

A GREAT EXPERIENCE IN LEARNING



International Student Handbook



NIT
AUSTRALIA
Education for brighter futures

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NIT
A U S T R A L I A
Education for brighter futures

International Student Handbook

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1. About NIT Australia

NIT Australia is Registered Training Organisation (RTO) and a CRICOS approved provider delivering education and training services to both local and international students.

At NIT Australia, we have designed and developed our courses to prepare our graduates for their future – in employment or in their pathway to further studies.

Our focus is to help you develop the skills and knowledge you need to get a job or advance your career. Our learning outcomes are industry-focused to prepare our students for the highly competitive business world.

We also have a number of initiatives to support our students, such as the Industry Internships Program and the Help You Prepare for Employment (HYPE) Program.

Our teaching staff is passionate about helping and guiding students reach their full potential. Class sizes are small, you are known by your name, and our staff works closely with you to help you achieve success.

1.1. Our Mission

At NIT Australia, our mission is to enable individuals and businesses to realise their full potential by empowering them through innovative and resourceful education, training, and business services.

1.2. Our Vision

Helping People and Organizations Achieve Performance through Education and Training.

1.3. Our Goals

We will realise our vision through the following **strategic goals**:

- Help individuals meet their education and career goals
- Meet the needs of the Industry
- Be innovative and technology-oriented
- Encourage the participation of women in the ICT sector.

1.4. Our Values

The achievement of our vision and goals will be driven by the following **core values**:

- Collaboration and teamwork
- Commitment and passion
- Innovative thinking and solutions
- Excellence in teaching and learning
- Professional Integrity
- Care for community and environment

2. Message from the Executive Director

I am pleased to invite you to study with NIT Australia.

NIT Australia was established in 2015, with an objective to transform the lives of students by helping them in achieving their career goals in business and technology and becoming global citizens. We offer industry-relevant training with smaller class sizes, student welfare, and support services, comprehensive career development opportunities which have been carefully designed to deliver our commitment to high-quality, effective, and relevant education.

Our teachers are driven by a passion for education and have industry experience that brings real-world experience into the classrooms. Their acumen and NIT Australia's commitment to excellence in education ensure that our students will be given the best possible opportunity to achieve the skills required to succeed in their chosen profession.

As NIT students, you will have access to not just the finest people and technology, but also a range of support services to help you realise your full potential. Students studying Information Technology courses at NIT Australia also have access to our excellent Internship Program, designed to give you invaluable experience in the workforce and help shape your practical skills and understanding as you move towards your future career.

We understand that choosing an education institute is an important decision for you. Our team is available to assist you and your family in making this important decision.

I look forward to seeing you on the NIT Australia campus and am truly excited to see what we can accomplish together.

Hari Sethi *MACS (Snr.) CP*
Executive Director

3. Location and Facilities

4. Our Location & Contacts

Head Office and Campus Location: Perth CBD

Physical Address: 251 – 255 Stirling Street, Perth 6000, Western Australia

Postal Address: Unit 1, 251 – 255 Stirling Street Perth 6000, Western Australia

Phone: +61 8 6269 2300

Email: admissions@nitaustralia.edu.au

Website: www.nitaustralia.edu.au

5. Operating Hours

NIT's normal working hours of operation for general administration staff are 8:00 am to 5:00 pm Monday to Friday.

Training can be scheduled outside of the normal working hours and on weekends.

6. Facilities and Services available on campus

Classrooms and Computer Labs:

NIT Stirling Street campus has eight training rooms conducting face-to-face teaching and computer lab activities. These training rooms are equipped with a PC and projector for presentations. From time to time we may use external training facilities and students will be required to travel to attend training at these external venues.

Four of these training rooms are computer labs, three labs specifically designed and equipped with the latest technology for ICT students to gain computer networking and programming skills. The fourth lab is equipped with computers that have Internet access and Microsoft Office Suite installed for students to work on their assignments and research.

Other Equipment:

Digital cameras, scanners, B/W, and color printers and photocopiers are available to students for the completion of assessments.

Reference Books and Journals:

NIT has a collection of reference books, industry periodicals, and DVDs that NIT trainers can make available to students.

WA State Library is a short walking distance from the NIT's Perth CBD campus and offers free membership.

All students studying Information Technology courses are provided with ACM Student Membership which gives them access to 700 Safari® Books Online books and videos from O'Reilly and other top publishers; 3,000+ Books24x7® titles, thousands of short IT/desktop videos, and more than 450 Morgan Kaufmann and Syngress books.

All students studying Information Technology courses are also provided with ACS Student Membership which gives them access to all ACS Online Courses, Subscription of Information Age magazine, and professional development events organised by ACS.

Student Break-out area:

Stirling Street campus has a small student break-out area where students can relax and have their meals during training breaks. This area is equipped with microwaves, a toaster, fridge, hot and cold water supply, and snacks and drinks vending machine.

7. Courses and Programs

Refer to the NIT website (www.nitaustralia.edu.au) for current and most up-to-date information about the courses and programs on offer.

Please note that the course structure, units, and content of the course are subject to change during the delivery period due to a change in legislative requirements or due to NIT's course review process.

In some courses, the delivery of training and assessment is conducted holistically through clustering of related units. For some courses, this may also span over multiple study periods and/or over the full duration of the course. You will be required to successfully complete all the assessment requirements of a cluster to advance in the course. Failing to complete the clustered assessments, will require to re-enrol in the full cluster (all units that form part of the cluster) with applicable fees.

8. Student Orientation

The orientation program generally takes place in the week prior to or on the first day of the study period. Attending orientation is compulsory for all students. The orientation sessions give us an opportunity to welcome students and provide them with the necessary information about studying at NIT Australia.

The orientation covers important information about course/s, policies, procedures, and guidelines applicable to study at NIT Australia. This is also a good opportunity to ask any questions that new students may have. Students are required to complete and sign various forms including updating their personal details. Students are also introduced to key staff members.

Any student who cannot attend orientation must notify NIT prior to the date of orientation. An opportunity to attend an alternative session on arrival can be scheduled with the relevant administration and training staff in these circumstances; however, there must be compelling or

compassionate reasons for non-attendance of orientation and the request must be made prior to the orientation date.

