

International Application form



Creative
Technology
Educators



Personal Details

Family Name: _____ Given Name/s: _____

Date of Birth (DD/MM/YYYY): ____/____/____ Gender: ☐ Male ☐ Female

Place of Birth: _____ Nationality: _____ Language(s) spoken at home: _____

Passport Number: _____ Passport Expiry Date (DD/MM/YYYY): ____/____/____

Visa Type: _____ Visa Number: _____ Visa Expiry Date (DD/MM/YYYY): ____/____/____

Are you currently enrolled in study with an Australian education provider? ☐ No ☐ Yes (Please specify below)

Name of institute: _____ Course: _____

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

Contact Details

Permanent Home Address (overseas address) _____

_____ Country: _____

Mailing Address in Australia _____

Suburb: _____ Post Code: _____ Country: _____

Phone: _____ Mobile: _____ Fax: _____

E-mail: _____

> Do you suffer from any medical condition / disability that may affect your studies? ☐ No ☐ Yes (Please specify below)

☐ Hearing/Deaf ☐ Physical ☐ Intellectual ☐ Learning ☐ Mental illness ☐ Acquired brain impairment ☐ Vision

☐ Medical condition ☐ Other: _____

If you have a medical condition or disability, would you like to receive advice on support services, equipment and facilities which may assist you? ☐ No ☐ Yes

> How did you hear about Left Bank (LB)?

☐ Career & Education Expo: _____ ☐ Education Agent: _____

☐ Advertisement: _____ ☐ Train advert ☐ Career Advisor ☐ Word of Mouth ☐ Search Engine ☐ Facebook

☐ Other: _____

Education & Qualifications

Please list your qualifications. If you are currently completing a qualification, please indicate when you expect to complete this study.

☐ I would like to apply for recognition of prior learning (for students who have informal learning or work experience that aligns with the subjects in this course) or credit (for students who have previously completed studies in the same or an overlapping area). Certified copies of all evidence required.

Qualification: _____ Year Completed: _____

Institution: _____ Country: _____

Qualification: _____ Year Completed: _____

Institution: _____ Country: _____

Employment: _____ Dates of employment: _____

Employer: _____ Country: _____

English Proficiency

Please provide details of your English Proficiency result and/or training & attach supporting documentation.

Institution: _____ Number of weeks: _____ Year Completed: _____

☐ IELTS (Academic) ☐ TOEFL ☐ Others (Please specify): _____ Score* _____

* If you do not have an English Language ranking equivalent of IELTS 5.5 and you wish to apply for Left Bank vocational course(s), you will be required to take up additional English for Academic Purpose (EAP) program which is designed to prepare students with the English skills required prior to commencement of Left Bank courses.

Course Selection

Please select the course(s) you would like to study. For courses details, fees, and delivery options, please refer to Left Bank website **theleftbank.edu.au**

☐ **Diploma of Business**

Campus

☐ Sydney ☐ Day class ☐ Night class
☐ Melbourne

2019 Intakes

☐ 04 November 2019

2020 Intakes

☐ 16 March 2020
☐ 13 July 2020
☐ 02 November 2020

Overseas Student Health Cover (OSHC)

The Department of Immigration and Border Protection requires international students to maintain Overseas Student Health Cover (OSHC) for the duration of student visa (e.g. visa length cover) in Australia. You could choose to organise this on your own, or through Left Bank. Left Bank's preferred OSHC provider, Medibank Private offers competitive premiums, quality service and excellent customer care.

> Would you require Left Bank to organise Overseas Student Health Cover (OSHC) on your behalf?

☐ No ☐ Yes

Payment Options

☐ I will pay directly to Left Bank
☐ I will pay via an education agent.

ADDITIONAL STUDENT DATA

The Australian Government requires Left Bank to collect additional student data for statistical records. Please complete the form within 48 hours of receipt. The form is confidential and will only be used for data purposes.

