MIT Terms and Conditions

1. Rules All MIT students are subject to the rules of MIT as published on the website and in the Student Handbook. For full details, including the Grievance Policy, please refer to our website: www.murdochinstitute.wa.edu.au

2. Accommodation Accommodation is booked in full weeks starting Saturday or Sunday, with a minimum of 2 weeks notice given to extend or reduce a period booked.

3. No refund No refund is given for time missed due to late arrivals, vacations, absences, Public Holidays, or any missed meals. Periods of absence will not be replaced by a free extension of any course. Classes are not held, and many campus facilities are closed, on Public Holidays. All published course dates start on a Monday, but if the Monday is a Public Holiday, the course will start fall on the Tuesday.

4. Campus facilities Students are advised that campus facilities may not be available during university study breaks. Details are available from MIT Student Services Office.

5. Placement MIT reserves the right to place a student into the most appropriate class, and to cancel classes at short notice where there is an insufficient number of students for that class. The minimum number for most classes is 10 students.

6. Programme changes MIT reserves the right to change course dates and curricula at any time. If a course is rescheduled and a student is unable to attend for the new dates, tuition fees for that course will be refunded.

7. Fees MIT has the right to change fees due to tax increases, governmental actions, or other events beyond it's control. Fees published in the 2010 Fee Schedule are valid for courses starting in 2010.

8. Books and learning materials Students are required to purchase text books, stationery and other required learning materials at additional cost.

9. Expulsion/Suspension Any student, who commits a criminal offence, violates the MIT student code of conduct, breaks MIT Rules, or fails to pay an amount he or she is directly or indirectly liable to pay in order to undertake the course, may be suspended or expelled. No refund of tuition fees will be given and the immigration authorities (DIAC) will be informed where expulsion is the consequence.

10. Conditions of Student Visas A student, who breaches one or more of the following conditions of their Student Visa risks having their visa cancelled by DIAC:

(a) Attendance level falling below 80%

(b) Not making satisfactory academic progress

11. Code of practice MIT has agreed to observe and be bound by the Educational Services for Overseas Students Act 2000 (ESOS Act 2000). Information on this Act and the National Code is available on request from MIT or from www.dest.gov.au/esos

12. Privacy Information collected by MIT which personally identifies a student and information regarding a student's course progress may be shared with the Australian State and Federal governments, designated authorities, the Tuition Assurance Scheme (Australia), students' parents and/or Agents (unless specifically excluded), MIT staff and representatives and the ESOS Assurance Fund Manager (Australia). This information may include personal and contact details, course enrolment details and changes, and circumstances of any suspected breach by the student of any visa condition.

Notes: Agreement to these Terms and Conditions does not remove a student's right to take further action under Australia's consumer protection laws, or their right to pursue other legal remedies under Australian law.

All additional information and documents can be found on the website: www.murdochinstitute.wa.edu.au

Any school-aged dependents accompanying overseas students to Australia will be required to pay full fees if they are enrolled in either a government or non-government school.

REFUND POLICY

In all cases, courier, accommodation placement, enrolment application, medical insurance, airport transfer, and any other service fees are non-refundable. Tuition fees are not transferable to other students. In accordance with the ESOS Act and Regulations Section 29(1b) and Regulation 3.19(b), if a student applies for, but is unable to obtain a Student Visa through no fault of their own, all tuition fees paid will be refunded in full, less an administration fee of AUD230.

If a student visa holder on a course greater than 10 weeks withdraws from the course, the following refund policy is applicable:

Notification Period	Refund
>10 wks before course starts	Full refund less 10% or $1000 whichever is lesser
>4 wks before course starts	70% of a semester's fees
4wks or less	40% of a semester's fees, less 10% or $1000 whichever is lesser
Within 4 wks of course start	30% of a semester's fees, less 10% or $1000 whichever is lesser
After 4 wks of course start	No refund

If a student visa holder on a course 10 weeks or less withdraws from the course, the following refund policy applies:

Notification Period	Refund
>10 wks before course starts	Full refund less 10% or $1000 whichever is lesser
>4 wks before course starts	70% of a semester's fees
4wks or less and after course commencement	No refund

Students who terminate their course may not be eligible to receive a certificate for a partially completed course.

In the event that MIT becomes unable to provide a course in which a student has enrolled and is unable to place the student into an alternative, suitable course (at no additional cost to the student), then a full refund of fees paid for that course will be made.

Students requesting a refund, are required to do so in writing to the Principal. Refunds will be made via the KIC representative to whom the fees were originally paid, or to the student's bank account in the same country and currency in which the fees were originally paid. All refund requests will be responded to in writing, and approved refunds will be paid within 14 days of written notification.

In the unlikely event that MIT is not able to provide a refund or place a student into an alternative course, the ACPET Tuition Assurance Scheme will try to place the student into a suitable alternative course at no extra cost to the student. If this proves to be impossible, the ESOS Assurance Manager will attempt to place the student into a suitable alternative course. Where this is not possible, the ESOS Assurance Manager will calculate a refund that will become payable to the student.

