



### 4. English Proficiency

English is my first language  Yes  No - My first language is \_\_\_\_\_

If No, state which documentary evidence you possess towards English Proficiency:

English was the language of instruction during my secondary studies and I gained a satisfactory pass in final year English  Yes  No

English was the language of instruction during my post-secondary studies  Yes  No

Have you completed an English Language Proficiency test within the last 12 Months?  Yes  No

Test Name	Date of Test	Score
_____	_____	_____

If yes, please attach a certified copy of your results, or submit a certified copy as soon as possible.

### 5. Education Qualifications

#### Secondary Studies (High School)

Name of qualification: \_\_\_\_\_

(E.g. GCE A Level Certificate, Senior High School Graduation Certificate)

School/Institution: \_\_\_\_\_

Country: \_\_\_\_\_

Year completed: \_\_\_\_\_

Date completed:   /   /

Documentary evidence must be provided.

#### Further Education

(Certificate, Diploma, Bachelor's Degree, Masters etc.)

**Name of Qualification 1:** (Eg. Bachelor) \_\_\_\_\_

University/Institution: \_\_\_\_\_

Years attended: (Eg. 2010–2012) \_\_\_\_\_

Date completed:   /   /

**Name of Qualification 2:** (Eg. Master) \_\_\_\_\_

University/Institution: \_\_\_\_\_

Years attended: (Eg. 2013–2014) \_\_\_\_\_

Date completed:   /   /

### 6. Work Experience

Documentary evidence must be provided.

Employer Name: \_\_\_\_\_

Position Held: \_\_\_\_\_ Primary Role: \_\_\_\_\_

From Date:   /   /

To Date:   /   /

Employer Name: \_\_\_\_\_

Position Held: \_\_\_\_\_ Primary Role: \_\_\_\_\_

From Date:   /   /

To Date:   /   /

Employer Name: \_\_\_\_\_

Position Held: \_\_\_\_\_ Primary Role: \_\_\_\_\_

From Date:   /   /

To Date:   /   /

### 7. Terms and conditions

#### Changes in Personal Details

All applicants and participants are required to advise Academy IT in writing and no less than 14 days prior regarding any changes in his or her visa status, financial status, contact details, or other important personal changes of which one would reasonably expect Academy IT would need to be notified.

#### Intake Dates, Coursework Days

Academy IT reserves the right to change the intake date and coursework day for classes, up to 5 days before an intake is scheduled to start. The Professional Year Program (ICT) is 44 weeks in length (excluding public holidays) but it may take longer depending on completion of coursework components by the applicant. While every effort is obviously made for the internship/Academy IT placement to start on time, this may not always be possible due to factors involving the host company's internal processes or other unforeseen circumstances outside of Academy IT's control.

#### Attendance Policy, Leave Applications and Coursework Completion

Attendance is an essential part of the ACS Professional Year Program (ICT). Participants who are enrolled in the Academy IT Professional Year Program (ICT) are required to maintain 100% attendance for all classes and 100% attendance for the internship placement. Participants will receive warning letters before they are excluded from the program and/or reported to ACS. Academy IT will give participants every opportunity to rectify any poor attendance while also providing advice and counselling as needed. Successful completion of the Professional Year Program (ICT) does not guarantee a Skills Assessment will be awarded to the graduate by the Australian Computer Society nor does it guarantee 5 migration points and/or permanent residency will be awarded to the graduate by the government's Department of Home Affairs.

#### Internship Placement

As part of the Program, Academy IT agrees to arrange an internship placement with a host company in which the participant will undertake at least 240 hours of unpaid work; work which is reasonably aligned to the participant's field of academic study in ICT. Host companies are selected at the discretion of Academy IT and placements are offered at the discretion of host companies. Academy IT is not liable for the participant's transport to or from the host company for his or her placement. The participant will attend all interviews scheduled by Academy IT at host companies in a professional manner, just as the participant would be expected to attend an actual ICT job interview. Similarly, the participant will maintain 100% attendance to the placement, be always on time and not leave early for any day of the placement, never take extended lunch or other breaks, dress professionally, speak and behave professionally, be diligent and hardworking, be polite and respectful, and not breach any of the host company's workplace policies.

