

## Personal Details

Applying for visa in Australia  Applying for visa outside Australia

### Q. Which visa will you apply for?

Student  Working Holiday  
 Tourist  Other

Title  Mr  Ms Other

Family Name

Given Name

Gender  Male  Female  Indeterminate

Date of Birth  Date  Month  Year

Nationality

Country of Birth

Country of Passport

Passport Number

## HOME COUNTRY ADDRESS

Address line 1

Address line 2

City/State/Province

Postcode  Country

## ADDRESS during study at MIT Institute (if known)

UNIT  Street Num  Street Name

Suburb  Postcode

## CONTACT DETAILS

Phone

E-mail

## EMERGENCY CONTACT DETAILS

Emergency Contact Name

Phone

E-mail

Relationship

## OSHC (ALL STUDENT VISA APPLICANTS)

### Q. Would you like MIT to arrange your OSHC?

NO, I will make my own OSHC arrangement.

YES, Please arrange my OSHC.

Single  Multi Family

## Further Studies

### Q. Do you want to do more study in Australia after MIT INSTITUTE? (e.g. business school, TAFE, University)

NO

YES

Institution Name

Course Name

## Medical Conditions

### Q. Do you have any medical conditions the school should know about?

NO

YES

Physical  Hearing / Deaf

Learning  Mental Illness

Vision  Medical Condition

Other

### Q. If yes, do you require any additional support for this condition?

NO  YES

### Q. If yes, what kind of support do you require?

## Agent Information

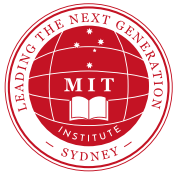
### Q. Did an agent assist you with this enrolment?

NO  YES

Agency Name

Counsellor Name

Counsellor Email



## ENGLISH Program

**Q. Select your course(s) and choose your start and end dates, and course length(s).**

**General English (CRICOS CODE: 0101595)**

Morning  Evening

Length (wks)

Start Date

End Date

**Foundation in IELTS (CRICOS CODE: 060123C)**

Morning  Evening

Length (wks)

Start Date

End Date

**EAP & IELTS Preparation (CRICOS CODE: 073467E)**

Morning  Evening

Length (wks)

Start Date

End Date

**Cambridge FCE (CRICOS CODE: 080079C)**

Morning  Evening

Length (wks)

Start Date

End Date

**OET Preparation (CRICOS CODE: 0100126)**

Evening

Length (wks)

Start Date

End Date

## Holiday Request

**Q. Do you plan to take holidays during your study period?**

NO

YES

Start Date

End Date

Start Date

End Date

## English Level

**Q. Have you ever taken any English examinations/tests?**

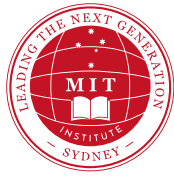
NO

YES

IELTS  TOEFL  Cambridge

Date Taken

Result



## Accommodation

### Q. Would you like MIT to arrange Accommodation?

NO

YES

#### ► How long will you need to arrange accommodation for?

Start Date    End Date    Length (wks)

#### ► What type of accommodation do you need?

Homestay Accommodation

Type of Room  Single room  Shared room

#### Homestay requirement

Do you like children?  YES  NO

Do you smoke?  YES  NO

Are you allergic to animals?  YES  NO

Do you have any food allergies or special dietary needs?  YES  NO

Do you have any other allergies?  YES, please explain below  NO

Do you have any medical problems or take medication?  YES, please explain below  NO

Share House Accommodation

Type of Room  Single room  Twin room  Triple room

#### ► Would you like MIT to arrange Airport Transfer? (mandatory with shared accom)

NO

YES

Flight Number  Airline

Arrival Date    Arrival Time  AM  PM

## Declaration (to be completed by all students)

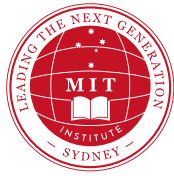
I understand that any misleading information that I have provided on this form and to MIT INSTITUTE could result in the termination of this application and future enrolment and agreements with MIT INSTITUTE.

I have read, understood and agree to MIT INSTITUTE's conditions of enrolment on page 5 to 7 of this form.