It is the responsibility of students who arrive after the course commencement to catch up on work missed through consultation with the Student Services Officer (SSO) and the relevant trainers.

9. Important Information for International Students

The Australian Government wants international students to have a rewarding and enjoyable experience when they come to Australia to study. Australia offers high-quality education services and protects the rights of international students to ensure you make the most of your time. The Education Services for Overseas Students (ESOS) Act and related laws protect international students through:

- The ESOS legislation and recent reforms
- The National Code
- The Overseas Students Ombudsman
- The Tuition Protection Service

Further information about students' rights and obligations under the ESOS Framework can be found in [ESOS Framework Student Fact Sheet](#) which can be downloaded via the following link:

<https://www.dese.gov.au/esos-framework/resources/international-students-factsheet>

You can also ask for a copy of this document at the NIT reception desk.

10. Student Code of Conduct and Responsibilities

NIT's Student Code of Conduct sets out standards of acceptable behaviour required of all students. This code of conduct is intended to safeguard the reputation and integrity of NIT while also creating a safe and productive study environment for students and staff.

The code of conduct covers both academic standards of conduct and general standards of conduct required at NIT. Some of the standards covered in this section are outlined in more detail later in this handbook.

10.1. Integrity in academic work

Students are expected to:

- Conduct themselves honestly and in compliance with published NIT policies
- Submit academic work that is free of plagiarism or collusion
- Be familiar with the programs and resources available to assist them in conducting their studies and researching appropriately, including resources to help students avoid plagiarism

- Actively participate in the class and maintain satisfactory course progress and required attendance
- Attend scheduled course activities and submit assessment tasks on time, unless unforeseen or exceptional circumstances arise
- Comply with the proper use of copyright materials
- Ensure that academic activities are conducted safely and do not place others at risk of harm.
- Avoid behaviours which in any way impair the reasonable freedom of other persons to pursue their studies, work, or research or to participate

10.2. Equity and Respect

Students are expected to:

- Treat NIT staff, other students, and visitors with courtesy, tolerance, and respect.
- Respect the rights of others to be treated equitably, free of all forms of unlawful discrimination and harassment, including sexual harassment.
- Respect the rights of others to express views and opinions and not engage in behaviour that may be reasonably considered to be obscene, dangerous or offensive to others
- Avoid engaging in behaviour that is unlawful, discriminatory, harassing, or bullying.
- Avoid engaging in behaviour that is perceived to be threatening or intimidating or causes any person to fear for their personal safety or well-being
- Respect that NIT is a multicultural environment and wear modest attire at all times whilst attending NIT

10.3. Using NIT's Premises and Resources

Students are expected to:

- Use and care for NIT resources, such as building, equipment, library, information, and communication technology resources, in a lawful and ethical manner, mindful of the need for resources to be shared by all members of the NIT community
- Ensure their actions or inactions as a student do not harm, or bring into disrepute, the reputation or good standing of NIT
- Refrain from littering at the campus or in public areas
- Leave washrooms and other facilities in a clean and tidy condition
- Avoid behaviour that is detrimental to NIT property, such as damage or abuse
- Students must not:
 - Use, possess or supply any prohibited drug, substance, or weapon on campus
 - Engage in gambling on any NIT campus sites
 - Engage in dishonest behaviour on any NIT sites

10.4. Classroom Conduct

Students are expected to:

- Attend classes on time and follow tea and lunch break times as listed in the table below:

	Full-day classes	Half-day classes	
		First-half	Second-half
Class start time	8:30 AM	8:30 AM	12:30 PM
Morning tea break	10:00 AM – 10:10 AM	10:00 AM – 10:10 AM	N/A
Lunch break	12:10 PM – 12:50 PM	12:15 PM – 12:30 PM	12:30 PM – 12:45 PM
Afternoon tea break	2:30 PM – 2:40 PM	N/A	2:30 PM – 2:40 PM
Class finish time	4:30 PM	12:30 PM	4:30 PM

- Demonstrate respect for staff and students while in NIT classrooms or at NIT learning sites
- Turn off mobile phones or put mobile phones on silent mode during class times and assessments
- Speak in English at all times
- Refrain from eating and drinking in classrooms. Only securely lidded mugs are to be used in the classrooms and labs.
- Undertake all required preparation for classes, such as readings
- Not participate in any learning activity, such as tutorials or laboratory classes, while under the influence of alcohol or other drugs
- Wear the appropriate uniform and Personal Protective Equipment (PPE) when required.
- Attend all classes regularly and punctually except when prevented by illness or other compassionate or compelling circumstances. In the case of illness, a medical certificate must be supplied. Refer to section 17.4 of the Student Handbook to read more about the medical certificate type that is accepted by NIT.

10.5. Using Computer Labs

The following rules apply when using the NIT's computer labs:

- No food or drink items are allowed in the NIT computer labs. Only securely lidded mugs are to be used in labs.
- No mobile telephones are allowed to be used when in the NIT's computer labs.
- Students must respect other students' learning and remain quiet in the lab.
- Students must not share computer access/login information with other students
- Students must not use other student's access/login information
- Students must not view inappropriate websites or download any unauthorized programs/materials when using the NIT computer labs.

10.6. Investigation of Misconduct

Any breaches of the guidelines outlined in the code of conduct may be considered misconduct. Where there are reasonable grounds to believe that academic or general misconduct has occurred, NIT will investigate the alleged misconduct based on NIT's Complaints and Appeals policy.

10.7. Consequences of Misconduct

In determining a penalty for misconduct, NIT will take into account:

- The nature and severity of the misconduct
- Any demonstrated extenuating circumstances
- The student's prior records at NIT

Penalties for misconduct may include but are not limited to:

- Provision of a written warning
- Requiring the student to resubmit the offending work (academic misconduct)
- Awarding a "Not Yet Satisfactory" grade for the work submitted or "Not Yet Competent" for the entire unit in which the misconduct occurred (academic misconduct)
- Deferring, suspending, or cancelling the student's enrolment
- Reporting the student to the Department of Home Affairs (DoHA)
- Referring the matter to police or relevant authorities

Students may appeal the outcome of any case of misconduct under the terms of NIT's Complaints and Appeals policy.

