



Domestic Enrolment Form, Letter of Offer and Acceptance

Course Code and Name <i>Write the full name of the course you want to enrol in</i>			
Campus Location			
Venue <i>Write the complete address of the venue</i>			
Start date		Deposit	
Personal Details			
Title			
1. Enter your full Name*			
Family Name		Middle Name	
Given names			
* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want MITT to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.			
2. Enter your birth date (DD/MM/YYYY)		3. Gender (Please tick ONE box only)	
		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	
Town/City of Birth		Country of Birth	
Resident Type		<input type="checkbox"/> Australian citizen <input type="checkbox"/> Permanent Australian resident <input type="checkbox"/> Temporary entry permit <input type="checkbox"/> Permanent Humanitarian Visa	
4. Enter your contact details			
Home Phone		Work Phone	
Mobile Number		Email Address	
Preferred Contact method (Tick one only)		<input type="checkbox"/> Email <input type="checkbox"/> Mobile <input type="checkbox"/> Post	

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5. What is the address of your usual residence?

Please provide the physical address (street number and name not post-office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.
 If you are from a rural area use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.
 Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

Building/property name			
Flat/unit details		Street or lot number (e.g. 205 or Lot 118)	
Street name		Suburb, locality or town	
State/territory		Postcode	

6. What is your postal address (if different from above)?

Building/property name			
Flat/unit details		Street or lot number (e.g. 205 or Lot 118)	
Street name		Suburb, locality or town	
State/territory		Postcode	

Emergency Contact details

Name		Relationship	
Mobile/Phone		Email:	

Language and Cultural Diversity

<p>7. In which country were you born?</p> <p><input type="checkbox"/> Australia</p> <p><input type="checkbox"/> Other please specify: _____</p>	<p>8. Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often.)</p> <p><input type="checkbox"/> No, English only (English only - Go to Question 10)</p> <p><input type="checkbox"/> Yes, other. Please specify _____</p>
<p>How well do you speak English?</p> <p><input type="checkbox"/> Very well</p> <p><input type="checkbox"/> Well</p> <p><input type="checkbox"/> Not well</p> <p><input type="checkbox"/> Not at all</p>	<p>9. Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, Aboriginal</p> <p><input type="checkbox"/> Yes, Torres Strait Islander</p>

Disability

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<p>10. Do you consider yourself to have a disability, impairment or long-term condition?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> No - Go to Question 12 </div>	<p>11. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: (You may indicate more than one area.)</p> <p><input type="checkbox"/> Hearing/Deaf</p> <p><input type="checkbox"/> Physical</p> <p><input type="checkbox"/> Intellectual</p> <p><input type="checkbox"/> Learning</p> <p><input type="checkbox"/> Mental Illness</p> <p><input type="checkbox"/> Acquired Brain Impairment</p> <p><input type="checkbox"/> Vision</p> <p><input type="checkbox"/> Medical Condition</p> <p><input type="checkbox"/> Other</p>
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Schooling

12. What is your highest COMPLETED school level? (Tick ONE box only.)

<p><input type="checkbox"/> Year 12 or equivalent</p> <p><input type="checkbox"/> Year 11 or equivalent</p> <p><input type="checkbox"/> Year 10 or equivalent</p> <p><input type="checkbox"/> Year 9 or equivalent</p> <p><input type="checkbox"/> Year 8 or below</p> <p><input type="checkbox"/> Never attended school</p>	Never completed any primary or secondary level education – go to question 14
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13. Are you still enrolled in secondary or senior secondary education?

