



Office Use Only	
Date received	Initials
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Student ID <input type="text"/>	

Offer Acceptance/Enrolment Agreement

* Section 1 – Personal Information

Family Name: _____ Given Name: _____ Gender: Female Male
Date of Birth: DD/MM/YY Country of Birth: _____ Are you under 18: Yes No
Nationality: _____ Email Address: _____
Residential Address (in Australia): _____ State _____ Postcode _____
Telephone: _____ Mobile: _____
Residential Address (home country): _____ Province _____ Postcode _____
Telephone: () _____ Fax: () _____

* Section 2 – Student Visa Information

Residency: Are you a permanent resident or citizen of Australia? Yes No
Are you currently in Australia? Yes No
Passport number: _____
Visa Information: Do you have a validated visa? Yes No
Your visa type: Student Visitor (tourist) Other (please specify) _____
You visa number: _____ Expiry date of visa: / /
Where will you apply for your visa? (City) (Country)
Release Letter: Are you currently enrolled at another education provider in Australia? Yes No
If you have not completed six months of study in your principal program, AITI will not be able to accept this form unless a release letter from the current education provider is provided.
A copy of release letter is provided: Yes No

* Section 3 – Course Details

When do you wish to start your studies: Year _____
 Semester 1 (February) Semester 2 (July) Summer School
Study Mode: Full-time on campus study Part-time on campus study
Course: **Advanced Diploma of Translating (40169SA)**
Do you require a CoE? Yes No
Conditions of enrolment (if applicable please specify): _____

Student's Initials: _____



*** Section 4 – Accommodation and Airport Pickup Services**

Do you require accommodation? Yes No

Do you require airport pickup? Yes No

- Please note:
1. A\$200 Accommodation Placement Fee will be charged by the outsourced accommodation company.
 2. Only homestay will be arranged by AITI and the minimum term of homestay accommodation is 4 weeks.
 3. Airport Pickup: A\$150 for Melbourne Campus, A\$200 for Geelong Campus charged by the outsourced company .
 4. If accommodation and airport pick services are required, please refer to “**Homesaty and Airport Pickup Application**” and return the completed form to AITI along with the “Offer Acceptance/ Enrolment Agreement”.

*** Section 5 – Overseas Student Health Cover (OSHC)**

Important note: It is compulsory for Student Visa holders to have & maintain Overseas Student Health Coverage.

Are you an overseas student? Yes No (If no, please go to section 6)

Do you need AITI to buy OSHC for you? Yes No (If no, please go to section 6)

Please specify type of coverage Single Family

Please specify length of coverage 0.5 year 1 year 2 years

*** Section 6– Under 18 Students**

Important note: DIAC requires that general welfare arrangement should be in place for all students under the age of 18 years in Australia; hence AITI will be responsible for approving and maintaining your welfare arrangement in Australia. It is compulsory for the parent(s) and legal custodian(s) of Student Visa holders under 18 to complete “**Under 18 Student Care Arrangement**”.

Are you under the age of 18 years? Yes (complete “Under 18 Students Accommodation and Welfare Arrangement”) No (go to section 7)

(Please complete “Under 18 Student Care Arrangement” and send it back with the “Offer Acceptance/Enrolment Agreement” and “Homestay and Airport Pickup Application Form” if applicable to AITI.)

*** Section 7 – Course Fee Payable by Student**

Course	International Students	Local Students
Advanced Diploma of Translating (40169SA) Tuition Fee	A\$ 7,800	A\$ 6,800
Late tuition payment Fee	7.5% of the outstanding fee	

Other Course-related Fees:

Application Fee (currently waived)	A\$ 250
Overseas Student Health Cover (OSHC)**	A\$ 192 (6 months/adult) A\$ 385 (12 months/adult) A\$ 780 (24 months/adult)

Student’s Initials: _____



Accommodation Placement Fee (charged by outsourcing company):	A\$ 200
Airport Pickup Fee (charged by outsourcing company):	A\$ 150 (Melbourne Campuses) A\$ 200 (Geelong Campuses)
RPL/RCC Fee	A\$ 100 per competency unit title
Administration Fee for Refund:	A\$ 250
T/T Bank Charge:	A\$ 18
Re-issue of qualification certificate:	A\$ 20 (per certificate)
Re-issue of academic transcript:	A\$ 20 (per transcript)
Re-issue of completion letter:	A\$ 20 (per letter)
Re-issue of NAATI recommendation letter:	A\$ 20 (per letter)
Repeat for any NAATI accreditation examination	A\$ 600 (ADT) A\$750 (ADI)
Accreditation exam rescheduling fee	A\$ 50
Accreditation exam refund administration fee	A\$ 100
Bank surcharge	2% for Eftpos and 3% for Credit card
Re-Issue Fee for replacement student ID card	A\$ 20 (per student card)
Re-sit of an assessment task / test	A\$ 200 (Translation) A\$300 (Interpreting)
Review of an assessment task / test	No Charge / Academic review
Repeating a Unit Fee	Full Unit cost as per the below table
Statement of Attainment	No Charge*
Library deposit	A\$ 50 per 3 books