10.8. Baggage and Valuables

Students are reminded to take care of their bags and valuables while on the NIT campus. NIT will not be liable for any property lost by students on campus. Please report any lost property or hand in any lost property to reception.

10.9. Student Contact Details

It is extremely important for students to provide NIT with up-to-date and accurate contact details. All contact with students is conducted using their last given contact details and lack of accurate records may lead to students missing out on vital information.

For international students, it is a mandatory requirement of their student visas to provide NIT with up-to-date contact details.

You must inform NIT Australia:

- the address where you live in Australia **within seven days** of arriving in Australia
- if you change the address where you live **within seven days** of the change

Students are able to inform of a change in their personal details at any time by submitting the Change of Information request via the “My Profile tab” on TMS. Students can also email our Student Services Officer at studentservices@nitaustralia.edu.au if they need help in submitting this request.

10.10. Provision of Education for Dependents of International Students

All International Students as a condition of their Student Visa must maintain adequate schooling arrangements for their school-age dependents who joined them in Australia for more than 3 months as part of their student visa application.

For further information about school-aged dependents accompanying you, please visit <http://www.border.gov.au/>

NIT will not be able to make study arrangements for dependent children of its International students.

10.11. International Students Visas

While studying at NIT, international students are required to comply with all student visa requirements. It is essential for you to comply with the regulations of your student visa at all times. One of the conditions of your student visa is to maintain enrolled in a full-time course which for VET courses is 20 contact hours per week and you must maintain satisfactory course progress and attendance requirements.

You must see all conditions associated with your student visa by visiting <https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/see-your-visa-conditions#>.

While studying at NIT, if an international student’s student visa status changes (i.e; they are no longer on the student visa and they do not intend to apply for a student visa), the student must inform NIT within 7 days of the visa status change.

In this scenario, NIT will provide the student with two options:

- **Option 1:** If the student wishes to continue studying, and the student’s current visa has study rights, the student will be required to withdraw from the course and apply as a domestic student. Once the student has applied to continue the study as a domestic student, the student’s CoE(s) will be canceled accordingly.

Note: The fee for the current study period will remain unchanged i.e.; there will be no changes in the fee for the current study period. If the student has not paid the full fees for

the current study period, they will be liable to pay the full study period fees as per their signed student agreement. The domestic student fee will be applicable from the following study period.

- **Option 2:** If the student does not wish to continue studying, the student will be required to withdraw from the course using the “Application to Cancel Enrolment” Form. If the student doesn’t apply for cancellation within 7 days, NIT will proceed ahead and cancel their enrolment.

Note: The Fees and Refund Policy will apply as per the student’s signed international student agreement.

11. Equity, Access, and Privacy

11.1. Students Rights and Responsibilities

Students and staff have rights and responsibilities under the law to adhere to:

- The Equal Opportunity Act
https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_305_homepage.html
- The Privacy Act
www.comlaw.gov.au/Series/C2004A03712
- The Copyright Act
www.comlaw.gov.au/Series/C2004A07378

11.2. Equal Opportunity and Fair Treatment

NIT Australia acknowledges and respects all forms of diversity of all its Staff and Students and is committed to providing a workplace and learning environment free of discrimination and harassment in accordance with current state and federal legislation on equal opportunity and anti-discrimination laws.

As a secular organisation, NIT Australia works to ensure a fair and optimal learning experience for all students, regardless of their religious, cultural, or ethnic background, and therefore, will not promote:

- any particular religious practice; as well as,
- any particular political party.

Students may follow procedures under **Complaints and Appeals** should they wish to forward any complaints.

12. Student Welfare and Support Services

We recognise that the provision of appropriate student support services will help international students achieve academic success and help in their transition to study and life in Australia. Students may access these support services themselves or where staff is concerned about a student's wellbeing, a student may be referred for counselling.

The student support services provided by NIT Australia fall into 2 categories: academic and general welfare.

12.1. Academic Support Services

- Students who have concerns about maintaining their satisfactory academic performance, attendance, or other related issues can reach out to their respective trainers or Student Services Officer by prior appointment to discuss these matters. The Student Services Officer or trainer(s) will provide advice, guidance, or support based on the student's circumstances.
- Language, Literacy, and Numeracy (LLN) levels will be assessed at the time of enrolling a student via academic qualifications and English language proficiency. Students can contact their relevant trainer if they think they need additional LLN support during their enrolment. NIT schedules LLN workshops based upon individual student requirements. Other programs held by NIT are indicated in the chart below.

12.2. General Welfare Services

Students who experience difficulties in any of the areas listed below are encouraged to discuss and resolve their situation with the appropriate person.

- **Welfare counselling**
Students who have concerns and need to discuss any physical, emotional, or mental issues can contact the Student Services Officer for assistance. Where required, students will be referred to external counselling organisations.
- **Financial counselling**
Students who are experiencing financial difficulties and are unable to pay their tuition fees can discuss their concerns with Student Services Officer
- **Legal counselling**
Students requiring legal support will be referred to external legal aid organisations. No legal advice can be given by NIT staff.
Please note that NIT is not a migration agency and cannot provide students with information or advice about matters pertaining to migration.
- **Disability support**

Students should advise NIT in writing if they have any disability or medical condition which may affect their studies. NIT will make reasonable adjustments to the delivery of training and implementation of support services to assist students with disabilities whilst they are enrolled at NIT.

- **Accommodation**

NIT Australia is able to refer students to appropriate accommodation services and is always available to discuss any issues or concerns a student may have with their accommodation arrangements.

- Any other matters you would like to talk about in confidence

- Please see the table below for the list of services NIT provides and to whom you can refer to:

Student Support Type	Responsibility
Orientation Program	Student services team, Training Manager
General Welfare including: <ul style="list-style-type: none"> • Accommodation • Personal Matters • Health and disability • Financial Matters • Legal 	Student Services Team, Training Manager, Executive Director
Language, Literacy and Numeracy and English Support Sessions	Trainers
Training and Assessment Matters including: <ul style="list-style-type: none"> • Time management • Course progress • Special needs 	Student Services team, Trainers, Training Manager
Programs to help adjust to life in Australia including HYPE (Help You to Prepare for Employment)	Trainers, Internship Coordinator
External Counselling Services	The student Services team refers students to relevant external professional counsellors where required.

