Canterbury Technical Institute

Application Form
(International Student)

(**BRISBANE Campus**)
Level 1, 333 Adelaide St, Brisbane, QLD 4000, Australia
(T) + 61 7 3123 4055 (E) info@cti.qld.edu.au
(**GOLD COAST Campus**)
B002/40 Marine Parade, Australia Fair Shopping Centre, Southport, QLD 4215, Australia
(T) + 61 7 5613 2806 (E) gcadmin@cti.qld.edu.au

PERSONAL DETAILS

First Name/s | **Family Name/s**

Date of Birth (day / month / year) | **Gender** ☐ Male ☐ Female

Telephone/Mobile | **Email Address**

Nationality | **Passport Number**

Visa Type
☐ Student ☐ Visitor ☐ Working Holiday ☐ Other
if other, please specify:

Australian Visa No. (if any)

Expiry Date (day / month / year)

Address in Australia *(if known)*
Suburb/City
Post Code State

Home Country Address
Suburb/City
Post Code State

USI Number

All VET students studying nationally recognised training in Australia must have a Unique Student Identifier, if you require help with this please ask CTI staff.

Previous Education
☐ High School ☐ College ☐ University ☐ Other

Note: If you apply through an approved Canterbury Technical Institute agent, all correspondence will be forwarded through that agent.

CHOOSE CAMPUS LOCATION

☐ **BRISBANE** (B) ☐ **GOLD COAST** (G)

ACADEMIC PROGRAM SELECTION *(Nationally Recognised Training)*

Aged Care | Community Services

(B)(G) ☐ **Certificate III in Individual Support** (35 weeks) CHC33021 - CRICOS Code 112485J
(B)(G) ☐ **Certificate IV in Ageing Support** (52 weeks) / CHC43015 - CRICOS 111635H
(B)(G) ☐ **Diploma of Community Services** (104 weeks) / CHC52025 - CRICOS 118703M

Business | Management

(B) ☐ **Diploma of Leadership and Management** (52 weeks) / BSB50420 - CRICOS Code 104193K
(B) ☐ **Advanced Diploma of Leadership and Management** (78 weeks) / BSB60420 - CRICOS Code 104760F
(B) ☐ **Diploma of Project Management** (52 weeks) / BSB50820 - CRICOS 104036A
(B) ☐ **Advanced Diploma of Program Management** (52 weeks) / BSB60720 - CRICOS Code 104440M
(B) ☐ **Diploma of Business** (52 weeks) / BSB50120 - CRICOS Code 104762D
(B) ☐ **Advanced Diploma of Business** (78 weeks) / BSB60120 - CRICOS 104761E

Carpentry

(B)(G) ☐ **Certificate III in Carpentry** (104 weeks) / CPC30326 - CRICOS 121514A

Hospitality | Kitchen Management

(B)(G) ☐ **Certificate IV in Kitchen Management** (78 weeks) / SIT40521 - CRICOS 109677E
(B) ☐ **Certificate III in Hospitality** (52 weeks) / SIT30622 - CRICOS Code 113196K
(B) ☐ **Certificate IV in Hospitality** (52 weeks) / SIT40422 - CRICOS Code 113197J
(B)(G) ☐ **Diploma of Hospitality Management** (52 weeks) / SIT50422 - CRICOS 113198H
(B)(G) ☐ **Advanced Diploma of Hospitality Management** (104 wks) / SIT60322 - CRICOS 113199G

Information Technology

(B)(G) ☐ **Diploma of Information Technology** (52 weeks) / ICT50220 - CRICOS 105042F
☐ **General** ☐ **Advanced Programming**
(B)(G) ☐ **Advanced Diploma of Information Technology** ICT60220 - CRICOS 105045C
☐ **Telecommunications Network Engineering** (104 weeks)

Civil Construction

(B)(G) ☐ **Diploma of Civil Construction Design** (78 weeks) / RII50520 - CRICOS 118001H
☐ **Advanced Diploma of Civil Construction Design** (104 wks) / RII60520 - CRICOS 117367H

ENGLISH PROFICIENCY

Level of English ☐ Beginner ☐ Intermediate ☐ Upper Intermediate ☐ Advanced
Do you have any IELTS / TOEFL / Other (Specify) Scores? ☐ Yes ☐ No *if yes, what is the score:*

DISABILITY SUPPORT

Do you have a disability, impairement or long term medical condition which may affect your studies?
☐ Yes ☐ No *if yes, please specify:*

STUDENT SERVICES

Accommodation & Airport Pickup
Do you want CTI to organise accommodation? ☐ Yes ☐ No
if yes, how many weeks:

Do you want an Airport Pickup service? ☐ Yes ☐ No
if yes, provide arrival details:

REQUESTED COURSE START DATES

Entry to all CTI courses is conditioned on meeting the entry requirements.