Yes No

Previous Qualifications Achieved

<p>14. Have you SUCCESSFULLY completed any of the qualifications in 15?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No - Go to Question 18</p>	<p>15. If YES, please place an A, E or I on the applicable row below (A= Australian Qualification, E= Australian Equivalent, I= International).</p> <p>_____ Bachelor Degree or Higher Degree</p> <p>_____ Advanced Diploma or Associate Degree</p> <p>_____ Diploma (or Associate Diploma)</p> <p>_____ Certificate IV (or Advanced Certificate/Technician)</p> <p>_____ Certificate III (or Trade Certificate)</p> <p>_____ Certificate II</p> <p>_____ Certificate I</p> <p>_____ Other education (including certificates or overseas qualifications not listed above)</p>
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Employment	Study Reason
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<p>16. Of the following categories, which BEST describes your current employment status? (Tick ONE box only)</p> <p><i>For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).</i></p> <p><input type="checkbox"/> Full-time employee</p> <p><input type="checkbox"/> Part-time employee</p> <p><input type="checkbox"/> Self-employed - not employing others</p> <p><input type="checkbox"/> Self-employed – employing others</p> <p><input type="checkbox"/> Employed – unpaid worker in a family business</p> <p><input type="checkbox"/> Unemployed – seeking full-time work</p> <p><input type="checkbox"/> Unemployed – seeking part-time work</p> <p><input type="checkbox"/> Not employed – not seeking employment</p>	<p>17. Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only.)</p> <p><input type="checkbox"/> To get a job</p> <p><input type="checkbox"/> To develop my existing business</p> <p><input type="checkbox"/> To start my own business</p> <p><input type="checkbox"/> To try for a different career</p> <p><input type="checkbox"/> To get a better job or promotion</p> <p><input type="checkbox"/> It was a requirement of my job</p> <p><input type="checkbox"/> I wanted extra skills for my job</p> <p><input type="checkbox"/> To get into another course of study</p> <p><input type="checkbox"/> For personal interest or self-development</p> <p><input type="checkbox"/> Other reasons</p>
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Employment Industry

<p>If you are currently employed, please select the Industry of Employment the most appropriate for you (Tick ONE box only). <i>Leave blank if not employed.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Agriculture, Forestry and Fishing <input type="checkbox"/> Mining <input type="checkbox"/> Manufacturing <input type="checkbox"/> Electricity, Gas, Water and Waste Services <input type="checkbox"/> Construction <input type="checkbox"/> Wholesale Trade <input type="checkbox"/> Retail Trade <input type="checkbox"/> Accommodation and Feed Services <input type="checkbox"/> Transport, Postal and Warehousing <input type="checkbox"/> Information Media and telecommunications <input type="checkbox"/> Financial and Insurance Services <input type="checkbox"/> Rental, Hiring and real Estate Services <input type="checkbox"/> Professional, Scientific and Technical Services <input type="checkbox"/> Administrative and Support Services <input type="checkbox"/> Public Administration and Safety <input type="checkbox"/> Education and Training <input type="checkbox"/> Health Care and Social Assistance <input type="checkbox"/> Arts and recreation 	<p>Please choose the occupation identifier that best describes your role (Tick ONE box only). <i>Leave blank if not employed.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Manager <input type="checkbox"/> Professionals <input type="checkbox"/> Technicians and Trades Workers <input type="checkbox"/> Community and personal Service Workers <input type="checkbox"/> Clerical and Administrative Workers <input type="checkbox"/> Sales Workers <input type="checkbox"/> Machinery Operators and Drivers <input type="checkbox"/> Labourers
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Current Employer Information (Must complete this section if undertaking workplace training, traineeship or apprenticeship)

Company Name		Address	
Position			
Work Phone		Work Fax No:	
Supervisor/Manager' Name			
Are you working with host employer		<input type="checkbox"/> YES <input type="checkbox"/> NO	

Unique Student Identifier (USI)

From 1 January 2015, MITT can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance.

18. Enter your Unique Student Identifier (USI) (if you already have one)

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USI application through your RTO (if you do not already have one)

Application for Unique Student Identifier (USI)

If you would like

MITT to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf> . You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I [NAME]authorise

[MITT]..... to apply pursuant to

sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

- I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf> , and NCVET policies, procedures and protocols published on NCVET's website at www.ncver.edu.au

Town/City of Birth _____

(please write the name of the Australian or overseas town or city where you were born)

We will also need to verify your identity to create your USI.

Please provide details for one of the forms of identity below (numbered 1 to 8).