WHS, Critical Incident	Trainers, Training Manager, Executive Director
Fire emergency and First Aid Officer	Designated Fire-wardens and First-aid officers
On-campus evening support (where required)	Rostered staff members

12.3. Overseas Student Health Cover (OSHC)

As an international student, you must have adequate health insurance while in Australia. This is done by obtaining Overseas Student Health Cover (OSHC) which provides medical and hospital insurance in Australia. You must not arrive in Australia before your health insurance starts. If you are in Australia and do not have adequate health insurance, you may be in breach of your visa conditions. NIT is able to arrange an OSHC for students through Australian Health Management (ahm). All overseas students are required to pay Overseas Student Health Cover (OSHC) for themselves and all of their accompanying family members to Australia.

12.4. Transport Smartrider

All full-time students enrolled at NIT Australia are entitled to cheaper fares on public transport. Students wishing to obtain a “Smartrider” card should complete a form at reception. Once this form is authorized and stamped by NIT, students can purchase a card from any Smartrider outlet.

12.5. Parking

There is on-street and public parking available next to and near the campus. Students are requested not to park in the staff car park located at the entrance of the NIT campus building.

12.6. Student ID Card

All NIT students are required to get their Student ID card. Generally, student ID cards are handed out on the student orientation day, after taking student’s photo for the ID card. All students are required to keep their student ID cards with them at all times while attending any NIT training venues, work-based assessments, excursions, or campus.

A charge applies to replace a lost student ID card (See fees and charges schedule).

12.7. Printing and Photocopying

Students are provided with access to use printers and photocopiers situated at the NIT campus.

All students are given credit for 50 pages of printing/photocopying at the beginning of each study period. Additional prints are \$0.10 cents per page. The minimum top-up amount is \$5.00. All additional printing quota purchased must be used before the beginning of each study period. Each student's printing quota will be reset to 50 pages at the beginning of each study period.

Please check the fees and charges schedule.

12.8. Document Requests

NIT students can request to access their information and documents with NIT reception or Administrative Staff. Examples of some documents include but are not limited to:

- Certificates, transcripts, and statements of attainment
- Course progress letter
- Attendance records
- Outstanding fees
- Enrolment Status

The issuance of some of these documents may attract a fee. Please check the fees and charges schedule.

13. Work Health and Safety (WHS), Fire Emergency and Critical Incidents

NIT recognises the importance of work health and safety. NIT Australia has a Work Health and Safety (WHS), Fire Emergency, and Critical Incident Policy in place to guide NIT to provide a safe and healthy work environment.

Information on Work Health and Safety (WHS), Fire Emergency and Critical Incidents are covered in Student Orientation and this policy is made available to all students via its Training Management System (TMS)

14. Critical Incidents

A critical incident is a traumatic event, or the threat of such (within or outside Australia), which causes extreme stress, fear, or injury.

Critical incidents are not limited to, but may include:

- missing student/s or staff member/s;
- experiencing severe verbal or psychological aggression;
- death, serious injury, or any threat of these;

- natural disasters; and
- issues such as domestic violence, sexual assault, drug or alcohol abuse
- Non-life-threatening events can still qualify as critical incidents.

All students are advised to call required emergency services (fire, police, ambulance) if required, and immediately report/inform about such incidents to the Administration Manager, Student Services Officer, or any other NIT staff member.

15. Emergency Contacts

15.1. Emergency services in Australia and WA

Life-Threatening Emergencies

Ring 000 (Free call) for Fire, Police, or Ambulance in any life-threatening emergency. (You could also ring 112 from a mobile phone. Free call)

First Aid Emergency

First Aid, is on the spot provision of emergency treatment and life support for a person suffering an injury or illness. There are several qualified first aid staff at NIT. If you hurt yourself, or if you see someone else getting injured, immediately contact Reception or the nearest staff member.

Closest police station

Address: Perth Police Centre
2 Fitzgerald Street, (corner of Roe Street)
Northbridge WA 6003
Phone: 08 9422 7111
Fax: 08 9422 7108
Open 24 hours, 7 days a week

Emergency Evacuation

An emergency evacuation from your campus may be required in any case of a fire, a fire threat, or any other emergency situation. When the building is required to be evacuated:

1. **DO NOT use the lift in an emergency evacuation.**
2. During normal business hours, **listen and obey the instructions** given to you by your **trainer or fire warden staff** members in **fluoro yellow vests** and **white safety hats**.
3. Outside of business hours, if the sirens sound, immediately go out of the building. Do not use the lifts.
4. Emergency exit maps are posted in the classrooms. Please familiarise yourself with these as well as the quickest exit route from your class or other areas of the building.

16. Training and Assessment

16.1. VET Training

Vocational Education and Training (VET) is designed to deliver **workplace-specific skills and knowledge**. VET covers a wide range of careers and industries, including trade and office work, retail, hospitality, and technology.

Vocational Education and Training is competency-based.

16.2. Training Delivery Modes and Learning Resources

At NIT, training is delivered face to face in classrooms or computer labs. This allows students to have direct contact with their trainers and to ask for additional support if required.

Students may be required to participate in activities such as field trips, field placements, and excursions which provide invaluable industry contact for them.

Learning resources are provided to students in Hard Copy format like books, learning guides, etc., and via TMS like PowerPoint presentations, class activity sheets, etc. This can vary based on the courses and units that you are studying.

16.3. VET Assessments

Assessments in VET are Competency-Based.

Assessment means the process of collecting evidence and making judgments on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or vocational education and training (VET) accredited course.

In **Competency-Based Assessment**, students are assessed against a list of criteria set out in nationally recognised competency standards (Training packages or VET accredited courses). These competency standards set out the knowledge and skill requirements that they will need to competently perform in their chosen vocational field.