#### Payment of Fees

An application will not be processed until the Application Fee is received. There is no deferment of fees. Once accepted, the applicant is responsible for the full Program Fee (and Application Fee if it is not waived). It is the applicant's responsibility to pay all fees on time as scheduled. The applicant should always include his or her name as an identifier when transferring or depositing Application and Course Fees. Please also provide a copy (screen capture, scanned copy or hard copy) of the EFT receipt or deposit slip to Academy IT with every payment. All fees are subject to change without notice. Academy IT is not liable for bank fees incurred by the applicant when making payment. If either organisation is charged for bank fees, the applicant or participant will be charged for these amounts. If the due date falls on a non-working day such as a Saturday, Sunday, or Public Holiday, you must make the payment prior to the due date. If you are away or otherwise busy on the due date, you must pay prior to the due date. If on the due date there are insufficient funds in your account or credit card when using EFTPOS or bank transfer and the fee is unable to be paid or will be paid late, you are still liable for the payment. All outstanding fees must be immediately settled and paid.

#### Refund Policy

Academy IT agrees to either wholly or partially refund Program Fees to the applicant when the applicant withdraws in writing from the Professional Year Program (ICT) prior to the commencement of the Program. The refund amount is determined by the date (before 5:00pm ACST) when Academy IT receives the written withdrawal from the applicant, as detailed in the table below.

##### Full Refund

Academy IT retains the \$200 Application Fee only  
 When the applicant withdraws in writing from the Professional Year Program any time before 5:00pm on the 28th day prior to the intake date.  
 Academy IT is unable to deliver the Professional Year Program (ICT) or at least start the program on the scheduled date.  
 Academy IT refuses the application for enrolment

##### Partial Refund

Academy IT retains the First Instalment together with the Application Fee.  
 When the applicant withdraws in writing from the Professional Year Program anytime after 5:00pm on the 28th day prior to the intake date and before 5:00pm on the 7th day prior to the intake date.

##### No Refund

Academy IT retains the full amount and the applicant is committed to paying the full fees.  
 When the applicant withdraws in writing from the Professional Year Program anytime after 5:00pm on the 7th day prior to the intake date.  
 The student breaches Academy IT rules resulting in suspension or expulsion.  
 The student has their visa cancelled and has to leave the country or otherwise in breach of his/her visa conditions

### 8. Privacy Statement

The information being sought in this form is collected for the purposes of processing your application to Academy IT, the information will be held by the Institute accordance with its Information Privacy Policy and may be accessed and used by people employed or engaged by the Institute. The provision of this information is voluntary, but if this information is not provided, the Institute may be unable to process your application or provide services to you.

The information may be made available to government departments and agencies pursuant to the Institute's obligations under law including the Education Services for Overseas Students (ESOS) Act 2000. In addition, the information may be used or disclosed to other organisations outside the Institute where permitted by relevant privacy legislation and in accordance with the Institute's Information Privacy Policy.

You have a right to access and correct your personal information in accordance with privacy legislation and the Institute's Information Privacy Policy. Please direct any enquiries to Student Services by Telephone +61 (08) 7324 9800 or visit our website for further information

### 9. Declaration

I declare that the information submitted with this application is complete and true. I acknowledge that failure to disclose my academic records may result in Academy IT revoking an offer or my studies at any stage.

I authorise Academy IT to verify my academic and professional qualifications, and my work experience. I understand that at the time of enrolment I will be required to supply originals of all documents provided at the time of this application.

I confirm that I have received and read a copy of Academy IT's current brochure and information available on [www.academyit.edu.au](http://www.academyit.edu.au) and fully understand the requirements of the course.

I authorise Academy IT to use my credit/debit card details to pay my Application and Course Fees either in full and upfront or in instalments by every due date as specified in my Offer Letter. Agreement to Terms and Conditions By signing this Application Form,

I confirm that I understand and agree to all its terms and conditions. This signature is my own signature and can be provided as confirmation of enrolment into the Professional Year program.

I hereby declare that the information supplied by me is true and correct.

Signature

Date