

## Student Instructions

1. Please fill the application form in block letters
2. Please sign and enter the date legibly
3. The following documents need to be attached with the application form:
  - a. All prior academic qualifications
  - b. Copy of passport
  - c. Copy of the current visa
  - d. Evidence of English proficiency (IELTS, PTE etc...)
  - e. Vet Academic transcript if applying for credit transfer along with duly filled credit transfer form
  - f. USI Number provided
  - g. Copy of Health Insurance

## Staff Instructions

1. All evidences cited must be stamped verified along with dates
2. PTR Form must be reviewed, signed and dated before issuing offer letter YES NO
3. Has the student applied for a package of English and VET courses?  
If 'Yes', has the student met the Academic requirements for the first VET course?
4. Has the student applied for single/ package of VET courses?  
If 'Yes', has the student met the entry requirements (Academic & English) for single/first course in the package VET courses?

## 1. Personal Details

Family name: \_\_\_\_\_

Given names: \_\_\_\_\_

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

Gender:     Male     Female     Other

Passport No: \_\_\_\_\_

Nationality: \_\_\_\_\_

Marital status: \_\_\_\_\_

## 2. Contact Details

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

Postcode:           Country: \_\_\_\_\_

Home phone: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

Email address: \_\_\_\_\_

## 3. Current DHA Location

Offshore     Onshore (Please specify current Visa)

Visa Type:   Student   Working Holiday   Tourist   Other

Visa Expiry Date:     /     /

Are you applying for a Student Visa:   Yes   No

## 4. English Proficiency

IELTS Score: \_\_\_\_\_

PTE Score: \_\_\_\_\_

Other Score: \_\_\_\_\_

## 5. Health Insurance

Health Insurance Cover     Yes     No

Overseas Student Health Cover (OSHC)  
Please tick the relevant option

Single     Couple     Family

## 6. Students with special needs

Do you consider yourself to have a disability, impairment or long-term condition?  
Yes     No

If yes, please indicate the area (s) of disability, impairment or long-term conditions (you may indicate more than one area)

## 7. Victorian Student Number (VSN)

If you are aged 25 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

## 8. RPL or Credit Transfer

Are you applying for a credit transfer?     Yes     No

Are you applying for Recognition of Prior Learning?     Yes     No

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

## 9. Previous visa

Have you previously applied for any type of Australian visa?  
Yes     No

If yes, please provide details below:  
Visa type: \_\_\_\_\_ Granted or refused?  
If visa was refused, please provide a copy of the visa refusal letter.

## Office Use - Staff Check List

YES

1. **Personal Details** - Check with Passport copy, Passport copy is attached, stamped and verified.
2. **Contact Details** - Entered legibly.
3. **Current DHA Location** - Visa copy attached, stamped and verified - VEVO Check, copy in student file.
4. **English Proficiency**- English language evidence attached, stamped and verified.
5. **Health Insurance** - Evidence attached, stamped and verified.
6. **Student with special needs** - Evidence attached.

YES

7. **Victorian Student Number (VSN)** - Entered legibly.
8. **RPL or Credit Transfer** - Credit transfer/RPL application form along with copies of transcripts certified and attached or evidence of work experience attached. VET Academic manager has reviewed and approved.
9. **Previous Visa** - Evidence attached, stamped and verified. May include Visa refusal letter.

## 10. Course

Please tick the relevant courses	Course Fee	Duration	Start Date
General English (Elementary to Advanced) CRICOS Course Code: 074231F	\$400 per week		
CPC40120 - Certificate IV in Building and Construction CRICOS Course Code: 103781J	\$10,000	52 weeks	
BSB50820 - Diploma of Project Management CRICOS Course Code: 104037M	\$10,000	52 weeks	
BSB60720 - Advanced Diploma of Program Management CRICOS Course Code: 10441K	\$10,000	52 weeks	

## 11. Educational Details (Highest Level First)

Qualification or Program Title	Institution Name	Location Country/State	Completed	Date Started	Date Finished
			Yes No		
			Yes No		
			Yes No		

## 12. Enrolment and Material Fee

Item	Amount	Frequency
Enrolment Fee: All courses (Non-refundable)	\$300 Maximum	Once
Material Fee: All courses	\$300 Maximum	Per Course