* Students are entitled, at no additional cost, to a formal Statement of Attainment on withdrawal, cancellation or transfer, prior to completing the qualification, provided the student has paid in full for the tuition related to the units of competency to be shown on the Statement of Attainment.

**All overseas students are required to have compulsory health insurance cover during their stay in Australia. The OSHC premium for 24 months' cover must be paid before a student visa is issued. Students are required to pay the OSHC fee to AITI at the time of payment of tuition fees. Where a student is enrolled at AITI for less than 24 months, the amount of OSHC premium may be reduced. The OSHC Worldcare premium for 24 months is \$780.00 in the year 2012. Prior to DIAC issuing the student with their Visa, the student will have to take the appropriate Health Cover. This will require the transfer of the appropriate money to AITI so that this cover can be taken out on the student's behalf.

Fee Breakdown for Repeating a Unit

Advanced Diploma of Translating (40169SA)

Unit Code	Unit Name	Unit Fee
ADT 01	Identify and discuss historical and contemporary translating issues related to the translation process	A\$ 185.27
ADT 02	Identify cross-cultural and social-cultural issues in translation	A\$ 741.09
ADT 03	Identify the technical, written and professional resources used in translation process	A\$ 185.27
ADT 04	Identify the difference between translating meaning and words	A\$ 648.46
ADT 05	Clarify the meaning in text	A\$ 648.46
ADT 06	Apply the rules of syntax and grammar to a translation	A\$ 852.26
ADT 07	Determine translating challenges and difficulties	A\$ 277.91
ADT 08	Demonstrate the translation process in various contexts or environments	A\$ 741.09

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ADT 09	Identify and implement the full translation process	A\$ 741.09
ADT 10	Demonstrate the literary translation process	A\$ 277.91
ADT 11	Describe and discuss the ethical issues in translating	A\$ 277.91
ADT 12	Identify the use of translation in professional practice	A\$ 370.55
ADT 13	Determine the role of computers and technology in the translating process	A\$ 370.55
ADT 14	Identify the process of using subtitles in the translating process	A\$ 185.27
ADT 15	Use technology in the workplace	A\$ 185.27
ADT 16	Supervised Study (Practicum)	A\$ 1,111.62

* The fees quoted above are current and accurate at the time of publishing. All fees will be confirmed when you enroll into the course /services. Fees will then remain fixed for the duration of the course unless there is some dramatic increase in costs occurred beyond AITI's control. In such event, any increase in costs will be notified at least one month prior to their application.

* Section 8 – Methods of Payment

Important note: payment should not be made prior to the signed Offer Acceptance/Enrolment Agreement being returned to Australian Institute of T & I.

Account Name: **Australian Institute of T & I P/L**

Bank Name: **Australia and New Zealand Banking Group Limited (ANZ)**

Bank Address: **55 Collins Street, Melbourne VIC 3000 Australia**

BSB No.: **013030**

Account No.: **492316262**

Swift Code: **ANZBAU3M**

Please select your preferred option:

- 1. Telegraphic Transfer:**
Telegraphic Transfer is the most commonly-used method for students making payment offshore.
Note: Please include an additional A\$18.00 for bank fees.
-
- 2. Bank Deposit:**
Deposit money directly into the nominated bank account of AITI at any bank branch in Australia. (Please refer to **Account Details**)
-
- 3. Cheque:**
Bank cheque, company cheque and personal cheque are accepted. However, it would normally take at least three working days for company cheque or personal cheque to be cashed.
Make your cheque payable to "Australian Institute of T& I P/L".
-
- 4. Internet Transfer**
Make payment to the nominated bank account via internet banking services. (Please refer to **Account Details**)
-
- 5. Cash:**
Cash payment is only accepted at Australian Institute of T & I's Head office.
-

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6. EFTPOS

EFTPOS payment is only accepted at Australian Institute of T & I's Head office.

