English must be accompanied by certified and translated English copies by an approved translator. 

F. HIGHER EDUCATION PATHWAYS

Are you undertaking this course as a pathway to higher education in Australia?

No, if No continue with section G

Yes, if yes,

Provide name of higher education provider you are applying to, on completion of this course:

Provide name of Higher Education Qualification:

G. RECOGNITION OF PRIOR LEARNING (RPL) – CREDIT TRANSFER

Are you applying for a Credit transfer or RPL for the nominated course?

Please refer to Student Handbook for more information

NO, if No complete section F

YES

If Yes, please specify below.

Credit Transfer

If applying for **Credit Transfer**, a **certified** copy of your qualification, testamur or statement of attainment must be **attached to this enrolment form.**

Qualification/Course name and level	Educational institution where undertaken	Year	OFFICE USE ONLY	
			Date TR MGR Approved	TR MGR Signature

Recognition of Prior Learning (RPL)

If applying for **Recognition of Prior Learning (RPL)** an application must be made at the time of enrolment so that it can be incorporated into the training plan for the individual. Interested students will be issued with ITI's RPL policy and will undertake a self-assessment and a RPL interview prior to completing enrolment.

RPL Full Course:

RPL Partial Course:

List below the requested units you would like to RPL:

UNIT CODE	TITLE

UNIT CODE	TITLE

H. APPLICANT CIRCUMSTANCES

Are you applying for a new student Visa offshore? **YES**, complete this section **NO**, go to section I

If you are applying for a new student Visa offshore Impact Training Institute and Elite English Institute and our agents will undertake a Pre-Screening of applicants against the Department of Immigration and Border Protections (DIBP) 'Genuine Student' and 'Genuine Temporary Entrant' criteria. Further information on these criteria can be found on the DIBP website – www.border.gov.au.

Why do you want to study your proposed course (s) in Australia and not in your home country? Please explain

Why would you like to study with Impact Training Institute/Elite English Institute and not another provider in Australia? Please explain

How do you believe the courses you have chosen to study will benefit your current or chosen career path? Please explain

Do you have any family in Australia? Explain your current personal circumstances at home relating to family and friends. Provide information on any family members/dependents that you wish to bring with you to Australia.

Provide details of any previous visa applications, refusals and visa grants for Australia and any other countries?

FUNDS REQUIRED (Please complete this only for your first year of studies)

EXPENSE	DESCRIPTION	\$AUD	HOME COUNTRY Funds Required
TRAVEL	Applicants (One return Airfare to Australia)	\$	
	Family members (return airfare per person)	Number: x \$ =	
TUITION FEES	Applicant (Annual Course fee*)	\$	
	School aged children (Aged 5-8 years) \$8,000 per/yr	\$	
LIVING FEES	Applicant (19,830 per/yr)	\$	
	Partner (\$6,490 per/yr)	\$	
	Each Child (\$2,970 per/yr)	\$	
HEALTH INSURANCE	You must be able to show you have the funds to cover your total visa duration, including cover for your partner and/or children. See www.allianzassistancehealth.com.au	\$ Total Visa duration	
TOTAL FUNDS REQUIRED			

