



Personal Details:

Title: Mr Ms other

Family name:

Given names:

Date of birth: / / (day/month/year)

Gender: Male Female

Passport No:

Nationality:

Current DIBP Location:

Offshore Onshore (Please specify current Visa)

Visa Type: Student Working Holiday Tourist Other

Expiry Date: / /

Are you applying for a Student Visa: Yes No

Contact Details:

Address:

Suburb:

Postcode: Country:

Home phone:

Mobile phone:

Email address:

Educational Details: highest level achieved

Name of Qualification:

School attended:

Completed: Yes Year:

Country/State:

English Proficiency

IELTS Score:

Other:

Victorian Student Number (VSN):

If you are aged 24 or below at time of enrolment, enter your VSN. If you are new to the Victorian Education system or do not have your VSN, then tick the "No Number" box:

VSN: No Number

Exemptions (RPL or Credit Transfer)

Are you applying for exemptions? Yes No

If yes, an Exemption Application form needs to be completed.

Copies of your transcripts and unit syllabus must be certified and attached.

Please tick the relevant courses

Course Fee	Duration	Start Date
General English	\$320 / week	
English for Academic Purposes / IELTS Exam Preparation	\$340 / week	
Pearson Test for English (PTE)	\$320 / week	
Barista	\$800	4 weeks
22250VIC - Certificate I in EAL(Access)	\$320 / week	30 weeks
22251VIC - Certificate II in EAL(Access)	\$320 / week	30 weeks
22255VIC - Certificate III in EAL(Further Study)	\$320 / week	30 weeks
22258VIC - Certificate IV in EAL(Further Study)	\$320 / week	30 weeks
BSB40215 - Certificate IV in Business	\$4500	26 weeks
BSB51915 - Diploma of Leadership & Management	\$8000	52 weeks
BSB61015 - Advanced Diploma of Leadership & Management	\$8000	52 weeks
CPC40110 - Certificate IV in Building and Construction (Building)	\$10000	52 weeks
CPC50308 - Diploma of Building and Construction (Management)	\$10000	52 weeks
BSB41515 - Certificate IV in Project Management Practice	\$4500	26 weeks
BSB 51415- Diploma of Project Management	\$8000	52 weeks
BSB 61215 - Advanced Diploma of Program Management	\$8000	52 weeks
Barista short course		Upto 3 days

Overseas Student Health Cover (OSHC)

(Please tick the relevant option)

Single Couple Family

Already have OSHC

All possible fees

Fee Type	Amount	Notes
RPL (Recognition of Prior Learning): All courses (indicative fee per unit)	AUD 60	Negotiated Per Application
Assessment - 3rd submission (Final)	AUD 50	Upon approval by managers
Re - Enrolment fees	AUD 300	Per Unit
Late assessment submission	AUD 150	-

Other Fees

Item	Amount	Frequency
Enrolment Fee: All courses (Non-refundable)	AUD 200	Once
Material Fee: All courses	AUD 250 Maximum	Per Course

Late Payment Fee

Each Instalment	AUD 50	Each
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Accommodation Fees (Optional)

Homestay / Shared Placement fee	AUD 250	Once
Homestay fee (Single) Adult	AUD 300	Per Week
Shared Accommodation fee (Single)	AUD 210	Per Week
Shared Accommodation fee (Twin)	AUD 170	Per Week

Airport Pickup (Optional)

Arrive / Depart (Melbourne Tullamarine Airport)	AUD 110	One way
Arrive / Depart (10 PM to 6 AM) (Melbourne Tullamarine Airport)	AUD 160	One way

USI PRIVACY NOTICE

Do you have a Unique Student Identifier (USI):

Yes No

If "Yes" please specify USI _____

If you do not already have a Unique Student Identifier (USI) and you would like Universal Institute of Technology (UIT) to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, UIT will provide to the Registrar the following items of personal information about you:

- your name, including first or given name(s), middle name(s) and surname or family name as they appear in an identification document;
- your date of birth, as it appears, if shown, in the chosen document of identity;
- your city or town of birth;
- your country of birth;
- your gender; and
- your contact details.

When we apply for a USI on your behalf the Registrar will verify your identity. The Registrar will do so through the Document Verification Service (DVS) managed by the Attorney-General's Department which is built into the USI online application process if you have documents such as a Medicare card, birth certificate, driver licence, Australian passport, citizenship document, certificate of registration by descent, ImmiCard or Australian entry visa.

