



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:

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

CONTACT NUMBER: (08) 8735 1474