Language and Cultural Diversity

1. In which country were you born? ☐ Australia ☐ Other: _____

If other, what year did you arrive in Australia? _____

2. Do you speak a language other than English at home?
(If more than one language, indicate the one that is spoken most often)

☐ English only (go to question 4) ☐ Other language: _____

3. How well do you speak English? ☐ Very Well ☐ Well ☐ Not Well ☐ Not at all

4. Are you of Australian Aboriginal or Torres Straits Islander origin? ☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Straits Islander

Schooling

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

☐ Year 12 or equivalent ☐ Year 11 or equivalent ☐ Year 10 or equivalent ☐ Year 9 or equivalent ☐ Year 8 or below
☐ Never attended school (go to question 7)

6. In which YEAR did you complete that school level? Year (YYYY): _____

7. Are you still attending secondary school? ☐ Yes ☐ No

Previous qualification achieved

8. Have you SUCCESSFULLY completed any of the following qualifications?

<input type="checkbox"/> Bachelor degree or higher degree	<input type="checkbox"/> Certificate III (or trade certificate)
<input type="checkbox"/> Advanced diploma or associate degree	<input type="checkbox"/> Certificate II
<input type="checkbox"/> Diploma (or associate diploma)	<input type="checkbox"/> Certificate I
<input type="checkbox"/> Certificate IV (or advanced certificate/technician)	<input type="checkbox"/> Certificate other than the above

Employment

9. Of the following categories, which BEST describe your current employment status? (Tick ONE box only)

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

Study reason

10. Of the following categories, which BEST describes your main reason for undertaking this course? (Tick ONE box only)

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

Education level of parents or guardians

11. Please answer for up to two people who, during all (or most) of your school years, were your parents or guardians. If you have more than two, answer for the two you have spent the most time with.

Parent/ Guardian 1

- ☐ Male ☐ Female ☐ No parent/guardian
- What's the highest level of education completed?
- ☐ Postgraduate qualification ☐ Bachelor degree
- ☐ Other post-school qualification (e.g. associate degree, diploma, etc)
- ☐ Completed Year 12 schooling*
- ☐ Completed Year 10*, and continued at school
- ☐ Didn't complete Year 10*
- ☐ Completed Year 10* and left school
- ☐ Don't know
*or equivalent

Parent/ Guardian 1

- ☐ Male ☐ Female ☐ No parent/guardian
- What's the highest level of education completed?
- ☐ Postgraduate qualification ☐ Bachelor degree
- ☐ Other post-school qualification (e.g. associate degree, diploma, etc)
- ☐ Completed Year 12 schooling*
- ☐ Completed Year 10*, and continued at school
- ☐ Didn't complete Year 10*
- ☐ Completed Year 10* and left school
- ☐ Don't know
*or equivalent

Please answer the questions below:

13. Why have you applied for this program and how does it fit with your previous background and career goals?

14. What research have you done about Left Bank and the program you have applied for?

15. What are your current circumstances (working, unemployed, studying)?

16. What are your current family circumstances? Do you have family in Australia? Will you be leaving a spouse or children at home?, or bringing them with you?

17. Have you ever had a visa application rejected? if so, for which country and for what reason(s)?

18. Are you aware that you are not allowed to work more than 40 hours per fortnight while studying and as per your student visa conditions?

INTERNATIONAL APPLICATION

Terms & Conditions*

1. Payment of Fees

- The Enrolment Fee is payable upon enrolment and is non-refundable.
- Full payment of fees specified as the first instalment on the letter of offer from Left Bank must be received by the due date on the letter of offer from Left Bank.
- For on-going students, any additional instalment fees must be paid by the date specified by Left Bank.
- Fees are subject to change. However, fees detailed in a letter of offer issued before the date of change will be honoured by Left Bank for the period/course stated on the letter of offer.

Students repeating units of study will be required to pay for such repeated units.

2. Visa Application Refused (Overseas Students)

Student is entitled to a full refund of tuition fees when the student provides Left Bank evidence from the Australian Department of Immigration and Border Protection (DIBP) that the student's visa was refused before their first entry to Australia.

