



Office Use Only

Date Received

Initials

Student ID _____

Offer Acceptance/Enrolment Agreement

Students must complete the following Enrolment Agreement to be returned to the Australian Institute of Translation and Interpretation P/L (AITI) with any supporting documents required and payment of the course fees indicated.

Note: Enrolments will NOT be processed unless this form is fully completed (including attached required documentation) and payment of the course fee is received by AITI. The student must sign the declaration at the end of the document to indicate their understanding and agreement of all enrolment conditions. Where there are any changes to agreed services, AITI will advise students as soon as practicable, including in relation to any new third party arrangements or a change in ownership or changes to existing third party arrangements.

Section 1. COURSE PROVIDER DETAILS

Name	Australian Institute of Translation and Interpretation P/L (AITI) Provider Number: 21662 CRICOS Number: 02692F
Contact Address	Head office: Level 5/ 20 Queen Street, Melbourne, VIC 3000, Australia Adelaide Campus: Level 1/ 38 Gawler Place, Adelaide SA 5000, Australia
Head Office Telephone	(61-3) 9620 1618
E-Mail	info@aiti.edu.au
Website	www.aiti.edu.au
AITI Contact	Eric Pan

Section 2. PERSONAL DETAILS (Please Print)

Name (full name)			
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Date of Birth:	(dd/mm/yy)		
Address	No. & Street:		
	Suburb:	Postcode:	State:
Postal Address (if different from above)			
Phone and Mobile	Ph:	Mob:	
Email Address			
Emergency contact	Name:	Ph:	Relationship:

Please note: students must notify AITI immediately of any changes to personal contact details described above

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Unique Student Identifier

From 1 January 2015 if you are undertaking Nationally Recognised Training delivered by a Registered Training Organisation you will need to have a Unique Student Identifier (USI). The USI is available online and at no cost to the student. This USI will stay with the student for life and be recorded with any nationally recognised VET course that is completed. All students studying with AITI will need a USI.

Please see the official USI website www.usi.gov.au for further details and how to create your own USI.

Please provide your USI:

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Section 3. VISA INFORMATION

Are you a permanent resident or citizen of Australia? Yes No

Are you currently in Australia? Yes No

Passport Number:

Do you have a validated visa? Yes No

Visa Type:

Visa Number:

Visa Expiry:

Where will you apply for your visa?

(City)

(Country)

Release Letter

Are you currently enrolled at another education provider in Australia? Yes No
 If answering yes, have you completed at least six months of your principle program of study?
 Yes No
 If you have NOT completed six months of study, AITI will not be able to accept this form unless you provide a release letter from your current education provider.
 Release letter attached? Yes No

Section 4. COURSE DETAILS

Campus Enrolling

Adelaide

Melbourne

Course(s) Enrolling

DI – PSP50916 Diploma of Interpreting
 ADT– PSP60816 Advanced Diploma of Translating
 DI and ADT– PSP50916 Diploma of Interpreting and
 PSP60816 Advanced Diploma of Translating

Tuition fee

As per Letter of Offer

Course Start & End Date

As per Letter of Offer

Course Delivery Mode

On campus and in class

Do you require CoE?

No
 Yes-please indicate which CoE(s) do you require
 DI (PSP50916 Diploma of Interpreting)
 ADT(PSP60816 Advanced Diploma of Translating)
 DI + ADT
 ADT+ DI

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Section 5. GENERAL INFORMATION (Please answer the following questions)

