Information and Application Form
Welcome to MIT Institute!
CRICOS Code 02778M

In this document, ‘we’, ‘School’ and ‘MIT Institute’ mean MIT Institute Pty Ltd operating under any of its trading names, and/or any successor organisations. ‘You’ means the student who is using this information and application form.

Learning English is like a step-by-step journey which consists of dedication, challenges and delights.

It is our pleasure to help you start your first step here at MIT Institute.

With our 11 years of experience of teaching English to students from all over the world, we have great confidence to make your studying experience at MIT Institute enjoyable and memorable.

Being proud of our excellent teaching team, friendly staff members, dynamic learning atmosphere and interesting courses, we ensure that you will find that studying at MIT Institute can meet your expectation and lead you to a brighter future.

MIT Institute hopes to be your first step as well as the most important step.

Please read this document carefully because it provides crucial information you will need to make the right decision to study in Australia. Your submitted application form is accepted, this information and the signed application form will constitute the agreement between you and MIT Institute. Please do not hesitate to contact us if you have any queries about this or if you wish to discuss your individual circumstances.

Contact phone numbers
Phone: (02) 9267-5777
Fax: (02) 9267 5177

All enquiries can be submitted through: info@mitinstitute.nsw.edu.au

MIT Institute Campus
Address:
Level 7 and 9
280 Pitt Street
Sydney NSW 2000

Located in the heart of the CBD with easy access through public transport, MIT Institute campus is equipped with everything you need to be successful in your studies.

The school has student self-study rooms for private or group use, wireless internet access, 11 classrooms over two floors, a lounge room and a computer lab.

The Sydney Mechanics School of Arts Library is on level 2 and our students can join for free.
Students’ Notice Board
- Classroom roster and other important information can be found here.
- You can use the students’ notice board to share information with other students.

Living and Studying in Sydney - Australia
Sydney is one of the largest cities in Australia and a major business centre for the Asia-Pacific Region. You might already have a good idea of what to expect when you reach Australia but this is a general guide that will help make your stay more enjoyable as it provides some practical information about moving to and living in Sydney as an international student.

For further information please go to the Study in Australia website: http://www.studyinaustralia.gov.au/en

Average Temperature & Sun Protection
Sydney is considered to have a mild climate as there is no wet season and rainfall is usually spread evenly throughout the year. There are four seasons in Sydney. Summer is from December to February. Autumn is from March to May. Winter is from June to August and spring is from September to November. January and February are the hottest months with average temperatures between 17 to 26 degrees Celsius and June and July are the coldest months with temperatures from 8 to 16 degrees Celsius. The sun is very strong in Australia. Wear sunglasses and a hat and put sunscreen on when going outside during the day.

Walking around at night
Sydney is an exciting and friendly city, but it is not always safe. Always be careful especially when you walk at night.

Having fun
- MIT Institute organises social events such as BBQs, excursions and International Food Day.
- Restaurants offer foods from all over the world, cafes, pubs and clubs.
- Shopping – Pitt Street Mall, TGV, QVB, Paddington Market, Glebe Market, Rocks market, etc.
- Event Cinemas in George Street offers movies at a discounted price on Tuesdays.
- Festivals are often held at - Hyde Park, the Domain, Centennial Park, etc.
- Beaches such as Bondi, Bronte, Coogee, Maroubra and Manly are 30 minutes bus/ferry ride away.

Public transport
MIT Institute is located in the heart of the CBD so is accessible by trains and buses. You can purchase your Opal Card or tickets at designated locations everywhere in Sydney. For more information see the Transport for NSW website: www.transportnsw.info or www.opal.com.au

Cost of Living
Migration regulations in Australia require Students on a student visa to show evidence they can contribute to the cost of living and studying in Australia. Whilst you are able to supplement your income with money earned through part time work, the living costs requirement helps to support your success as a student by ensuring you don’t have to rely on such work to meet all your expenses.
Migration regulations have strict conditions about the amount of time per week student-visa holders are allowed to work. Any breach of these conditions may result in the cancellation of your visa.

For further information see the Department of Immigration and Boarder Protection website: http://www.immi.gov.au/students/student-visa-living-costs.htm

The Australian Government estimates that the average living cost for an international student is between AU$18,000 - AU$20,000 per year (AU$350 - AU$400 per week). This should cover accommodation, food, telephone, gas, electricity, transport and leisure activities.

**Accommodation Options**

There are many types of accommodation options in Sydney such as homestay, share house, or private renting.

MIT Institute can organise your accommodation in a homestay or share house.