Competency-based assessment is **evidence-based**. This means that decisions about whether a person is competent are based upon evidence demonstrated, produced, gathered, or provided by the person to be assessed.

The training and assessment of some units in the courses are delivered holistically (through clustering of related units) that may span over multiple study periods over the length of the full course depending on the training delivery sequence at the time.

You will be required to successfully complete all the requirements of the clustered assessments to advance in the course. Failing to complete the clustered assessments, will require to re-enrol in the cluster with applicable fees.

You will achieve competencies in each unit only when you have demonstrated satisfactory knowledge and skills in all the required assessment criteria linked to that unit.

16.4. Assessment Methods

All subjects offered to involve a number of assessment methods. Typically, the assessment methods may include:

- Practical Observation of Tasks
- Assignments / Case Studies
- Oral or written questioning
- Role Plays
- Projects
- Research activities
- Reports
- Presentations
- Work-based assessments

16.5. Assessment Participation/Submissions

Students are required to participate in all assessment activities on scheduled dates.

The assessor may use several different methods to gather this information such as observation, asking questions that require verbal or written responses, and evaluating projects and presentations. The assessor will inform students how and when they will gather this evidence of competency which is based on both theoretical knowledge and practical skills.

All written assessments must be submitted in accordance with instructions provided in assessments or instructions provided by the trainer. All written assessments must be submitted directly to trainers/assessors (Hardcopy or via TMS).

If there is any reason why students cannot undertake an assessment on the scheduled date, it is important that they inform their trainer/assessor or Student Services Officer of this as early as possible so that the assessment can be rescheduled.

Late submissions of assessments will not be accepted unless prior arrangements for assessment extensions were made with the Trainer.

16.6. Assessment Resubmissions

Students may resubmit an assessment should they be assessed as 'Not Yet Satisfactory'. Students are allowed a maximum of one (1) resubmission attempt.

Should you be required to resubmit and/or re-attempt assessment work, your trainer-assessor will provide you a new resubmission due date and/or re-attempt date via LMS. Usually, the new resubmission due date and/or re-attempt date is up to 7 days.

If, after two (2) attempts, your assessment remains unsatisfactory, there is an option for your trainer, to grant a third and final attempt. This final attempt will automatically incur a re-assessment fee (See Fees and Charges Schedule on www.nitaustralia.edu.au).

You will be notified of this charge via TMS, and given an option to accept. Should you accept, an invoice will be generated and sent to your e-mail account.

16.7. Assessment Extensions

Trainers/assessors may grant students assessment extensions via direct request by students for an agreed amount of time; or, during intervention meetings. The Assessment Extension Form is available on the Student Share.

Granting an assessment extension does not waive off not meeting sufficient course progress requirements in compassionate or compelling circumstances.

16.8. Assessment Results

NIT trainers/assessors will ensure assessment results are made available to students as soon as possible (generally within two weeks) after they participate in any assessment. Trainers provide feedback and results to students in one or more of the following ways:

- Face to face meeting
- Written comments on any submitted written assessments
- Assessment Feedback form
- Feedback via TMS

For any students whose enrolment finishes in December, the result finalisation and publication may take up to six weeks due to December Christmas/New-Year closure.

16.9. Special Conditions that may affect Assessment

Special conditions that may affect assessment are:

- A temporary or permanent disability
- Cultural or religious beliefs

In these circumstances and, on the submission of compelling evidence by the student, NIT may be able to provide Reasonable Adjustment whereby assessment methods are modified to suit these special conditions.

Please contact the Training Manager for full details on Reasonable Adjustments.

16.10. Assessment Re-sits and Re-enrolment Costs

Failure to submit an assessment by arranged deadlines will be counted as an unsatisfactory attempt. Students who are not successful in an assessment after the second scheduled assessment date may incur a re-assessment fee or re-enrolment cost for each unit. Please refer to the Fees and Charges Schedule for detailed information on re-assessment / re-enrolment fees.

16.11. Plagiarism, Collusion, and Cheating

At NIT Australia, maintaining integrity in assessment work is of utmost importance, and any violation of this policy is considered a severe breach.

Plagiarism refers to presenting or using someone else's work, ideas, or words as one's own without proper attribution or permission. This can include copying and pasting from a source without citing it, paraphrasing without giving credit, or submitting work obtained from another person as if it were original.

Collusion involves unauthorised collaboration or cooperation between individuals to produce work that is represented as their own. This can include working together to complete an assessment when the individual effort is expected, sharing answers or information during assessments, or submitting work that has been produced by someone else.

Cheating is dishonestly obtaining or attempting to obtain a satisfactory result in assessment work. This can include using unauthorised materials, altering or fabricating data, falsifying references or citations, or submitting work that has been plagiarised or colluded upon.

All students at NIT Australia must uphold high standards of integrity in assessment work and refrain from engaging in plagiarism, collusion, or cheating.

The trainer will formally meet with the student if a student's submitted work is suspected to be plagiarised, colluded or cheated. The purpose of the meeting would be to verify the assessment work submitted by the student. The trainer can verify the student's knowledge by asking verbal questions and seeking clarification on the provided assessment work. As an outcome of the meeting, the trainer will assess if the student is required to resubmit the assessment work with or without a reassessment charge.

16.12. Recognition of Prior Learning (RPL) and Credit Transfer

Recognition of Prior Learning (RPL) refers to the relevant prior learning experience which demonstrates that students already have the knowledge and competencies of the unit/course. It is an assessment process that involves the assessment of an individual's relevant prior learning (including formal, informal, and non-formal learning) to determine the credit outcomes of an individual application for credit.

Credit Transfer (CT) gives recognition to the Qualifications and Statements of Attainment issued by other registered training organisations accredited under the Australian Qualifications Framework, allowing for the granting of credits for successfully completed units. It is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

Grant of RPL or CT may result in a change in course duration which may also impact changes in timetable and study loads for each study period. Students may be required to attend classes for units against which RPL or CT has been granted when multiple units are delivered together as a part of the cluster.