What is your gender?	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other
In which country were you born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other- please specify		
Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often.)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other - Please specify		
Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander		
Do you consider yourself to have a disability, impairment or long-term condition? <input type="checkbox"/> No <input type="checkbox"/> Yes - please tick the applicable boxes	<input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Intellectual <input type="checkbox"/> Physical <input type="checkbox"/> Vision <input type="checkbox"/> Medical Condition	<input type="checkbox"/> Mental Illness <input type="checkbox"/> Acquired Brain impairment <input type="checkbox"/> Learning impairment <input type="checkbox"/> Other, please indicate:	
What is your highest completed school level?	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent	<input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 8 or below <input type="checkbox"/> Never attended school	
Are you still attending secondary school?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you successfully completed any qualifications or certificates? <input type="checkbox"/> No <input type="checkbox"/> Yes - please tick the applicable boxes	<input type="checkbox"/> Bachelor Degree or Higher Degree <input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> Diploma (or Associate Diploma) <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician) <input type="checkbox"/> Certificate III (or Trade Certificate) <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Certificates other than the above <input type="checkbox"/> Other education (including certificates or overseas qualifications not listed above)		
Of the following categories which BEST describes your current employment status?	<input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time employee <input type="checkbox"/> Self employed - not employing others <input type="checkbox"/> Employer <input type="checkbox"/> Employed - unpaid worker in a family business <input type="checkbox"/> Unemployed - seeking full-time work <input type="checkbox"/> Unemployed - seeking part-time work <input type="checkbox"/> Not employed - not seeking employment		
Of the following categories, which BEST describes your main reason for undertaking this course?	<input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> It is a requirement of my job <input type="checkbox"/> To get extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> Other reasons		

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Section 6. ADMISSION & ENTRY REQUIREMENTS

Applicants must be 18 years or older. All ESL (English as Second Language) applicants must demonstrate proficiency in English with an IELTS score of 6.0 (for PSP50916 Diploma of Interpreting)/ IELTS score of 6.5 (for PSP60816 Advanced Diploma of Translating), OR completion of a recognized Degree or Diploma or equivalent in any discipline from an English speaking country. In addition all students are required to undertake an entry test to demonstrate the level of language proficiency in both English and Chinese/Mandarin as part of the enrolment process. The PSP50916 Diploma of Interpreting and PSP60816 Advanced Diploma of Translating programs have been designed for classroom based delivery and students must have the ability to attend the scheduled sessions as per the timetable.

Section 7. ACCOMMODATION & AIRPORT PICKUP

Do you require accommodation?* Yes No

Do you require airport pickup?** Yes No

*A\$200 Accommodation Placement Fee will be charged by the outsourced accommodation company / Only homestay will be arranged by AITI and the minimum term of homestay accommodation is 4 weeks / **Airport Pickup: A\$150 for Melbourne Campus charged by the outsourced company / If accommodation and airport pick up services are required, please refer to the **Homestay and Airport Pickup Application** available from www.aiti.edu.au and return the completed form to AITI along with this **Offer Acceptance/Enrolment Agreement**.

Section 8. OVERSEAS STUDENT HEALTH COVER (OSHC)*

*NOTE: It is compulsory for Student Visa holders to have & maintain Overseas Student Health Coverage

Please specify type of coverage Single Family

Do you need AITI to buy OSHC for you? Yes (if Yes, please contact AITI Admissions/Admin Department)
 No

Please specify length of coverage 0.5 year 1 year 2 years

*NOTE: All overseas students are required to have compulsory health insurance cover during their stay in Australia prior to Department of Immigration and Border Protection (DIBP) issuing a Student Visa. If students require AITI to take out OSHC insurance on their behalf, payment must be made to AITI at the time of payment of tuition fees. Please refer to the OSHC insurance providers for more information on the cost (i.e. the Allianz Global Assistance OSHC premium for 12 months is \$559.00 in the year of 2017).

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Section 9. NON-TUITION FEES
COURSE-RELATED NON-TUITION FEES

Application Fee	A\$250
RPL/RCC Application Fee	A\$100 per competency unit title
Credit Transfer Application 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 Statement of Attainment	A\$20 (per statement)
Re-issue of NAATI Recommendation Letter	A\$20 (per letter)
Bank Surcharge	2% for EFTPOS and 3% for Credit card
Re-Issue Fee for Replacement of Student ID Card	A\$20 (per student card)
Re-sit of an Assessment Task / Test	A\$300
Repeating a Unit Fee	Full Unit cost as per the below table
Library Deposit	A\$50 per 3 items
Overseas Student Health Cover (OSHC)* **	A\$ 553 (12 months/adult)
Accommodation Placement Fee** (charged by outsourcing company)	A\$ 200
Airport Pickup Fee ** (charged by outsourcing company)	A\$ 150
FINAL EXAM/MOCK TEST RELATED NON-TUITION FEES	
Final Exam Refund Administration Fee	A\$100
Final Exam Rescheduling Fee	A\$50
Repeat for Any Final Examination	A\$600
Additional of Re-sit of a Mock Test	A\$500
Deferring an Additional or Re-sit Mock Test	A\$100

Note: *See previous page: Section 8. Overseas Student Health Cover (OSHC)

** These points refer to International Students only and are subject to change without notice. Please contact AITI for more information.