You can organise your own accommodation if you prefer. Shared accommodation is very common in Sydney and shared accommodation apartments are often advertised on school notice boards, public notice boards and in newspapers.

**Under Age Students**

All students under the age of 18 may only reside with a parent/legal custodian, Department of Immigration and Border Protection (DIBP) approved relative, a nominated third party homestay or in homestay accommodation as part of approved welfare arrangements.

The nominated third party homestay or homestay accommodation must be approved by the host school and the Accommodation Placement Fee must be paid before a Confirmation of Appropriate Accommodation and Welfare (CAAW) will be issued.

**School Age Dependents**

**Education of Dependents**

If you come to Australia as an overseas student on a student visa, you should be aware that you will be required to pay full fees for any of your school-aged dependents who accompany you and who are enrolled in either a government or non-government school in Australia.

Information about the enrolment and fees for temporary visa holders and dependents of overseas students may be obtained from:

**NSW Department of Education and Training**

Address: 827-837 George Street – Ultimo - NSW - 2007 - Australia
Phone: +61 2 8289 4777
www.internationalschool.edu.au
MIT Institute offers the following English language Courses to suit your needs:

**General English (GE)**

(CRICOS Code: 058699C)

This course is for students wanting to increase their ability to communicate in common situations and to improve reading and writing of English. The core elements of the program are grammar, vocabulary, and the skills of speaking, pronunciation, listening, reading and writing.

**GE Entry Requirements:** It is preferred (but not compulsory) that students have completed three years of secondary school in their country.

**English Proficiency Level:** Elementary to Advanced levels (Levels A1, A2 to C1+ based on the common European Framework).

**GE Course Length:** Generally from 2 to 52 weeks. As no students are the same, this will be discussed prior to your enrolment.

**English for Academic Purposes (EAP) & IELTS Course**

(CRICOS Code 073467E)

In this course, you will learn English and at the same time prepare for your future studies. This includes academic skills such as presentation and research, on top of the English language itself. You will be able to increase your listening and speaking competencies for academic studies. You will practise reading academic topics and completing academic tasks and assignments.

At the same time, you will get a lot of the information you need in order to get the best IELTS score you can get. This includes techniques of working within the time limits, a variety of vocabulary you need for academic English (especially for writing), how to avoid silence in the speaking test, and how to tackle common traps in reading and listening.

**EAP & IELTS Entry Requirements:**

MIT Institute requires the following for direct entry into this course:

- You need to have graduated from high school and;
- You have successfully finished General English or Callan Method at an upper-intermediate level.
- You can show a level equivalent to 5.0 IELTS General Training, TOEIC 560 or other internationally recognised tests’ results equivalent to B2 on the Common European Framework for Languages.
- You can show evidence that you have finished an upper-intermediate level course at another English school in Australia.

All students will need to show evidence of one of the above in order to gain entry into this course. If you are unable to show such evidence, you may be required to take a written assessment to determine suitability of enrolment into this course. Students may be advised to seek enrolment into General English first to enable you to improve your English language skills.

**English Proficiency Level:** successful passing of this course can enable a student to go onto further study either at university or college.
EAP & IELTS Course Length: Generally from 2 to 20 weeks. As no students are the same, this will be discussed prior to your enrolment.

The Callan Method of Accelerated English Language Learning  
(CRICOS Code 062596J)

MIT Institute is the first school in Australia to Offer the Callan Method (“CM”) to students on a student visa. The Callan Method is a highly structured program of instruction, divided into twelve stages with a test at the end of each stage. There are seven books in the Callan series. Each book, except for book 7, contains two stages. Stages are measured by the number of new words that appear in the stage. Generally, there are 250 new words per stage — so that by end of stage 12 in book 6 a student should have mastery of 4300 words and if students complete book 7 they will learn up to 5621 words.

CM Entry Requirements: It is preferred (but not compulsory) that students have completed three years of secondary school in your country.

English Proficiency Level: Students will have improved social English including appropriate choice of words, grammar, pronunciation and accuracy.

CM Course Length: Generally from 2 to 52 weeks. As no students are the same, this will be discussed with you prior to your enrolment.

Cambridge FCE - First Certificate in English Preparation  
(CRICOS Code 080079C)

FCE Preparation is for students of Intermediate level (B2 in Common European Framework) which aims to prepare students for the Cambridge exam called First Certificate in English (FCE). It prepares students for the exam with the necessary skills and accuracy in English. Very close liaison between staff and students ensures individual care and attention. Our experienced staff members have a lot of understanding of the difficulties students face and the expertise to deal with them. Students can receive appropriate advice about the right preparation for the exam.