Refer to NIT's Credit Transfer Policy and Recognition of Prior Learning (RPL) Policy for detailed information via NIT's website (www.nitaustralia.edu.au)

Applying for RPL or CT

Students can apply for RPL or credit transfer against an AQF Qualification or an Accredited Course or a Unit of Competency or a Skill Set that NIT is registered to deliver.

Prospective students wishing to apply for RPL or credit transfers should contact NIT either by phone (08) 6269 2300 or email at admissions@nitaustralia.edu.au or in person at Unit 1, 251-255 Stirling Street Perth 6000 WA

Students currently enrolled at NIT can access the RPL Policy or Credit Transfer Policy from the Important Documents section on NIT Student Portal (TMS).

16.13. Receiving Qualification or Statement of Attainment

Qualifications can only be issued to students who have been deemed Competent in all Units of Competency of their course. Students who have not been deemed Competent in all Units of Competency will receive a Statement of Attainment listing all units in which they have been deemed competent.

These certificate documents are issued to the students within 30 days of the student being assessed as meeting the requirements of their enrolled course, provided all agreed fees have been paid by the student.

16.14. Timetable

All class timetables are planned on a study period basis which means that students' timetables may change with a new study period or due to appropriate trainer availability, venue availability, class sizes, and other factors. NIT will always endeavour to ensure that there is minimal disruption to these timetables.

NIT reserves the right to defer a subject to a later study period/session under special circumstances. Where a subject is deferred, it will be offered in the next logical learning/training

sequence. Any classes affected by public holiday(s) may be rescheduled by NIT in the first week of a study break.

Timetables will be published on NIT's training management system (TMS). Students will be informed via email when timetables are published.

17. Course Progress/ Course Attendance

NIT monitors the course progress of international students enrolled in its courses by following NIT's Course Progress Policy. Being an international student it is essential for you to comply with the regulations of your student visa at all times.

Under the ESOS Act, NIT is required to notify students and the Department of Home Affairs (DoHA) if a student has breached their student visa conditions as a result of having failed to maintain satisfactory course progress or if applicable, course attendance requirements.

For International VET students, it is a condition of their visa that they are enrolled in full-time study, which according to National Code 2018 is a minimum of 20 scheduled course contact hours. The attendance of all students enrolled at NIT is recorded, which includes the date, time, location, trainer name, and names of students in class. Late arrivals and absences will be recorded.

NIT monitors the course progress of each student at the end of each study period. The student who has successfully completed 50% or more units delivered in a study period is deemed to be maintaining satisfactory course progress.

For a student who fails to successfully complete 50% or more units delivered in a study period, an intervention strategy will be applied to assist the student in their studies and meeting the course requirements.

If a student fails to fulfill the requirements of the agreed intervention strategy and fails to maintain satisfactory course progress in two consecutive study periods, the student is deemed to be having failed to maintain satisfactory course progress. When a student is assessed as having unsatisfactory course progress, NIT will issue the student a Notice of Intention to Report on Unsatisfactory Course Progress and the student will be given an opportunity to access the NIT's complaints and appeals process within 20 working days.

In the case that:

- a student has chosen not to access the complaints and appeals policy within the 20 working day period
- or withdraws from the process, or
- the process is completed and results in a decision supporting NIT

NIT will notify the Department of Education and Training via PRISMS and the Department of Home Affairs (DoHA), about the student not achieving satisfactory course progress, which may impact the student's visa.

If a student's enrolment in a course is cancelled due to unsatisfactory course progress, NIT may also cancel the student's all future enrolments with NIT especially if the student is unable to meet the future course entry requirements.

If students do not agree with their assessment results, they can lodge an internal appeal within 20 working days of receiving the result.

NIT students receive a second chance if they are unsatisfactory in any assessments during any period of study (a second chance is called a re-sit, or resubmission, or re-work advice). An intervention strategy will be implemented for any student deemed at risk of not progressing satisfactorily in their courses.

17.1. Intervention strategies

NIT proactively monitors student progress and applies intervention strategies as soon as students are identified as being at risk of not making satisfactory course progress and/or participation (attendance). NIT may also suggest additional support for students.

In the case of unsatisfactory course progress, the following intervention strategies may be applied:

- Guidance concerning the appropriateness and suitability of course/s undertaken
- Additional support for the units of competency where NYC(s) have been recorded
- Scheduling of re-assessment events
- Adjustment of study load if a student is having difficulty in making satisfactory course Progress while maintaining 20 course contact hours per week
- Literacy and Numeracy assistance

Refer to NIT's Course Progress Policy for detailed information on course progress requirements and intervention strategies available via NIT's website (www.nitaustralia.edu.au)

17.2. Monitoring Course Enrolment Load

The following factors may change student's study loads and affect the expected duration of the study (completion within expected duration):

- Necessary units are not available or offered in a particular study period
- Timetable clash;
- RPL/Credit Transfer;
- Failed prerequisites;
- Implementation of Intervention Strategy
- An uncommon or unusual event that is out of the student's or NIT's control (compassionate or compelling circumstances or extenuating circumstances);

Students must be able to prove that the compassionate, compelling, or extenuating circumstances have affected them and prevented them from maintaining a normal study load. Supporting documents will be required.

17.3. Holidays/Leave

Students are advised to arrange their holidays only during their study/ term breaks. NIT generally does not grant any leave during study periods unless compassionate or compelling circumstances apply. Student Services Officer or Training Manager may approve leave for a maximum of six (6)

days per study period on compassionate or compelling grounds. A student must provide supporting evidence, for example copies of verifiable medical certificates, police reports, etc. Read more about compelling/compassionate circumstances in section 19.2 of the Student Handbook.

If the circumstances are compassionate or compelling and that a longer period of leave is required, students are advised to apply for deferment for the duration of a complete study period. If a student does not apply for a deferment, any absences more than the approved leave of a maximum of six (6) days will be marked as absent.

Students must seek support from their trainers and assessors for any training/assessment activity missed during the leave period.

Refer to section 19 of the Student Handbook to read more about enrolment deferment.