3. Notice of Withdrawal:

If a student intends to withdraw, they must apply in writing to the Administrator: stating their name, student number and contact details; stating their course(s) and commencement date; and stating their reason for withdrawal. International students wishing to discontinue their study in Australia must provide evidence of their student visa cancellation. Notices must include required evidence and are not effective until received by Left Bank.

Prior to commencement:

- The Enrolment Fee of \$250 is not refundable.
- If the student gives at least 4 weeks' notice of withdrawal from the course(s) before the commencement date, the student would be eligible for a refund of paid tuition fees minus 25% of the total tuition fees for all enrolled courses.
- If a student does not give at least 4 weeks' notice of withdrawal from the course(s) before the commencement date, the student would be eligible for a refund and paid tuition fees minus 40% of the total tuition fees for all enrolled courses.

After commencement:

If the student requests to withdraw from the course(s) on or after the commencement date of the initial course, there will be no refund of fees. When a student is enrolled in packaged courses, no refund will be granted for a cancellation or withdrawal of any part of the package after commencement of the first course. The balance of outstanding fees for all packaged courses may be immediately payable.

All applications for refunds must be made in writing stating the reasons and include required evidence to the Administrator. Students are bound by the conditions of their respective visas when changing their education provider. Students who change provider are regarded as students withdrawing after commencement of their program. When granted, refunds will be paid to the person that originally paid the fees to Left Bank within 4 weeks of written notification.

5. Provider Default

In the unlikely event of default by Left Bank, a refund of all tuition fees paid on a pro-rata basis within two weeks of the date of default. The student is entitled to receive a statement explaining the refund calculation. Provider default can include the course not starting on the agreed starting day, the course ceasing to be provided at any time after it starts but before it is completed, and the course being discontinued before the student's scheduled completion. This agreement does not remove the right to take further action under Australia's Consumer Protection Laws nor does it prevent the student from pursuing other legal remedies.

Indemnity and release

I, the student, whose name appears in this application, am aware that certain risks and dangers may be associated with study and participation in associated activities including, but not limited to, participation in optional sporting or recreational activities and travel. In consideration of Left Bank accepting my application for enrolment as a student, I agree that I will not hold Left Bank responsible or liable for and will not make any claim against Left Bank for any injury, damage or loss to person or property which I may suffer as a result of, or in connection with, or during the period of:

- Attendance at Left Bank and/or,
- Participation in any activities whether educational, social, recreational or otherwise, conducted or arranged by or on behalf of or arrangement with Left Bank or in any other way associated with Left Bank and/or,
- Whilst in accommodation arranged for me by Left Bank on behalf of myself, my executors, administrators and assigns I hereby release Left Bank from all liability to myself or to any other person for any such injury, damage or loss to person or property and from any actions, claims or demands which, if I had not entered into this Agreement, I might hereafter have been entitled to take or make against Left Bank in respect of any such injury damage or loss and I hereby indemnify Left Bank against any such liability. I agree that this Agreement shall be governed in all respects by and interpreted in accordance with the law of the Commonwealth of Australia.

For Students under 18 years of age

This application should be signed by a parent or guardian. I hereby request Left Bank to enrol the student who has signed this Agreement as a student of Left Bank. In consideration of Left Bank agreeing to such enrolment, I hereby indemnify Left Bank against any liability for any injury damage or loss of the type referred to in such agreement suffered by the student and against any actions claims and demands which may be made against Left Bank by the student or by any other person by reason of any such injury, damage or loss suffered by the student.

Privacy statement

Information on this application form will be used, where applicable, for the purposes of assessing a student's application, accepting a student's enrolment, assessing welfare needs (if any), processing and advising a student of their assessment results and other communications to a student as required. Personal information may be collected from, or disclosed to, relevant bodies for the verification of a student's previous qualifications, and it may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund. Left Bank is required by legislation to inform DIAC of certain changes to a student's enrolment and any breach by a student of a student visa condition relating to attendance or satisfactory academic performance. A student has a right to access personal information that Left Bank holds about them, subject to legislation. If a student wishes to access or inquire about the handling of their personal information, please contact Left Bank.