FCE Entry Requirements:
- You have successfully finished General English or Callan Method at an Intermediate level; or
- You can show a level equivalent to 5.0 IELTS General Training, TOEIC 560 or other
- International tests results equivalent to B2 on the Common European Framework for languages.
- You can show evidence that you have finished an Intermediate level course at another English school in Australia.
- You can demonstrate the required level of English (i.e.: at least Intermediate) in a MIT Institute placement test.

English Proficiency Level: Students will have improved English including appropriate choice of words, grammar, pronunciation and accuracy.

FCE Course Length: Generally from 2 to 14 weeks. As no students are the same, this will be discussed with you prior to your enrolment.
Tuition fee schedule 2016

Following is a cost schedule of tuition fees for which you will be liable to pay depending on the course in which you are enrolled:

*Minimum age for MIT Institute English Course - 16 years old

<table>
<thead>
<tr>
<th>Course</th>
<th>Length</th>
<th>Intake</th>
<th>Tuition Fee per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time (20hours/pw)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General English (CRICOS CODE: 058699C)</td>
<td>2-52weeks</td>
<td>Every Monday</td>
<td>$350</td>
</tr>
<tr>
<td><strong>English for Academic Purposes (EAP) &amp; IELTS Preparation</strong> (CRICOS CODE: 073467E)</td>
<td>2-20weeks</td>
<td>Every Monday</td>
<td>$350</td>
</tr>
<tr>
<td><strong>CALLAN Method of Accelerated English Learning</strong> (CRICOS CODE: 062596J)</td>
<td>2-52weeks</td>
<td>Every Monday</td>
<td>$350</td>
</tr>
<tr>
<td><strong>Cambridge FCE Preparation</strong> (CRICOS CODE: 080079C)</td>
<td>2-14weeks</td>
<td>Every Monday</td>
<td>$350</td>
</tr>
</tbody>
</table>

Timetable 2016

**Morning Class (Monday-Thursday)**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:30 – 10:00</td>
<td>1st Session</td>
</tr>
<tr>
<td>10:10 – 11:40</td>
<td>2nd Session</td>
</tr>
<tr>
<td>11:40 – 12:20</td>
<td>Lunch Break</td>
</tr>
<tr>
<td>12:20 – 13:20</td>
<td>3rd Session</td>
</tr>
<tr>
<td>13:30 – 14:30</td>
<td>Elective Class</td>
</tr>
</tbody>
</table>

**Evening Class (Monday-Friday)**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>16:30 – 17:30</td>
<td>Elective Class</td>
</tr>
<tr>
<td>17:40 – 19:10</td>
<td>1st Session</td>
</tr>
<tr>
<td>19:20 – 20:50</td>
<td>2nd Session</td>
</tr>
</tbody>
</table>

*Elective class is compulsory for Student visa holders.*
Other Fees

Following is a schedule of other fees and cost for which you will be liable to pay depending on the particular circumstance applicable to you as chosen by you:

<table>
<thead>
<tr>
<th>Enrolment Fee</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student visa</td>
<td>$200</td>
</tr>
<tr>
<td>Other visa</td>
<td>$100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Material Fee</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2-4 weeks</td>
<td>$60</td>
</tr>
<tr>
<td>5-10 weeks</td>
<td>$100</td>
</tr>
<tr>
<td>11 – 15 weeks</td>
<td>$125</td>
</tr>
<tr>
<td>16-25 weeks</td>
<td>$175</td>
</tr>
<tr>
<td>26-35 weeks</td>
<td>$225</td>
</tr>
<tr>
<td>36 +</td>
<td>$260</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Airport Pick up</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Single (One way)</td>
<td>$150</td>
</tr>
<tr>
<td>Family {1Parent+1Child(One way)}</td>
<td>$290</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Stay</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrangement Fee</td>
<td>$250</td>
</tr>
<tr>
<td>Single room (Adult)</td>
<td>$290/week</td>
</tr>
<tr>
<td>16-17 years with guardianship</td>
<td>$320/week</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Share House (City) *Female Only</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrangement Fee**</td>
<td>$250</td>
</tr>
<tr>
<td>Security Deposit</td>
<td>$200 ($180 refundable)</td>
</tr>
<tr>
<td>Expense</td>
<td>$25/week</td>
</tr>
<tr>
<td>Twin room(Share)</td>
<td>$175/week(Up to 7weeks) $170/week(Over 7weeks)</td>
</tr>
</tbody>
</table>

*Share House Students: Airport pick up is necessary if you arrive on the weekend.

*Single room is not available for Share house (City).

