



### IMPORTANT INFORMATION TO READ BEFORE COMPLETING YOUR APPLICATION

#### 1. APPLICATION FORM:

- Before completing this application form you must read the information contained in this Application Form thoroughly. In particular, you should ensure that you fully understand the AITT's Terms and Conditions of Enrolment along with the fee Payment and Refund Procedures.
- You must attach with your application the certified copies of your academic results including evidence of English Language proficiency.
- You are required to indicate your acceptance to important items at the end of this Application Form under the heading 'Applicant Declaration'. Please ensure that you understand them before you sign the Application Form.

#### Your application must be forwarded to:

Admission Team: [admissions@aitt.vic.edu.au](mailto:admissions@aitt.vic.edu.au)

Australian Institute of Technical Training

Level 1, 600 Collins Street, Melbourne, Victoria 3000 AUSTRALIA Tel (+61 3) 96201100

#### 2. ENROLMENT FEE: \$ 200 AUD

**3. PROVISIONAL ACCEPTANCE / REJECTION:** Upon receipt of your application, AITT will advise you about the outcome as soon as practicable or within two weeks. If your application is accepted, you will be provided an Offer of Enrolment (conditional or unconditional). This document will also accompany another document called "Enrolment Acceptance Agreement". In order to indicate your acceptance, you will be required to sign the Enrolment Acceptance Agreement and forward it along with the initial deposit as outlined in the Enrolment Acceptance Agreement.

**4. CONFIRMATION OF ENROLMENT FORMS / VISAS:** Once the initial deposit is received, AITT will then forward you an electronic Confirmation of Enrolment (eCoE) which is required for the finalisation of your student visa application by Department of Immigration and Border Protection (DIBP). Please ensure to check the student visa application requirements at [www.border.gov.au](http://www.border.gov.au). Students from different nationalities may be required to apply for Pre – Visa Assessment before forwarding their initial deposit and securing their eCoE.

**5. OVERSEAS STUDENT HEALTH COVER:** All international students must have health insurance through the Overseas Student Health Cover (OSHC) scheme. It is the responsibility of the student to ensure that the OSHC is up to date. Students may apply for OSHC by themselves or can request AITT to arrange it on their behalf. Please note that the cost of OSHC is separate to tuition fee and enrolment fee.

### TERMS AND CONDITIONS OF THE ENROLMENT:

#### 1. CONDITIONS OF ENROLMENT

- 1.1. AITT reserves the right to cancel a course not later than one month prior to the commencement date, in which case a full refund of all fees paid will be made within two weeks.
- 1.2. A student is enrolled for the period for which tuition fees have been paid. If tuition fees have not been paid, the student's enrolment may be cancelled at the end of internal appeals process.
- 1.3. AITT is required to report to DIBP in instances where a student fails to make academic progress in two consecutive study periods. All students are notified beforehand, of the AITT's intention of reporting the student to DIBP and are provided with 20 working days to access the AITT's complaints and appeals process. Academic Progress is reviewed in each study period. International students are required to ensure that they repeat any subjects/units failed in that period so as to ensure completion of their course within the duration specified on their eCOE where possible. Detailed information on the AITT's Academic Progress Policy and the Complaints and Appeals Procedures is available at [www.aitt.vic.edu.au](http://www.aitt.vic.edu.au) and will be covered in the International Students Orientation Program.
- 1.4. All students are bound by the AITT's Student Code of Conduct. Detailed information on the AITT's rules and regulations are available in Student Handbook and is covered during the International Student Orientation Program. Failure to adhere to these regulations may lead to the suspension or cancellation of the student's enrolment. Students will be provided with 20 working days to access the AITT's complaints and appeals process. Detailed information on the AITT's policy on cancellation/suspension/deferral of an International student enrolment is contained in the Student Handbook and will be covered in the Orientation Program.
- 1.5. The National Code 2007 restricts the capacity of students to transfer to other providers prior to completing six months of their principal course. AITT will not allow students to transfer to another provider within six months of the commencement of their principal course of study in circumstances where the transfer would be detrimental to the study plan as detailed in this application. Circumstances that are considered detrimental to a student's study plan could be but are not limited to:
  - Change in study plan
  - Transfer to a lower level of studies
  - Increased tuition costs, particularly in case where deposits paid in advance to AITT are non-refundable
  - Increased duration of studies in Australia
  - Insufficient preparation for further studies
  - Qualifications not recognised by Higher Education Providers as satisfying their entry requirements
  - Level of support services at new provider is not equivalent
  - Transfer would jeopardise student's progression through a package of courses
  - Within 6 months of a course beginning students may experience home sickness and transfer to another registered provider is not likely to overcome this problem
  - AITT is of the view that the student is avoiding being reported to DIBP for failure to meet attendance or academic progress requirements



