

# Application for Enrolment Form

## STAFF-IN-CONFIDENCE (WHEN COMPLETE)

### 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 <i>(Please choose by placing an X in the boxes that apply to you)</i>					
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			
<b>A. Address (Home Country)</b>			
Address:			
Phone:		Email:	
<b>B. Address (Australia)</b>			
Address:			
Suburb:			
State:		Postcode:	
Phone (Home):		Phone (Work):	
Mobile:		Email:	
<b>C. Guardian Details (Not Applicable Ultimate Institute of Australia does not enrol students under 18 years)</b>			

# Application for Enrolment Form

## 3. Correspondence Address

Correspondence to	<input type="checkbox"/> Home Country	<input type="checkbox"/> Australia	<input type="checkbox"/> Agent Address (Part 5)
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## 4. Passport Details

Passport Status:	<input type="checkbox"/> Issued	<input type="checkbox"/> Pending
Passport Issued By:		
Passport Number:		
Passport Expiry Date:		
<b>A certified true copy of your original documents must be provided as part of your application</b>		
Verified By (Print Name):		
Date:		
Signature:		

## 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:				
<b>A certified true copy of your original documents must be provided as part of your application</b>				

## 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/LinkedIn/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

Do you want UIA to organise your Overseas Student Health Cover – <b>this is a compulsory visa requirement</b>	
<input type="checkbox"/> YES (complete part B)	<input type="checkbox"/> NO (complete part A)
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"/> The length of your OSHC MUST cover the total length of your course(s)
Cover Type – Single:	<input type="checkbox"/> The length of your OSHC MUST cover the total length of your course(s)
Cover Type – Family:	<input type="checkbox"/> The length of your OSHC MUST cover the total length of your course(s)
1. The Australian Government requires all persons entering Australia on a Student Visa to have Overseas Student Health Cover (OSHC).	

# Application for Enrolment Form

## 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)*

Term (Intake): Month _____ / Year _____			
Select	Course Code	Course Title	Duration
<input type="checkbox"/>	ICT40120	Certificate IV in Information Technology	52 Weeks
<input type="checkbox"/>	ICT50220	Diploma of Information Technology	52 Weeks
<input type="checkbox"/>	ICT60220	Advanced Diploma of Information Technology	52 Weeks
<input type="checkbox"/>	BSB50120	Diploma of Business	52 Weeks
<input type="checkbox"/>	BSB60120	Advanced Diploma of Business	78 Weeks
<input type="checkbox"/>	BSB50820	Diploma of Project Management	52 Weeks
<input type="checkbox"/>	BSB80120	Graduate Diploma in Management (Learning)	52 Weeks
<input type="checkbox"/>	SIT30821	Certificate III in Commercial Cookery	67 Weeks
<input type="checkbox"/>	SIT40521	Certificate IV in Kitchen Management	93 Weeks
<input type="checkbox"/>	SIT50416	Diploma of Hospitality Management	108 Weeks
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. 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](http://www.uia.edu.au)

## 12. Education Details

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

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## 13. 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:		

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## 14. 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:	Ultimate Education Group Pty Ltd		
BSB:	033-002	Account Number:	073642
SWIFT Code:	WPACAU2S	Bank Name:	Westpac
Branch:	Melbourne	Bank Address:	303 Collins Street, Melbourne VIC 3000
PayID Type	<input type="checkbox"/> ABN <input type="checkbox"/> CAN <input type="checkbox"/> ARBN	PayID:	79 132 349 681

## 15. 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

## 16. 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 <a href="http://www.usi.gov.au">www.usi.gov.au</a> or ask Student Support Officer at orientation)												
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Name:	
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Signature:	
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Date:	
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## 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
<b>VISA Refusal</b>	At any time	Course fees minus 5% of course fee received by UIA or \$500.00 whichever is less.	Refund Request Proof of VISA Refusal
<b>VISA Refusal</b>	After course commencement	Unspent portion of tuition fee received by the institute i.e. the product of the weekly tuition fees for the course and the number of weeks remaining in the paid portion of the course, after the day on which the relevant default occurred.	Refund Request Proof of VISA Refusal
<b>VISA Removal for breach of conditions</b>	At any time	Nil	Refund Request Proof of VISA Refusal
<b>Withdrawal, Transfer or Enrolment Cancellation</b>	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
	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
	After the course has commenced	Nil	Nil
<b>Default by Ultimate Institute of Australia</b>	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	As per Unit cost as outlined in scheduled fees
RPL assessment (per unit of competency)	As per Unit cost as outlined in scheduled fees
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
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%
Academic support class (per two-hour class)	No charge
Moderation on appeal (per assessment task per unit)	No charge

### 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

- Information of students, collected prior to commencing and over the course of their studies, may be made available to relevant Commonwealth, State Government agencies and to the Tuition Protection Scheme (TPS) and the TPS Funds Director, to ensure compliance with UIA's obligations under the ESOS Act 2000, ESOS Regulations 2001, the ESOS National Code 2018 and other relevant Commonwealth and State legislation.
- In the event of circumstances requiring critical incident management, UIA reserves the right to disclose limited personal information of a student where it is considered necessary to meet or maintain its duty of care responsibilities to that student.
- With the exception of parties referred to above, information will only be provided to other parties with a student's permission.
- Photographs, testimonials and videos of students may be used for advertising or marketing purposes.