<table>
<thead>
<tr>
<th>Share House (Suburb)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrangement Fee**</td>
<td>$250</td>
</tr>
<tr>
<td>Security Deposit</td>
<td>$100($100 refundable)</td>
</tr>
<tr>
<td>Expense</td>
<td>$20/week(Oct-Mar) $25/week(Apr-Sep)</td>
</tr>
<tr>
<td>Single room</td>
<td>$175/week(Up to 7weeks) $170/week(Over 7weeks)</td>
</tr>
<tr>
<td>Twin room</td>
<td>$125/week(Up to 7weeks) $120/week(Over 7weeks)</td>
</tr>
<tr>
<td>Twin room for Single use</td>
<td>$195/week(Up to 7weeks) $190/week(Over 7weeks)</td>
</tr>
</tbody>
</table>

*Share House Students: Airport pick up is necessary if you arrive on the weekend.

<table>
<thead>
<tr>
<th>Overseas Students’ Health Cover</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>$34.00/month</td>
</tr>
<tr>
<td>Family</td>
<td>$291.80/month</td>
</tr>
</tbody>
</table>

*Overseas Students Health Cover [OSHC] is compulsory for all student visa holders. It should cover your whole stay in Australia, not just your course duration. If you organise your own OSHC, you must provide evidence to DIBP before you come to Australia.
MIT Institute may change its fees, conditions, course times or course commencement dates at any time after the commencement of your initial term for any future enrolments. This could include changing the time of day of your class and you will be notified as soon as possible of any changes that may affect you.

All fees and outstanding payments must be paid before a Course Completion Certificate is issued. This includes material fees and any other fee incurred during your enrolment.

Course attendance requirements

All courses at MIT Institute are conducted face to face. This means that all students must attend classes at the school premises.

For students on a student visa, there is a requirement to attend 20 content hours at the school per week with a minimum of 80% attendance over your whole course with satisfactory academic progress in order to meet the conditions of the Department of Immigration and Border Protection. Failure to meet these conditions can result in the cancellation of your visa.

Course Contact Hours

MIT Institute commences courses on a regular basis and offers morning and evening classes.

Student Enrolment: Deferring, Cancelling or Suspension of Studies

Students can defer commencement of their program or temporarily suspend their enrolment once they have commenced studies in certain limited compassionate and compelling circumstances.

When deferral, suspension or cancellation of enrolment is rejected, students have the right to appeal the decision. Deferral, suspension or cancellation of enrolment might affect the student visa. Students should contact Student Services of the school to discuss their individual situation. Please remember that all requests for deferral, suspension or cancellation of enrolment must be made in writing to the Director of Studies of the school.

Education Services for Overseas Students Act (ESOS) 2000

All institutions teaching international students are regulated under the Education Services for Overseas Students (ESOS) Act.

It is aimed to protect Australia’s reputation for delivering quality education services and the interests of overseas students, by setting minimum standards and providing tuition and financial assurance.

You can find further information about the ESOS Act and your legal rights under that Act as an international student at http://aei.gov.au

Conditions of Enrolment

Visa: MIT Institute is not responsible for your visa. It is your responsibility to arrange your own visa and adhere to conditions linked to your type of visa.
**Enrolment Fee:** The enrolment fee, accommodation arrangement fee, and airport pick-up fee are not refundable under any circumstances.

**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.

**Your obligations as a student visa holder**
The required weekly hours of the course is 20 hours. You must (by law):

a) Inform the school of your *current* contact details;

b) Maintain minimum 80% attendance over your whole course;

c) Make satisfactory academic progress;

d) Hold an OSHC health care cover insurance, which you can apply via the school or arrange yourself;

e) Agree that personal information such as your address, course details and passport number, is accessible by the Department of Immigration and Border Protection (“DIBP”).

**Cancellations:** All students must follow the school Cancellation Policy, a copy of which is attached hereto under the heading “Cancellation and Refund Policy”. A copy of the policy is also available from the front office. If you are enrolled for 24 weeks or more, you are only liable to pay for up to 50% of the whole tuition fee prior to the commencement of the first course. After that, you will be liable to pay the remaining 50% of the whole tuition fee by no earlier than 2 weeks before the commencement of the second half of your enrolment.