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Section 10. FEE COST FOR REPEATING UNITS OF COMPETENCY*
DI - PSP50916 Diploma of Interpreting

AITI Unit Code	National Training Package Unit Code	Unit Name	Unit Fee
DI01	PSPTIS004	Conduct career planning	\$585
DI02	PSPTIS002	Build glossaries for translating and interpreting assignments	\$390
DI03	PSPTIS003	Prepare to translate and interpret	\$390
DI04	PSPTIS001	Apply codes and standards to ethical practice	\$390
DI05	PSPTIS040	Interpret in general dialogue settings (LOTE-English)	\$1,170
DI06	PSPTIS043	Use routine subject area terminology in interpreting (LOTE-English)	\$390
DI07	PSPTIS042	Manage discourses in general settings	\$780
DI08	SITXLAN3115	Conduct oral communication in a language other than English (Mandarin)	\$1,170
DI09	PSPTIS041	Interpret in general monologue settings (LOTE-English)	\$1,170
DI10	PSPTIS048	Use routine legal terminology in interpreting (LOTE-English)	\$390
DI11	PSPTIS046	Use routine education terminology in interpreting (LOTE-English)	\$390
DI12	BSBREL402	Build client relationships and business networks	\$585

ADT - PSP60816 Advanced Diploma of Translating

AITI Unit Code	National Training Package Unit Code	Unit Name	Unit Fee
ADT01	PSPTIS101	Negotiate translating and interpreting assignments	\$354
ADT02	CUFWRT401	Edit texts	\$709
ADT03	PSPTIS060	Analyse text types for translation of special purpose texts (LOTE-English)	\$532
ADT04	PSPTIS064	Read and analyse special purpose English texts to be translated	\$532
ADT05	PSPTIS100	Apply codes and standards to professional judgement	\$354
ADT06	PSPTIS062	Translate special purpose texts from English to LOTE	\$1,064
ADT07	PSPTIS061	Quality assure translations	\$354
ADT08	PSPTIS063	Translate special purpose texts from LOTE to English	\$1,064
ADT09	PSPTIS069	Maintain and enhance professional practice	\$354
ADT10	PSPTIS068	Demonstrate complex written English proficiency in different subjects and cultural contexts	\$532
ADT11	SITXLAN3415	Read and write documents in a language other than English (Mandarin)	\$1,064
ADT12	PSPTIS066	Apply theories to translating and interpreting work practices	\$532
ADT13	PSPTIS065	Read and analyse special purpose LOTE texts to be translated	\$355

* 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 an event, any increase in costs will be notified at least one month prior to their application.

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Section 11. METHODS OF PAYMENT

***Important note:** payment should not be made prior to the signed Enrolment Agreement being returned to Australian Institute of Translation & Interpretation P/L.

Melbourne Campus	Adelaide Campus
Account Name: Australian Institute of T & I P/L or AITI	Account Name: Australian Institute of T & I P/L or AITI
Bank Name: Australia and New Zealand Banking Group Limited (ANZ)	Bank Name: Australia and New Zealand Banking Group Limited (ANZ)
Bank Address: 55 Collins Street, Melbourne VIC 3000	Bank Address: 420 St Kilda Rd Melbourne VIC3004
Australia	Australia
BSB No.: 013030	BSB No.: 013423
Account No.: 492316262	Account No.: 281841665
Swift Code: ANZBAU3M	Swift Code: ANZBAU3M

<input type="checkbox"/> 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
<input type="checkbox"/> 2. Bank deposit	Deposit money directly into the nominated bank account of AITI at any bank branch in Australia.* *Note: please refer to Account Details above
<input type="checkbox"/> 3. Cheque	Bank cheques, company cheques and personal cheques are accepted. However, it would normally take at least three working days for company cheques or personal cheques to be cleared. Make all cheques payable to "Australian Institute of T& I P/L".
<input type="checkbox"/> 4. Internet Transfer	Make payment to the nominated bank account via internet banking services.* *Note: please refer to Account Details above
<input type="checkbox"/> 5. Cash	Cash payment is only accepted at Australian Institute of T & I's Melbourne Campus, Level 5, 20 Queen Street, Melbourne, VIC Australia 3000.
<input type="checkbox"/> 6. EFTPOS	*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 will not exceed the limit.
<input type="checkbox"/> 7. Credit Card	Visa and Master Card only: 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 will not exceed the limit.