- 1.6. After arrival in Australia, AITT's policy doesn't restrict a student from transferring to another course of study at the AITT other than from which the student visa has been granted. Student will need to formally apply for the change of course.
- 1.7. Students wishing to apply for a 'letter of release' will need to complete a Request Form, available from AITT reception. This form will provide information on AITT's procedures for the assessment of such applications and the mechanism for the student to appeal. There is no cost attached to applying for a letter of release; however student will need to contact DIBP to seek advice on whether a new visa is required. In instances where a release letter is granted, AITT's Fee Payment and Refund Procedures will be applied to any Fee and Charges Refund request received. Detailed information on AITT's transfer policy between registered providers is contained in Student Handbook and will be covered during the International Student Orientation Program.
- 1.8. The National Code 2007 requires International students to complete their course within the duration specified on their eCOE except in limited circumstances. In these circumstances, AITT will issue a new eCOE to extend the duration of study for the course. Student may be required to pay tuition fee for the extended duration based on the reasons for extension. Detailed information is available in the Student Information Booklet and will also be covered during the Orientation Program.
- 1.9. The National Code 2007 requires international students to keep AITT informed of their current address at all times. It is students' responsibility to notify AITT administration of any change in the recorded address during the period of enrolment. This can be done by filing the "Change of Personal Details Form".
- 1.10. International Students may apply for Credit Transfer/Recognition of Prior Learning within TWO weeks of the course commencement date if they have not applied for the same at the time of enrolment. Where possible students will be encouraged to enrol in additional subjects/modules that may enable them to reduce the duration of their course - in which case a new eCOE will be issued. A detailed Course Credit policy and procedure is available in the Student Handbook, on the AITT website [www.aitt.vic.edu.au](http://www.aitt.vic.edu.au) and will be covered in the Orientation Program.
- 1.11. International Students must maintain adequate health cover for themselves and any member of their family unit who are with them during their stay in Australia.
- 1.12. Students need written permission from AITT to defer or suspend their courses. In cases where permission is granted, DIBP will be advised via PRISMS. Information pertaining to the circumstances in which a student may defer, suspend or cancel their enrolment is contained in the Student Handbook and AITT website [www.aitt.vic.edu.au](http://www.aitt.vic.edu.au).
- 1.13. AITT is required to advise DIBP when a student fails to commence a course without approval on the expected date, withdraws before the course ends, or changes the course he / she initially enrolled in.
- 1.14. Students who are unable to commence their course on the expected date may be given up to two weeks to commence. After two weeks the student may not be guaranteed a place in the course. If the students arrive after the agreed date, they may be required to return home or placed in an English Language program until the next available commencement date for the course.
- 1.15. Fee and charges are subject to change with prior notice. A semester is a study period comprising of 18-20 weeks of teaching. Course fees are charged in full for each semester and must be paid 2 weeks prior to the agreed start date.

## 2. PERSONAL INFORMATION

- 2.1. Information is collected in the Application Form and during your enrolment in order to meet our obligation under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visas and their obligations under Australian Immigration Laws generally. The authority to collect the information is contained in the Education Services for Overseas Students Regulations 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 (TPS). In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.
- 2.2. Information held on student files including Request Forms, academic progress reports etc. belongs to AITT. This information may be given to authorised government departments but will not be made available to students, the general public or third parties.
- 2.3. By enrolling at AITT, the student agrees that information relating to academic performance may be made available to their parents or welfare carer where applicable.

## 3. INFORMATION ABOUT INSTITUTE

- 3.1. AITT only accepts responsibility for information given to overseas students from the following sources:
  - The Student Handbook,
  - AITT's website [www.aitt.vic.edu.au](http://www.aitt.vic.edu.au)
  - AITT personnel
  - AITT Accredited overseas agents
- 3.2. AITT does not accept liability for information provided by sources other than these.

## 4. ON ARRIVAL SERVICE

- 4.1. To assist you with adjusting to life in Australia, AITT can arrange for a FREE pickup from the airport to your pre-arranged accommodation.
- 4.2. Students are required to notify AITT of their flight number, date and time of arrival at least 7 days in advance.
- 4.3. AITT does not accept liability for any changes to arrival times unless notification is received 3 working days in advance.