If you wish to cancel your course, you need to do so in writing. The following is the table of cancellation fees you are liable to pay by reference to the percentage of the tuition fees paid per term:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Cancellation fee charged to you as a percentage of the course tuition fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you give written notice to cancel your course less than 28 days before the commencement date of your course</td>
<td>20%</td>
</tr>
<tr>
<td>If you give written notice to cancel your course less than 14 days before the commencement date of your course</td>
<td>50%</td>
</tr>
<tr>
<td>If you give written notice to cancel your course after the commencement date of your course</td>
<td>100%</td>
</tr>
<tr>
<td>ACCOMMODATION (Share house, student residence)</td>
<td>Cancellation fee charged to you as a percentage of the accommodation fee</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>---------------------------------------------------------------------</td>
</tr>
<tr>
<td>If you give written notice to cancel your accommodation arrangements less than 28 days before the commencement date of your arranged accommodation</td>
<td>50%</td>
</tr>
<tr>
<td>If you give written notice to cancel your accommodation arrangements less than 14 days before the commencement date of your arranged accommodation</td>
<td>80%</td>
</tr>
<tr>
<td>If you give written notice to cancel your accommodation arrangements less than 7 days before the commencement date of your arranged accommodation</td>
<td>100%</td>
</tr>
<tr>
<td>If you give written notice to cancel your accommodation arrangements after the commencement date of your arranged accommodation</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCOMMODATION (Home Stay)</th>
<th>Cancellation fee charged to you</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you give written notice to cancel your accommodation arrangements less than 28 days before the commencement date of your arranged accommodation</td>
<td>Two weeks accommodation fee</td>
</tr>
</tbody>
</table>

If you change your commencement date, the cancellation fee will be calculated based on the written notice given by you calculated from the original commencement date.

**Provider Default**

If MIT Institute Pty Ltd goes out of business (default), or it cannot deliver a course you enrolled for, your rights will come under the provisions of the *ESOS (TPS Levies) Act 2012*. In this case, the school will advise the student in writing of default and explain how the school intends to fulfill the obligations. Within 14 days of the day of default, first try to arrange a place for you in an alternative course with another school, and MIT Institute a will pay for this. If this is not possible, you will be refunded all your remaining tuition fees from the tuition protection scheme (TPS).

See this website [www.tps.gov.au](http://www.tps.gov.au) for further information

The Managing Director can be contacted on Ph: +61(0)2 9267-5777 or oki.k@mitinstitute.nsw.edu.au

If DIBP doesn’t grant you a visa before the start date of your course, and we receive from you a letter from DIBP that says your visa application has been rejected, we will refund all your tuition, material and OSHC fees (if arranged by the school).
Refunds
All students must follow the school Refund Policy a copy of which is attached hereto under the heading “Cancellation and Refund Policy”. A copy of the policy is also available from the front office. Fees other than tuition fees and accommodation fees are not refundable. These non-refundable fees include: enrolment fees, accommodation arrangement fees, and airport pick-up fees.

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 the courses you can transfer to. DIBP will be notified and a new CoE (Confirmation of Enrolment) may be required.

All applications for refunds must be made in writing to the Managing Director, as soon as possible after the incident which leads to the refund request.

All refunds are made in Australian dollars and will be made within 20 days of receipt of the written request for refund.

If the refund method incurs bank fees or charges (e.g. by bank draft or electronic transfer) charged by the financial institutions, 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).

Lateness: MIT Institute teachers reserve the right not to let you in class when you are more than;
1) 10 minutes late for the first lesson of the day; and
2) 5 minutes late for all the following lessons.

Misbehaviour: MIT Institute can suspend a student’s enrolment for behaviour which may be detrimental to other students, the school’s reputation, the school’s relationship with other organisations (such as building management) or for breaking laws applicable in New South Wales. Appropriate disciplinary procedures will apply. No refund will be made and the appropriate authorities will be contacted where appropriate.

Public Holidays: MIT Institute is closed on all official New South Wales public holidays and there are no substitute lessons for public holidays.

Cashier: MIT Institute cashier opens 08:30-17:00 Monday-Friday. Please make sure to make a payment during opening hours. Also any changes/ refund can be made during these hours.

Damage to Property: Incidents which must be reported to MIT Institute staff include damage by students to property at the homestay or at the school, and any robbery or injury to students on the school premises, at accommodation arranged by MIT Institute or while travelling between MIT Institute and any accommodation MIT Institute has arranged. Any damage to school property must be paid for by the student causing the damage. If you break any school or building property, you will be liable to pay for its replacement or repair.
Marketing & Promotion: Any photographs, video or sound recording in which you or your voice appear or written comments made by you may be used by MIT Institute for marketing purposes.

Financial Loss: The school is not liable for financial loss suffered by the students due to any events which occurred outside the control of MIT Institute, including but not limited to: changes to transport or other services including delays, suspension, industrial action (including strikes) or schedule changes, natural disasters, acts of terrorism, outbreaks of disease or warnings of outbreak of disease or war, accident or illness involving the student or anyone else not employed by MIT Institute, breach of immigration regulations or any other law; cancellation of the course, accommodation arrangements or any other service as a result of any of the above.

