



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.
17. The student is aware and agrees that course money and enrolment will not be processed until this signed Enrolment Agreement is received by AITI.
18. 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.
19. 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.
20. The student agrees and understands that course fees do not include Overseas Health Care Cover (OSHC).*
21. 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.

Document	AITI Terms and Conditions of Acceptance / (intranet/Website/Student Information Handbook)				Version	1.1	Page	1 of 1
AITI	Issue date	02/2015	Review date	02/2016	Regulations	SRTO 5.1/5.2/5.3/5.4 ESOS 3.2		
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