If you do not have a document suitable for the DVS and we are authorised to do so by the Registrar we may be able to verify your identity by other means. If you do not have any of the identity documents mentioned above, and we are not authorised by the Registrar to verify your identity by other means, we cannot apply for a USI on your behalf and you should contact the Student Identifiers Registrar.

In accordance with section 11 of the Student Identifiers Act 2014 Cth (SI Act), we will securely destroy personal information which we collect from you solely for the purpose of applying for a USI on your behalf as soon as practicable after the USI application has been made or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

The personal information about you that we provide to the Registrar, including your identity information, is protected by the Privacy Act 1988 Cth (Privacy Act). The collection, use and disclosure of your USI are protected by the SI Act.

If you ask Universal Institute of Technology to make an application for a student identifier on your behalf, Universal Institute of Technology will have to declare that Universal Institute of Technology has complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that Universal Institute of Technology has given you the following privacy notice:

- may be disclosed to:
 - Commonwealth and State/Territory government departments and agencies
- You are advised and agree that you understand and consent that the personal information you provide to us in connection with your application for a USI:

- is collected by the Registrar for the purposes of:
 - applying for, verifying and giving a USI;
 - resolving problems with a USI; and
 - creating authenticated vocational education and training (VET) transcripts;

- may be disclosed to:
 - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
 1. the purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs;
 2. education related policy and research purposes; and
 3. to assist in determining eligibility for training subsidies;

- VET Regulators to enable them to perform their VET regulatory functions;
- VET Admission Bodies for the purposes of administering VET and VET programs;
- current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
- schools for the purposes of delivering VET courses to the individual and reporting on these courses;
- the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
- researchers for education and training related research purposes;
- any other person or agency that may be authorised or required by law to access the information;
- any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and
- will not otherwise be disclosed without your consent unless authorised or required by or under law.

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the [Registrar's Privacy Policy](#) or by contacting the Registrar on email usi@industry.gov.au or telephone the Skilling Australia Information line on 13 38 73, international enquiries +61 3 5454 5280. The Registrar's Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act, which includes the following:

- misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs; and
- a failure by Us to destroy personal information collected by you only for the purpose of applying for a USI on your behalf.

For information about how UIT collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to UIT's privacy policy which can be found at reception.

Name of Student:

Hanako Yamada

Signature of acceptance by the student :

山田花子

Date:

(day/month/year)

Refund Policy

The full refund policy is available on the website (www.uit.edu.au) or can be requested from UIT Administration. The key events that will cause a refund are identified below. Please ensure you read this and the notes below before signing this application. The enrolment fee is non-refundable in all situations (except first 2 situations in number 1 below).

SITUATION	REFUND of Course Fees	REFUND OF Enrolment Fee
<p>1</p> <p>Provider Default (refer sections 46A and 46D of the Act)</p> <p>UIT does not deliver the program for which the student has paid for the following reasons:</p> <ul style="list-style-type: none"> The course does not begin on the agreed commencement date. The offer is withdrawn by the Institute. The course ceases to be provided, at any time, after it commences but before it is completed. The course is not provided in full to the student because a sanction has been imposed on the registered provider. 	<p>Full refund of unspent fees (If student does not accept alternative course offered by UIT)</p>	<p>Yes (only in first two situations)</p>
<p>2</p> <p>Student (offshore or onshore) is refused an Australian Student Visa (copy of refusal letter required) or illness or disability prevents the student from taking up the course</p>	<p>All prepaid fees less \$500</p>	<p>No</p>
<p>3</p> <p>Student default where the UIT has not entered into a written agreement that meets the requirements of section 47B of the Act (refer 47E(1)(b)(i) of the Act) with the student - that is, a compliant agreement.</p>	<p>All prepaid fees less \$500</p>	<p>No</p>
<p>4</p> <p>Onshore student is refused an Australian Student Visa already commenced his/her course (copy of refusal letter required); includes visa extension & new applications.</p>	<p>Remaining unspent fees, less \$500</p>	<p>No</p>
<p>5</p> <p>Student defaults or withdraws from course during visa processing but already commenced his/her course.</p>	<p>Remaining unspent fees, less \$500</p>	<p>No</p>
<p>6</p> <p>Student withdraws from course 10 weeks (70 days) or more prior to eCoE commencement date.</p>	<p>All prepaid fees Less 30%</p>	<p>No</p>
<p>7</p> <p>Student withdraws from course 5 weeks (35 days) or more prior to eCoE commencement date.</p>	<p>All prepaid fees less 50%</p>	<p>No</p>
<p>8</p> <p>Student withdraws from course less than 5 weeks, on the eCoE commencement date or after that date.</p>	<p>No</p>	<p>No</p>
<p>9</p> <p>If the student has also paid a deposit of future courses when enrolling in a package of courses then</p>	<p>Deposit for each course less \$500 for each course</p>	<p>No</p>