17.4. Sickness

In the case of illness or other circumstances beyond reasonable control, students may be excused from attending classes. Medical certificates from a registered Medical Practitioner have required if students are absent from classes due to illness. A copy of the verifiable medical certificate is to be forwarded either in person at NIT reception or via email to studentservices@nitaustralia.edu.au at the earliest possible receipt for medical or hospital fees cannot be accepted in lieu of a medical certificate. Please be aware that students who miss a unit due to illness and who have not provided a medical certificate may be at risk of incurring re-assessment and/or re-enrolment fees.

The medical certificate must:

- indicate the name, address, and contact details of the medical practitioner issuing the certificate
- indicate the name of the patient
- indicate the date on which the certificate is issued
- indicate the degree of incapacity of the patient
- Indicate the dates or duration for which the medical practitioner considers the patient is unfit or incapacitated.

If the student is not a patient, the student must also submit evidence of relationship with the patient.

If the evidence is in a language other than English, you must provide a certified translation of the evidence documents by NAATI-approved translators. The medical certificate must be submitted within three days of absence occurring, otherwise, the attendance will be recorded as an absence.

In the case of long-term illness or where the circumstances are compassionate or compelling and that a longer period of leave is required, students are advised to apply for deferment for the duration of a complete study period. To defer enrolment means to temporarily put studies on hold. Refer to section 19 of the Student Handbook to read more about enrolment deferment.

18. Complaints and Appeals

NIT is committed to the early resolution of complaints and appeals in a fair and impartial manner for the parties involved. The NIT complaints and appeals policy ensure that all students are given access to effective and fair complaints resolution and appeals processes at minimal or no cost and within 10 working days of the lodgement of a formal complaint or appeal. NIT policy covers both academic and non-academic complaints and appeals.

Refer to NIT's Complaints and Appeals Policy and Procedures for detailed information via NIT's website (www.nitaustralia.edu.au)

19. Deferral, Suspension, or Cancellation

19.1. Student-Initiated Deferment

Students wishing to defer their enrolment(s) are advised to get in touch with NIT Student Services Officer. The Student Services Officer will explain to students the deferment process, including student visa requirements and any financial obligations. Students must demonstrate compassionate or compelling circumstances to apply for deferment from their studies. Requests to defer are required to be in writing by submitting the "Application to Defer Enrolment" form with supporting evidence attached e.g. copies of medical certificates, air-tickets, police reports, etc. This form is available from NIT reception or by request from admin@nitaustralia.edu.au. Deferment requests applied only formally ie; via appropriate forms will be considered.

The completed deferment application form should be submitted within a reasonable timeframe to allow for the processing of the request. Delay in submitting the required documentation (evidence of compassionate/compelling circumstances) may result in the rejection of the request to defer enrolment.

Deferment of enrolment is granted for one full study period ie; twelve (12) weeks. Hence, deferment is allowed only if the circumstances are compelling or compassionate in nature (Refer to some of the examples that fall under compelling/compassionate circumstances below). The maximum period that the deferment of enrolment is allowed is two (2) study periods. Each deferment request will be assessed based upon individual student's circumstances.

It is important to note that if a student's deferment of enrolment request is approved, that may affect their current student visa and they must refer the Department of Home Affairs (DoHA) for further information. Students will be advised in writing of the outcome of their completed application within ten (10) business days.

Students may also request a deferral prior to course commencement if there are delays in getting student visas or any other compassionate or compelling circumstances exist. Requests for such deferments must be in writing using the "Application to Defer Enrolment" form and addressed to the Admissions team. A request to defer commencement should be submitted in the appropriate timeframe prior to the course start date. Students are advised to check with the NIT Admissions team for the timeframe to submit their requests. Failing to submit a request to defer commencement on time may lead to a student's enrolment being at risk of non-commencement.

19.2. Compassionate and Compelling Circumstances

Compassionate or compelling circumstances are generally those beyond the control of the overseas student and which have an impact upon the overseas student's course progress or well-being. These could include, but are not limited to:

- serious illness or injury, where a medical certificate states that the overseas student was unable to attend classes;
- bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the overseas student's studies;
- unforeseen government restrictions that prevent the student from either leaving their home country or entering Australia (WA)
- a traumatic experience, which could include:
 - involvement in, or witnessing of a serious accident; or
 - witnessing or being the victim of a serious crime, and this has impacted on the overseas student (these cases should be supported by police or psychologists' reports)
- where the registered provider was unable to offer a prerequisite unit or the overseas student has failed a prerequisite unit and therefore faces a shortage of relevant units for which they are eligible to enroll.

19.3. Assessment of Compassionate and Compelling Circumstances

All requests for consideration must be accompanied by certified copies of independent supporting documentation which may include any one of the following:

- Medical documentation or a psychological report with reference to the health professional's opinion regarding the Student's ability to attend classes for a period of time
- Death certificates and evidence of a relationship
- Police reports outlining involvement in a serious crime or accident
- Inability to provide supporting documentation will result in requests for consideration being denied. All documentation must be provided at the time of the request.

Student's previous requests for consideration and study history may be considered when assessing applications relating to Compassionate and Compelling circumstances.

19.4. Circumstances not considered Compassionate and Compelling

The following circumstances will not be considered as Compassionate and Compelling:

- Circumstances that are considered to be within the control of a Student, or which are to be expected in the normal course of the Student's study, work, family, or social life.
- Minor illnesses (as determined by a registered medical practitioner) or homesickness.

- Inability to meet mandated travel requirements as set by either the government or the airlines.
- An increase in hours or duties of paid or unpaid employment at the request of the individual Student. These are not regarded as circumstances beyond a Student's control.
- Relationship problems
- Financial difficulties
- Travel or employment opportunities
- Family or customary obligations such as weddings of self, family member, relative or friend
- Cultural celebrations such as Diwali, Ramadan, Eid al-Fitr, Chinese New Year, Holi, etc

19.5. Cancelling an enrolment

Students wishing to cancel their enrolment(s) are advised to get in touch with NIT Student Services Officer. The Student Services Officer will explain everything that students need to know about cancelling enrolment, including student visa requirements, financial obligations, and will guide the students to lodge the cancellation request by providing required documentation/forms to be completed. These forms are also available from NIT reception or by request from admin@nitaustralia.edu.au. Cancellation requests applied only formally ie; via appropriate forms will be considered.