## GENERAL INFORMATION

### 1. Enrolment

Fill in the Enrolment Application Form provided by Ultimate Institute of Australia and send it through email to [admissions@uia.edu.au](mailto:admissions@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.

#### Payment of Fee

All the fee is payable in advance, post signed and completed LOO, for issuing Confirmation of Enrolment (CoE). Fees can be deposited into the Bank account listed below:

**Account Name:** Ultimate Education Group Pty Ltd

**Pty Ltd BSB:** 033-002

**Account Number:** 073642

**Swift Code:** WPACAU2S

**Bank:** Westpac

**Address:** 303 Collins Street, Melbourne VIC 3000

**PayID Type:**  ABN  CAN  ARBN

**PayID:** 79 132 349 681

### 3. Entry Requirements:

**Age:** Students must be 18 years of age or older at the time of course commencement to study at UIA. Students under 18 years of age at the time of enrolment need to provide evidence of parental or guardian consent.

**Academic Requirements:** Refer to table below

Level of Study	Academic Requirements
Certificate IV	Satisfactory completion of an equivalent Australian Year 11 or Certificate III or higher.
Diploma	Satisfactory completion of an equivalent Australian Year 12 or Certificate IV or higher.
Advanced Diploma	Satisfactory completion of an equivalent Australian Year 12 or Diploma or higher.
Graduate Certificate	<p>Have completed a Diploma or Advanced Diploma qualification in related fields of study and 2 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise. OR</p> <p>Have completed a Bachelor degree. OR</p> <p>Have four years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.</p>
Graduate Diploma	<p>Have completed a Diploma or Advanced Diploma qualification in related fields of study and 2 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise. OR</p> <p>Have completed a Bachelor degree. OR</p> <p>Have four years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.</p>

## English Language Requirements:

If one of the following applies, the student does not need to provide evidence of an English test score with your application:

- the student has completed at least five (5) years' study in one or more of the following countries: Australia, UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland;
- the student is a citizen and hold a passport from UK, USA, Canada, NZ or Republic of Ireland; or
- in the two (2) years before applying for the student visa, the student completed, in Australia and in the English language, either the Senior Secondary Certificate of Education or a substantial component of a course leading to a qualification from the Australian Qualifications Framework at the Certificate IV or higher level, while the student held a student visa – for Certificate IV to Advanced Diploma students; or
- evidence that, within two years of their application date, they have successfully completed a Certificate IV or higher-level qualification, from the Australian Qualifications Framework – for Graduate Certificate or Graduate Diploma students.

Students who do not satisfy one of the above criteria and wish to apply to study a Certificate IV, Diploma or Advanced Diploma course, must provide evidence of one of the following:

- IELTS General test score of 5.5 (or equivalent\*) for direct entry into the course;
- IELTS General score of 5.0 (or equivalent\*) with evidence of enrolment in an ELICOS course of at least 10 weeks' duration taken before the VET course;
- IELTS General score of 4.5 (or equivalent\*) with evidence of enrolment in an ELICOS course of at least 20 weeks' duration taken before the VET course;
- Completion of an ELICOS course exiting at the upper-intermediate level; or
- Successful completion of UIA's language, literacy and numeracy assessment.

Students who do not satisfy one of the above criteria and wish to apply to study a Graduate Certificate or Graduate Diploma level course, must provide evidence of one of the following:

- Minimum IELTS score of 6.0, PTE 50-58 or equivalent\*.

Results older than 2 years are not accepted.

\*Acceptable equivalent tests are TOEFL IBT, TOEFL PBT, PTE Academic, Cambridge English Advanced (CAE). Below table includes equivalent results.

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 (IELTS)	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 – CAE)	162	154	147
Pearson Test of English (PTE) Academic	42	36	30
Occupational English Test (OET)	Pass	Pass	Pass

**Language, Literacy and Numeracy (LLN) test:** All Certificate IV, Diploma and Advanced Diploma students are required to undertake and successful complete an LLN test conducted by UIA. If students do not meet English and LLN requirements, learners will be asked to take further language, literacy and numeracy training.

**Pre-Training Review (PTR):** All Certificate IV, Diploma and Advanced Diploma students will be required to undergo a PTR to determine that they understand the course requirements; that the course suits the student's needs and aspirations; and that they have the skills and ability to succeed in their chosen course.

#### 4. Campus Location

Ultimate Institute of Australia Office 2  
Level 2, 51-53 Elizabeth Street Melbourne, Victoria  
+61 399098830  
[sso@uia.edu.au](mailto:sso@uia.edu.au)

#### 5. 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.