Course 1 Start (day / month / year)
Course 2 Start (day / month / year)
Course 3 Start (day / month / year)

PAYMENT DETAILS (All fees are in Australian Dollars)

Standard (every 3 month) no fee ☐ Yes
Flexible (monthly instalments) $80 surchage applies ☐ Yes

☐ I wish to pay half fees only ☐ I wish to pay more than half fees
NOTE: A student can pay full fees if they wish to, but they are not required to pay more than 50 per cent up front if this is their choice.

DECLARATION

I hereby declare that all information provided in this form is true, correct and to the best of my knowledge.
I have read, understood & accepted the terms and conditions of enrolment published in the Student Handbook posted on the CTI website. (https://cti.qld.edu.au - see Download section in Student Information)
I acknowledge that I have read the information contained in the student handbook. I understand that the information provided in this form may be provided to State & Commonwealth agencies and I consent to the release.

Student's Signature **Date** (day / month / year)

P.S.: Please sign the terms & conditions printed on the reverse of this application form

Nationally Recognised Training ACPET

Canterbury Technical Institute

Generic information for prospective students

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STUDYING IN BRISBANE

Brisbane is one of the fastest growing cities of Australia. Our campus is conveniently located close to Railway Station, Central Bus Services and the centre of Brisbane City. Australia is one of the most culturally diverse countries in the world with migrants from more than 170 countries. Brisbane is a comparatively safe and clean city to live in. It offers a high standard of living, excellent health and educational facilities, and cosmopolitan shopping centres.

LIVING EXPENSES

Yearly living expenses in Australia are approximately from AUD $24,505 plus 35% for each family dependant. (Note: School age dependants are required to pay tuition fees for their education in Australia.)

CONTACT HOURS / TERMS

Study periods are divided into terms. Please contact the institute for detailed breakdown on terms for all qualifications. As per DoHA regulations, overseas students are required to study with a minimum of 20 contact hours per week on a full-time basis. CTI classes are Mon, Tue & Wed or Wed, Thur & Fri. Student cannot choose class hours & days and will have to abide to CTI's time & training schedule. Please note that all programs are in full-time mode and cannot be undertaken part-time or via distance education.

RECOGNITION OF PRIOR LEARNING

RPL is the process that recognises skills and experience you currently have regardless of where and when the learning occurred. To apply fore Recognition of Prior Learning you will need to complete the RPL form, which can be requested by emailing to info@cti.qld.edu.au. After completing the RPL form please scan and attach all your supporting evidence. RPL procedures are detailed in the RPL Application form. For further information on CTI's RPL process, please review, the student handbook posted on the website, https://cti.qld.edu.au under CTI policies & procedures section in Student Information.

ENTRY REQUIREMENTS

Please refer to "Entry requirements" section on the website.

ASSESSMENT METHODS

CTI follows a combinations of methods for unit assessments. For example, direct observation, role-play, practical demonstration, written tests, essays, oral tests, projects, simulation & portfolios.

DISCIPLINARY & DISMISSAL PROCEDURES

An offence involving the breach of CTI's rules and regulations can lead to dismissal, even instant dismissal. For further information on CTI's disciplinary & dismissal process, please review, the student handbook posted on the website https://cti.qld.edu.au under policies & procedures section.

COMPLAINT HANDLING PROCEDURE

The CTI complaint process is made up of formal and informal academic and non-academic appeals processes. If you consider that the response to a disciplin-ary or misconduct decision is unsatisfactory or unfair you have the right to seek further recourse. For further information on CTI's complaints & appeals procedures, please review, the student handbook posted on the website https://cti.qld.edu.au -See Download section in Student Information.

SUPPORT SERVICES

CTI offers a wide range of student support/welfare quidance services in both academic and personal areas.
These services are available free of charge to all enrolled students and include

- Orientation
- (overseas student health cover, ID cards, cultural adjustment, bank and financial institution services awareness, student visa conditions and requirements, library, student support services and others)
- Computing services
- Academic and personal counselling
- Awareness of medical and health services options
- Learning support (language, numeracy, and literacy assistance)

CTI does not offer professional counselling service to students. The Student Services & Academic Manager (SSM) acts as a point of contact and offers support to students on matters and issues that fall within his capacity. However if the student needs professioal counselling or support services, then SSM or Principal Executive Officer will seek or recommend professional counselling agency.