*for full terms 7 Conditions and student policies please visit the AIT website www.ait.edu.au

INTERNATIONAL APPLICATION

Application Declaration

1. I declare that the information submitted with this Application Form is true and complete. I further declare that any tertiary academic results submitted are a complete record of all results that I have obtained from every tertiary institution I have attended.
2. I understand that at the time of enrolment I may be required to supply originals of all documents used to support this application.
3. I authorise Left Bank to access the Australian Immigration Visa Entitlements Verification Online (VEVO) system at any time to obtain information on my visa status.
4. I declare that I am a genuine temporary entrant and genuine student and that I have read and understood conditions relating to these requirements (www.immi.gov.au).
5. I am aware of the tuition and living costs of my stay in Australia and have the financial capacity to meet such costs for the duration of my program. I will make timely payments of any fees or associated costs.
6. I have read and accept the Terms and Conditions, the Indemnity and Release and Privacy statement as set out on the reverse and by signing I authorize Left Bank to pay out amounts payable by me in accordance with my enrolment.
7. I declare that my signature is true and correct, and matches the signature in my passport.

I am over 18 years of age

☐ _____ / /
Signed (Student) Date (DD/MM/YYYY)

For an applicant under age of 18:

☐ I, the parent/guardian of the applicant hereby consent to this application for study.

_____/_____/_____
Signed (Parent/Guardian)* Date (DD/MM/YYYY)

Parent/ Guardian Details (If applicant is under 18)

Name: _____

Relationship: _____

Phone: _____

Mobile: _____

Email: _____

Agent Contact Details

Agent name: _____

Agent branch office: _____

Agent (signing): _____

Telephone: _____

Fax number: _____

Email: _____

Postal address: _____

Country: _____

Agent Declaration

☐ I have assessed the applicant as a Genuine Temporary Entrant and a Genuine Student as defined by the Department of Immigration and Border Protection at immi.gov.au

☐ To the best of my knowledge, the applicant is genuine in making this application and has every intention of completing all programs listed in the application.

☐ I have made every effort to verify the authenticity and validity of the documents with form part of this application.

☐ I am satisfied that the applicant has genuine access to the total funds required while in Australia to cover all travel, OSHC, tuition and living costs for themselves and their dependents (if applicable)

☐ I recommend the education provider proceed with the assessment for admission of this applicant.

☐ I confirm the student has signed this application form.

☐ I have provided the student's personal email address and residential address.

☐ I declare that I will forward all correspondence as applicable to this application to the student.

Signed (Agent): _____

Date (DD/MM/YYYY): _____

INTERNATIONAL APPLICATION

Privacy Statement & Data Collection Student Declaration

Privacy Notice

Under the Data Provision Requirements 2012, Academy of Information Technology and its trading entities may be required to collect personal information about you and to disclose that personal information to Australian government agencies.

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Academy of Information Technology and its trading entities for statistical, regulatory and research purposes. Academy of Information Technology and its trading entities may disclose your personal information for these purposes to third parties, including:

- Employer – if you are enrolled in training paid by your employer;
- Department of Home Affairs;
- Department of Education and Training FEE-HELP Branch;
- Commonwealth and State or Territory government departments and authorised agencies;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to Commonwealth and State or Territory government departments and authorised agencies may be used or disclosed for the following purposes:

- Issuing a transcript of results or qualification, and populating authenticated academic transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the Australian education market operates, for policy, workforce planning and consumer information; and
- administering Higher Education, including programme administration, regulation, monitoring and evaluation;
- administering FEE-HELP loan scheme; and
- purposes of issuing visas and monitoring visa compliance.

You may from time to time receive student survey's which may be administered by a govt department or authorised agency, or third party contractor. You may opt out of the survey at the time of being contacted.

You may receive marketing information from Academy of Information Technology or its subsidiary brands from time to time. You may opt out at the time of being contacted.

Academy of Information Technology or its subsidiary brands will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), and the privacy and data collection/protection laws of the UK, USA and EU.

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 acknowledgment]*

.....

[DATE]

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