



## APPLICATION & ENROLMENT INFORMATION SHEET

Thank you for considering LITA Training as your training provider. LITA Training is a nationally recognised Registered Training Organisation (number 0577). To ensure that you have all the information you require to make the right study decision, it is important that you have received, considered and understood all the following information as part of your application:

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| <input type="checkbox"/> <b>Course/qualification details</b> (available in our Course Brochures on our website)   | <input type="checkbox"/> <b>Course Eligibility Requirements</b> (available in our Course Brochures on the website)  |
| <input type="checkbox"/> <b>Course Fees and Student Incidental Charges</b> (available in our Course Brochures on our website) – you will receive an <b>individualised Schedule of Course Fees</b> as part of your enrolment | <input type="checkbox"/> <b>Government Subsidies Eligibility requirements</b> (available in our Course Brochures on our website). Information on <b>my future entitlement to Government Subsidised Training</b> (available in the Student Handbook) |
| <input type="checkbox"/> <b>Credit Transfer services</b> (available on our website and in the Student Handbook)   | <input type="checkbox"/> <b>Recognition of Prior Learning and Current Competencies services</b> (available on our website)  |
| <input type="checkbox"/> <b>Traineeship arrangement details if relevant</b> (available on our website)  | <input type="checkbox"/> <b>Unique Student Identifier information</b> , including privacy of your details (available on our website)  |
| <input type="checkbox"/> <b>Privacy policy and procedure</b> (available on our website) incorporating reporting requirements to governments ( <b>Privacy Notice</b> )   | <input type="checkbox"/> <b>How to lodge a Complaint or Appeal</b> against a decision made by LITA Training (available on our website)  |
| <input type="checkbox"/> <b>How to give us Feedback</b> on your experience with LITA Training at any stage (available on our website)   | <input type="checkbox"/> <b>The Course's Assessment strategies</b> (available in our Course Brochures on our website)   |
| <input type="checkbox"/> <b>Student Handbook</b> – a summary of all policies that are important to our students (available on our website). Please read your rights, obligations and responsibilities outlined here.        | <input type="checkbox"/> <b>Student Support services</b> – both academic and non-academic (available on our website)  |
| <input type="checkbox"/> LITA Training's <b>Refund Policy</b> (available on the website)  | <input type="checkbox"/> Applicants considering <b>On-Line Studies</b> must have digital literacy and access to specific technology and equipment (refer to Student Handbook)   |

We will check that you have received or have access to this information and that you understand it as part of our application and enrolment activities. Be sure to fully complete your *Application and Enrolment Form* so we may consider your application for enrolment promptly.

Please advise LITA Training if you would like any further information or assistance.

**LITA TRAINING WEBSITE: [www.lita.org.au](http://www.lita.org.au)**

**CONTACT NUMBER: (08) 8725 6082**