

Application for Enrolment Form

How to complete this Form:

Please write clearly in black ink using CAPITAL LETTERS in English.

Include one set of supporting documents with this application including certified English translation copies where required.

All supporting documents for this application must be certified as true copies of general.

Note: Information contained in this document is utilised in accordance with Ultimate Institute of Australia Privacy Policy (available in the student handbook)

1. Personal Details (Please choose by placing an X in the boxes that apply to you)					
Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other:
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other	Date of Birth:	/ /
Surname:					
Given Names:					
Nationality:					
2. Contact Details					
A. Address (Home Country)					
Address:					
Phone:		Email:			
B. Address (Australia)					
Address:					
Suburb:					
State:		Postcode:			
Phone (Home):		Phone (Work):			
Mobile:		Email:			
C. Guardian Details (Not Applicable Ultimate Institute of Australia does not enrol students under 18 years of age)					
3. Correspondence Address					
Correspondence to	<input type="checkbox"/> Home Country	<input type="checkbox"/> Australia	<input type="checkbox"/> Agent Address (Part 5)		
4. Passport Details					
Passport Status:	<input type="checkbox"/> Issued	<input type="checkbox"/> Pending			
Passport Issued By:					
Passport Number:					
Passport Expiry Date:					
A certified true copy of your original documents must be provided as part of your application					
Verified By (Print Name):					
Date:					
Signed:					

5. VISA Details					
VISA Type (If Held)					
<input type="checkbox"/> Student	<input type="checkbox"/> Visitor	<input type="checkbox"/> Working	<input type="checkbox"/> Bridging		
VISA Status:	<input type="checkbox"/> Issued	<input type="checkbox"/> Pending			
VISA Number:					
VISA Expiry Date:					
Are you in Australia now:	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
If you do not currently hold a valid VISA please complete the following:					
Location of Lodgement:	Country		City		
Date of Intended Application:					
A certified true copy of your original documents must be provided as part of your application					
6. Education Agent/Marketing					
How did you hear about Ultimate Institute of Australia?					
<input type="checkbox"/> Agent	<input type="checkbox"/> Google Search	<input type="checkbox"/> Radio			
<input type="checkbox"/> Exhibition	<input type="checkbox"/> Government Websites	<input type="checkbox"/> Travel agents			
<input type="checkbox"/> Events	<input type="checkbox"/> Instagram/Linked In/Google+	<input type="checkbox"/> Friends			
<input type="checkbox"/> Newspapers/Magazines	<input type="checkbox"/> Facebook	<input type="checkbox"/> Relatives			
D. Education Agent Details (If applying through an agent)					
Agent Company Name					
Agent Name					
Address:					
Phone:	Agent's Stamp				
Mobile:					
Email:					
7. Overseas Student Health Cover					
OSHC Arranged	<input type="checkbox"/> If yes complete (Part A)	<input type="checkbox"/> If no complete (Part B)			
Part A – Insurer Details					
Name of Insurer:					
Member Number:					
Date of Expiry:					
Part B - Ultimate Institute of Australia to arrange					
Cover Type – Single:	<input type="checkbox"/> 7 Months	<input type="checkbox"/> 13 Months	<input type="checkbox"/> 19 Months	<input type="checkbox"/> 25 Months	<input type="checkbox"/> 31 Months
Cover Type – Couple:	<input type="checkbox"/> 7 Months	<input type="checkbox"/> 13 Months	<input type="checkbox"/> 19 Months	<input type="checkbox"/> 25 Months	<input type="checkbox"/> 31 Months
Cover Type – Family:	<input type="checkbox"/> 7 Months	<input checked="" type="checkbox"/> 13 Months	<input type="checkbox"/> 19 Months	<input type="checkbox"/> 25 Months	<input type="checkbox"/> 31 Months
1. The Australian Government requires all persons entering Australia on a Student Visa to have Overseas Student Health Cover (OSHC).					
2. The length of your OSHC MUST cover the total length of your course(s)					

