



APPLICATION FOR ADMISSION ENGLISH INTERNATIONAL APPLICANTS ONLY

1. Complete all sections using BLOCK LETTERS.
2. Attach supporting documents, including CERTIFIED copies of your passport and academic documents.
3. Students will be charged AUD \$300.00 (non-refundable) Application Fee.

1. Personal Details (Please choose by placing an X in the boxes that apply to you)	
Single name only <input type="checkbox"/> (Tick this box if you have one name only that cannot be written in the following format. Write your single name in the 'Family name section').	
Family name (surname) _____	
First given name _____	
Second given name (middle) _____	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Enter your birth date	Day/month/year / /
* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want Brighton Institute of Technology to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.	
Country of Birth:	Nationality:
Do you speak a language other than English at home?	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other - please specify
Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)	
<input type="checkbox"/> No	<input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torrens Strait Islander
DHA Office where you applied for your VISA	<input type="checkbox"/> Onshore <input type="checkbox"/> Offshore
Unique Student Identifier (USI):	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>



Please note from January 2015, all students undertaking nationally recognized training delivered by a registered training organization in Australia will require a USI. You can create your own USI at <http://usi.gov.au/create-your-USI/Pages/default.aspx>.

If you wish Brighton Institute of Technology (BIT) to create a USI on your behalf be aware of the following:

BIT will collect information about you for the purpose of creating a USI, this information is collected under the *Student Identifiers Act 2014*

This information can only be used for:

- Applying for, verifying and giving a USI,
- Resolving problems with a USI; and
- Creating authenticated vocational education and training (VET) transcripts.

This information may be shared with:

- Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
 - The purpose of administering and auditing 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 admissions Bodies for the purpose 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 purpose 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 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 Identifies Registrar to assist in the performance of his or her functions in the administration of the USI system; and

➤ Will not be disclosed without your consent unless authorised or required by or under law.

2. Contact Details

Address (Home Country)

Address:			
State/Province:			
Country:		Postcode:	
Phone:		Mobile:	
Email:			

Residential Address (Australia)

Building/Property name (if applicable):			
Flat/unit details (if applicable):		Street or lot number (e.g., 205 or lot 118)	
Street name:			
Suburb		State:	Postcode:
Phone home:		Phone work:	
Phone mobile:		Email:	



Postal Address in Australia (If different from Residential)			
Address:			
Suburb:			
State:		Postcode:	
Preferred contact method: <input type="checkbox"/> Email <input type="checkbox"/> Phone			
Emergency Contact Details			
Name of person:		Relationship to you:	
Address:			
Mobile/phone:		Email:	
Please note that it is your responsibility to keep this information up to date and to inform BIT should any change occur.			
3. Passport Details			
Passport Number:		Passport Expiry Date:	
Country and place of Passport Issue:			
A certified true copy of your original documents must be provided as part of your application.			
4. VISA Details			
VISA Type		VISA Subclass	
VISA Number		VISA Expiry Date	
5. Education Agent <input type="checkbox"/> YES <input type="checkbox"/> NO			
Name of Agent:			
Address:			
Phone:		Mobile:	
Email:		Fax:	
Agent Stamp (If applicable)			
6. Overseas Student Health Cover (OSHC)			
OSHC Arranged	Yes (Part A)	<input type="checkbox"/>	No (Part B) <input type="checkbox"/>
Part A – Insurer Details			
Name of Insurer:			
Member Number:		Date of expiry:	
Part B --Brighton Institute of Technology (BIT) to arrange:			
Cover Type – Single/Double/Family	From Date: / /		To Date: / /



- The Australian Government requires all persons entering Australia on a Student Visa to have OSHC.
- The length of your OSHC MUST cover the total length of your course(s).

7. English Language Proficiency (Please choose by placing an X in the boxes that apply to you)

Assessment Type (IELTS, PTE, TOEFL etc.)	Score Achieved	Date

- Not Required. I am from (please tick) United Kingdom Ireland Canada South Africa USA

***Please note all students must undertake a Language, Literacy and Numeracy test before starting any study at BIT.**

8. Disability Status (Please choose by placing an X in the boxes that apply to you)

Do you consider yourself to have a disability, impairment or long-term condition? Yes No

Disability, Impairment or Long-Term Condition

<input type="checkbox"/> Hearing / Deafness	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Acquired Brain Impairment
<input type="checkbox"/> Physical	<input type="checkbox"/> Medical Condition	<input type="checkbox"/> Vision
<input type="checkbox"/> Learning	<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Other

9. Course Selection (Please choose by placing an X in the boxes that apply to you)

Please be advised that as part of the application process you will be required to do an English placement test. Course Code and Name	CRICOS Code	Duration (Weeks)	X	Specify intake date (intake every Monday)
General English *	076327D	14 - 52	<input type="checkbox"/>	
English for Academic Purposes*	076326E	14 - 52	<input type="checkbox"/>	

Note: Details of Intake can be obtained from our Course Guide or by visiting our website: www.bit.edu.au

* These qualifications are taught face to face and students are expected to attend BIT for 20 hours study per week

* All English courses carry a tuition fee of \$200 per week plus \$15 per week material fee.