I choose to pay more than 50 per cent of the total tuition fee.  YES  NO

Name  Signature

Date    Date    Month   Year



## GENUINE TEMPORARY ENTRANT SCREENING FORM

### Visa History

Have you ever had a visa refusal or cancellation in any country?  YES  NO

Have any of your family members ever had a visa refusal in any country?  YES  NO

**\*If yes to either one or both, please provide notification documents.**

### Previous Study and Work Experience

Is your application for a course that is directly related to your previous study or work experience?  YES  NO

Is the completion of this course going to contribute to getting better employment when you return?  YES  NO

### Living and Family Arrangements

Do you have any family members living in Australia?  YES  NO

If yes, what visa type are they on?

Visa Type

Are you married?  YES  NO

If yes: 1. Will your spouse accompany you to Australia?  YES  NO

2. Will your spouse join you at a later date?  YES  NO

Do you have children?  YES  NO

If yes: 1. Will your children accompany you to Australia?  YES  NO

2. Will your children join you at a later date?  YES  NO

### Financial Capacity

Do you meet financial capacity requirements as defined by the Department of Home Affairs at:  YES  NO

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#HowTo> ?

### Applicant Declaration

*By signing this form, I declare that the information provided in this form and the Statement of Purpose is true and correct. I understand and accept the terms and conditions in the application form which can be viewed at: <https://mitinstitute.nsw.edu.au/information-and-application/>*

Applicant name: \_\_\_\_\_

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Agent Declaration (where represented by an agent)

*By signing this form, I declare that:*

- 1. The aforementioned applicant has been screened and is considered to be a Genuine Temporary Entrant to Australia.*
- 2. The applicant has demonstrated their financial capacity to undertake the proposed study at MIT Institute.*
- 3. The assessment of financial capacity and Genuine Temporary Entrant included sighting original documentation that will also be provided to the Department of Home Affairs as part of any resulting visa application.*

Full name of agent staff member conducting interview and screening: \_\_\_\_\_

Agent staff member signature: \_\_\_\_\_

Company name: \_\_\_\_\_ Date: \_\_\_\_\_

# Conditions of Enrolment

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## 1. Conditions on Study

- a) **Minimum Level:** All courses excluding General English require a minimum level. You will need to show evidence of a level from previous study, or an entry level test will be required. For General English classes, there is no minimum level, but a test is required if no satisfactory evidence of previous levels can be shown.
- b) **Levels or courses not available:** Not all levels or courses are available at all times. Please contact the school to see what levels are available. If the correct level or course is not available at the time of enrolment, a suitable course will be found for you.
- c) **Changing Courses/Classes:** If you wish to switch your course schedule and/or level during your course, you will be asked to complete a Course or Class Change Request Form at reception. At that time, the Director of Studies will determine if your level is suitable for the change. If there is some dispute, you can request a level check to determine your readiness. **Any requests given with less than 2 weeks notice will be charged a \$50 late change fee if the application is successful.** All applications will be reviewed by the Director of Studies before a decision is made. If you have pre-planned course changes, you must request a change of class at the end of your previous course (if the course is a new course type i.e. GE to IELTS or FCE Cambridge to IELTS). If the Director of Studies approves the change, you may progress. If there is any dispute, you can request a level check at which time, the Director of Studies will determine if your level is suitable for the next class/course. In all cases, after the level check test, the Director of Studies will have the final say.
- d) **External Exams:** Any external exams will need to be paid for separately by the student and are not included in the course fees.
- e) **Term Test:** A school wide test will be administered every 5 weeks. This is to decide if students can move to other levels/courses as determined by their teacher and approved by the Director of Studies. If there is any disagreement, the student can appeal to the Director of Studies who will make a final determination.
- f) **Unit Progress Test:** There will also be a Unit Progress test every week of the term to test what you have learned. This will form part of your assessment for end of term promotions.
- g) **Excursions:** Excursions are held every 5 weeks and on other occasions during the school term. These are considered as part of the school curriculum and will not be replaced by extra classes.
- h) **Working on a Student Visa:** Although a limited amount of time is allowed for work as part of the Student Visa condition, work commitments are not an excuse to miss classes.
- i) **Student Handbook:** In all cases, you agree to read and follow the procedures and guidelines provided in MIT Student Handbook, understanding that Australian law supersedes that outlined in any document herein.
- j) **Illness:** If you are absent due to illness, you should see a doctor and get a medical certificate to submit to reception. While this will not cancel any absence, it can be used to provide evidence in case being reported to Immigration for a lack of attendance, or for the school to consider before using its discretion to report your lack of attendance to Immigration.
- k) **Teacher Training:** Teacher training may be conducted periodically throughout the year. This is considered as vital for the provision of quality education and if conducted, school will be suspended for that day and will not be replaced by extra classes. However, a school activity may be organised for that day or evening