Please ensure that the name written in 'Personal Details' section is exactly the same as written in the document you provide below.

1. Australian Driver's Licence

State: _____
Licence Number: _____

2. Medicare Card

Medicare card number _____
Individual reference number (next to your name on Medicare card): __
Card colour: (select which applies)

- Green Expiry date ____/____/____
(format MM/YYYY) (month/year)
- Yellow Expiry date ____/____/____
(format MM/YYYY) (day/month/year)
- Blue Expiry date ____/____/____
(format DD/MM/YYYY) (day/month/year)

3. Australian Birth Certificate

State/Territory _____
Details vary according to State/Territory (see note above)

4. Australian Passport

Passport number _____

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<p>5. Non-Australian Passport (with Australian Visa)</p> <p>Passport number _____</p> <p>Country of issue _____</p>	<p>6. Immicard</p> <p>Immicard Number _____</p>
<p>7. Citizenship Certificate</p> <p>Stock number _____</p> <p>Acquisition date ____/____/____</p>	<p>8. Certificate of Registration by Descent</p> <p>Acquisition date ____/____/____</p> <p>(day/month/year)</p>

In accordance with section 11 of the Student Identifiers Act 2014, MITT will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose.

Victorian Student Number (VSN)

Victorian Student Number (VSN)

This section only needs to be completed for students who are up to 24 years old. Please note that VSN is applicable to student enrolling in VICTORIA only.

Since 2009 in schools and since 2011 for vocational education and training (VET) organisations and Adult Community Education providers, a Victorian Student Number (VSN) has been allocated upon enrolment to each individual student aged up to 24 years.

Students should report their VSN on all subsequent enrolments at a Victorian school or training organisation. In particular, all students who are currently enrolled in either a VET provider or a Victorian school (including those already participating in a VET in schools program) should obtain their VSN from their current education or training organisation and report their VSN on this enrolment form.

Students who are enrolling for the first time since the VSN was introduced will get a new VSN.

22. Enter your Victorian Student Number (VSN)

If you have entered your VSN you do not need to answer the following questions.

23. Have you attended any Victorian school since 2009 or done any training with a vocational education and training (VET) registered training organisation or an Adult and Community Education provider in Victoria since 2011?

- No – I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011.
 - Yes – I have attended a Victorian school since 2009.
 - Yes – I have participated in training at a TAFE or other training organisation since the beginning of 2011. List the most recent training organisations with which you have participated in training in Victoria since 2011 (List up to 3 training organisations)
- 1.
 - 2.
 - 3.

Have you enrolled in a similar course elsewhere? (please tick)
(If yes, you may be eligible for a credit transfer, National Recognition or

- Yes – Credit Transfer or National Recognition. Certified copies of transcripts from previous qualifications must be provided with this form.
- No

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Recognition of Prior Learning – contact MITT for further information)	
Have you been employed in the area covered by the course applied for? (If yes, you may be eligible for Recognition of Prior Learning – contact MITT for further information)	<input type="checkbox"/> Yes – Recognition of Prior Learning. An RPL Application Form must also be submitted with this form. <input type="checkbox"/> No
Tell us the reason you want to enrol in a course with MITT	
Where did you hear about us?	

Student Declaration:

Privacy Notice

Under the *Data Provision Requirements 2012* MITT is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by MITT for statistical, regulatory and research purposes. MITT may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER’s website at www.ncver.edu.au).

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Student Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Terms and Conditions

Enrolment

- All places are subject to availability.
- Education Training & Employment Australia Pty Ltd (MITT) may request for additional information to be supplied and/or for an interview to take place as part of the enrolment process.
- If a student fails to declare their highest level of qualification and receives government funding to support training and they are later discovered to have been ineligible for assistance, that student may be required to repay those monies.
- MITT will not require a deposit of more than \$1000.
- MITT will not require payment of additional fees of more than \$1500 at any one time.

