

Print your name as it appears in your passport. Use block letters and black/blue pen. "WLI" refers to "The William Light Institute".

### Personal Details

Family name: \_\_\_\_\_

Given name: \_\_\_\_\_

Date of birth:     /     /     (day/month/year)

Gender:     Male     Female     Other

Nationality: \_\_\_\_\_

Passport No: \_\_\_\_\_

Date of expiry:     /     /     (day/month/year)

Visa: \_\_\_\_\_

Visa expiry:     /     /     (day/month/year)

### Contact Details in Australia (must be details of student, not agent)

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home phone: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

Email address: \_\_\_\_\_

### Emergency Contact Details in Australia

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

Mobile phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Email address: \_\_\_\_\_

### Overseas Contact Details (must be details of student, not agent)

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

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

Home phone: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

### English Proficiency

IELTS	PTE	TOEFL	CAE	OET
Listening:	Reading:	Speaking:	Writing:	Overall:
Test Date:     /     /				

### Medical Disability

Do you consider yourself to have a disability, impairment or long-term condition?  
 Yes    No

If yes, please indicate the area (s) of disability, impairment or long-term conditions (you may indicate more than one area)

\_\_\_\_\_

### Proposed start date and campus

Campus	Timetable	Start Date
Adelaide	Weekdays Weekend	day / month / year
Melbourne	Weekdays Weekend	day / month / year
Sydney	Weekdays Weekend	day / month / year

### Document Checklist

Please submit certified copies

Academic transcript	Completion letter	Resume
English language evidence	Passport	Visa

### Course and Application fee

Item	Amount	Frequency
Professional Year in IT- Course Fee:	\$11000	Once
Application Fee: (Non refundable)	\$200	Once

### Direct Application or Via Agent

Direct Application    Via agent

If via agent, tell us the following:

Consultant Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Are you currently undertaking any accredited course\*? Yes    No

If Yes, the student cannot apply for the PY program.  
 Exception- NAATI, and Unit of competencies such as first aid, white card etc  
 \*Accredited programs are Certificate I, II, III, IV, Diploma, Advanced Diploma, Graduate Diploma, Bachelors program Master's program or PHD

Are you currently enrolled with another Professional Year provider? Yes    No

If Yes, the student cannot apply for the PY program.

### Educational Qualification in Australia

Qualification or Program Title	Institution Name	Country/State	Completed	Date Started	Date Finished
			Yes No		
			Yes No		

## IT Work Experience

(If No IT Experience, then list other work experience)

Date (From-To) (day/month/year)	Employer	Position Held	Main Duties
-			
-			

### Terms & Conditions

#### Changes in Personal Details

All applicants and participants are required to advise WLI 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 WLI would need to be notified.

**Intake Dates, Coursework Days** WLI reserves the right to change the intake date and coursework day for classes, up to 5 days before an intake is scheduled to start. The Professional Year Program (ICT) is 44 weeks in length (excluding public holidays) but it may take longer depending on completion of coursework components by the applicant. While every effort is obviously made for the internship/WLI 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 WLI'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 WLI 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. WLI will give participants every opportunity to rectify any poor attendance while also providing advice and counselling as needed. Successful completion of the Professional Year Program (ICT) does not guarantee a Skills Assessment will be awarded to the graduate by the Australian Computer Society nor does it guarantee 5 migration points and/or permanent residency will be awarded to the graduate by the government's Department of Home Affairs.

#### Internship Placement

As part of the Program, WLI agrees to arrange an internship placement with a host company in which the participant will undertake at least 240 hours of unpaid work; work which is reasonably aligned to the participant's field of academic study in ICT. Host companies are selected at the discretion of WLI and placements are offered at the discretion of host companies. WLI 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 WLI at host companies in a professional manner, just as the participant would be expected to attend an actual ICT job interview. Similarly, the participant will maintain 100% attendance to the placement, be always be 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 WLI with every payment. All fees are subject to change without notice. WLI 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

WLI 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 WLI receives the written withdrawal from the applicant, as detailed in the table below.

Full Refund	Partial Refund	No Refund
WLI retains the \$200 Application Fee only.	WLI retains the First Instalment together with the Application Fee.	WLI retains the full amount and the applicant is committed to paying the full fees.
When the applicant withdraws in writing from the Professional Year Program any time 28 days prior to the intake date.	When the applicant withdraws in writing from the Professional Year Program anytime less than 28 days prior to the intake date.	When the applicant withdraws in writing from the Professional Year Program anytime after course start date. The applicant provides false or fraudulent information/ documentation
WLI is unable to deliver the Professional Year Program (ICT) or at least start the program on the scheduled date.		The student breaches WLI rules resulting in suspension or expulsion.
WLI refuses the application for enrolment.		The student has their visa cancelled and has to leave the country or otherwise in breach of his/her visa conditions.

**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 WLI revoking an offer or my studies at any stage. I authorise WLI 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 WLI's current brochure and information available on [www.wli.edu.au](http://www.wli.edu.au) and fully understand the requirements of the course. I authorise WLI 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 / digital signature and is provided as confirmation of the application into the Professional Year program.

**Pre-Enrolment Appendix A**

Explain why you are undertaking the PY Program and what do you expect to derive from the PY program in 100 to 150 words?

*As per Department of Home Affairs requirements, the Professional Year Program has been designed to develop student's work readiness skills in a face to face learning environment. As a PY applicant, I acknowledge and understand that...*

1. I am required to remain in the state that I enrolled. Furthermore, it is my responsibility to remain within reasonable distance of my education provider's campus for the purpose of classroom delivery
2. I must notify my education provider if I intend to move and/or change my address for any reason
3. Program delivery may transition to temporary online delivery due to local health and safety measures, as advised by my education provider and approved by ACS.
4. I will be directed to remain (or return to) in the classroom to fulfill DHA's PY Program requirements when deemed safe to do so. This may occur at any time through my PY Program journey.
5. I have access to local resources and services to support my continuing program enrolment

**I knowledge that I have read this content carefully**

**Student's Name:**

**Student's Signature**

Date:            /            /            (day/month/year)

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Tel: +61 3 9600 0087  
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Tel: +61 8 7078 7733  
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Tel: +1300 442 482