Personal Information: Any information that you provide us with will be provided to DEEWR, DIBP and other State/Territory government agencies as well as the Tuition Protection Scheme as required in ESOS (TPS Levies) Act 2012 and the Migration Act 1958. This information includes changes to your enrolment, your attendance and your academic results. It is a legal requirement that we inform DIBP (or its successors) if you break student visa rules about attendance or satisfactory academic performance. We may also give information (including academic results) to further studies organisations, parents or guardians (if you are under 18), or your agent.

This agreement, and the availability of Complaints and Appeals processes, does not remove the right of the student to take any action under Australia’s consumer protection laws.

Complaints and Appeals Process
The school tries to make sure that all students are treated fairly. A complaint is generally negative feedback about services or staff. A complaint may be received by MIT Institute in any form and does not need to be formally documented by the complainant in order to be acted on. Complaints may be made by any person.

It is best practice to try and resolve the issue yourself with the people concerned. However, if you are unable to resolve it yourself or are not happy with the result, you can make a formal complaint. First, you should speak to the Director of Studies (for education matters), or the Administration Manager. To make an appointment to meet with any of them, please go to reception – they will make the appointment at the earliest possible time. Please note the following:

- At this meeting, you can choose any other person to come with you.
- You can choose another person to speak for you, if you like.
- If you prefer, you can write your complaint and give it in a sealed envelope to reception (please write who you want it to go to on the envelope) or directly to the right person.
- The school will try to find a solution to make everyone happy as quickly as possible. We feel this is very important.
- An investigation will be conducted and referred to the Managing Director. It may take up to 10 days in order to conduct a thorough investigation.
- All people concerned will be notified of the outcome in writing.
• If you are still not happy with the result of the meeting, you can lodge an appeal to the Managing Director.

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. You can contact OSS by:
  • Using an online complaint form: http://www.oso.gov.au/making-a-complaint/;
  • Calling OSS, between 9am – 5pm Monday to Friday, 1300 362 072 in Australia or +61 2 6276 0111 outside Australia;
  • Sending a fax 02 6276 0123;
  • Sending a mail to Overseas Students Ombudsman GPO Box 442 Canberra ACT 2601

You can use an interpreter (speak in your language) for free using Translating and Interpreting Service (TIS) in Australia on 131 450, outside Australia call +61 3 9203 4027

Changes to Study Period (including Deferral)
Student-visa students cannot start their course later than originally stated on CoE, except when they have serious illness or emergency with documented evidence. If not, the school will have to cancel or temporarily suspend the enrolment, which could affect your visa. In this case, students may choose to go through the school’s official appeal process. Once you have started your course, you can arrange changes to study periods. This includes cases where student-visa students request non-study period(s) for which up to 25% of the overall enrolment duration stated in the CoE is allowed. This can be done at no charge to you if you have provided us with no less than 2 weeks prior written notice, failing which an administration fee of $50 will be charged to you. New CoEs will be issued in this case.

Change of Course
Students can apply in writing to move to a different course 2 weeks in advance of the commencement of the new course, subject to visa conditions, English level and availability of the class. If you apply in writing less than 2 weeks in advance of the commencement of the new course, an administration fee of $50 is charged. New CoEs might have to be issued.

Holidays: Students on student visas can NOT have non-study period(s) exceeding 25% of their enrolment. Non-student visa students can apply for holidays during the study period; however, they must submit a holiday application form 2 weeks in advance. If you apply in writing less than 2 weeks in advance of the commencement of holidays, an administration fee of $50 is charged.

Personal information
The personal information provided by students may be made available to Commonwealth and State agencies and designated authorities and the Tuition Protection Scheme pursuant to obligations under the ESOS Act 2000 and the National Code.

This information includes personal and contact details, course enrolment details and changes and the circumstance of any suspected breach by the student of the student visa conditions which MIT Institute has an obligation to report.
All students have an obligation to notify the registered provider of a change of address while enrolled in the course.