Practical Training Placements

- A student as part of a course may be required to complete practical training at a facility outside of MITT.
- If a student is so required the student must sign Individual Placement Agreement between MITT, student and the “Host Employer”.
- The purpose of signing such an Agreement is so the student obtains the benefit provided by section 5.4.16 of the Education & Training Reform Act 2006.
- The student further agrees to allow the “host Employer” to make the administrative arrangements in respect to the payment and the refund.
- If the student fails, or refuses, to sign a Practical Placement Agreement, then, MITT shall not be liable for any loss, damage, expense or injury that arises out of, or in connection with, the practical training of the student at the facility.

Fees & Charges

- Prior to a student enrolling fees may be altered without notice. Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course.
- Fee for service students may be charged \$300 for re-assessment per unit if applicable.
- If the student does not complete the course within the prescribed time of his/her timetable, he/she will be required to re-enrol and pay all fees associated with the course. This includes enrolment fees and tuition fees as applicable.
- Failure to settle all fees payable by the due date may result in the student losing their place in that course. For refund purposes, this will be treated as Formal Cancellation being received on or less than 28 days from the scheduled start date for that course.
- Students are entitled, at no additional cost, to a formal Statement of Attainment on withdrawal, cancellation or transfer, prior to completing the qualification, provided the student has paid in full for the tuition related to the units of competency to be shown on the Statement of Attainment.

Plagiarism & Cheating

- Plagiarism and cheating will not be tolerated and the consequence of participating in such acts will lead to the commencement of Student Code of Conduct Procedures taken against the student.

Privacy Statement

MITT respects the privacy of student’s personal information and will only use and/or disclose student’s personal information where:

- It is required by MITT or a related or engaged entity of MITT for the enrolment process of the student’s enrolment request.
- A medical or first aid provider requires such information for the purposes of administering assistance to the student in a medical emergency;
- It is required by law; and/or
- Consent has been given by the student
- The student consents to information obtained from, or about, the student to be conveyed to any facility in which the student is or may be undertaking practical training.
- Students may access personal information collected about them by MITT, where legally available, by making a written request to MITT’s Student Support Officer.
- To meet MITT’s obligations to state and federal government bodies

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Refunds

No refunds are payable to government funded students who have paid no tuition fees to MITT. The refunds, as set out in 1.1 Tuition Fees, only apply to domestic students who have paid tuition fees to MITT.

1. Refund applications must be made in writing to MITT. Refunds will be refunded within 14 days of receipt of a written application and will include a statement explaining how the refund was calculated.

1.1 Tuition Fees

Where MITT cancels the course before the commencement date or the student's enrolment request has been rejected by MITT.	100% refund of course fees
Where MITT cancels the course after the student has commenced the course	100% refund of the unspent pre-paid tuition fees
Withdrawal notified in writing and received by MITT 28 days or more prior to course commencement date, or, where the student enrolled after the Course commenced, 28 days or more prior to the date the student is to commence the Course	70% refund of tuition fees
Withdrawal notified in writing and received by MITT less than 28 days prior to course commencement date, or where the student enrolled after the Course commenced, less than 28 days prior to the date the student is to commence the course.	No refund of tuition fees or non-tuition fees.

2. Refund application requests must be made in writing on the Refund Application Form provided by MITT. The refund application form is available on request from MITT's administration office in all states.
3. All refunds must be in accordance with the 2015 VET Standards and the Refund Application Form signed by the student and maintained in their individual student file and in VETtrak.
4. A written explanation as to how the refund was calculated and a copy of the signed Refund Application Form must accompany student refunds.
5. Details of refunds provided must be maintained in individual student files.
6. The availability of the Complaints and Appeals process, does not remove the right of the student to take action under Australia's consumer protection law.
7. In the unlikely event that MITT is unable to deliver the course in full; the student will be offered a refund of the unspent pre-paid tuition fees paid by the student. The refund will be paid to the student within 2 weeks of the day on which the course ceased being provided. Alternatively, the student may be offered enrolment in an alternative course by MITT at no extra cost to the student. The student has the right to choose whether she/he would prefer the refund of the unspent pre-paid tuition fees, or to accept a place in another course. If the student choose placement in another course, she/he will be asked to sign a document to indicate that she/he accepts the placement.
8. Subject to clause 9, in the event that the course did not start on the agreed starting date (and the student has not elected to commence the course on a new starting date), or the course ceased to be provided by MITT at any time after it started, but before it was completed, the student shall be entitled to a refund of the unspent pre-paid tuition fees paid by the student.
9. If clause 8 applies, then, the alternatives set out in clause 7 shall also be offered to the student and the student, if he/she accepts any alternative course offered to him/her shall accept in writing. If the student accepts the alternative course; then, no refund is payable to the student
10. Non-Tuition Fees are not refundable.

