



Student Enrolment Form

Throughout this document, Australia Institute of Business & Technology will be referred to as AIBT.

The information you provide to AIBT will remain private and confidential under the requirements of the Privacy Act 1988. Your personal details will be used for the purpose of processing your enrolment and facilitating the training and assessment services requested by you. Your personal information will not be released unless required by law or approval is provided by you. Your information will never be sold to a third party. Your information may be provided to a third party who has entered into a legally binding agreement with AIBT to provide services to either you or AIBT and who agrees to keep your personally information confidential except as required by law. Your personal information will be collected and used for the purpose of collection of data for statistical information under the requirements of the Data Provision Requirements 2012 and in line with current AVETMISS requirements however, this information is reported in a manner that does not identify you.

Please (✓) relevant boxes where required
Please complete the form in BLOCK letters

1 Course Applying For

Course Name 1 _____

Course Code 1 _____

Course Name 2 _____

Course Code 2 _____

Course Name 3 _____

Course Code 3 _____

Course Name 4 _____

Course Code 4 _____

Expected Start Month ____ / ____ (MM/YYYY)

Applying for RPL? Yes No

Study Method Virtual Training In Class Blended

2 Agent Information

Has an Agent or Representative of AIBT assisted with this application? Yes No

If Yes, please specify

Name of Agent / Company _____

Contact Name _____

3 Personal Details

Gender Male Female

Title Mr Mrs Ms Miss Dr

Family Name (Surname) _____

Given Names _____

Former Family Name _____

Date of Birth ____ / ____ / ____ (DD/MM/YYYY)

4 Residential Address

Flat/Unit Number _____ Street Number _____

Street Name _____

Suburb/Locality or Town _____

State _____ Postcode _____

Country _____

5 Postal Address (if different to above)

PO Box (if applicable) _____

Flat/Unit Number _____ Street Number _____

Street Name _____

Suburb/Locality or Town _____

State _____ Postcode _____

Country _____

6 Student Contact

Phone _____ Mobile _____

Email _____

7 Emergency Contact

Name _____

Phone _____ Mobile _____



8 Language and Cultural Diversity

- In which country were you born?
Australia Other, please specify _____
- In which city were you born? _____
- Are you an Australian Citizen? Yes No
- Are you an Australian Permanent Resident?
Yes No If No,
Non Australian Passport No _____

Country of Passport _____
- Do you speak a language other than English at home?
Yes No
If Yes, please specify _____
- How well do you speak English?
Very well Well Not well Not at all
- Are you of Aboriginal or Torres Strait Islander origin?
No Aboriginal Torres Strait Islander Both
- Are you an overseas fee paying student? Yes No

9 Disability and Mental Health

- Do you consider yourself to have a disability, impairment or long-term condition?
Yes No (If No, go to 10 Schooling section)
- If Yes, then please indicate the area of disability, impairment or long-term condition. You can select more than one area.
Hearing/Deaf Physical Intellectual Learning
Mental illness Acquired brain impairment
Vision Medical condition Other

If other, please specify _____
- Do you require special assistance? Yes No

10 Schooling

- What is your highest COMPLETED secondary school level? (tick ONE box only)
Year 12 Year 11 Year 10 Year 9
Year 8 or below Never attended school
- Which year did you complete that secondary school level? Year _____
- Are you still attending secondary school? Yes No

11 Previous Qualifications Achieved

- Have you SUCCESSFULLY completed any of the following qualifications? Yes No
(If No, go to 12 Employment section)
- If Yes, tick ANY applicable boxes
Bachelor degree or higher degree
Advanced diploma or associate degree
Diploma (or Associate Diploma)
Certificate IV (or advanced certificate / technician)
Certificate III (or trade certificate)
Certificate II
Certificate I
Certificates other than the above
- Year completed _____