## 2. Conditions on Study

- a) **Payment and Enrolment Confirmation:** You can apply directly online, at

reception or via agent. You need to fill in a "Student Application Form" and sign on it upon reading this "Conditions of Enrolment" attached to the form, which means you agree with all the conditions in this Agreement. After the form is signed, we will issue Letter of Offer (LOO) to you/your agent to be signed. After receiving your first payment (for less than 25 weeks), we will issue Confirmation of Enrolment (CoE) for you. The CoE reflects the course duration. We will send you the CoE directly or via your agent. For students enrolled for more than 24 weeks, we will only ask for up to 50% of the whole tuition fee before the first course starts. After that, the remaining payment will be requested no earlier than 2 weeks before the 2nd period of the enrolment. It is your responsibility to keep a copy of this Agreement and receipts of any payments of tuition or non-tuition fees.

- b) **Late Payment:** All students who applied for more than 24 weeks need to make separate payments. We will notify you two weeks prior to the payment due date either in writing. 15% of outstanding tuition fee will apply as a late payment surcharge if you fail to make payment on time.
- c) **Visa:** You must have a valid visa to study in Australia. It is your responsibility to arrange your own visa and adhere to conditions linked to the type of your visa.
- d) **Expenses & OSHC:** Your expenses, including overseas student insurance, are not included in the fees quoted. It is your responsibility to obtain your own insurance. If you have a student visa, you can apply for Overseas Student Health Care (OSHC) on this form. You are strongly advised to obtain your own insurance even when it is not compulsory for your visa. In the event that your insurance company makes changes to the OSHC charges, the school might request a payment for the difference.
- e) **Attendance and Course Progress:** Students are required to progress through the levels and to make an effort to not only attend but improve their English level. If there is a lack of progress, (due to attendance, attitude, and/or behaviour, students may be counselled by the teacher, Director of Studies, Student Service Officers or Welfare Officers. If the situation does not improve, the student may be reported to the Immigration for possible cancellation of their visa. Students are also required to attend 80% of classes. Failure to do so will result in warnings and eventual reporting to DHA (Department of Home Affairs).
- f) **Personal and address information:** DHA requires us to collect your current residential address, mobile number (if any), email address (if any) and emergency contact information under the ESOS Act (2000) and the National Code (2007). If there are any changes to these details, you must notify us within 7 days of the change. Although your information is protected in accordance with the Privacy Act 1988, it may sometimes be provided to the Australian Government and other designated authorities. It may also be necessary to provide your information to the Tuition Protection Scheme or the ESOS Assurance Fund Manager. Furthermore, your information can be disclosed without your permission to authorities where required by law.
- g) **Use of contact information:** You agree that MIT can use the contact information to contact you regarding all important matters and that the information provided is correct by signing this Agreement. You also agree that you are responsible for checking all the information sources (telephone, email, etc.) provided to us for important updates from MIT Institute regarding course changes, attendance warnings, academic updates and so on.
- h) **Dependants:** If you have school aged children with you when you come to Australia to study, they will be required to study in school, which may cost you school fees. These fees are to be covered by you and are not included in our tuition fees.

