



# POSTGRADUATE STUDENT APPLICATION FORM

Please read this form carefully and complete all relevant sections. Please keep a copy for your reference.

## PERSONAL DETAILS

Have you studied before?	No	Yes
Family Name:	Given Names:	
Date of Birth(dd/mm/yyyy):	Gender:	Male Female
Citizenship:	Country of Birth:	
Are you a citizen or permanent resident of Australia?	No	Yes
Australian Residential Address:		
Postcode:		
<b>International Students only</b>		
Passport No.:		
Visa No.:		
Do you have OSHC (Overseas Students Health Cover)?	No	Yes
Permanent Address in Home Country:		
Postcode:		
Telephone No.:	Mobile No.:	
E-mail:	Fax No.:	

## ACADEMIC PROGRAM SELECTION

I wish to enroll in the:

**Master of Information Technology (CRICOS Code: 109117D)**

**Graduate Diploma of Information Technology (CRICOS Code: 109116E)**

**Graduate Certificate in Information Technology (CRICOS Code: 109115F)**

**Commencement Date**

I wish to begin on:

11/03/2024	08/07/2024	04/11/2024	10/03/2025
07/07/2025	03/11/2025	02/03/2026	06/07/2026
02/11/2026	08/03/2027	05/07/2027	01/11/2027

English Language Proficiency

Please attach relevant documents showing your current English language level:

IELTS score \_\_\_\_\_ TOEFL score \_\_\_\_\_ Other (please specify) \_\_\_\_\_

**Are you seeking Recognition of Prior Learning on the basis of your previous studies or work experience?**

Yes No If "Yes", you must complete the RPL Application Form available at the Administration Office

## EDUCATION BACKGROUND DETAILS

Highest level of education completed. Attach certified photocopies of institute certificates.

Course Name	Year	Name of Institute
_____	_____	_____
_____	_____	_____

## REFUND OF TUITION FEES

Extract from the Institute's Tuition Fees Payment & Refund Policy:

Tuition fees will be refunded only in the following circumstances:

- If the Institute makes an offer on the basis of incorrect or incomplete information being supplied by the applicant/student, the offer will be withdrawn and any refund will occur at the Institute's discretion.
- Where a student, after accepting an offer of a place, gives written notice more than 1 month before commencement of the teaching period, that they will cancel their place in the course, the tuition fees paid for the trimester are refundable in full. However, an administrative fee of 10% of the tuition fee for one trimester may be charged, as applicable.
- Where a student, after accepting an offer of a place, gives written notice less than 1 month before commencement of the teaching period, that they will cancel their place in the course, 70% of the tuition fees for that trimester are refundable.
- Where a student gives a written notice after the commencement of the teaching period, but before the relevant census date, that they will cancel their place in the course, 50% of the tuition fees for that trimester are refundable.
- Where a student gives a written notice after the commencement of the teaching period and after the relevant census date, that they will cancel their place in the course, no tuition fees for that trimester are refundable.
- Where the Institute refuses to provide, or continue providing, a course to the student because the student:
  - has failed to pay an amount he or she was liable to pay the Institute, directly or indirectly, in order to undertake the course, then the student is not eligible for a refund.
  - breached a condition of his or her student visa or misbehaved, if:
    - before the relevant census date, the tuition fees paid for the trimester are refundable but incurring an administrative fee of 10% of the tuition fee for one trimester;
    - after the relevant census date, the student shall not be eligible for a refund.
- A student who withdraws or defers from a course for whatever reason after the census date shall not be eligible for a refund.
- A student who has his/her visa cancelled after the census date shall not be eligible for a refund, other than as required under related laws, including the ESOS Act. If a student is refused a student visa for the reasons set out in section 28(4) of the ESOS Act, then the provisions of the ESOS Act apply regarding any refund, and not this procedure.

International Students Fees are protected by the Australian Government's Tuition Protection Service (TPS)

More details on all of AITC's Policies and to view the Tuition Fees Payment Policy and Fee Refund Policy and Procedure in full, please visit the AITC website at <https://aitc.nsw.edu.au/>.

## AGREEMENT

I have read and understood the prospectus and the conditions of enrolment set out in the application form. I have read and agree to the attached fee schedule. I acknowledge and agree to the conditions of enrolment relating to Refund of Tuition Fees.

I declare that all information given is true and complete. I authorise AITC to obtain further official records if necessary, from any educational institution I have attended.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Day/ Month/ Year.

## OFFICE USE ONLY

Date: \_\_\_\_\_ Student Number: \_\_\_\_\_

Accept Reject Other

Placement Offer \_\_\_\_\_ Letter Sent \_\_\_\_\_ Assessed by: \_\_\_\_\_