**How to Apply**

1. You can apply directly online, in person at reception or via an agent.
2. You need to fill in a “Student Application Form” and sign it after having read “MIT Institute Information”, which means you agree with all the conditions in this Agreement.
3. When you apply for a series of courses, you may need to submit English test results or may need to take the school’s pre-test before starting the next course.
4. For EAP & IELTS Preparation course entry, Director of Studies ensures that the student meets the minimum level of English requirement before issuing a “Letter of Offer”.
5. When the evidence referred to in the preceding paragraph cannot be provided, you need to take a test upon arrival and if it shows inadequate English level, you will be placed in a class of an appropriate level of General English or Callan Method.
6. You will then receive a letter of offer, a copy of your application form signed by a duly authorised school officer or staff and an invoice from us within 2 working days upon receipt of the application form from you if your application is successful, upon which there will be a binding agreement between you and MIT Institute.
7. You will then be required to pay for the first payment according to TPS regulations. This will include tuition fees plus the Overseas Student Health Care Cover. Payment of these fees must be made in Australian dollars and can be paid by cash, bank cheque or travellers’ cheque, direct deposit, or credit card (Master or Visa), or EFTPOS. A 3% handling fee is payable for credit card or EFTPOS payments. All bank charges incurred by the school as a result of your fee payments are also payable by you.

The school’s bank account details for payment of fees by you are as follows:

<table>
<thead>
<tr>
<th>Bank Account Name</th>
<th>MIT Institute Pty Ltd Trust Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Name</td>
<td>National Australia Bank</td>
</tr>
<tr>
<td>Branch</td>
<td>130 Pitt Street Branch</td>
</tr>
<tr>
<td>Branch address</td>
<td>130 Pitt Street, Sydney NSW 2000 Australia</td>
</tr>
<tr>
<td>BSB (Branch Number)</td>
<td>082001</td>
</tr>
<tr>
<td>Account Number</td>
<td>561462934</td>
</tr>
<tr>
<td>Swift Code</td>
<td>NATAAU3303M</td>
</tr>
</tbody>
</table>

8. You will then receive a “Confirmation of Enrolment” (“CoE”) directly or via an agent within 2 working days upon receipt of your initial payment to the school. The CoE issued needs to reflect the course duration.
9. You will then need to submit the “CoE” with your visa application.
Application Form

Student Details

Family Name: ___________________________________________

Given Name: ___________________________________________

Nationality: ___________________________________________

Date of Birth (DD/MM/YY): _______________________________

Age: ________

Passport Number: _______________________________________

Country of Birth: _______________________________________

Country of Citizenship: ______________________________________

Visa Type:  ☐ Student  ☐ Working Holiday  ☐ Tourist  ☐ Dependent  ☐ Permanent Resident  ☐ Other

DIBP:  ☐ Sydney  ☐ Overseas ___________________________

Gender:  ☐ Male  ☐ Female

Contact Addresses:

Home Address: _______________________________________

Address during study at MIT Institute (if known): ___________________________

Contact Phone Numbers:

Home: ____________________________  ______

Mobile: ____________________________  ______

Email: ____________________________

Overseas Student Health Cover (OSHC)

☐ Yes  ☐ No

* Please select yes if you request MIT Institute to arrange your OSHC.

Type of Cover:  ☐ Single  ☐ Multi Family

Please note: ALL Student Visa students MUST have OSHC

Airport pick-up  ☐ Yes  ☐ No

Flight no ______  ☐  ☐ Airline: ___________________________

Date ___/____/____  Arrival time ___________________________

Accommodation

Home-stay accommodation  ☐ Yes  ☐ No

Type of room  ☐ Single  ☐ Shared

*condition applies

Share House accommodation  ☐ Yes  ☐ No

Share house  ☐ City  ☐ female only  ☐ Suburb  ☐ Single  ☐ Twin  ☐ Twin (for single use)

*suburb only

*share house students: Airport pick up is mandatory if you arrive on the weekend.

If you select yes, please complete the following:

Starting From  ____/____/____

How long ________ weeks

1. Do you like children?  ☐ Yes  ☐ No

2. Do you smoke  ☐ Yes  ☐ No

3. Do you have allergies to animals?

☐ Yes  ☐ No

4. Do you have any allergies or a special diet?

☐ Yes  ☐ No

5. Do you have any other allergies?

If yes please explain

6. Do you have any medical problems or take medication?  ☐ Yes  ☐ No

If yes please explain (e.g. Hyperpnoea, Epilepsy)
Course and Holiday Details:

Name of Course enrolling in:

1st course
☐ General English ☐ EAP & IELTS Preparation ☐ Foundation in IELTS ☐ Cambridge FCE
Commencement date: _______________ Completion Date:
Length of time: _______________ Weeks
☐ Morning ☐ Evening

2nd course (if necessary)
☐ General English ☐ EAP & IELTS Preparation ☐ Foundation in IELTS ☐ Cambridge FCE
Commencement date: _______________ Completion Date:
Length of time: _______________ Weeks
☐ Morning ☐ Evening