'Student declaration and acceptance of the Letter of Offer and Terms of Condition'

- I confirm that I have read and fully understand the detailed information about Terms and Conditions of this Letter of Offer.
- I understand and acknowledge that enrolment is accepted under the condition that my tuition and other fees are paid in full prior to the course commencement or unless otherwise agreed by MITT.
- I understand and acknowledge that all information provided by me is correct and complete at the date of acceptance. The provision of incorrect information or withholding of relevant information relating to my application, including academic transcript/s, might invalidate my application and that MITT may withdraw an offer of a place or cancel my enrolment in consequence.
- I understand and acknowledge that MITT's Privacy Policy and statement and I permit the use of my results as needed by MITT for the purpose of valuation and moderation as required by the Standards of national VET Regulator.

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- I understand and acknowledge that I have received and/or read, understood the following information:
 - The minimum entrance requirements;
 - The structure, course contents, duration, modes of study and assessment methods of the course;
 - The qualifications obtained at successful completion of course;
 - What course credits or RPL I am eligible for and how this will affect my course duration and fees;
 - Information on relevant legislations
 - Course related fees and refund policy;
 - Withdrawing from course and cancelling enrolment;
 - MITT Complaints and appeals policy and procedure
 - MITT refunds policy and procedure
 - MITT's Student Code of Conduct
 - I have read and understood the Privacy Policy

I hereby acknowledge and agree to the terms of conditions of this Acceptance of Offer

Student Name: _____

Student Signature: _____

Date: __/__/____

Payment Options

Cheque / Money Order	To be made payable to "MITT"
Credit Card	In person at your MITT office*
Cash	In person at your MITT office*

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Letter of Offer and Written Agreement and Statement of Fees**(File Copy)**

Dear

Address

Thank you for your application for enrolment to the Mechanical Institute of Training and Technology (MITT) I am pleased to advise that MITT offers you a place as a domestic student subject to you complying with the following terms and conditions:

Course Code	Course	Start Date	End Date	Fees paid by student

Deposit of no more that \$1000 to be paid before course commencement

Material Fees (Non- refundable)	\$
Tuition fees	\$
Total	\$
Deposit to be paid	\$

Accepting your Offer:

To accept this Offer you must sign bottom of this document headed '**Student declaration and acceptance of the Letter of Offer and Terms of Condition**' and return this letter to MITT with your Acceptance Deposit within 7 days of the date of this Offer.

I look forward to receiving your deposit and wish you well in your studies.

Yours sincerely,



Administration Manager

Marlene McGrath

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Letter of Offer and Written Agreement and Statement of Fees

(Student Copy)

Dear

Address

Thank you for your application for enrolment to the Mechanical Institute of Training and Technology (MITT) I am pleased to advise that MITT offers you a place as a domestic student subject to you complying with the following terms and conditions:

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Deposit of no more that \$1000 to be paid before course commencement

Material Fees (Non- refundable)	\$
Tuition fees	\$
Total	\$
Deposit to be paid	\$

Accepting your Offer:

To accept this Offer you must sign bottom of this document headed ‘**Student declaration and acceptance of the Letter of Offer and Terms of Condition**’ and return this letter to MITT with your Acceptance Deposit within 7 days of the date of this Offer.

I look forward to receiving your deposit and wish you well in your studies.

Yours sincerely,



Administration Manager

Marlene McGrath

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