# Conditions of Enrolment

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- i) **Code of Conduct:** You agree to act appropriately at all times on school grounds and at arranged accommodation. You should also avoid inappropriate behaviour on social media including, but not limited to, inaccurate information about the school, its staff or other students, as well as refraining from posting information that infringes on the privacy of any staff or students. This includes inappropriate or foul language as well as inaccurate or disparaging comments. This is also explained in MIT Student Handbook.
- j) **Missed classes:** If you miss classes for any reason including illness, no make up classes or financial compensation will be provided.
- k) **Your rights:** Your rights under Australian Consumer Law are protected by this school and we have posted policy and contact details the Overseas Education Ombudsman around the school. Your rights to appeal under Australian law are preserved under this agreement.
- 3. MIT Cancellation and Refund Policy**
- a) All students must follow the school Cancellation and Refund policies which are available from the Student Handbook or can be downloaded from the website.
- b) The enrolment fee, accommodation arrangement fee, and airport pick-up fee are not refundable under any circumstances.
- c) All cancellation and refund requests must be made in writing.
- d) All refunds will be paid to the account from which the original payment was received in so far as this is practicable unless advised otherwise by the student and/or their assigned and/or legal representative.
- e) **Tuition fee Refund:**
- If you cancel your course, we can take no action until we receive the notification from you in writing.
    - If you cancel your course more than 28 days before your commencement date, you are entitled to receive a full refund for the tuition fee.
    - If you cancel your course less than 28 days before your commencement date, you are entitled to receive a refund of 80% of the tuition fee.
    - If you cancel your course less than 14 days before your commencement date, you are entitled to receive a refund of 50% of the tuition fee.
    - No refunds will be made after the commencement date.
  - Your tuition fees cannot be transferred to another person or institution. However, they may be transferred to another course within MIT Institute. If you have a student visa, there may be visa restrictions on courses you can transfer to. DHA will be notified and, if a new CoE is required, you must pay the school a fee for this (see the school's fee schedule).
  - All applications for refunds must be made in writing by a student, as soon as possible after the incident which leads to the refund request.
  - All refunds are made in Australian dollars. Written requests for a refund will be processed within 20 working days of receipt. However, the refund itself may take longer to process.
  - If the refund method involves bank fees (e.g. by bank draft or electronic transfer), the bank fees will be deducted from the refund amount. Also, refunds will not include any amount that MIT Institute has paid or owes to any organisation outside MIT Institute in relation to your course (e.g. commission to your agent).
  - If MIT Institute goes out of business, or it cannot deliver a course you enrolled for, your rights will come under the provisions of the ESOS (TPS Levies) Act. In this case, the school will first try to arrange a place for you in an alternative course with another school, and MIT Institute will pay for this. If this is not possible, you will get all your tuition fee back from the tuition protection scheme (TPS). See this website; [www.tps.gov.au](http://www.tps.gov.au) for further information.
- g. If DHA rejects your application for a student visa and you and/or your agent notify us in writing as well as with any document from DHA before at least 3 working days prior to the course commencement date, we will refund all the tuition, material and OSHC fees (if arranged by MIT Institute).
- h. If you get refused a visa (student default), which does not enable you to commence the course on or cancel the course on or before the agreed starting day, and notify us less than 3 working days prior to the course commencement date in writing and any document from DHA, we will refund the fees (tuition and any non-tuition fees) received for the course, minus the lesser of the following amounts:
- \$500 or 5% of the total amount of the fees (tuition and non-tuition) paid by you
- f) **MIT Accommodation and Airport Pick Up Policy:** All students must follow the school Cancellation Policy which is available from the front office or download from the website
- If you cancel your Share house accommodation arrangement, we can take no action until we receive the notification from you in writing.
    - If you cancel your accommodation arrangements 3 or more weeks before your commencement date, you are entitled to receive a full refund for the accommodation fee.
    - If you cancel your accommodation arrangements less than 14 days before your commencement date, you are entitled to receive a full refund minus AU\$350 for the accommodation fee.
    - If you cancel your accommodation arrangements less than 72 hours before your commencement date, you are entitled to receive a refund for the full amount minus 2 weeks of accommodation fees.
    - No refunds will be made after the start date of the accommodation date.
  - If you cancel your **Homestay** accommodation arrangement, we can take no action until we receive the notification from you in writing.
    - If you give written notice to cancel your accommodation arrangements at least 3 weeks before the commencement date of your arranged accommodation.
    - No refunds will be made if you cancel your homestay arrangements less than 3 weeks prior to arrival.
    - If you give written notice that the visa is rejected with the 72 hours prior to arrival, you are entitled to receive a full refund minus the placement fee.
    - If you give written notice that the visa is rejected after the 72 hours prior to arrival, you are entitled to receive a full refund minus the total amount of the placement fee and 2 weeks accommodation fee.
- 4. Indemnity and Release**
- a) **Workplace Health and Safety:** It is important to know that you should be responsible for yourself and also others to reduce any workplace hazards. For example, you should take adequate steps to protect yourself from the

# Conditions of Enrolment

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sun while you are working outside during the day. Also, the school will take reasonable steps to rectify immediately any potential unsafe situation, including putting up a sign or barrier that temporarily draws the attention of others to a potentially unsafe situation. You should then follow the instructions. We appreciate if you can inform our staff/teachers about any unsafe situation so that the proper rectification can be organised.