Note: A 2% banking surcharge applies when making payment by EFTPOS.

Before making payment, please check the maximum daily limit of your card to make sure your payment would not exceed the limit.

7. Credit Card

Visa and Master credit card payment are accepted at Australian Institute of T & I's Head office while American Express is not accepted.

Note: A 3% banking surcharge applies when making payment by Credit Card.

Before making payment, please check the maximum daily limit of your card to make sure your payment would not exceed the limit.

Important Note:

All payments and related enquiries shall be directed to AITI's Melbourne campus.

To ensure all monies are receipted promptly against student accounts we require the following information documented with the bank receipt: • Student name • Student number (if known) • Date of Birth • Payment information e.g. new student or current student • Date of payment Please return the bank receipt along with this Offer Acceptance/Enrolment Agreement to AITI via Email to info@aiti.edu.au.

*** Section 9 – Refund Policy**

- **Australian Institute of T & I** agrees to refund, within 28 days, all fees (less A\$250.00 administration fee), where the student's application for enrolment is refused by **Australian Institute of T & I**.
- **Australian Institute of T & I** agrees to refund, within 28 days (less A\$250.00 administration fee), all fees paid where the student produces evidence that the application made by the student for a visa was rejected by the Australian Department of Immigration. Unused tuition fees, less A\$250 administration fee, will be refunded within 28 days if the application for student visa is rejected after the commencement of the course. In these instances, proof of refusal must be provided.
- Tuition fees will not be refunded if a student visa is cancelled or refused by the relevant authority due to the non-compliance on the part of the student with the rules and regulations set by the Australian Government.
- All tuition fees paid, less a A\$250 administration fee, will be refunded within 28 days if the Institute receives a written notice of withdrawal at least 10 weeks before the commencement of the course.
- 70% of the tuition fees paid, less a A\$250 administration fee, will be refunded within 28 days if the Institute receives a written notice of withdrawal more than six weeks and up to ten weeks before the commencement of the course.
- 50% of the tuition fees paid, less a A\$250 administration fee, will be refunded within 28 days if the Institute receives a written notice of withdrawal more than four weeks and up to six weeks before the commencement of the course.
- If the written notice of withdrawal is received less than 28 days prior to the commencement of the course, a 25% refund within 28 days will apply, less a A\$250 administration fee.
- Where the student decides to withdraw from the course after the course has commenced, no refund of fees is payable.
- No reduction in tuition fees for student who arrives after course commencement will be considered.
- Where **Australian Institute of T & I** cancels the course or where the course does not commence on the agreed starting date or where the course is not provided to the student in full, then the student will be entitled to a refund of the total amount paid by the student.
- Where **Australian Institute of T & I** has cancelled the course, or has not commenced the course on the agreed starting date, or the course is not provided to the student in full, the refund will be paid within two weeks of the cancellation, or the

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agreed starting date, whichever is applicable. In all other cases, the refunds payable will be paid within 28 days after notification of withdrawal.

- Notification of cancellation/withdrawal from unit(s), withdrawal or deferral from a course of study must be made in writing to the Institute.
 - EFTPOS and/or credit card payment surcharge and any transaction fees charged by the bank are not refundable.
 - Where claiming a refund, the student is advised to make an appointment with **Australian Institute of T & I's** Admission Officer by calling (61-3) 9820 5330. The Admission Officer assists the student to complete *Form_S033_Application_for_Refund_of_Course_Fees*, and forwards the completed form to the operations committee for approval within 5 working days and the accounting department completes the refund within 10 working days upon the notice of approval from the operations committee.
 - I understand that the ELCOS courses are not provided by **Australian Institute of T & I** and all relevant fee issues should be discussed with the ELICOS providers.
 - I understand that agent commissions paid to referring agent, if any, are not refundable by **Australian Institute of T & I**. Should students have any query about agent commissions, they should contact their referring agent directly.
- * In the event of any disagreement between the parties, the dispute resolution process of the Institute does not circumscribe the student's rights to pursue other legal remedies.

This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take further action under Australia's consumer protection laws.

Under the provisions of the Education Services for Overseas Students (ESOS) Act 2000 and the Education Services for Overseas Student Regulations 2001, refunds, if the registered provider defaults, cannot be covered by a written agreement between the provider and the student.