8. English Language Proficiency (Please choose by placing an X in the boxes that apply to you)

Assessment Type	Score	Date Achieved	Assessment Type	Score	Date Achieved
<input type="checkbox"/> IELTS			<input type="checkbox"/> ELICOS		
<input type="checkbox"/> TOEFL			<input type="checkbox"/> PTE		
<input type="checkbox"/> Other (Specify):	Assessment Type:		Score:	Date Achieved:	
Not Required. English is my first language: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Did you attend a school for more than 2 years where English was the primary used language? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If Yes, specify:					

9. Disability Status (Please choose by placing an X in the boxes that apply to you)

Do you suffer from any physical / mental disability that may affect your participation in the course?		
<input type="checkbox"/> Yes <input type="checkbox"/> No – Go to Question 10		
Disability, Impairment or Long-Term Condition		
<input type="checkbox"/> Hearing/Deafness	<input type="checkbox"/> Learning	<input type="checkbox"/> Vision
<input type="checkbox"/> Physical	<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Medical Condition
<input type="checkbox"/> Intellectual	<input type="checkbox"/> Acquired Brain Impairment	<input type="checkbox"/> Not Specified
Other (Please specify):		

10. Qualification Selection (Please choose by placing an X in the boxes that apply to you)

Select	Course Code	Course Title	Duration	Tuition Fee (AUD)	Material Fee (AUD)
<input type="checkbox"/>	BSB50215	Diploma of Business	52 weeks	\$10,000.00	\$250.00
<input type="checkbox"/>	BSB60215	Advanced Diploma of Business	52 weeks	\$10,000.00	\$250.00
<input type="checkbox"/>	ICT40115	Certificate IV in Information Technology	52 weeks	\$10,550.00	\$450.00
<input type="checkbox"/>	ICT50115	Diploma of Information Technology	52 weeks	\$10,550.00	\$450.00

Note: Material fee includes course books and modernising learning equipment. Application fee \$250 and OSHC (for overseas students only) are not included in the above fees.

11. Select your Payment Plan

Select	Payment description	Amount	Material fee	Total
<input type="checkbox"/>	50% of course fee + application fee + material fee + OSHC & Airport pickup if applicable			
<input type="checkbox"/>	100% of first course fee + application fee + material fee + OSHC & Airport pickup if applicable. Balance payable at the commencement of 2 nd course payable by four quarterly payments commencing on day one of the new course commencement date			
<input type="checkbox"/>	50% of first course fee & 50% of second course fee + application fee + material fee for both courses + OSHC & Airport pickup if applicable			
<input type="checkbox"/>	50% of first course fee + application fee + material fee + OSHC & Airport pickup if applicable. Balance payable at the commencement of 2 nd			

	courses first term start date, subsequent course + material fee			
<input type="checkbox"/>	100% of all course costs + application fee + material fee + OSHC & Airport pickup if applicable			
<input type="checkbox"/>	Other as nominated by student			

12. Recognition of Prior Learning / Credit Application

Would you like to make an application for RPL / Credit:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Note: You can download an RPL / Credit Application Kit by visiting our website: www.uia.edu.au

13. Education Details

What is the last School / College / University that you attended? What is your highest level of education COMPLETED?

14. Accommodation Requirements

Do you require Ultimate Institute of Australia to arrange accommodation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
What type of accommodation arrangements would you like:	<input type="checkbox"/> Shared	<input type="checkbox"/> Private
Do you require Ultimate Institute of Australia to arrange for Airport pickup: This service is \$150.00 additional fee	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Any other additional information:

15. Payment Details

Applications submitted to Ultimate Institute of Australia must be accompanied by a **NON-REFUNDABLE Application Fee of AUD \$250**. This fee applies to all applications directly to Ultimate Institute of Australia or through Ultimate Institute of Australia's agents. Payment details must be included with this application form.

