



International Students Acceptance Agreement

(This form must be completed, signed and returned with fees before an eCoE can be issued)

I, _____
(Please print your name in full)

hereby accept the offer of a place in the following course at BIT:

| NAME OF COURSE(S) | COMMENCEMENT DATE |
|-------------------|-------------------|
| 1 _____ | _____ |
| 2 _____ | _____ |

Duration of Course(s) _____

I enclose a bank draft in Australian Dollars made payable to Brighton Institute of Technology for the following:

| | | |
|--|------------|-------|
| Tuition fees | A\$ | _____ |
| Overseas Student Health Cover (1 Year) | A\$ | _____ |
| Uniform, Knives, Shoes, Books etc. | A\$ | _____ |
| TOTAL | A\$ | _____ |

Total cost of tuition at BIT from _____ to _____ is \$ _____

I understand and accept the following:

1. That the tuition fees do not include the cost of uniforms, knives, shoes (where applicable) and other materials.
2. That continuation in the course is dependent upon satisfactory academic progress, attendance and payment of the required tuition fees before the commencement of subsequent semesters.
3. That I am subject to the standards of conduct and behaviour in accordance with the rules of BIT and that my enrolment may be deferred, suspended or cancelled if I am in breach of these standards;
4. That the annual tuition fees stated by BIT at the commencement of the course are subject to change.
5. That deferment of the course for whatever reason will require a new agreement and payment of the tuition and other fees in place at the time the course commences.
6. That the terms and conditions of BIT policy relating to refunds shall apply (see below) and also refer to the institute website at www.bit.edu.au.
7. That a \$200 administration charge (included in the course fees) is not refundable.
8. That students undertaking the Commercial Cookery course are required to cook, handle and taste meat, seafood and dairy products.
9. The signing of this document constitutes a contract between myself and Brighton Institute of Technology

Payment of Tuition Fees for Continuing Students:

Tuition fees are payable yearly or half yearly in advance.

Exemptions will be made only for a full semester.

Repeat subjects will be charged at \$10 per contact hour.

Other charges may apply where there is a requirement to repeat part(s) of a unit to achieve competency in that unit.

Use of Personal Information

Information about students will be treated as confidential, but may be made available to Commonwealth and State agencies, as required by regulations/law.

BIT is required to inform the Department of Immigration and Citizenship (DIAC) about:

1. Changes to a student's enrolment
2. Any breach by the student of a student visa condition including unsatisfactory course progress.

School Age Dependants

Any school age dependants accompanying an international student must attend school and may be required to pay full fees.

Signature of Student _____ **Date:** _____

Address of Student _____
(in home country)

Telephone _____ **Fax** _____

Email _____

REFUND OF TUITION FEES

The AUD\$200 administration fee is non-refundable and non-transferable in the case of a student withdrawing an application after being accepted.

- If, after the full payment of fees, a student withdraws an application, the following will apply:
- If the institute receives written notice more than 28 days before the commencement of the course, a cancellation fee of AUD\$1,000 will be deducted from fees received.
- If the institute receives written notice up to 28 days, but more than 14 days prior to the commencement of the course, a cancellation fee of AUD\$1,500 will be deducted from fees received.
- If a student withdraws within 14 days of the course commencing, no refund will be made.
- Where a student has been denied a visa to study in Australia, a full refund, less the administration fee, will be made, on receipt of proof that a visa has been denied, that is, a copy of the letter of the visa refusal advice.
- All student refunds are made in Australian dollars, or the foreign currency equivalent at the time, and will be net of any handling fee charged by local representatives used by the student.
- In the case of a student returning home, any refund will only be made after the student identification card is returned and immigration notified.
- The institute will pay the amount within four weeks after receiving a written claim from the student.
- Where the provider defaults, as in the following situations;
 1. The course does not start on the agreed starting date; or
 2. The course ceases to be provided at any time after it starts but before it is completed; or
 3. The course is not provided in full to the student because a sanction has been imposed on the institute; and

The student has not withdrawn before the default date;

The institute will refund the student's tuition fees within two weeks of the default date.

*Please note that where the provider defaults, refunds cannot be covered by a written agreement between a provider and a student, but are covered by the ESOS Act 2000 and the ESOS Regulations 2001.

* This agreement and the availability of complaints and appeals processes does not remove the right of a student to take further action under Australia's Consumer Protection Law.

Refunds can only be made payable to the person, or entity, who made the original payment. Written authorization from that person, or entity, is required before refunds can be made payable to any other party. Students should submit this authorization with their written request for refund. International students resigning (withdrawing) from a course of study, will be reported to the Department of Immigration and Citizenship, as required by legislation.

TRANSFERS

- Under Student Visa Regulations (Condition 8206) it is not possible to transfer to another education institution for the duration of any preliminary course and/or the first six months of the principal course.
- Requests for transfer must be made to the Director Operations, or nominee, and be accompanied by a letter of acceptance from the receiving institution. Evidence of exceptional and/or extenuating circumstances is also required.
- If the institute approves a transfer, any monies transferred will be in accordance with Brighton Institute of Technology's Refund Policy.

CREDIT CARRY FORWARD

Where a student has a tuition fee credit balance, and does not request a refund cheque, the credit will be carried forward in full, to a future teaching session.

REFUNDS IN EXCEPTIONAL CIRCUMSTANCES

If a student withdraws from a course outside the policy specified above, due to the following exceptional circumstances, the institute would consider the refund of fees for the current, or, if fees are paid in advance, for future sessions, subject to appropriate documentation being provided:

- ◆ Serious illness, or misadventure, experienced by the student or her/his partner.
- ◆ Death of a student, or close family member (parent, sibling, spouse, or child).
- ◆ Other compassionate or compelling circumstances.

Applications, in such an event, must be made in writing, and be accompanied by supporting documentation.

INTERNATIONAL STUDENTS WHO OBTAIN PERMANENT RESIDENT STATUS

A student's change in status from temporary resident to permanent resident, is recognized from the date the new visa is stamped in the student's passport, not the date on which application for permanent residency was lodged.

If a student has already paid tuition fees, as an international student for a teaching session, a full refund of fees paid will be given, provided the student has:

- ◆ Obtained Permanent Resident status not later than the scheduled date for the commencement of the teaching session.

If a student obtains permanent resident status after the scheduled commencement date for the teaching session, the student will continue to be regarded as an international student for the remainder of the teaching session.