- a. If you need legal advice about work-related issues, including work rights, fair work practices, or employment condition, you can contact **Fair Work Ombudsman**:
  - i. Website: <https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/rights-and-obligations/international-students>
  - ii. Phone: 13 13 94
- b) **Misbehaviour**: As a student, you need to attend classes AND study with good attitude. Bad attitudes include:
  - a. Going in and out of class often, for example to use your mobile phone, etc.
  - b. Texting in class.
  - c. Sleeping in class.
  - d. Not participating in the tasks.
  - e. Being rude to your teacher and/ or classmates.
  - f. Discrimination, including cultural, gender and sexual.
  - g. Cheating on tests and official assignments.
  - h. Use of alcohol and illegal substances.

If you show bad attitudes repeatedly, MIT Institute has the right to terminate your enrolment.

- c) **English Only Policy**: Students are not allowed to speak their native language during class hours. If a student is caught speaking a language other than English more than three times in one week, they will be required to have a meeting with the Director of Studies.
- d) **Smoking**: Smoking is only allowed in the smoking area down Pitt Street (You CANNOT smoke within 4 metres of the building entrance or exit). Be advised not to throw any cigarette butts on the ground.
- e) **Cleanliness**: Please clean the classroom, lunch room, kitchen, microwave, toilet etc. after you've used them.
- f) **Mobile Phones & Telephone Use**: Turn OFF your mobile phone or turn it to SILENT (with no vibration) mode during class so that you do not interrupt other students. You may ask to use the telephones at reception in case of emergency.
- g) **Vandalism**: Anyone who deliberately damages or destroys school property will have to pay for its repair or replacement.
- h) **Student Counselling**:
  - a. Welfare Counselling
    - i. You can talk to our Student Service Officers for free, both in the morning and in the evening. You can ask them about general welfare issues or cultural, gender and age-related issues. You will receive any help including legal, emergency and health services, facilities and resources.
    - ii. If your issues could not be solved with the Student Service Officers, you can also talk to the Principal Executive Officer to seek further advice.
  - b. Academic Counselling
    - i. Your teacher will monitor and provide assistance to you if you are experiencing difficulties with your course work.
    - ii. If you require further help, you can speak with the Director of Studies who is available for both morning and evening students.

i) **Complaints & Appeals Procedure**: If you are not happy with the school, MIT Institute will listen carefully to your complaint and try to get the best results for both you and the school. If you have problems, please follow these steps below. Your personal information will be handled carefully and privately.

- a. Informal Complaint Process
  - i. If you have a problem, talk with your main class teacher or Student Service Officers (listed on Page 4) at Level 9.
  - ii. If you are not happy with the result, you can then talk to Director of Studies or Principal Executive Officer who will carefully check your complaint.
  - iii. Within 5 working days, the school will try to agree on a solution with you.
- b. Formal Complaint Process
  - i. If you are still not satisfied, you need to write it on a Complaint Form and give it to reception. This form can be obtained from reception. If you need help writing it, you can talk to our Student Service Officers, who will document it for you.
  - ii. The Principal Executive Officer will then investigate the complaint. The Principal Executive Officer may ask to meet you and any other people named in the complaint. You can bring a friend (or a support person) with you at these meeting.
  - iii. The results of the complaint will be told to all people involved in the complaint within 10 working days. You and all people involved in the complaint will be notified in writing.
- c. External Appeal Process
  - i. If you are not happy with the outcome you can appeal again to Overseas Students Ombudsman (OSO), a free government service, within 10 working days.
  - ii. You can contact OSO by:
    - Using an online complaint form: <http://www.ombudsman.gov.au/making-a-complaint/overseas-students>
    - Phone Call: between 9am – 5pm Monday to Friday, 1300 362 072 in Australia, or +61 2 6276 0111 outside Australia.
    - You can use an interpreter (speaking in your language) for free using Translating and Interpreting Service (TIS) in Australia on 131 450.
    - Mail to: Commonwealth Ombudsman, GPO Box 442, Canberra ACT 2601, Australia
  - iii. OSO will carefully check your complaints and make a decision.
  - iv. Each complaint and its results are recorded in writing; a copy will be given to you and will be kept in your student file at school.
- d. This Agreement and your right to make complaints and seek appeals of decisions and action under various processes, does not affect your rights to take action under the Australian Consumer Law if the Australian Consumer Law applies.