Credit Card Payment for AUD \$250

<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard	<input type="checkbox"/> AMEX	<input type="checkbox"/> Diners	<input type="checkbox"/> Other												
Credit Card Number:																
Cardholder Name:																
Cardholder Signature																
Expiry Date:																

Bank Cheque for AUD \$250 made payable to Ultimate Institute of Australia

Bank Transfer for AUD \$250 made payable to Ultimate Institute of Australia

Account Name:	Rachi Systems Pty Ltd		
BSB:	033 002	Account Number:	010123
SWIFT Code:	WPACAU2S	Bank Name:	Westpac
Branch:	Melbourne	Bank Address:	303 Collins Street, Melbourne VIC 3000

16. Application Checklist

I have checked and attached all relevant documents:	
<input type="checkbox"/> Certified true copy of your Passport	<input type="checkbox"/> Certified copies of documents to be assessed for RPL, if applicable
<input type="checkbox"/> Certified true copy of your visa if applicable	<input type="checkbox"/> Release letter from current institution, if studied less than 6 months if applicable
<input type="checkbox"/> GTE/SOP	<input type="checkbox"/> Completed the payment details
<input type="checkbox"/> Certified true copy of academic documents	<input type="checkbox"/> Certified translated documents, if not in English
<input type="checkbox"/> Certified true copy of your English proficiency	<input type="checkbox"/> Ensure documentation is Certified true copies
<input type="checkbox"/> Financial evidence of minimum \$20000.00 after deposit	<input type="checkbox"/> Read and signed the declaration
<input type="checkbox"/> Evidence of Overseas Student Health Cover	<input type="checkbox"/> Completed all sections of this application

17. Declaration and Agreement

I understand the Terms and Conditions, the Privacy Policy and the “Cancellation and Refund Policy” of Ultimate Institute of Australia and confirm that I have been fully advised of the fees, cancellation and refund conditions and conditions of enrolment and I agree to be a student at Ultimate Institute of Australia.

In signing this Enrolment Application Form, I agree that I have read and understood the following:

- I declare that to the best of my knowledge, the information I have provided is accurate and complete in every detail. This information may be used for monitoring, program planning and statistical purposes.
- I declare that I have financial capacity to meet tuition fees, course materials and tools fee.
- I agree to pay fees as they become due. I understood my qualification would be withheld until my account is finalised.
- I agree to give permission to use any photographs and/or video image on which I may appear on marketing and advertising materials.
- I understand that assessments need to be regularly submitted to ensure successful progression throughout the course.
- I understand that in event of my enrolment cancellation, any further submissions of assessment will not be marked and a Statement of Attainment will be issued for the competent units.
- I declare that I will notify any change of contact details within 7 working days.
- I declare that I will abide by the policies and procedures given in the prospectus and website.
- I declare that I will be solely responsible for meeting the conditions listed on my current student VISA and liaise with Department of Home Affairs and my agent (if applicable).
- If I am intending to change education provider, I should contact my current education provider for information. (In most circumstances, the new education provider will not be restricted from enrolling you if you have not completed six months of the main course of study for which your visa was granted.)
- If I want to change education provider before completing the first six months of my main course of study, I must contact my current education provider for permission and receive a release letter. (You will need a letter of offer from the new provider in order to apply for a letter of release from your original education provider.)
- I declare that I have also read and understand the National Code 2018 and ESOS Act 2000 at <https://internationaleducation.gov.au/Regulatory-Information/Pages/National-Code-2018-Factsheets-.aspx>

USI No: (visit www.usi.gov.au or ask Student Support Officer at orientation day)																			
Name:																			
Signature:																			
Date:																			

TERMS AND CONDITIONS

Complaints and Appeals

- Whilst studying at Ultimate Institute of Australia you have the right to access the Complaints and Appeals process at any time.
- Ultimate Institute of Australia has complaints and appeals policy and always takes complaints and appeals seriously. The procedure for complaints and appeals will be fair, objective and accessible. However, it does not stop students from taking action under Australian Consumer's Protection Laws.
- You shall be afforded 20 days to access this process, otherwise any Complaint or Appeal will be taken as being accepted by you