*As per Statement of fees

I. TERMS, FEES & CONDITIONS

- Fees, course dates and times may be varied. Impact Training Institute (ITI) /Elite English Institute (EEI) reserve the right to vary these conditions at any time without notice.
- EEI/ITI does not accept students under 18 years.
- Students are enrolled in a full-time ELICOS course or VET course. A full-time course consists of a minimum of 20 hours per week. Students are expected to attend 100% of classes but must maintain attendance above 80% at all times.
- Tuition fees are not transferable to other institutions or students.
- Bank charges are deducted from refunds made by electronic transfer or bank draft.
- In cases where a student wishes to discontinue his/her course, the balance of fees is not refundable. Fees are collected in line with TPS requirements.
- Once a student has commenced their initial course they may incur an admission fee if they wish to make changes to their course structure, change of class time (if applicable) or change of course.
- If a student cannot attend classes regularly because of compelling circumstances, including health or compassionate grounds supported by independent evidence such as medical certificates, EEI/ ITI may temporarily suspend the student's course until the student can recommence their full-time studies.
- Students agree to the use of their name and/or image for possible use in education-related marketing and promotional materials.
- The student agrees to take care of their own belongings at all times and will not hold EEI/ITI responsible for any loss, accident or damage.
- The student agrees to follow all lawful and reasonable instructions given by ITI/EEI, its staff or teachers, while on EEI's/ ITI's premises or participating in excursions, field trips or extra-curricular activities.
- The student will not hold EEI/ ITI or its staff and teachers responsible for any accident, injury or loss that occurs on any excursion, field trip or extra-curricular activity.
- The student will not participate in any field trip, excursion or extra-curricular activity unless they have adequate insurance coverage, such as that which may be arranged by EEI/ ITI on request through Overseas Student Health Cover.
- To understand the rights and responsibilities for student visa holders it is recommended that prior to enrolment, students should read the ESOS Framework https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOSQuickInformation/Documents/Easy_Guide_to_ESOS_pdf.pdf
- A student who does not meet their financial obligations throughout their enrolment may be suspended from their course until they have paid the fees due.
- A student who terminates or completes a course but has not paid all relevant course fees will not be issued with a statement of attainment or certificate until such monies have been paid in full.

This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

Refund Policy

Please read our refund policies. This is important in the event that you should cancel your studies for any reason.

This policy applies to all tuition fees paid in advance for international students that are either, enrolling or have commenced study with the Institute. This also includes any tuition fees paid to an education agent to be remitted to the Institute. The policy is in line with:

- The ESOS ACT 2000,
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007, and
- The Australian Governments Tuition Protection Service (TPS).

Refund Process & Payments

- Refunds will be reimbursed in Australian dollars
- Refunds will be paid to the student or the person specified in the written agreement (the enrolment form).
- All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Institute using the 'Refund Request Form' available from our Student Services team or online at the Institute's website, and include a copy of the eCoE and supporting documents.
- All notifications of withdrawal must be submitted to the Director of Studies via one of the following methods:
 - In person at the Institute through the Student Services Team; or
 - Email training@iti.edu.au. This e-mail address is being protected from spambots. You need JavaScript enabled to view it. You need JavaScript enabled to view it.

Refund Types

Based on the circumstance of the default, a student may or may not be eligible to receive a refund for unspent pre-paid tuition fees. In order to better understand our refund policy, we suggest you read the following default conditions:

- i. Unsuccessful Enrolment /Visa Rejection
- ii. Student Default
- iii. Provider Default

i Unsuccessful Enrolment /Visa Rejection

Students that have their visa rejected during the application stage by the Department of Immigration & Border Protection (DIBP), will need to provide the Institute with the original letter of visa rejection. On receiving this information you will be entitled to a refund of 100% of the tuition fees and material fees. There will be no refund of enrolment fee or accommodation placement fee if applicable.

ii Student Default

There are a number of events that constitute a student default. The following is a guide which sets out student default types and the applicable refund policy, please read this carefully before enrolling into a course. In the event a student:

(a) Requests to withdraw from a course prior to or after the agreed start date, the Institute will refund 'unspent pre-paid tuition fees'. The Institute will include a statement explaining how the refund amount was calculated. In the circumstances of such default where the refund option is chosen, the refund will be paid to students within 28 days of the default day, subject to the following student default types:

- i) If you cancel from a course 28 day or greater from the agreed starting date, a full refund of the tuition fees and material fees. There will be no refund of enrolment fee. The refund will be paid to students within 28 days of the default day.

- ii) If you cancel from a course within 28 days prior to the agreed starting date a 80% refund of the tuition fees applies and 100% of the material fees will apply. There will be no refund of enrolment fee. The refund will be paid to students within 28 days of the default day.

