

Application for admission by young people under 17

Refer: [Applications for Admission of Young People Under 17 Policy and Procedure](#)

CIT is a vocational education and training (VET) provider registered under the *National Vocational Education and Training Regulator Act 2011* and approved by the Board of Senior Secondary Studies (BSSS) to deliver the ACT Senior Secondary Certificate.

If you're an Australian Apprentice/Trainee or Australian School Based Apprentice you will need to enrol through [Apprentice Connect Australia Providers](#) (Providers), further information can be found [here](#).

This application form is for young people aged 15 or 16 wanting to enrol into a CIT course of study. CIT is an adult education institute and wants to ensure the CIT environment and chosen course of study is suitable for the young applicant. As part of the application for admission process you will need to:

- write a paragraph explaining why you want to attend CIT, approximately 250 words
- provide your school reports for the last 12 months
- provide two referees reports
- attend an admissions interview (if required)

This application form is to be completed by the young person to demonstrate their commitment to being self-directed, self-motivated and being able to take responsibility for their learning choices.

Email the completed form and required supporting documents to:

infoline@cit.edu.au (Subject Header: [Under 17 Admission Application and your name](#))

CIT will contact you to organise the admissions interview.

Applicant details		
Applicant Name		
Date of Birth		
Phone number		
Email		
Address		
Support person		
Relationship to applicant Parent/guardian		
Requested Course for Admission		
Course Title		
Course Code		
Why do you want to attend CIT		
<ul style="list-style-type: none"> write a brief paragraph explaining why you want to attend CIT (maximum 250 words). 		
What is the name of the last school you attended		
What is your highest level of schooling	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	
OR		
Which school are you currently enrolled at		
Do you intend to continue with school while studying at CIT		
What year are you in at school	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	
Applicant to provide the following evidence		
Item	Required	Provided
School reports (12 months)	Yes	<input type="checkbox"/>
Exemption Certificate (if available at time of application)	Yes	<input type="checkbox"/>
Applicants statement 'why I want to attend CIT' (one paragraph, maximum 250 words)	Yes	<input type="checkbox"/>
Awards/Certificates/units of competency (past 2 years)		<input type="checkbox"/>
<i>Provide a selection of reference (at least 2)</i>		
Reference – school principal re maturity, educational level Statement regarding school behaviour (past 2 years) – school principal		<input type="checkbox"/>
Reference – teachers		<input type="checkbox"/>
Reference – employer		<input type="checkbox"/>
Reference – parent/guardian re support available		<input type="checkbox"/>
Reference – careers advisor		<input type="checkbox"/>

Reference – welfare/justice agencies		<input type="checkbox"/>
Reference – medical practitioners		<input type="checkbox"/>
Other		<input type="checkbox"/>

Declaration

By signing this form, you are agreeing:

- the applicant has completed the form
- to attend a meeting, either online or in person with the CIT Admissions Panel, if required
- to the CIT Admissions Panel contacting your referees and school for further information, if required.
- to accept the CIT Admissions Panel decision

CIT must notify the ACT Education Directorate (ED) of any young people under 17 years of age enrolled in their courses. Similarly, should you enrol and are absent CIT will follow the procedure outlined below:

- after four (4) days of absence, if you have not contacted CIT, CIT will attempt to contact you and your parent/guardian.
- where a student fails to return after agreed time misses 7 days without sufficient reason then ED will be notified
- if a student is on Centrelink benefits there may be financial issues resulting from non-attendance
- should you decide to withdraw from your course of study you must inform CIT in writing.

I, acknowledge that my information may be forwarded to the ACT Education Directorate.

		Date
Signature: Applicant		
Signature: Support person		
Phone number		
Email		
Signature: Parent/Guardian if different from support person		
Phone number		
Email		

All personal information collected, held, used or disclosed by CIT is conducted in accordance with the requirements under the Information Privacy Act 2014 and any other applicable laws.