10. Previous qualification achieved (PLEASE DO NOT LEAVE IT BLANK ITS MANDATORY)

Have you successfully completed any of the following qualifications in Australia or hold any overseas qualification? YES NO

- Bachelor's degree or higher Advanced Diploma or associate degree Diploma
 Certificate IV Certificate III Certificate II Certificate I
 Other education (including certificates or overseas qualifications not listed above)

In the case of overseas qualification, has the qualification been assessed as equivalent to an Australian qualification? YES NO

Attach documentation including certified copies of all academic records. A certified copy is a photocopy stamped and signed by a public notary or a BIT education agent representative. Academic records not in English must also be accompanied by a certified translated copy. If you believe you have relevant work experience, attach details and documentation (e.g. employer reference, curriculum vitae etc.)

11. Schooling

What is your highest COMPLETED school level? (Tick ONE box only)

- | | |
|--|---|
| <input type="checkbox"/> Year 12 or equivalent | <input type="checkbox"/> Year 11 or equivalent |
| <input type="checkbox"/> Year 10 or equivalent | <input type="checkbox"/> Year 9 or equivalent |
| <input type="checkbox"/> Year 8 or below | <input type="checkbox"/> Never attended school. |



Are you still enrolled in secondary or senior secondary education?
 Yes No

12. Employment

Which of the following best describes your current employment status?

<input type="checkbox"/> Full time employee	<input type="checkbox"/> Part time employee
<input type="checkbox"/> Unemployed-seeking full time work	<input type="checkbox"/> Unemployed-seeking part time work
<input type="checkbox"/> Self-employed - not employing others	<input type="checkbox"/> Not employed - not seeking employment
<input type="checkbox"/> Employed - unpaid worker in a family business	<input type="checkbox"/> Self-employed – employing others

13. Reasons for study

<input type="checkbox"/> To get a job	<input type="checkbox"/> To get a better job or promotion
<input type="checkbox"/> It was a requirement of my job	<input type="checkbox"/> To develop my existing business
<input type="checkbox"/> To start my own business	<input type="checkbox"/> To try for a different career
<input type="checkbox"/> To get into another course of study	<input type="checkbox"/> I wanted extra skills for my job
<input type="checkbox"/> For personal interest or self-development	<input type="checkbox"/> To get skills for community/voluntary work
<input type="checkbox"/> Other	

In case of Others, please state reason: _____

14. Recognition of Prior Learning /Credit Application

Would you like to make an application for RPL/ Credit transfer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If you are seeking credit transfer/recognition of prior learning, you must attach certified translated (English) copies of the course outline/syllabus and other relevant documents such as academic transcripts, graduation certificates, grading system information etc., so that BIT can assess your eligibility for credit recognition. Also attach certified copies of previous relevant qualifications or experience. Complete the RPL/CT Form available online at www.bit.edu.au or at BIT reception.

15. Accommodation Requirements

Do you require BIT to arrange accommodation?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, please specify below.

What type of accommodation arrangements would you like?	Shared	<input type="checkbox"/>	Private	<input type="checkbox"/>
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Do you require BIT to arrange for Airport pickup?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Any other additional information:

16. Marketing

How did you find out about this course?

<input type="checkbox"/> Advertisement	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Internet
<input type="checkbox"/> Friends	<input type="checkbox"/> Search engines/google	<input type="checkbox"/> Other, specify: _____

Previous BIT student (please fill in their student number _____)

17. Payment Details

Payment by Credit Card (Please fill in a credit authorisation form)

Bank Cheque made payable to BRIGHTON INSTITUTE OF TECHNOLOGY

Bank Transfer to be made to the following bank account:

Account Name:	BRIGHTON INSTITUTE OF TECHNOLOGY		
Account Number:	BSB:063-115 ACCOUNT NUMBER: 101-768-72	SWIFT Code:	CTBAU2S
Bank Name:	COMMONWEALTH BANK		



Bank Address:	385 BOURKE STREET, MELBOURNE, VICTORIA 3000
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18. Declaration

I declare that the information on this form and supporting documentation is true and correct. I have read and understood the Entry Requirements, the Privacy Policy and the Cancellation and Refund Policy of Brighton Institute of Technology (BIT) provided to me along with this application. I confirm that I have been fully advised of the fees, cancellation and refund conditions and I agree to be a student at BIT. I acknowledge that the provision of incorrect information or documentation or the withholding of information or documentation relating to my application may result in the cancellation of my enrolment.