(b) Where a student's enrolment is cancelled due to the following reasons:

1. Failure to maintain satisfactory course progress (visa condition 8202)
2. Failure to maintain satisfactory attendance (visa condition 8202)
3. Failure to pay course fees
4. Any behaviour identified as resulting in enrolment cancellation as outlined in ITI's /EEI's Deferral, Cancellation and Exclusion policy, you will not be eligible to receive a refund for your; tuition fees, enrolment fees, material fees, and any other fees associated with the enrolment.

iii Provider Default

As part of our commitment to securing your investment (tuition fees) if we default as per the following default types:

- a) We cancel a course before the agreed start date; or
- b) We stop a course being provided after the agreed start date and before the agreed completion date; or
- c) The course is not provided fully to the student because the college has a sanction imposed by a government regulator;

Then based on these defaults you have the option of selecting one of the following refund options:

- a) Accept an alternative (replacement) course or part of a course, at the Institute's expense, then the Institute is relieved of its liability to provide a refund of any unspent pre-paid fees. The student must advise the Institute in writing whether they agree to the alternative arrangement; or
- b) Request a refund of any unspent pre-paid tuition fees. The Institute will include a statement explaining how the refund amount was calculated. In the circumstances of such default where the refund option is chosen, the refund will be paid to students within 14 days of the default day. Please note: If the Institute cancels a course prior to the agreed starting date a full refund of tuition, accommodation, material fees, Overseas Student Health Cover fees and enrolment fees will be applicable

Australian Governments Tuition Protection Service (TPS)

Did you know your unspent pre-paid tuition fees are secure! If the Institute is unable to provide a refund or place the student in an alternative course, the Australian Governments Tuition Protection Service (TPS) will ensure that International students receive assistance. The TPS ensures that international students are able to either:

- complete their studies in another course or with another education provider or
- receive a refund of their unspent tuition fees

This protection service will place the student in a suitable alternative course at no extra cost to the student. If the TPS cannot place the student in a suitable alternative course, the TPS will attempt to place the student in a suitable alternative course or, if this is not possible, the student will be eligible for a refund as calculated by the Institute and may be reviewed by the minister. For more information please go to www.tps.gov.au

J. STUDENT DECLARATION

Student Privacy:

Your personal information including contact details, course enrolment details and changes may be shared between EEI/ ITI and the Australian Government and designated authorities like the Tuition Assurance Scheme and the ESOS Assurance Fund Manager for student visa's monitoring purposes. Information concerning students, including information submitted on this enrolment form is collected and held by ITI/EEI. ITI/EEI also collects information other than what is supplied on this enrolment form, including but not limited to, student course participation, student study progress and outcomes. Information on this form and the information that is continually collected during the student's enrolment at ITI/EEI. This information is used for the purposes of administration by ITI/EEI and other authorised organisations as well as for the Department for research, statistical analysis, program evaluation, post-completion surveys and internal management purposes.

Student Consent: I agree with the terms fees and conditions as set out in this enrolment form and confirm the accuracy of the information which has been supplied. I consent to ITI to verify or supply information about me to State & Federal Government Agencies, or Agencies authorised by these bodies. I consent to information being supplied to the National Centre for Vocational Studies (NCEVER) and/or agencies authorised to undertake surveys.

- I understand and accept the terms of EEI's/ ITI's Conditions of Enrolment and its cancellations & Refund Policy.
- I understand that some courses require a prerequisite level of English language for entry.
- I understand that if I am enrolling into an English course, I will be tested on commencement of my course and placed in a class at the appropriate English language level.
- I understand that I must complete all class work, assignments, activities and assessments in order to maintain satisfactory progress.
- I understand that I must attend for study in accordance with my visa conditions and that if I fail to do so I will be reported to the Australian Government (DE & DIBP).
- I understand that I must tell EEI/ ITI immediately if I change my address and/ or contact details.
- I understand that I cannot change my education provider during the first 6 months of my principal course without a written letter of release from Elite English Institute/Impact Training Institute.
- I am aware that school-aged dependants accompanying me will be required to pay full fees at a private or government school in Australia.
- I understand that EEI/ ITI can share information about my course and progress with my recruiting agent.
- I acknowledge EEI's/ ITI's right to change its fees and conditions, cancel or defer courses, and alter course timetables and class locations at any time without notice.
- I declare all information I have given on this form is correct and complete.
- I declare that I am 18 years of age or older at the time of application.