* Section 10 – Terms and Conditions of Acceptance

1. I have read and understood the Student Fees Information, the Refund Policy, and all other pre-enrolment information as stated here within and/or at www.aiti.edu.au. I agree and accept the terms and conditions stated in these policies and/or information.
2. I agree that I must make tuition fee payment for the next semester before the payment due date; otherwise late payment would incur, a 7.5% penalty on the receivable fee installment owed.
3. I understand that course fees do not include Overseas Health Care Cover (OSHC).
4. I agree and understand that it is my responsibility to advise AITI of my residential address in Australia within 7 days of arriving in Australia and of any changes to my Australian address and/or contact number.
5. I understand that the information displayed in promotional material is indicative only, and program timing and location may change depending on the structure of timetable at time of enrolment.
6. I understand that the information collected on this form and during my enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities to ensure student compliance with the conditions of their visa and their obligations under Australian immigration laws generally, and if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Student Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

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7. I acknowledge that the offer by AITI assures that the information that I have provided is true and correct and that any false information provided or lack of disclosure may lead to the termination of my enrolment and that AITI may inform others, including authorities of this information.
8. I am aware and agree that my course money and enrolment will not be processed until this signed Offer Acceptance/Enrolment Agreement is received by AITI.
9. I understand that this agreement and the availability of complaints and appeals processes do not remove the right of the student to take action under Australia's consumer protection laws.

*** Section 11 – Declaration**

I hereby declare that the information I supplied in this Offer Acceptance/Enrolment Agreement and supporting documents is true and authentic and I have read and understood the above conditions and agree to be bound by those conditions.

Name of student: _____ Signature: _____ Date: ____/____/____

This form must be signed by a Parent or Legal Guardian if the student is under the age of 18

Name of parent or legal guardian: _____ Signature: _____ Date: ____/____/____

Name of authorized AITI representative: _____ Signature: _____ Date: ____/____/____

Please note: proxy signature will not be accepted

Please return your Offer Acceptance/Enrolment Agreement along with the required documents to:

Australian Institute of Translation and Interpretation P/L

Address: Level 10, 14 Queens Road, Melbourne VIC 3004

Tel: (61-3) 9820 5330

Email: info@aiti.edu.au

Student's Initials: _____



Important Information: The following AVETMISS data are collected according to relevant government body requirements.

Student Information:

(Please print clearly)

Title (please circle): Mr/ Mrs/ Ms / Miss

First name: _____ Last Name: _____

Student ID: _____

Current residential Address: _____

Suburb: _____ State: _____ Postcode: _____

Postal address, if different from the above: _____

Suburb: _____ State: _____ Postcode: _____

Telephone (mobile/home): _____ Email: _____

Date of birth (dd/mm/yyyy): ___/___/_____

Gender: Male Female

In what country were you born? _____

Are you of Aboriginal / Torres Strait Islander origin? (Please circle)

1. No 2. Yes, Aboriginal 3. Yes, Torres Strait Islander 4. Yes, both

How well do you speak English? (Please circle)

1. Very well 2. Well 3. Not well 4. Not at all

Do you speak a language other than English at home? (Please circle)

1. No 2. Yes 3. If yes, please identify what language you speak: _____

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Have you successfully completed any qualifications previously? (Please circle) 1. Yes 2. No

If you circled 'yes', please specify what qualification:

1. Bachelor's Degree or higher
2. Advanced Diploma or associated degree
3. Diploma
4. Certificate IV
5. Certificate III
6. Certificate II
7. Certificate I
8. Other qualification not listed: _____

What's your highest completed school level? (Please circle)

1. Did not go to school
2. Year 8 or below
3. Year 9
4. Year 10
5. Year 11
6. Year 12

In which year did you complete that school level? _ _ _ _

Employment:

Pick an option that best describes your current employment situation (please circle)

1. Employed full-time
2. Employed part-time
3. Self-employed
4. Unemployed-seeking full-time work
5. Unemployed-seeking part-time work
6. Unemployed-not seeking employment

Disability:

Do you consider yourself to have a disability, impairment or long-term condition? (Please circle)

1. Yes
2. No

If YES, then please indicate the areas of disability, impairment or long-term condition: (Please circle)

1. Hearing/deaf
2. Physical
3. Intellectual
4. Learning
5. Mental illness
6. Acquired brain impairment

Study Reason:

What is your reason for studying at AITI? (Please circle one only):

1. To get a job
2. Develop my existing business
3. Start my own business
4. Try for a different career
5. Get a better job or promotion
6. Requirement of my job
7. I want extra skills for my job
8. To get into another course
9. Personal interest/development
10. Other: _____

Student's Initials: _____