VISA Requirements

- The Australian Government has specific guidelines for the issue and management of student VISA's. The failure to comply with these conditions may result in your VISA being revoked at you returned home.
- As an education provider, Ultimate Institute of Australia has the responsibility to ensure you maintain a satisfactory rate of Course Completion and Attendance.
- Ultimate Institute of Australia will monitor this and advise you if you are failing to meet to the minimum requirements.
- Ultimate Institute of Australia is required to report any issues relating to this to Department of Home Affairs.

Deferral, Suspension or Cancellation of Course

- Ultimate Institute of Australia has specific guidelines that meet the requirements of the National Code 2018 and ESOS Act 2000 of the Deferral, Suspension and Cancellation of student enrolments.
- Students who wish to defer or temporarily suspend their enrolment can apply to do so only if the course in which they were enrolled is unavailable, their VISA is delayed or refused or there are compassionate or compelling circumstances (as defined in the Compassionate or Compelling Circumstances Policy). The date for the cancellation is the date that Ultimate Institute of Australia receives the student's written application for cancellation of enrolment.
- Ultimate Institute of Australia may cancel the enrolment of a student due to serious misbehaviour.
- If a student's enrolment is Deferred, Suspended or Cancelled for any reason, then Ultimate Institute of Australia is required to inform Department of Home Affairs of this at the earliest available opportunity.
- The student is also required to contact Department of Home Affairs to ascertain any changes in their VISA conditions.

Credit Transfer / Recognition of Prior Learning (RPL)

- Students are encouraged to apply for Credit Transfer or RPL prior to enrolment and to request an application kit where necessary:
 - Where Credit Transfer or RPL is granted before the issue of a VISA, the course duration will be indicated on the Confirmation of Enrolment (CoE),
 - Where Credit Transfer or RPL is granted after the issue of a VISA, the amended course duration will be reported via PRISMS within 14 working days and a new CoE will be issued.
- Students are required to submit the Credit Transfer or RPL Application Kit in order to have the Credit Transfer or RPL formerly assessed.

Refunds

- Refunds are only available under certain conditions.
- To apply for a refund, you must submit a Refund Request Form and any other supporting documentation.
- Course Fees are not transferrable to another provider.
- All processed refunds will be paid to the nominated back account in Australian Dollars (AUD) only.
- A full detail of Refunds can be obtained by requesting a copy of the Refunds Policy.
- You have the right to appeal any decision made regarding the refund process.

TABLE OF REFUNDS

Type	Timeframe	Amount Refunded	Documents
VISA Refusal	At any time	all fees minus the non-refundable application of AUD \$250.00	Refund Request Proof of VISA Refusal
VISA Renewal Refusal	After the course has commenced	Student is required to pay for the UOC/S completed on a pro-rata basis	Refund Request Proof of VISA Refusal
VISA Removal for breach of conditions	At any time	Nil	Refund Request Proof of VISA Refusal
Withdrawal, Transfer or Enrolment Cancellation	Greater than 28 days before commencement of the course	All fees minus the non-refundable application of AUD \$250.00. There is an additional \$300.00 cancellation fee.	Refund Request Letter of Offer DSC Form
	Less than 28 days before commencement of the course	50% of Course fee. minus application fee of AUD \$250.00. There is an additional \$300.00 cancellation fee.	Refund Request Letter of Offer DSC Form
	After the course has commenced	Nil	Nil
Default by Ultimate Institute of Australia	At any time	Full Refund	Nil

Fees and Charges

A non-refundable application fee of AUD \$250 is processed as part of your Application for Enrolment. Payment of fees must be made by the due date; otherwise penalties may apply.