Students will be advised in writing of the outcome of their completed application within ten (10) business days.

It is important to note that if a student's enrolment is cancelled, that may affect their current student visa and they must refer the Department of Home Affairs (DoHA) for further information.

19.6. NIT Initiated Cancellation

NIT may cancel a student enrolment in the following instances:

A. Student Defaults

- Breach of NIT Student Code of Conduct
- Student misbehaviour inclusive of academic misconduct
- Where a student is considered to provide a threat to the well-being of other students or staff
- On non-commencement of the course
- Failure to resume course after a scheduled study or holiday break
- Where a student is absent for 12 consecutive class days (days on which classes for students are scheduled) in a study period and the student has not responded back to the attendance reminder emails
- On breach of enrolment conditions
- On non-payment of outstanding fees
- On failure to meet the course progress and/or attendance requirements
- On failure to meet the course entry requirements
- When a student no longer holds a valid visa
- If a student refuses to enrol in an appropriate study load
- If a student is missing (ie; out of contact)

B. Provider Default

- If NIT is no longer able to deliver a course

In cases where cancellation of the student's enrolment is initiated by NIT, students are notified in writing and given 20 working days to access the NIT Complaints and Appeals policy. The change in enrolment status will not be reported to the Department of Home Affairs (DoHA) until the internal appeals process is completed. After completion of the appeals process, the student's enrolment cancellation is reported to DoHA via PRISMS.

The student may not be given the opportunity to appeal NIT-initiated cancellation of enrolment when the student's health or wellbeing, or the wellbeing of others, is likely to be at risk. This may include, but is not limited to when the student:

- is missing (out of contact);
- has medical concerns, severe depression, or psychological issues which lead NIT to fear for student's wellbeing;
- has engaged or threatens to engage in behaviour that is reasonably believed to endanger the student or others; or
- is at risk of committing a criminal offense.

In case of cancellation, the refunds (if any) will be processed based upon NIT's Fees and Refund Policy as listed on the student's International Student Agreement.

19.7. Concurrent Course Enrolment Guidelines and Declaration

Concurrent Course Enrolment means that you are enrolling simultaneously in more than one course. An overseas student in Australia on a student visa is permitted to undertake additional study (that is, a course of education or training) at the same time as the principal course for which they hold a student visa. However, according to the legislation any course undertaken by a student visa holder must be registered on CRICOS. A Confirmation of Enrolment (CoE) should be issued for any additional study in a course undertaken by an overseas student whilst in Australia on a student visa.

NIT Australia allows concurrent enrolment for its International Students based on the information outlined below:

- The student maintains the requirements of all courses at NIT Australia and at another education provider in which they are enrolled or wishing to enrol, including maintaining satisfactory course progress (and attendance, where applicable).
- The student completes the Concurrent Study Declaration form when applying for a concurrent course at NIT Australia.
- Details of the concurrent enrolment are provided to NIT Australia (Course Name, Education Provider Name, Commencement Date & Completion Date). This information must be submitted prior to the commencement of the concurrent course.

If you as a student have a separate enrolment with another provider, please contact the Student Services team to discuss this and if required sign the Concurrent Study Declaration.

19.8. Student Transfer Policy

International students on a student visa are obliged to complete the first six months of their principal course at their principal provider before being able to transfer to another provider.

Students wishing to cancel their enrolment at NIT before the period of six months has elapsed must apply in writing via the Application to Cancel Enrolment form, giving full reasons and supporting documentation for their request. NIT will also require a copy of a letter of offer from the new provider. Students will be notified in writing of the outcome of their request within ten working days of making the request and the refund policy will be applied if the request is successful. You must refer to the Overseas Student Transfer Policy on NIT Student Portal for more details.

You must notify NIT Australia:

- if you change education provider within seven days of receiving the electronic confirmation of enrolment certificate or evidence of enrolment.

19.9. Change of Course or Change of Course Specialisation

The change of course request must be submitted by completing a Change of Course Form.

The student must request the Change of Course Specialisation in writing at least four weeks before the commencement of the study period.

NIT will consider change of Change of Course or Change of Course Specialisation based on the following factors:

- Course or course specialisation entry requirements. The student must meet the entry requirements of the course.
- Availability of Course or Specialisation class schedules
- Seats available in the requested course or specialisation units

Note: The Change of Course Specialisation units may incur additional fees based on the current fees of the course specialisation.

20. Fees and Refunds

All commencing students are required to pay fees at the time of or after accepting a course offer.

Continuing students are required to pay the fee by a specified due date as reflected on their Letter of Offer. Where a student has not paid the fee by the due date, a fee reminder will be issued along with the overdue fine as specified on NIT's website (www.nitaustralia.edu.au).

Where a student continues to have an outstanding debt (i.e. course fees, fines, etc.), their enrolment will be put on hold if they have not paid this debt by the due date advised by NIT and the following services will be withheld:

- access to NIT's online Student Portal (TMS)
- access to library services, enrolment records, and academic transcripts

These students will be informed that if they make no further payment or do not contact the NIT student services team concerning their non-payment of fees (outstanding debt), their enrolment may be cancelled. Course fees or other charges overdue more than 14 days will be considered as non-payment of fees.

Students who are facing financial hardships and wish to pay by instalment must see either Accounts Officer or Student Services Officer to make payment arrangements.

Where a student has an outstanding debt (including cancelled enrolments), NIT may approach debt collection agencies and/or credit bureaus to recover outstanding debts, which may affect the debtor's credit history.

For NIT's Fees and Refund Policy, please refer to your International Student Agreement with NIT.

21. NIT Policies and Procedures

NIT Policies, Procedures, and related documents are available via the NIT website (www.nitaustralia.edu.au) and/or Training Management System (TMS).

22. Glossary

Refer to Glossary of terms and definitions on www.nitaustralia.edu.au

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Further Information

NIT Australia

251-255 Stirling Street

Perth, WA 6000, Australia

Tel: +61 8 6269 2300

Email: admissions@nitaustralia.edu.au

National Institute of Technology Pty Ltd
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