Training Organisation _____

12 Employment

- Of the following categories, which BEST describes your current employment status? (Tick ONE box only)
- Full-time employee Part-time employee
 - Self-employed (not employing others)
 - Employer
 - Employed (unpaid worker in a family business)
 - Unemployed (seeking full-time work)
 - Unemployed (seeking part-time work)
 - Not employed (not seeking employment)

13 Reason for Study

- Of the following categories, which BEST describes your main reason for undertaking this course?
- To get a job
 - To develop my existing business
 - To start my own business
 - To try for a different career
 - To get a better job or promotion
 - It was a requirement of my job
 - I wanted extra skills for my job
 - To get into another course of study
 - For personal interest or self-development
 - Other reasons, please specify _____



14 Unique Student Identifier

From 1st January 2015, AIBT can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> or have AIBT apply for it on your behalf.

Enter your USI

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If you would like AIBT to apply for a USI on your behalf, please provide details for one of the forms of identity below.

Australian Driver's License

State _____ License Number _____

Medicare Card

Medicare Card Number _____

Individual Reference Number (Next to your name) _____

Card Colour:

Green Expiry Date ____ / ____ (MM/YYYY)

Yellow

Blue Expiry Date ____ / ____ / ____ (DD/MM/YYYY)

Australian Passport Number _____

Non-Australian Passport (with Australian Visa)

Passport Number _____

Country of Issue _____

Immicard Number _____

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

If you would like us (AIBT) to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at

<http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>.

I authorise Australia Institute of Business & Technology (AIBT) to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>.

15 Declaration

In signing or emailing this form I acknowledge and declare that:

1. I have read and understood and have completed all questions and details on the enrolment form.
2. I agree that the information herein provided is to the best of my knowledge true, correct and complete at the time of my enrolment (including information provided to assess my eligibility).
3. I agree that arrangements have been made to pay all fees and charges applicable to this enrolment.
4. I have read, understand and agree to follow the Information, Rules, Regulations, Policies and Procedures located in the Important Enrolment Information.
5. I am 18 years of age or older, or have permission to apply for enrolment from my parent(s) or guardian(s) if under 18.
6. I agree that my participation in this course/s is subject to the right of AIBT to cancel or amalgamate courses or classes. I agree to abide by all rules and regulations of AIBT.
7. I confirm I have been informed about the training, assessment and support services to be provided and about my rights and obligations as a student at AIBT.
8. I authorise AIBT or its agent, in the event of illness or accident during ant AIBT organised activity, and where emergency contact or next of kin cannot be contacted within reasonable time, to see ambulance, medical or surgical treatment at my cost.
9. I agree that my academic results will be withheld until my debit is fully paid and any property belonging to AIBT has been returned.

Signature _____

Name (please print) _____

Date ____ / ____ / ____ (DD/MM/YYYY)



Additional Documentation Checklist

Documents are to be certified in writing as a true copy of the original document by:

If the copy is certified in Australia:

- A Justice of the Peace; or
- A Commissioner for Declarations; or
- A person before whom a statutory declaration may be made under the Statutory Declarations Act 1959; or
- A Registered Migration Agent (whose registration is not suspended or subject to a caution).

If the copy is certified outside Australia:

- A person who is the equivalent of a Justice of the Peace or Commissioner for Declarations in that place (for example a public notary); or
- A Registered Migration Agent (whose registration is not suspended or subject to a caution).

International Students

- Copy of Passport
- Evidence of English (IELTS, TOEFL iBT, PTE Academic, Cambridge English: Advanced, OET, Study in English or equivalent) if English is not your first language.
- Academic Certificates and Transcripts

Domestic Students

- Academic Certificates and Transcripts

AIBT Contact Information

Address: Level 3, 18 Mt Gravatt – Capalaba Rd,
Upper Mount Gravatt, QLD, 4122
Australia

Phone: +61 1300 128 199 / +61 7 3188 9100

E-mail: enrolments@aibt.qld.edu.au

Website: <https://www.aibt.qld.edu.au>



Important Enrolment Information

As an RTO, we are required to provide you, prior to enrolment, information on the following:

Training Services

Information on training services provided by AIBT is available from our website, via phone or in written format. Prior to enrolling into your chosen course, ensure you have a full understanding of the structure of the course. If you have not seen or read information regarding the requirements of the courses, you should not submit this form until you have done so.