Important Note: All payments and related enquiries shall be directed to AITI's head office. 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 Enrolment Agreement via Email (preferred) to AITI at info@aiti.edu.au or by mail to your enrolled AITI Campus.

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Section 12. RECOGNITION OF PRIOR LEARNING (RPL) and CURRENT COMPETENCY (RCC)

All applicants will be given the opportunity to apply for Recognition of Prior Learning (RPL) and Recognition of Current Competency (RCC). RPL/RCC is the acknowledgment of your skills and knowledge obtained through formal training, work experience and/or life experience (relating to specific Unit/s of Competency).

If you wish to apply for RPL/RCC you must request an RPL/RCC Application. It is the student's responsibility to gather the necessary documentation to support the RPL/RCC Application. The documentation may include confirmation of testimonials, references and logbooks, interviews, review of evidence, skills testing, written assessment and verbal reviews. If the request for RPL/RCC is rejected by AITI, you will be required to undertake training and assessment in the Unit/s of Competency nominated for RPL/RCC.

Do you wish to apply for RPL?* No Yes

If 'Yes', please attach the details of the units you are requesting recognition for and request an RPL Application from an AITI representative. [Details attached

*NOTE: An RPL/RCC application fee of A\$100 per Unit of Competency title applies

Section 13. CREDIT TRANSFER

A student may be granted exemption from studying Unit/s of Competency due to previous completed Units of Competency or Qualifications. The student will need to submit an original Certificate and/or Statement of Attainment that demonstrates their competence for Unit/s of Competency. AITI will validate the Certificate/ Statement of Attainment and keep a copy of the document as evidence. Credit Transfer will be granted on a direct Unit to Unit basis.

Do you wish to apply for CT?* No Yes

If 'Yes', please attach the details separately and supply your original Certificate and/or Statement of Attainment to the RTO Representative.

Details attached

*NOTE: A Credit Transfer application fee of A\$100 per Unit of Competency title applies

Section 14. IMPORTANT INFORMATION

The student must notify AITI immediately of any and all change of contact details while enrolled in the course. This includes details such as current residential address, and a mobile phone number and email address if the student has them. Information is collected on this form and during your enrolment to meet obligations under the ESOS Act and the National Code 2007; to ensure student compliance with visas conditions and obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service and the ESOS Assurance Fund Manager. 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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Section 15. AITI REFUND POLICY

1. Applied course Application Fee is non-refundable.
2. Australian Institute of Translation & Interpretation P/L (AITI) agrees to refund, within 28 days, all fees (less a A\$250 administration fee), where the student's application for enrolment is refused by AITI.
3. 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.
4. 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.
5. 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.
6. 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.
7. Where the student decides to withdraw from the course after the course has commenced, any existing fees paid by the student will not be refunded.
8. No reduction in tuition fees for students who arrive after course commencement will be considered.
9. Where AITI cancels the course or where the course does not commence on the agreed starting date, then the student will be entitled to a refund of the total amount paid by the student including the application fee.
10. Where AITI cancels a student's enrollment due to the student's misconduct after course commencement, any existing fees paid by the student will not be refunded.
11. Where AITI does not provide the course to the student in full, the student will be entitled to a partial refund of any unused tuition fees.
12. Where AITI 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 agreed starting date, whichever is applicable. In all other cases, the refunds payable will be paid within 28 days after notification of withdrawal.
13. Notification of cancellation/withdrawal from unit(s), withdrawal or deferral from a course of study, and any associated refund requests must be made in writing to AITI using the stipulated forms.
14. EFTPOS and/or credit card payment surcharge and any transaction fees are not refundable.
15. AITI may choose at its own discretion to pay a refund even if not required to do so in special or extenuating circumstances.
16. Any student wishing to apply for a refund must complete a Refund Application Form and submit the form to the Student Administration Department. In the case of approval being granted, the payment of any refunds due will be processed within 28 working days from the submission date of written notification.
17. *AITI agrees to refund, within 28 days (less a A\$250 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 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.
18. *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.