## 13. All possible Fee

Fee Type	Amount	Notes
RPL per unit (minimum)	\$500	Negotiated per Application
Re - Enrolment fees	\$300	Minimum per Unit
Late assessment submission	\$150	Minimum per Unit
Late payment fee	\$50	Each Instalment
Unit Re-enrolment Fee	\$300	Minimum
Charge for Lost ID card	\$10	Once
Charge for Lost Certificate	\$50 + postage	Once
Change of course	\$250	Each change
Request for transcripts	\$25	Once
Printing cost	B/W- A4- 10¢ A3- 15¢ Color A4- 15¢ A3- 25¢	Each page

### Office Use - Staff Check List

11. Educational Details - Evidence attached, stamped and verified. Check if year 12 is equivalent to Australian Year 12 as per Country Education Profiles (CEP). YES NO

## 14. Student Pre-Training Review (VET courses only)

### Introduction

The Pre-Training Review (PTR) is a two-way platform between UIT and the prospective student to determine the most appropriate qualification for the student to enroll in. It ensures that UIT understands your objectives for undertaking the course, recognises skills, knowledge, experience and competencies previously achieved and determines the proposed learning strategies and materials are suitable before you commence the course. At the conclusion of the PTR, UIT will make an assessment and the outcomes will be known to the student prior to commencing the course. It is advised that you read the Student Handbook found at [www.uit.edu.au](http://www.uit.edu.au) prior to attempting this PTR.

### Section A – Prospective Learner

(Please tick YES or NO to the best of your knowledge)

YES

NO

1. Do you know the entry requirements for your proposed course?
2. Do you know the duration of the course?
3. Do you know the delivery method?
4. Do you know the requirement for you to undertake an assessment of your language, literacy and numeracy (LLN) skills before enrolment to determine any support needs you may have during your study?
5. Are you aware of the face-to-face / blended hours including self-study hours?
6. Are you aware of UIT plagiarism policy and its repercussions?
7. Are you aware how to properly do referencing while conducting research from various information sources?
8. Do you use MS Office applications, e.g. Microsoft Word, Excel, Power-point etc.?
9. Do you find it easy to use search engines such as Google and using internet in general?

Please answer the following questions to the best of your knowledge.

10. Please provide details of your current & past work experiences and any work-related training that you undertook in the last three years:

11. Do you wish to study further after completing this qualification at UIT? If so, which qualification?

12. What job are you planning to get after completing this qualification at UIT?

13. Do you require additional special assistance in undertaking the course? If yes, please specify.

14. Why do you want to do this course?

Pick only one option

- a. This qualification suits my background and interests
- b. It will help me get a job
- c. I need it to do the higher-level VET course
- d. I need it to enter a higher education course

15. What is your preferred learning style?

Pick only one option

- a. I learn through seeing
- b. I learn through listening or being told what and how to do things
- c. I learn through doing, moving, touching, and practicing
- d. All the above

16. Which specified assessment methods do you think would be most challenging to you?

Pick only one option

- a. Projects
- b. Written exams
- c. Report writing
- d. Journal writing
- e. No assistance required

## 15. Pre-Training Review Assessment Office Use

Assessor to complete PTR Assessor Checklist and Decision Criteria, using Pre-Training Review Assessment Guide AD66

1. Have the requirements of the course been discussed with the student?

YES NO

Assessors are to follow the assessment rubric provided below. Based on the rubric if there are deviations then please make entry in notes section.

YES NO N/A

1. The pre-requisites for the course have been met (where applicable).

2. Based on the skills and knowledge from the qualifications and/or work experience, the course applied is suitable.

3. The student's objective for undertaking the course is clear.

4. The student has a clear idea about the career path they wish to follow and/or further education and the course applied for facilitates that career plan/future educational plan.

5. The student has reasonably understood the requirements of the course.

6. Has the student applied for RPL or Credit transfer

7. The Student has been identified as having special needs, which UIT will endeavour to provide.

8. Based on the answers from points 1 to 7, the qualification is appropriate for the student including the delivery mode, duration, assessment methodologies, career pathways and the mix of units selected.

