



Pre-enrolment Information

All section of this document constitute the written agreement between student and CIBT

Important information regarding your enrolment at CIBT

Please read the following information and indicate your understanding and acceptance of these conditions by signing below.

1. The information including personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition is collected during your enrolment in order to meet our obligations 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 this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 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 Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorized or required by law.

2. Student visa condition 8533 requires student visa holders to notify their education providers of any change to their residential address within 7 days.

3. In the unlikely event that CORNELL INSTITUTE OF BUSINESS AND TECHNOLOGY is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by CORNELL INSTITUTE OF BUSINESS AND TECHNOLOGY at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement.

If CORNELL INSTITUTE OF BUSINESS AND TECHNOLOGY is unable to provide a refund or place you in an alternative course, our Tuition Assurance Scheme, ACPET OSTAS, will place you in a suitable alternative course at no extra cost to you. Finally, if the ACPET OSTAS cannot place you in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place you in a suitable alternative course or, if this is not possible, you will be eligible for a refund as calculated by the Fund Manager.

4. In all other circumstances refunds of course money are governed by CORNELL INSTITUTE OF BUSINESS AND Technology's Refund Policy, printed in full on the Enrolment Form.

5. Admission to this course is conditional upon the student demonstrating an adequate level of English Proficiency, i.e. IELTS 5.5 or equivalent. CORNELL INSTITUTE OF BUSINESS AND TECHNOLOGY reserves the right to transfer students to an ELICOS (English language) course in the event that the student's English proficiency proves to be inadequate for the course being undertaken.

6. Students who wish to defer or suspend their enrolment at the Institute must apply to do so in writing using the Office Request Form.

The Institute may decide to grant an application for deferral or suspension of enrolment on the following grounds:

- Medical (a medical practitioner's certificate indicating the student is unable to attend class);
- Compassionate (e.g. serious illness or death of a close family member, natural disaster in the student's home country, involvement in or witnessing a serious accident, being a victim of or witnessing a serious crime; evidence is required).

The Institute may decide to suspend or cancel a student's enrolment as a response to serious misbehaviour or non-payment of fees by a student. If the Institute intends to suspend or cancel the student's enrolment where the student has not requested it, we will inform the student that they have 20 working days to appeal against the decision. If the appeal is unsuccessful or the student withdraws from the Appeals Process, then the Institute will proceed with the suspension or cancellation of the enrolment on PRISMS. The suspension or cancellation of the student's enrolment cannot take effect until the Appeals Process is completed, unless there are extenuating circumstances relating to the student's welfare (i.e. involving risk to the safety of the student, other students or staff).

Deferral or suspension of enrolment cannot be granted retrospectively (after the event). Students who take unauthorised leave will be marked absent. If their attendance falls below the Institute's requirements, they will be reported to DIAC via PRISMS.

7. As an overseas student, besides the tuition fees and living expenses, you may incur additional costs for the school aged dependents, who would accompany you to Australia.

8. This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws

I understand and accept the above conditions.

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(Signature of applicant or of legal guardian if applicant is under 18)

...../...../.....
(Date)

Print Student's Name: