Application for Exemption

DATE: _____

STUDENT ID: _____

NOTE: Application Forms submitted after Week 4 may justify an Exemption, however it does not qualify for a refund of fees. Please submit form to PIBT Reception for processing.
All communication for current students will be done via the PIBT student email account.
AUSTRALIAN STUDENTS NOTE: If you are funded under *FeeHelp*, applications finalised after the DEEWR or DIICCSRTE Census date (Week 4) will incur a debt liability owing to the Commonwealth Government.

FAMILY NAME: _____ OTHER NAMES: _____

ADDRESS: _____POST CODE: _____

PHONE: _____ MOBILE: _____

COURSE FOR WHICH YOU ARE APPLYING FOR AN EXEMPTION: _____

Important Information for Applicants: The following evidence MUST be submitted together with this form:

- Certified copy of academic transcript and/or qualifications with approved English language translations (if applicable)
- Copy of unit outlines describing detailed contents of learning outcomes, assessments and other course materials. Such evidence must demonstrate equivalent academic rigour (quality, time frame, depth of study and content) to the relevant PIBT Unit.
- Proof of minimum level of English competency as detailed in PIBT brochure against relevant course entry guidelines
- Proof of currency: Previous study and/or experience must have been completed within a period of time that is no longer than three times the length of the course for which you are seeking Exemption. (Eg: Exemption for a unit in a one year Diploma must have been completed within the previous three years). A shorter time-limit may apply for disciplines where the state of knowledge changes more rapidly.

Exemption is claimed for the following unit(s):

Course (Cert, Dip)	PIBT Unit Code	Previous Institution	Other Institution Unit Code	Approved	Not Approved

Applicant Declaration:

- I certify that information submitted with this application is true and correct and acknowledge that these documents remain the property of PIBT. I authorise PIBT to check any statements submitted and acknowledge that if these documents are found to be false or misleading, my application for enrolment may be cancelled.
- I acknowledge that it is my responsibility to ensure that this application is submitted in time for processing prior to enrolling in the unit(s). If not, I forfeit any claim to a fee refund and/or exemption from paying a *FeeHelp* debt.
- I realise that it is my responsibility to ensure I receive a revised study plan if required due to any exemption being granted. I understand that I must attend all enrolled classes until I receive notice of the outcome of this application.
- If I am an international student, I realise that the outcome could affect course duration and may require a new CoE.

Student Signature _____ Date: _____

Appeal:	In the event that an applicant disagrees with the assessor's decision, you are invited to make an appointment with the Academic Director or Partner Programs Director to discuss the process and rationale for the decision. If appropriate, the Director may seek a re-assessment of your case or advise you of the Complaints and Appeals Policy (see: http://www.pibt.wa.edu.au/policies)

OFFICE USE ONLY:

Units studied overseas are recognised by NOOSR: **Yes No**: If so what AQF level: _____

Copy of Final Outcome issued to Student? **Yes No** If so, what date: _____

PIBT Assessor: (Name) _____ (Signature) _____ (Date) _____

Student Records: (Name) _____ (Signature) _____ (Date) _____

ECU Assessed (if applicable): (Name) _____ (Signature) _____ (Date) _____