## 5. COMPLAINTS AND APPEALS

- 5.1. AITT has a well-established independent Complaints and Appeals procedure which provides a prompt resolution of any student complaints. Detailed information on the Complaints and Appeals Procedure is available in the Student Handbook and at the AITT website [www.aitt.vic.edu.au](http://www.aitt.vic.edu.au) and will be covered in the orientation Program.
- 5.2. Beyond the procedure, all students have a right to pursue further action through the Australian legal system at any time.



**NOTE:**

- Student or intending student of AITT can use this form to apply course/s at AITT. Applicant need to have access to the [AITT website \(www.aitt.vic.edu.au\)](http://www.aitt.vic.edu.au) while completing this form.
- Please answer all questions in all sections. Write clearly in black or blue ink using BLOCK LETTERS and tick boxes where appropriate or write N/A. We cannot assess your application if it is incomplete or unreadable.
- It is strictly prohibited to alter or modify this form without written permission from AITT.

**PART A: STATUS AND VISA DETAILS**

In Which Country will you be applying for your visa?

Are you previous student of AITT?  Yes  No If yes, Student ID:

Are you currently studying in Australia?  Yes  No If yes, please attach your current Confirmation of Enrolment (CoE).

Do you hold a valid Australian visa?  Yes  No If Yes, which visa?   Visa Expiry Date:

Current Passport Number   Passport Expiry Date

please attached copies of valid visa and pages of your passport.

**PART B: PERSONAL DETAILS**

[] **Title:**  Mr.  Mrs.  Ms.  Miss  Other [] **Gender:**  Male  Female  Undeterminate

Surname/Family Name   Given/First Name

Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want AITT to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.

Date of Birth   Phone

Country of Birth   Town of Birth   Nationality

Email Address

**ADDRESS: (LOCAL AND OVERSEAS)**

Address in Australia:

Suburb

State   Postcode

Postal Address ( if Different)

Permanent Address in Home Country:

Overseas Phone



### PART C: OTHER DETAILS

**LANGUAGE AND CULTURAL DIVERSITY:** In which country were you born?

Australia  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)

No, English only  Yes, other – please specify.....

**Overseas Student Health Cover (OSHC):** Do you require AITT to arrange OSHC?

Single Cover  Family Cover  (attach passport copy of family member for OSHC Family Cover)

**Disability and Medical Consideration:** Do you have a disability or medical consideration which requires special assistance from AITT? e.g. Hearing/visual impairment, learning difficulty, mobility requirements?  Yes  No

If yes, please attach details. If you need assistance, please contact AITT Welfare Officer on 03 9620 1100

**Scholarship Details:** Have you been granted a scholarship? (Government or any other kind of scholarship)

Yes  No If yes, please attach details

### PART D: COURSE SELECTION

Choose ONE or MORE courses you plan to undertake consecutively. The sequence of the course will be determined by AITT looking at various factors including AQF level and course specific entry requirements. Your Enrolment Acceptance Agreement will list start date, end date, course fees (tuition and non-tuition) including any conditions for each course.

**Commencing:** Month/Year:  /  / 20

#### Course Name and CRICOS Code

#### AITT Campus and training locations

##### Automotive

<input type="checkbox"/> AUR30616 Certificate III in Light Vehicle Mechanical Technology (091615D)	<input type="checkbox"/> AUR40216 Certificate IV in Automotive Mechanical Diagnosis (091662G)	<input type="checkbox"/> AUR50116 Diploma of Automotive Management (091689G)	8B James Street Clayton South VIC 3169; Level 1, 600 Collins Street, Melbourne
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##### Aged Care and Community Services

<input type="checkbox"/> CHC33015 Certificate III in Individual Support (094404B)	<input type="checkbox"/> CHC43015 Certificate IV in Ageing Support (094406M)	<input type="checkbox"/> CHC52015 Diploma of Community Services (094407K)	Level 1, 600 Collins Street, Melbourne
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##### Business and Marketing

<input type="checkbox"/> BSB50815 Diploma of International Business (087352A)	<input type="checkbox"/> BSB51915 Diploma of Leadership and Management (089625J)	<input type="checkbox"/> BSB61015 Advanced Diploma of Leadership and Management (089626G)	Level 1, 600 Collins Street, Melbourne
<input type="checkbox"/> BSB42415 Certificate IV in Marketing and Communication (094074D)	<input type="checkbox"/> BSB52415 Diploma of Marketing and Communication (094003G)	<input type="checkbox"/> BSB61315 Advanced Diploma of Marketing and Communication (094004G)	