NAME	SIGNATURE	DATE	/ /
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K. Unique Student Identifier

USI Privacy Notice

If you do not already have a Unique Student Identifier (USI) and you want Impact Training Institute (ITI) to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, Impact Training Institute will provide to the Registrar the following items of personal information about you:

- your name, including first or given name(s), middle name(s) and surname or family name as they appear in an identification document;
- your date of birth, as it appears, if shown, in the chosen document of identity;
- your city or town of birth;
- your country of birth;
- your gender; and
- your contact details.

When we apply for a USI on your behalf the Registrar will verify your identity. The Registrar will do so through the Document Verification Service (DVS) managed by the Attorney-General's Department which is built into the USI online application process if you have documents such as a Medicare card, birth certificate, driver licence, Australian passport, citizenship document, certificate of registration by descent, ImmiCard or Australian entry visa.

If you do not have a document suitable for the DVS and we are authorised to do so by the Registrar we may be able to verify your identity by other means. If you do not have any of the identity documents mentioned above, and we are not authorised by the Registrar to verify your identity by other means, we cannot apply for a USI on your behalf and you should contact the Student Identifiers Registrar.

In accordance with section 11 of the Student Identifiers Act 2014 Cth (SI Act), we will securely destroy personal information which we collect from you solely for the purpose of applying for a USI on your behalf as soon as practicable after the USI application has been made or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

The personal information about you that we provide to the Registrar, including your identity information, is protected by the Privacy Act 1988 Cth (Privacy Act). The collection, use and disclosure of your USI are protected by the SI Act.

If you ask Impact Training Institute to make an application for a student identifier on your behalf, Impact Training Institute will have to declare that Impact Training Institute has complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that Impact Training Institute has given you the following privacy notice:

You are advised and agree that you understand and consent that the personal information you provide to us in connection with your application for a USI:

- is collected by the Registrar for the purposes of:
 - applying for, verifying and giving a USI;
 - resolving problems with a USI;
 - creating authenticated vocational education and training (VET) transcripts;
- may be disclosed to:
 - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
 - the purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs;
 - education related policy and research purposes; and
 - to assist in determining eligibility for training subsidies;
 - VET Regulators to enable them to perform their VET regulatory functions;
 - VET Admission Bodies for the purposes of administering VET and VET programs;
 - current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
 - schools for the purposes of delivering VET courses to the individual and reporting on these courses;
 - the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
 - researchers for education and training related research purposes;
 - any other person or agency that may be authorised or required by law to access the information;
 - any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and
 - The Department of Education and Communities for the purpose of:
 - the Notification of Enrolment Process; and
 - reporting Training Activity Data to the Department,
- will not otherwise be disclosed without your consent unless authorised or required by or under law.

Privacy policies and complaints

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the Registrar's Privacy Policy or by contacting the Registrar on (email/telephone). The Registrar's Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act, which includes the following:

- misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs; and
- a failure by Us to destroy personal information collected by you only for the purpose of applying for a USI on your behalf.

For information about how Impact Training Institute collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to Impact Training Institute privacy policy which can be found within the student Handbook.

Please tick one of the following:

- I already have a USI and have provided details to Impact Training Institute, and I will set the access levels to allow the Department and Impact Training Institute the appropriate levels of access to my USI records; or
- I will set up my own USI record and I will set the access to allow the Department and Impact Training Institute the appropriate levels of access to my USI records.
- I would like Impact Training Institute to create my Unique Student Identifier record on my behalf.

NAME	SIGNATURE	DATE
		/ /

L. ADMISSION CHECK LIST – OFFICE USE

- Completed all of the required sections correctly on this form
- Signed sections L and M within this form
- Certified copies and translations of academic qualifications have been provided
- Certified copies of the passport and/or Australian Visa (If Applicable) has been provided
- Documentary evidence of English Proficiency (if Applicable) has been provided
- Provide certified copies of evidence of funds (If Applicable) has been provided

ITI REPRESENTATIVE or Authorised Agent	NAME	SIGNATURE	DATE
			/ /

M. SUBMIT YOUR APPLICATION

Submit this enrolment form by email to training@iti.edu.au. Impact Training Institute will endeavor to process all applications within 3 working days. Please note incomplete Enrolment forms and required documents relating to this enrolment will delay processing times.