3rd course (if necessary)
☐ General English ☐ EAP & IELTS Preparation ☐ Foundation in IELTS ☐ Cambridge FCE
Commencement date: _______________ Completion Date: _______________
Length of time: _______________ Weeks
☐ Morning ☐ Evening

Holidays (if necessary)
*Holidays must be taken in whole week blocks. i.e. Mon-Fri, not Wed-Tue
1st Holidays Start: ____/____/____  End: ____/____/____ ___________ weeks
2nd Holidays Start: ____/____/____  End: ____/____/____ ___________ weeks

Payment Details

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment Fee</td>
<td>$</td>
</tr>
<tr>
<td>Tuition Fee (1st)</td>
<td>$</td>
</tr>
<tr>
<td>Tuition Fee (2nd)</td>
<td>$</td>
</tr>
<tr>
<td>Tuition Fee (3rd)</td>
<td>$</td>
</tr>
<tr>
<td>Tuition Fee (4th)</td>
<td>$</td>
</tr>
<tr>
<td>Material</td>
<td>$</td>
</tr>
<tr>
<td>Overseas Student Health Cover</td>
<td>$</td>
</tr>
<tr>
<td>Airport Pick Up Fee</td>
<td>$</td>
</tr>
<tr>
<td>Accommodation Arrangement Fee</td>
<td>$</td>
</tr>
<tr>
<td>Accommodation Fee</td>
<td>$</td>
</tr>
<tr>
<td>Total Fees Payable</td>
<td>$</td>
</tr>
</tbody>
</table>
**Further Studies**

Do you want to do more study in Australia after your English course (e.g. business school, TAFE, university)?  
☐ Yes  ☐ No

Course Name:

Institution Name: ____________________________  
Start date __/____/____

**Medical Conditions**

Do you have any medical conditions the school should know about?  
☐ Yes  ☐ No

Please Explain:

________________________

Further information may be requested

**Estimated English level:**

☐ Beginner  ☐ Elementary  
☐ Pre-Intermediate  ☐ Intermediate  
☐ Upper Intermediate  ☐ Advanced

*Previous English examinations/tests:

________________________

Result: ______________ Date Taken: ______________

(e.g. IELTS, TOEFL, Cambridge, TOEIC)

*Did you finish secondary education (high school etc)?

☐ Yes  ☐ No

If Yes School Attended:

________________________

*You will need to provide evidence of all education completed

**Under Age Students**

If you are under 18 when you start your course, your parents must sign **Confirmation of Appropriate Accommodation and Welfare for Under 18 Students** and the nominated guardian **Application to be an Approved Carer for a Student Under the Age of 18**

Guardian Information – if Student is under 18 years of age

Contact Name:

________________________

Contact Address:

________________________

Relationship to Student:

________________________

Contact Phone Numbers:

(Home) ____________________  
(Mobile) ____________________

The two documents mentioned above signed

☐ Yes  ☐ No

*You will need to provide evidence of all education completed
Declaration

The information supplied on this application form will be used by MIT Institute in the enrolment process.
I declare the information I have supplied on this form is, to the best of my understanding and belief, complete and correct.
I understand that providing false or incomplete information may lead to the refusal of my application or cancellation of enrolment. I understand that should I accept any offer of admission there may be field trips and excursions that I will need to attend.
I give permission for MIT Institute to obtain official records from any educational institution attended by me. I also authorise MIT Institute to supply any relevant official records to government bodies and educational institutions which I am seeking admission.
If I have used an Agent to assist me with the completion of this application form, then I accept that this Agent is acting on my behalf and therefore authorise MIT Institute to transmit any information in respect of my application for study and any subsequent study details, including results and attendance, to this Agent.
I understand that I have the right to request MIT Institute (in writing) to cease supplying any information about myself to this Agent and that I can contact MIT Institute to request a copy of its Privacy Policy.
I also understand that my fees may increase.
I have also read the section in the above information relating to the cost of living and I understand that living expenses in Australia may be higher than in my own country and I confirm that I am able to meet these costs.
I understand that any conditions concerning an offer of admission will be contained in the MIT Institute Letter of Offer which I will be required to read and sign.
I have read the information contained in the Student Information section of this document and understand that that information forms part of this written agreement between me and the school.

Applicant’s signature: (Must be the same signature as in your passport)

Date: / / 

Day  Month  Year

*If you are under 18 years of age, your parent or guardian must also sign this application form.

Parent’s/guardian’s signature:

Date: / / 

Day  Month  Year

MIT Institute Signature:

Date: / / 

Day  Month  Year