NOTES for Refund Policy

a	Refunds identified above are for the Tuition Fees ONLY (Tuition Fees are those identified in the brochure or on the agreement as Total Tuition Fee).
b	Incidental fees are all other fees apart from Tuition Fees and Enrolment Fees. For example Material Fees or Airport Pickup. ONLY the "unspent" portion will be returned. If the cost of the service or material has already been incurred this will NOT be refunded. E.g. Student has paid for and received an Airport Pickup then NO refund is due.
c	If the total fees paid do NOT include an enrolment fee, then UIT reserves the right to deduct \$200 to cover administrative expenses.
d	Fee refunds for special circumstances (illness, family circumstances) may be agreed upon, on an individual basis, at the discretion of the CEO.
e	If a student withdraws and there is a refund due for their OSHC, then they must apply direct to the OSHC provider for any refund due. This will be subject to the OSHC provider's refund policy.
f	All date calculations are based on the date the form is received by UIT, not the date the student completed the form (if different).

NOTES for Refund Policy

8 For RPL, the minimum fee is \$60.00/unit will cover most situations, however where extra work is required by UIT to validate your prior learning, UIT reserves the right to apply additional charges (see policy), these will be agreed with the applicant and are non-refundable

*The refund of unspent tuition fees calculated with formula below;
 ELICOS Course: Fees paid in advance - (number of studied weeks' at the default date x weekly rate)
 VET Course: Fees paid in advance - [number of studied months' at the default date x (total course tuition fee ÷ number of course duration, converts it into equivalent number of months)] 'if the default date fails in anytime during the week or month, we count it as whole week or month.

Declaration

I authorise the Universal Institute of Technology (UIT) to obtain enrolment and academic information from any of my previous or current education providers. I understand that UIT will take remedial and corrective measures if the information provided is false and misleading.

I declare that I have genuine access to sufficient funds whilst in Australia, to meet my financial commitments to UIT and cover all tuition, Overseas Student Health Cover and living expenses for any dependents and myself.

I understand that I may be contacted by a UIT representative and asked a series of questions in relation to this application and that the Department of Immigration and Border Protection (DIBP) will undertake their own determination of any criterion for visa purposes. I am aware that information relating to my application may be provided to DIBP. I understand that upon accepting an offer of admission from UIT, that I am required to complete a minimum 6 months of study in the principal course.

I declare that the information I have supplied on this form and any documentation supporting this form is true and correct. I understand that the giving of false or incomplete information may lead to the refusal of my application or cancellation of enrolment. I have read and understood the published course information in the brochure or web site and I have sufficient information about the UIT fees and charges policy, its deferral, suspension and cancellation policy and its refund policy (either posted or downloaded from web site).

I understand that information is collected on the application form and during my enrolment in order to meet the Institute's obligations under the Education Services for Overseas Students Act (ESOS Act) and the National Code to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the ESOS Act. Information collected about me on this form and during my enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during my enrolment can only be disclosed with my consent or required by law.

I understand that if I have applied through an approved UIT agent all correspondence relating to my application will go to that agent. I also understand that fees may rise. I accept liability for payment of all fees and I agree to abide by the Fee Refund Policy which is current at the time of my studies at UIT. I have also read the section in the UIT website relating to costs of living and I understand that living expenses in Australia may be higher than in my own country and I confirm that I am able to meet these costs. This agreement and the availability of a complaints and appeals processes does not remove the right to take action under Australia's Consumer Protection Laws.

Student's Signature

山田花子

Date: / / (day/month/year)

Parent's/ Guardian's Signature: (If under 18)

Date: / / (day/month/year)

Agents Stamp