FACILITIES & EQUIPMENTS

CTI campus is modern and well equipped according to the latest industry standards. CTI has a wide range of facilities which include specialised training rooms. computer laboratories and workshops fully-equipped with the latest equipment, appliances and tools to enhance the student learning experience.

COURSE PROGRESS POLICY

Students are expected to achieve a minimum of 50% pass rate in every term. For further information on CTI's academic progress process, please review, the student handbook posted on the website https://cti.qld.edu.au under download section.

ACCOMODATION

If student requires the Institute to arrange home stay or other types of accommo-dation the student Services staff can be contacted for assistance.

CTI can arrange for airport pickup if advised prior to arrival in Australia.

REFUND POLICY

It is the policy of CTI to have a refund policy that is both fair and reasonable to the students and CTI.

1. As per ESOS Act 2000 and the ESOS Regulations 2001, a student will be given a full refund if CTI is unable to offer the course within 14 days of provider default
2. In event of visa refusal, a student will be given a refund within 28 days, administration fees of $150 are not refundable.
3. Refund on the basis of visa rejection will require a copy of the visa rejection notification from the Australian Embassy/High Commission/DHA and your official CTI receipt.
4. Accommodation Deposit and Airport Pick up fees are refundable if Visa is not granted.
5. Material fees & Monthly payment plan surcharge will not be refunded after course commencement.
6. **Tuition Fees, Overseas Students Health Cover are Refundable in full where:**
   - Student has provided evidence of medical OR compassionate reasons due to which the student cannot commence the course
   - Australian Embassy rejects a Visa application.
   - Requests for refunds must be made in writing.
   - CTI is advised of the cancellation 28 days or more before course starts and prior toentering into Australia.
   - Student enrolled in packaged courses do NOT qualify for a refund once they commencetheir ELICOS studies in Australia.

   All tuition fee refunds will attract $250 Administration fee.
7. CTI will send the refund to the accepted student unless otherwise instructed and authorized in writing.
8. Tuition fees are not transferable to any other institution or student but may be transferred to another course within CTI.
9. If you withdraw from a course once it has commenced no refund of fees is given.
10. In the unlikely event that CTI is unable to deliver your course in full, you will be offered a full refund of the tuition fees you have paid.
11. If you have given misleading information to CTI approved agent, CTI and / or any commonwealth agencies of Australia, no refund will be given.
12. All refunds will be payable in the same currency in which the fees were paid. CTI will forward the refund to the applicant in his / her country of origin unless otherwise authorized in writing.
13. The normal processing of a refund will be done within 4 weeks.
14. All approved refunds in those cases where fees are paid from overseas are made payable to and sent to the student in his/her country of origin.
15. A student dissatisfied with the refund decision handed by CTI has the right to pursue other legal remedies, which includes independent complaints & appeals handling services provided by the Overseas Student Ombudsman (OSO) or a mediation company appointed by CTI.
16. Under compassionate circumstances such as bereavement (e.g. family death) CTI will make the decision of a refund or partial refund on a student's application within 28 days.
17. This agreement does not remove the right to take further action under Australia's consumer protection laws.
18. CTI will give the student a refund statement that explains how the amount has been worked out.

Students will be advised of this policy before any payment is given to CTI. CTI will not accept any payments from an overseas student or intending overseas student or Australia domestic students unless the student has access to a copy of this refund policy.

PRIVACY

Under the Data Provision Requirements 2012, CTI 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 CTI for statistical, regulatory and research purposes. CTI 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 & State or Territory government departments & authorised agencies;
- NCVER;
- Organisations conducting student surveys; and Researchers.

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

- Issuing a VET Statement of Attainment or VET 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 program 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).

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.

Student's Signature _____ **Date** ___/___/_____

TRANSFER BETWEEN PROVIDERS

CTI will not authorise student transfer prior to the student completing 6 months of their principal course. Students who have studied longer than this period can apply as normal and no letters of release need to be sighted or produced. For further information on CTI's provider transfer policies, please review, the student handbook posted on the website https://cti.qld.edu.au under policies & procedures section.

DECLARATION

I declare that the information supplied on and with, this enrolment form is true, complete & to the best of my knowledge. I agree to abide by the above mentioned conditions and consent to the disclosure of personal information as detailed above.

Full name *(please print)*

Student's Signature **Date** day month year