Therefore, it is **RECOMMENDED / NOT RECOMMENDED** that the student is allowed to enrol in the course.

(Please circle)

If additional assistance/recommendation for support or adjustment is identified, please ensure proper processing to the student Services/Academic Department.

Assessor/Student Services to complete term planner for accepted student.

(Please circle)

2. Assessor's Notes – Please include in the Term Planner any changes to be made in the amount of training as a result of: RPL/CT Reasonable adjustment

The Term Planner must be approved by the Academic Manager.

Notes:

### Admissions/Student Services Department

Term Planner has been developed on the basis of this Pre-Training Review and the amount of training **has been adjusted / not been adjusted**.

Admissions Officer Name:

Admissions Officer Signature:

Date:

Day / Month / Year

## 16. Unique Student Identifier (USI)

From 1 January 2015, UIT 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). In addition, we are required to include your USI in the data we submit to NCVET. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi> on computer or mobile device.

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

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi>

If you have a Unique Student Identifier (USI) please specify the number:

No Yes Number:

### USI application through UIT (if you do not already have one)

Application for Unique Student Identifier (USI)

If you would like UIT 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, \_\_\_\_\_ authorise Universal Institute of Technology (UIT) 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>

### Office Use - Staff Check List

YES NO

16. Unique Student Identifier (USI) - Entered legibly.

## Privacy Notice

### Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. If you do not provide your personal information, we may not be able to enrol you with us.

### How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

### How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVET Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVET Act) to disclose your personal information to the relevant state or territory training authority.

### How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVET Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- Administration of VET, including program administration, regulation, monitoring and evaluation
- Facilitation of statistics and research relating to education, including surveys and data linkage
- Understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVET Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

### Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

### Contact information

At any time, you may contact Universal Institute of Technology (UIT) at [studentservices@uit.edu.au](mailto:studentservices@uit.edu.au) to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

To read UIT's Privacy policy please visit the below link:

<https://www.uit.edu.au/private-policy/>

## Refund Policy

The full refund policy is available on the website ([www.uit.edu.au](http://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
1 UIT does not deliver the program for which the student has paid for the following reasons: • 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.	Full refund of unspent fees (if student does not accept alternative course offered by UIT)	Yes (only in first two situations)
2 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.	All prepaid and enrolment fee less \$500	No
3 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.	All prepaid fees \$500	No
4 Onshore student is refused an Australian Student Visa but student already commenced his/her course (copy of refusal letter required); includes visa extension & new applications.	Remaining unspent fees, less \$500	No
5 Student defaults or withdraws from course during visa processing but already commenced his/her course.	Remaining unspent fees, less \$500	No
6 Student withdraws from course 10 weeks (70 days) or more prior to eCoE commencement date. *	70% of All prepaid fees	No
7 Student withdraws from course 5 weeks (35 days) or more prior to eCoE commencement date. *	50% of All prepaid fees	No
8 Student withdraws from course less than 5 weeks, on the eCoE commencement date or after that date. *	No	No
9 Student defaults due to one or more of the following acts and CoE(s) gets cancelled by institute; • The student failed to pay an amount payable to the provider for the course; • The student breached a condition of his/her student visa; including non-commencement of the course • Misbehavior by the student/ breach of code of conduct.	No refund for all courses in package	No
10 Student is granted permanent residency/obtains visa other than student visa, after the course commencement date.	No refund. Balance of course fees payable as per '8.Fees' of student agreement	No

\* In the event student defers commencement date of the course and subsequently withdraws from the course, refunds would be calculated based on the original start date for 6, 7, & 8 situations.

## 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 enough 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 Australian Department of Home Affairs (DHA) will undertake their own determination of any criterion for visa purposes. I am aware that information relating to my application may be provided to DHA. 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 (<https://www.uit.edu.au/living-in-Melbourne/living-cost/>) 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 act under Australia's Consumer Protection Laws.

**Student's Signature**

**Agency Name**

This signature is my own signature and can be used as confirmation of enrolment at UIT.

Date:            /            /            (day/month/year)

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

**Notes**

Date:            /            /            (day/month/year)

**Office Use**

Application outcome:

- Accepted
- Denied