##### Cookery and Hospitality

<input type="checkbox"/> SIT30816 Certificate III in Commercial Cookery (093891A)	<input type="checkbox"/> SIT40516 Certificate IV in Commercial Cookery (093892M)	<input type="checkbox"/> SIT50416 Diploma of Hospitality Management (091035B)	Level 1, 600 Collins Street, Melbourne
<input type="checkbox"/> SIT60316 Advanced Diploma of Hospitality Management (091115B)			

##### Hair and Beauty

<input type="checkbox"/> SHB30416 Certificate III in Hairdressing (094408J)	<input type="checkbox"/> SHB40216 Certificate IV in Hairdressing (091496F)	<input type="checkbox"/> SHB50216 Diploma of Salon Management (094409G)	Level 1, 600 Collins Street, Melbourne
<input type="checkbox"/> SHB50115 Diploma of Beauty Therapy (093987D)			



### PART E: EDUCATION

(Application must have Australian Year 11 equivalent or higher for entry to Certificate III or IV level course, and Australian Year 12 equivalent or higher for entry to Diploma or Advanced Diploma level course. For more information about home country equivalent qualifications, please refer to entry requirements on the AITT website.)

Name of the Qualification (please list from most recent)	School/Institution & Country	Year Completed
<del>✍</del>	<del>✍</del>	<del>✍</del>

OR, if you have considerable experience in your field relevant to study at AITT, please attached a CV stating such and attach evidence.

If you are applying for course credit or RPL, you are required to complete AITT **Credit Transfer form** or **RPL form** respectively alongside this application form and attach supporting evidence. If you need more information about Credit Transfers and RPL, please refer to Student Handbook on the AITT website.

### PARTE: ENGLISH LANGUAGE PROFICIENCY

(Please refer to course brochures on the AITT website for English Language Proficiency requirements)

IELTS /  PTE /  TOEFL-IBT  OET ~~✍~~ Overall Score:   if applicable, attach a copy of certificate

Completed accredited course in Australia taught in English. (Please attach evidence.)

~~✍~~ Others (please explain):

OR If you have applied or are enrolled in an approved ELICOS course, please attach evidence of enrolment. In this case, your enrolment will be conditional upon successfully completing the ELICOS course at the institution.

### PART F: SUPPORTING DOCUMENT LIST

Note: Document not in English should be provided with a certified translations. If your name differs from that under which you gained your qualification, you must present evidence of the name change

<input type="checkbox"/> Attached copies of Qualifications and Academic Transcripts (including Australian Year 11 and/or 12 equivalent or higher) <input type="checkbox"/> Relevant documents for RPL/Credit Transfer (if any) <input type="checkbox"/> Evidence of English Language Proficiency <input type="checkbox"/> Evidence of enrolment in an approved ELICOS course (if applicable) <input type="checkbox"/> Copy of the personal details page of your Passport <input type="checkbox"/> Copy of your valid Australian Visa (if any) <input type="checkbox"/> Copy of your current CoE from another provider (if applicable)	<input type="checkbox"/> Copy of your valid OSHC (if applicable) <input type="checkbox"/> Passport copies of family member applying for OSHC (if applicable) <input type="checkbox"/> AITT Offshore Benchmarking Form (if applicable) <input type="checkbox"/> CV stating considerable experience and reference letters (if applicable) <input type="checkbox"/> Proof of scholarship details (if any) <input type="checkbox"/> Proof of medical conditions and special learning needs (if applicable)
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### PART G: APPLICANT DECLARATION

- I agree that by completing and sending this form I am applying for enrolment into the course/s indicated above.
- I am aware that AITT only accepts students with a minimum age of 18 years at the commencement of course.
- I declare that the information provided by me and supporting document submitted with this Application Form is correct and complete. I further declare that any academic results submitted are a complete record of my results. I authorise AITT to seek verification of my academic and professional qualifications and work experience.
- I undertake to advise the AITT immediately of any changes to the information submitted in this application. I understand giving false or misleading information, including fraudulent documentation, is a serious offence under Australian Law.
- I declare and understand that if I have withheld any personal information that is substantial to my application or provided any misleading or fraudulent personal information then I forfeit any rights to a refund of monies paid to AITT, and my enrolment will be subsequently cancelled.
- I confirm that the information supplied in this form in relation to my study plan is true and accurate. I understand that any changes to my study plan may be considered detrimental.



