Please submit the completed application to **py@academyit.com.au** along with certified copies of all documents required. If these documents are not provided, your application will be incomplete and may not be considered without full documentation being attached. If you need any assistance in completing this form please contact our admissions team on 08 7324 9800 or email py@academyit.com.au. More information can be found at www.academyit.com.au/py

If you are currently undertaking any accredidated course or a PY program you cannot apply for ICT -PY program.

When would you like to start your course? DD/MM/YYYY   Preferred Day ○ Weekday ○ Weekend

1. Personal Details

Title: (Mr, Miss, Mrs, etc.)   Date of Birth: DD/MM/YYYY   Gender: ○ Male ○ Female ○ Other

Family Name:
(As indicated on passport)

Given Name: Middle Name:

Email Address:

Contact Information
(Applicant's Australian Residential address)

Number/Street

Suburb/City

Country   Postcode

Local Phone No.:   Mobile Phone Number

Contact Information
(Applicant's home address in home country)

Number/Street

Suburb/City

Country   Postcode

Overseas Phone No: International code   Number

Passport No:

Date of Expiry: DD/MM/YYYY

Country of Birth:

Country of Citizenship:

Visa information
if you hold an Austrailan Visa please provide details:

Do you hold a 485 Visa? ○ 485 ○ Bridging A ○ Other

485 Visa Expiry Date: DD/MM/YYYY

485 Bridging A Effective Date: DD/MM/YYYY

If "Other" what is your Visa Type?

2. Educational Disadvantage

Do you identify yourself as having a disability? ○ Yes ○ No
(Includes any limitation, restriction or impairment which restricts everyday activities and has lasted or is likely to last for at least six months)
If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:
(You may indicate more than one area.)

☐ Hearing/Deaf   ☐ Learning   ☐ Vision   ☐ Physical   ☐ Mental Illness   ☐ Medical Condition

☐ Intellectual   ☐ Acquired Brain Impairment   ☐ Other

Have you experienced any circumstances of educational disadvantage that should be considered as part of your application? If yes, please contact Student Support Department to discuss your individual circumstances.

3. Agent Contact Details   If applicable

Agent Name:

Agency Trading Name:

Contact Information

Suburb/City   Country   Postcode

Phone Number   Email ID

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

Name of Qualification: (Eg. Bachelor)

_____

University/Institution:

_____

Years attended: (Eg. 2010–2012) _____   Date completed: [D][D]/[M][M]/[Y][Y][Y][Y]

6.Work Experience   Documentary evidence must be provided.

Employer Name: _____

Position Held: _____   Primary Role _____

From Date [D][D]/[M][M]/[Y][Y][Y][Y]   To Date [D][D]/[M][M]/[Y][Y][Y][Y]

Employer Name: _____

Position Held: _____   Primary Role _____

From Date [D][D]/[M][M]/[Y][Y][Y][Y]   To Date [D][D]/[M][M]/[Y][Y][Y][Y]

Employer Name: _____

Position Held: _____   Primary Role _____

From Date [D][D]/[M][M]/[Y][Y][Y][Y]   To Date [D][D]/[M][M]/[Y][Y][Y][Y]

7.Emergency Contact in Australia

Given Name: ☐☐☐☐☐☐☐☐☐☐☐   Last Name: ☐☐☐☐☐☐☐☐☐☐☐

Relationship ☐☐☐☐☐☐☐☐☐☐☐   State ☐☐☐☐☐☐☐☐☐☐☐

Local Phone No.: ☐☐☐☐ ☐☐☐ ☐☐☐   Mobile No.: ☐☐☐☐ ☐☐☐ ☐☐☐

Email Address: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

8.Emergency Contact Overseas

Given Name: ☐☐☐☐☐☐☐☐☐☐☐   Last Name: ☐☐☐☐☐☐☐☐☐☐☐

Relationship ☐☐☐☐☐☐☐☐☐☐☐   Country ☐☐☐☐☐☐☐☐☐☐☐

Local Phone No.: ☐☐☐☐ ☐☐☐ ☐☐☐   Mobile No.: ☐☐☐☐ ☐☐☐ ☐☐☐

Email Address: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

9. Document Checklist

☐ Academic Transcript   ☐ Passport & Visa   ☐ English Language

☐ Completion Letter   ☐ Resume   ☐ Work Experience

Authorised by: Admissions and Marketing   Academy IT | RTO Code: 40358   Review Date: 01/11/2022

Level 6/127 Rundle Mall, Adelaide SA 5000 Phone: +61 08 7324 9800 Email : info@academyit.com.au Web: www.academyit.com.au

9. 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 44-52 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. Additional fees and charges may apply. 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 220 hours of unpaid work over 12 weeks period; 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. You may also choose own employment as an internship source. Own employment: must be a paid ICT related job in an Australian registered company. Must provide job description, employment contract and payslips during 12 weeks of internship. Similarly, the participant will maintain 100% attendance in 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 below.

Full Refund

1. Academy IT is unable to deliver the Professional Year Program (ICT) or at least start the program on the scheduled date.

3. Academy IT refuses the application for enrolment.
4. Candidates' disability prevents them from taking up the program.
5. When written notice of cancellation is received 28 days or less prior to commencement of the Professional Year Program, Academy IT will only keep $200 Application Fee.

Partial Refund

If written notice of cancellation is received within 28 days of commencement of the Professional Year Program, the first instalment plus $200 application fee is non-refundable.

No Refund

Student will not be entitled to a refund:
1. When the applicant withdraws in writing from the Professional Year Program after 28 days of the commencement of the program.
2. The student breaches Academy IT rules resulting in suspension or expulsion.
3. The student has their visa cancelled and must leave the country.
4. Be in breach of his/her visa conditions.

10. Privacy Statement

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

11. 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 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

Warning – Uncontrolled when printed! The current version of this document is kept on the website.

Page 3 of 3