Schedule of Fees

Repeat of unit	100% of unit cost
RPL assessment (per unit of competency)	150% of unit cost
Application fee	\$250.00
Catch up for each unit	\$500.00
Cancellation fee	\$300.00
Catch up for missing practical's or observations assessment	\$250.00
Catch up for missing theory	\$250.00
Re-issue of CoE	\$250.00
Catch up missing units online (per unit)	\$200.00
Airport pickup	\$150.00
Replacement Diploma / Certificate	\$100.00
Bank dishonour fee	\$95.00
Additional statement of attainment (one statement of attainment will be provided free of charge each term)	\$50.00
Reassessment (per assessment)	\$50.00
Replacement ID card	\$10.00
Late payment fees, after 7 days late an additional 5% penalty will be applied to any balance over \$100	5%
Monthly payment plan + 5%	5%

Provider Transfer

Students who have not completed six months of their principal course on their current student VISA may require a release letter from their principal provider, as per the Education Service for Overseas Students, ESOS Act 2000. If you require a letter of release from your current provider, you are required to provide the letter of release to Ultimate Institute of Australia before your enrolment can be confirmed.

Privacy

- We will not disclose any information that we gather about our students to any third party. We use the information collected only for the services we provide. No student information is shared with another organisation. If student information is required by a third party, we will obtain written consent from the relevant student prior to release of any information
- Should students seek access to their information we have a documented procedure, requiring authorisation before this can occur.

GENERAL INFORMATION

1. Enrolment

Fill in the Enrolment Application Form provided by Ultimate Institute of Australia and send it through email to SSO@uia.edu.au or Post to Ultimate Institute of Australia, or in person at the Reception of Ultimate Institute of Australia.

2. Enrolment and Acceptance

The Admissions of Ultimate Institute of Australia will assess the Enrolment Application as a student, and if accepted successfully, a Letter of Offer (LOO) will be issued through email within 5 working days.

Payment of Fee

All the fee is payable in advance for issuing Conformation of Enrolment (CoE). Fees can be deposited into the Bank account listed below:

Account Name: Rachi Systems Pty Ltd
 BSB: 033 002
 Account Number: 010123
 Swift Code: WPACAU2S
 Bank: Westpac
 Address: 303 Collins Street, Melbourne VIC 3000

Entry Requirements:

Academic requirements

To satisfy the academic requirements for course entry, applicants require one of the following:

completion of secondary School studies in their home country equivalent to an Australian Year 12 qualification, completion of Year 12 or equivalent in Australia with a satisfactory pass in English, completion of a recognised foundation course in Australia with a pass in all subjects

English Language Requirements

English language provider test	Minimum test score	Minimum test score where combined with at least 10 weeks ELICOS	Minimum test score where combined with at least 20 weeks ELICOS
International English Language Testing System	5.5	5	4.5
Test of English as a Foreign Language (TOEFL) paper based	527	500	450
TOEFL internet based test	46	35	32
Cambridge English: Advanced (Certificate in Advanced English)	162	154	147
Pearson Test of English Academic	42	36	30
Occupational English Test	Pass	Pass	Pass

For countries that Home affairs does not require an IELTS or equivalent score from, Ultimate Institute of Australia may also consider

i) Evidence that they have studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States

OR

ii) Evidence that, within two years of their application date, they have successfully completed in Australia a foundation course or a senior secondary certificate of education or a substantial part of a Certificate IV or higher level qualification, from the Australian Qualifications Framework.

OR

iii) Completion of an ELICOS course exiting at the upper- intermediate level or, completion of Year 12 or equivalent in Australia.

Students who do not have the required English language entry level can enrol in an English language course at a nominated English language college. Results older than two years are not acceptable.

3. Campus Location

Ultimate Institute of Australia

Office 2 level 2, 51 Elizabeth Street

Melbourne, Victoria

+61 399098830

sso@uia.edu.au

4. Study & Assessments Methods

All classes are delivered in English, there is a strict ban on speaking any other language other than English whilst in the college.

Delivery method is Face-to-face delivery with some structured external learning and all assessments are competency based.