7. I understand that I can access a copy of AITT's Student Handbook, and course brochures available on [www.aitt.vic.edu.au](http://www.aitt.vic.edu.au), and have familiarised myself with course requirement and other relevant policies located on the AITT website and agree to be bound by them.
8. I understand that AITT reserves the right to alter any course, admission requirement, fee, or reject this application prior to issuing a Letter of Offer and Enrolment Acceptance Agreement.
9. I understand that information about the payment of tuition fee, enrolment fee and other non-tuition fees will be included in a Letter of Offer and Enrolment Acceptance Agreement that will be issued after my application is successfully assessed by AITT.
10. I understand that to confirm my acceptance in the course/s, I need to read the Enrolment Acceptance Agreement and return with the initial deposit concurrently with, or after signing the agreement. I understand that upon receipt of signed agreement and initial deposit, AITT will issue Confirmation-of-Enrolment (CoE) which is also required by the Australian Government department for student visa application.
11. I understand that the course fees (tuition and non-tuition) are charged in full for each semester. I further understand that I am enrolled for the period for which tuition fees have been paid, and if tuition fees have not been paid, my enrolment can be cancelled at the end of internal appeals process.
12. I understand that it is compulsory to be covered by Overseas Student Health Cover while I am on a student visa (including any dependents accompanied) in Australia.
13. I understand the importance of the ESOS Framework for international students. I confirm that I can access information about the ESOS Framework from <https://www.aei.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>. The Education Services for Overseas Student Act (ESOS) and regulations set out the legal framework governing delivery of education to overseas students studying in Australia on a student visa.
14. I understand that the information collected in this form will be held by AITT in accordance with its Record Management and Privacy Policy and Procedures, and maybe accessed, used by people employed or engaged by AITT. The information may be made available to Australian government departments and agencies in relation to AITT's obligations under law including the Education Services to Overseas Students (ESOS) Act 2000.
15. I understand that I have rights to access and correct my personal information in accordance with privacy legislation and the AITT's Record Management and Privacy Policy and Procedures.
16. I understand that information collected about me may be shared between the registered provider and the Australian Government and designated authorities and, if relevant, the Tuition Protection Services (TPS). This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition. In other instances information collected on this form can be disclosed without my consent where authorised or required by law.
17. I understand that I must abide by all course and practical requirements when there is no health and safety risk to myself and bystander. I understand that the request for reasonable adjustment on the course components and assessments will only be granted if the adjustment maintains integrity of the course.
18. I understand that I can access the AITT's internal and external complaints and appeals processes to resolve any dispute or grievance which I may have. I further understand that this information and the right to make complaints and seek appeals of decisions and action under various processes, does not affect my rights to take action under the Australian Consumer Law if the Australian Consumer Law applies.
19. I consent AITT to collect information from the Australian Government Department about my visa status.
20. I agree that AITT may communicate electronically for all aspects of AITT services, including while sending electronic notices.

### PRIVACY STATEMENT & STUDENT DECLARATION

#### Privacy Notice

Under the Data Provision Requirements 2012, [insert RTO name] is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by AITT for statistical, regulatory and research purposes. AITT may disclose your personal information for these purposes to third parties, including

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;



- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- Administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER’s website at [www.ncver.edu.au](http://www.ncver.edu.au)).

**UNIQUE STUDENT IDENTIFIER (USI)?**

**USI application through your RTO (if you do not already have one)**

Application for Unique Student Identifier (USI)

If you would like AITT to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I \_\_\_\_\_ authorise AITT to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>.

Town/City of Birth \_\_\_\_\_  
(Please write the name of the Australian or overseas town or city where you were born)

If you already have USI - please write your 10-digit USI:										
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**Student Declaration and Consent**

I declare that the information I have provided to the best of my knowledge is true and correct.  
I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Applicant’s Full Name \_\_\_\_\_

Applicant’s Signature \_\_\_\_\_ Date \_\_\_\_\_

**Should this document be returned by email in typed format, with all information given it will be deemed as being signed by the applicant.**

**Please keep a copy of this application for your own record and subsequent enquiry.**

- [✓] Please rate how easy or hard to complete this form?  Very Easy  Easy  Somewhat easy  Not Very Easy  Hard  
 [✓] How did you hear about AITT?  Agent  Exhibition  Website  Social Media  AITT Staff  AITT student  Other

**Return this form to:**

**Australian Institute of Technical Training Pty Ltd**  
Level 1, 600 Collins Street, Melbourne, Victoria 3000 AUSTRALIA  
Tel (+61 3) 96201100 Email: [admissions@aitt.vic.edu.au](mailto:admissions@aitt.vic.edu.au)  
OR to one of AITT agents. To locate an agent list, visit AITT website:  
[www.aitt.vic.edu.au](http://www.aitt.vic.edu.au)  
**CRICOS PROVIDER CODE: 02868J | RTO 21978**

**Agent Name/Details**

**[Agent Stamp]**