Name:		
Signature:		Date:

19. Application Checklist

<input type="checkbox"/> Completed all sections of this application	<input type="checkbox"/> Attached certified copies of your English Proficiency
<input type="checkbox"/> Attached relevant employment documentation	<input type="checkbox"/> Attached any other relevant documentation (school certificates etc.)
<input type="checkbox"/> Attached certified copies of your Passport	<input type="checkbox"/> Read and signed the declaration
<input type="checkbox"/> Attached certified copies of your qualifications	

NOTE: BIT must report to The Department of Home Affairs on student attendance and students are expected to attend face to face classes for 20 hours per week.

All English classes are delivered at BIT Level 1 380 Bourke Street Melbourne.

BIT offers a range of payment options, students may pay up to 50% before beginning their course or may choose to pay weekly, monthly etc. Please speak to administration.

Should a student leave a course prematurely or fail to begin a course and wish a refund BIT will offer a refund of a portion of fees paid. The amount of the refund will depend on a number of circumstances. Please see Refund policy on BIT's website. <https://www.bit.edu.au/policies/p20-Refund-Policy.pdf>

Privacy Notice

Under the *Data Provision Requirements 2012*, Brighton Institute of Technology is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by Brighton institute of Technology for statistical, administrative, regulatory and research purposes. Brighton Institute of Technology may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.



Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third-party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER’s website at www.ncver.edu.au).

Student Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

STUDENT SIGNATURE [or electronic acknowledgement] DATE

PARENT/GUARDIAN SIGNATURE [or electronic acknowledgement] * DATE

**Parental/guardian consent is required for all students under the age of 18.*



Complaints and appeals

Brighton Institute of Technology (BIT) takes seriously complaints and appeals involving the conduct of:

- the RTO, its trainers, assessors, or other staff,
- a third-party providing services on the RTO's behalf, its trainers, assessors, or other staff,
- a student of the RTO.

Complaint – a statement that something is unsatisfactory or unacceptable which requires a systematic or formal resolution. Complaints can be either formal or informal. Informal complaints are handled directly by the BIT staff member concerned along with the student and the time of the incident. Formal complaints must be made via the form available either on the website or from administration. Once such a complaint is lodged the CEO will form a panel to look at and resolve it. If they cannot do so, then the complainant has the right to appeal (see below)

1.1 **Complaints can include but not limited to the following:**

- Enrolment process,
 - The quality of the training delivery,
 - Assessment outcomes/including recognition of prior learning,
 - Issuing of results, certificates and /or statements of attainment,
 - Any other activities associated with the delivery of training and assessment services,
 - Conduct of the RTO regarding its students,
 - Conduct of other students,
 - Issues arising from third party providers on behalf of the RTO,
- Other issues such as, Discrimination, sexual harassment, victimization, disability discrimination and bullying.

1.2 **Appeal** – to apply to a higher authority or external body for review of how a complaint process was handled or in relation to an unfavourable decision made against them.

1.3 **External Appeal**

A request for an independent, external review of a decision and handling of a scenario.

1.4 **Overseas Student Ombudsman (OSO) This service is only available to overseas students.**

The Overseas Students Ombudsman investigates complaints about problems that overseas students or intending overseas students may have with private education and training in Australia. The legal basis for the Ombudsman role is the Education Services for Overseas Students (ESOS) Legislation Amendment Act 2011, passed by the Australian Parliament on 21 March 2011.

Responsibility

1.1 The **CEO** has the responsibility for ensuring this policy/procedure is implemented and executed accurately and effectively.

1.2 **Management Team**

- handles all complaints and appeals relevant to their area of responsibility.

1.3 **Trainers and Assessors**

- Operate in accordance with BIT Complaints and Appeals,
- Refer any formal complaints to the relevant management member.

1.4 **Administration Staff**

- Maintain the complaints and appeals register, in conjunction with the management team.

The cause of any complaint or appeal will be included into BIT continuous improvement processes to ensure all quality processes are effective.

For more information see the complaints and appeals policy on BIT's website

[https://www.bit.edu.au/policies/P6-Complaints-and-Appeals-Policy-and-Procedure-\(International-Students\).pdf](https://www.bit.edu.au/policies/P6-Complaints-and-Appeals-Policy-and-Procedure-(International-Students).pdf)

This document forms an agreement between BIT and the student. It is the student's responsibility to keep a copy of this document for their own records.