Assessment

To complete this courses, you are required to successfully complete all required assessments. Assessments of units will be conducted at various times throughout the course and will include both theoretical and practical components. Additional assessment processes will be explained to you during the course, or can be provided to you by AIBT. Should you have any additional questions regarding your assessment process or have any concerns please discuss these with AIBT.

RPL may be offered by AIBT. Should you wish to undertake RPL please speak to AIBT prior to enrolment.

Support Services and Special Needs

AIBT will take every possible action to ensure it supports you throughout your training and assessment process. If at any point throughout your course you require assistance or support, please discuss these needs with AIBT or your Trainer and we will do our best to help you. If you have any special needs, including language, literacy, numeracy, mobility, visual impairment or hearing, or any other disability that could limit your ability to undertake the course, please notify staff prior to enrolment to allow us to cater for your needs. If you do not tell us of any condition that may affect your learning, we will not be able to assist you if the need arises. This may impact on your ability to finish the course.

Your Rights

As part of your training and assessment, you have various rights. Please refer to the Student Handbook for more information. AIBT wants to ensure your time spent with us is both beneficial and enjoyable. If at any point you feel harassed, discriminated or feel abused, please notify the CEO of AIBT immediately either face to face, via phone or in writing. If you feel you need to complain about any aspect of service or training and assessment you may do so verbally or in writing. Appeals on any decision made by AIBT may be lodged with the CEO and must be done so in writing. If required, you can gain access to your records by contacting the CEO of AIBT.

Refund Policy & Cooling off Period

AIBT has appropriate safeguards and fair options in place for any monies paid in advance and guarantees that once you have commenced your training / assessment you will be provided with every opportunity to complete the course. In the event that a course is cancelled, whilst in progress, due to circumstances beyond the AIBT's control, AIBT will provide you with a refund of fees on hold or offer to transfer you to another course.

AIBT will refund a pro rata proportion of any money paid by you and not yet used for the delivery and assessment of the course, in the event we cancel or discontinue a course. You will also have a cooling off period of 5 days. This is outside of any refund policy.

Withdrawal and Refunds

If you withdraw from a course after your enrolment has been confirmed, and within 4 weeks of the commencement date, you will forfeit any fees paid, including any application / enrolment fees and any course fees. If you withdraw from a course due to illness, (verified by a medical certificate and within 5 days of course commencement) we will refund any course fees paid less any application fee and 15% of your course cost. Should you withdraw for any other reason other than illness and within 5 days of course commencement, you will be liable to 50% of the course cost. Should you withdraw from the course after 5 days, or if you fail to commence the course you will forfeit all monies paid and be liable for the full course cost.

Media Release

At times during the course, staff / contractors of AIBT may take photos/video for use in promotional activity. These photos / videos will remain the property of AIBT and will not be sold to any third party. Some of the media may be used for promotional editorials and other marketing materials in public and professional publications and other such media. By signing this form, you acknowledge your acceptance in participating in such activities. Should you wish to view or purchase copies of any such photo/video outside the normal distribution, this request should be made in writing to the CEO of AIBT.

Rules and Regulations

To graduate from your enrolled course, you must be able to fulfil the following obligations:

- Demonstrate to the trainer and assessor through attendance and assessment, both formal training, theory and practical assessment that academic and professional skills have been obtained to a satisfactory level.
- Satisfy all academic, administrative and financial obligations to the organisation.

You must promptly notify AIBT of any change of name, address and contact details and notify the CEO of anything that may stop you from completing the course. You may be suspended or expelled from AIBT at the CEO's discretion for:

- failure to uphold or maintain any of the AIBT's Policies and Procedures
- Serious misconduct or breach of legislation.