DECLARATION

I declare that the information provided in this form is true and complete in every detail.

I understand that giving false or incomplete information may lead to the refusal of my application or cancellation of enrolment.

I give permission for Murdoch Institute of Technology to obtain records and information from my current OSHC provider and any educational institutions previously attended by me. I also agree that Murdoch Institute of Technology is able to exchange information with my OSHC cover. I understand, that any information gathered by Murdoch Institute of Technology relating to me,"may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant under S19 of the ESOS Act 2000, to tell the Commonwealth about certain changes to the student's enrolment and any breach by the student of a student visa condition relating to attendance or satisfactory academic performance" (ESOS Act 2000).

I agree to notify MIT of my change of address within 7 days of moving.

I understand and agree that Murdoch Institute of Technology may identify my name and any images captured during my term of enrolment for the use of promotional material published. I understand that Murdoch Institute of Technology does not provide content filtering of electronic information and unrestricted information or images can be viewed.

I accept liability for payment of all fees as explained in the Murdoch Institute of Technology Fee Schedule. I have read the "Living expenses" section in this brochure and I understand that living expenses in Australia may be higher than in my own country and confirm that I am able to meet these costs.

DEFERRAL POLICY

A student may apply to defer their studies on the grounds of their own ill health or that of a very close relative. All applications for deferral of studies must be made in writing or using the Deferral Form available from MIT. An administration fee of AUD250 is made for processing a deferral application.

Kaplan Higher Education Pty Ltd trading as Murdoch Institute of Technology (MIT). Agreement to these Terms and Conditions does not remove the student's right to take further action under Australia's consumer protection laws, or their right to pursue other legal remedies under Australian law. All additional information and documents can be found on the website: www.murdochinstitute.wa.edu.au Students will be advised of any changes to these Terms and Conditions of enrolment that may result from a directive of the Governing Body of MIT, or government legislation, at the time of application. Any dispute, claim or other matter arising will be subject to the current laws in Western Australia.

Education Services for Overseas Students (ESOS)

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework. More information is available at www.dest.gov.au/esos.

MIT Enrolment Form

Murdoch INSTITUTE OF TECHNOLOGY

MIT representative information

Partner name/Contact person Country

E-mail Telephone Fax

For all partner bookings, please confirm who will be responsible for the total payment of this booking by selecting an option below

☐ Partner ☐ Student ☐ Partner and Student (please give details including amounts):

Partner Signature

Student information (as shown in passport)

Family name First name(s) ☐ Male ☐ Female

Date of birth (d/m/y) Country of birth

Nationality Home language

Full address City

Postal code Country

Telephone (home/mobile) E-mail

Type of visa (if applicable) Passport number

Legal guardian information (complete if student is under 18 years of age)

Name and surname of legal guardian

Home telephone Email

Address

Course selection and area of study

Select your course and stream

Course ☐ MUPC ☐ Diploma ☐ Advanced diploma

Stream ☐ Commerce ☐ Information Technology ☐ Communication and Media ☐ Science

State your start date ☐ February ☐ June ☐ October Start year

Which university degree course are you interested in?

Education details

Highest academic qualification studied

Name of Institution Country/State

Completed ☐ Yes ☐ No Year awarded

Language of instruction

Are you currently studying in Australia? ☐ Yes ☐ No

Do you wish to apply for credit or exemption for any units? ☐ Yes ☐ No (If Yes, please supply full academic details separately)

English proficiency

Please provide evidence of your English proficiency qualifications

IELTS (score): TOEFL (score):

Other (eg. MIT Placement Test result or school results)

Do you wish to enrol in an English language course at Murdoch Language Institute? ☐ Yes ☐ No

Accommodation

Check-in date (d/m/y) Check-out date (d/m/y)

Do you have any special requests (eg. medical requirements, allergies, special diet, no cats/dogs)? ☐ Yes ☐ No

If yes, please specify: Do you smoke? ☐ Yes ☐ No

Additional services

Would you like Travel and Medical Insurance? ☐ Yes ☐ No (If not, you will need to organise your own medical insurance)

Would you like an airport transfer on arrival? ☐ Yes ☐ No (Please send flight details to your MIT representative)

Do you have any medical conditions that may require special support? ☐ Yes ☐ No (if yes, please supply extra details separately)

☐ I have read, fully understand and agree to the Murdoch Institute of Technology Terms, Conditions and Declaration on page 30.

Signature Date

Signature of parent/guardian (required if student is under 18 years old) Date

Submit your application via your MIT representative or by email to: admissions@murdochinstitute.wa.edu.au
OR via post: The Registrar, Murdoch Institute of Technology, Murdoch University Campus, South Street, Murdoch, Western Australia 6150, Australia