Maintaining Records of Refunds

Where a student application for refund is submitted, all records of the refund application and associated actions are to be maintained in the student file. This includes receipts identifying refunds have been paid and any correspondence relating to the refund application.

Any information that the client provides AITI or that AITI collects about the client (including payments and refunds) can be given to authorised State and Commonwealth Agencies such as the Tuition Protection Service.

Appealing Refund decisions

All students have the right to appeal a refund decision made by AITI by accessing the complaints and appeals policy and procedure. Students wishing to submit an appeal of the refund decision should refer to the Complaints and Appeals Policy and Procedure.

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 policy, 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.**

Note:* Points 17&18 relate to international students only.

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Section 16. COMPLAINTS AND APPEALS PROCESS

- Any staff, student, potential student, or third party may submit a formal complaint to AITI with the reasonable expectation that all complaints will be treated with integrity and privacy. There is no cost for the complaints process unless it is referred to an independent party.
- Any person wishing to submit a formal complaint or appeal can do so by completing the *Complaints and Appeals Form*, stating their case and providing as many details as possible. This form can be accessed by contacting Compliance Manager at AITI, or through the AITI website www.aiti.edu.au.
- After the formal complaint has been received, a decision on the complaint will be made within 10 working days and the complainant will be informed of any decisions or outcomes concluded, or processes in place to deal with the complaint.
- All parties involved in the allegations are to be informed of receipt of the complaint and will be provided an opportunity to present their side of the matter during the investigation.
- Where the Operations Manager and/or the CEO consider more than 60 calendar days are required to process and finalise the complaint, the complainant or appellant will be informed in writing, including reasons why more than 60 calendar days are required, and regularly updates the complainant or appellant on the progress of the matter.
- Where a complainant has appealed a decision or outcome of a formal complaint, they are required to notify AITI in writing within 20 working days of the grounds of their appeal. Any supporting documentation should also be attached to the appeal. The appeal shall be lodged through the Compliance Manager.
- The appellant will be notified in writing of the outcome with reasons for the decisions and will also be provided the option of activating the external appeals process if they are not satisfied with the outcome. The external appeals process and further steps should only be accessed after all AITI Complaints and Appeals internal processes have been completed. The appellant is required to notify AITI if they wish to proceed with the external appeals process. In such circumstances, AITI will provide further information to the client on lodging the complaint.

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Section 17. TERMS AND CONDITIONS OF ACCEPTANCE

1. I have read and understood the Student Fees Information, the Refund Policy, Complaints and Appeals Process and all other pre-enrolment information including the Student Information Handbook and the Course Outline, available at www.aiti.edu.au. I agree and accept the terms and conditions stated in these policies and/or information.
2. Once the student commences the nominated course, AITI will deliver the Training Program using competency based training principles and practices in accordance with the Standards for Registered Training Organizations.
3. Where a student has undertaken an assessment and it has been marked as 'Not yet Competent' (NYC), they can apply for re-sitting the test/or have a re-assessment (re-assessment fees may apply). If they are deemed 'NYC' for a second time they are to re-enroll into that unit. This will include repeating a unit fee for the applied unit(s).
4. AITI and the student agree to work together to produce a unified approach in achieving the relevant qualification.
5. AQF certification documentation is issued to a student within 30 calendar days of the student being assessed as meeting the requirements of the qualification if the training program in which the student is enrolled is complete, and providing all agreed fees the student owes to AITI have been paid.
6. The course fees payable to AITI are for the provision of the following services:
 - Training and Assessment
 - Ongoing Administration Processes
 - Certification/Statement of Attainment.
7. For re-issuance of Certificates and Statements of Attainments the student will be charged A\$20 per document required. Payment for the re-issuance of such documents is required prior to the re-issuance occurring by AITI.
8. AITI will access course fees according to the procedures established by the relevant government agency.
9. AITI reserves the right to accept or reject any application for enrolment at its discretion.
10. AITI reserves the right to cancel any course prior to the commencement date of the course should it deem it necessary and in that event, shall refund all payments received from the student (see refund policy).
11. Refunds are made when a student application supports one of the reasons stated in the refund policy (see above). Any refundable amounts found to be due to the student will be made within 28 days.
12. Where applicable, the schedule of installment payment due dates are stipulated in the Letter of Offer received by students prior to enrolment. In completing this Enrolment Agreement, the student agrees to make tuition fee payments before all installment payment due dates or otherwise incur a 7.5% late payment penalty on the receivable fee installment owed.
13. The student agrees and understands that it is their responsibility to advise AITI of their residential address in Australia and of any changes to this Australian address and/or contact number.
14. The student agrees and understands 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.
15. The student agrees and understands that the information collected on this form and during enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and that information collected on this form or during enrolment can be disclosed without your consent where authorised or required by law.
16. The student acknowledges that the offer by AITI assures that the information provided is true and correct and that any false information provided or lack of disclosure may lead to the termination of enrolment and that AITI may inform others, including authorities of this information. The student is aware and agrees that course money and enrolment will not be processed until this signed Enrolment Agreement is received by AITI.
17. The student understands 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.
18. The student agrees and understands that if they fail to meet the payment schedule, penalties may apply, including, but not limited, to the cancellation of their enrolment by AITI.
19. The student agrees and understands that course fees do not include Overseas Health Care Cover (OSHC).*
20. Where there are any changes to agreed services, AITI advises the learner as soon as practicable, including in relation to any new third party arrangements or a change in ownership or changes to existing third party arrangements.

*NOTE: Point 20 refers to International Students only.

Student Initials: _____

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<i>Document control management – Uncontrolled when printed</i>							



Section 17. STUDENT DECLARATION

In signing this 'Offer Acceptance/Enrolment Agreement' I declare the following:

- That the information provided by me, the applicant, in the Application and this Offer Acceptance/Enrolment Agreement is complete and correct.
- I have read and understand this Offer Acceptance/Enrolment Agreement and the information it contains and agree to all details relating to course costs and refund arrangements.
- I have read and understand the Student Course Outline, Student Information Handbook available at www.aiti.edu.au and details relating to requirements while studying with AITI.
- I agree to abide by AITI rules and regulations and any amendments made to the rules and regulations, during the period of my enrolment.
- I agree to undertake English and Chinese language proficiency testing requirements prior to any course entry as deemed necessary by AITI, and to adhere to any other pre-requisite requirements identified above.
- I agree to observe Department of Immigration and Border Protection (DIBP) student visa requirements.
- I agree to pay all fees required on or by the due date as identified in this Offer Acceptance/Enrolment Agreement.
- I have read and understand the refunds procedures as listed in this Offer Acceptance/Enrolment Agreement.
- I understand failure to commence the course on the scheduled commencement date without contacting AITI will result in my enrolment being cancelled and the Department of Immigration and Border Protection (DIBP) notified accordingly.

I hereby accept the offer of a place in the course(s) listed in this agreement at AITI. I agree to all the conditions of enrolment as detailed in this agreement.

Student Name:

Student Signature*: _____

Date: (dd/mm/yy)

[* Note: proxy signature will not be accepted.]

Section 18. OFFER ACCEPTANCE/ENROLMENT AGREEMENT FORM SUBMISSION DETAILS

This agreement must be signed (each page and final declaration) and returned to AITI along with payment (and any required additional documentation attached) as an indication that you accept the offer of enrolment and the terms and conditions imposed when studying with AITI.

Please return this Offer Acceptance/Enrolment Agreement to:

Email (preferred): info@aiti.edu.au

Mail: Australian Institute of Translation and Interpretation P/L

Address: Level 5, 20 Queen Street, Melbourne VIC 3000 [Melbourne]
Level 1, 38 Gawler Place, Adelaide SA 5000 [Adelaide]

Head Office Tel: (61-3) 9620 1618

Student Initials: _____

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