

Personal Details:

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

Visa 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

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

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.

Please tick the relevant courses	Course Fee	Duration	Start Date
General English	\$320 / week		
English for Academic Purposes / IELTS Exam Preparation	\$340 / week		
Active Conversation in English (ACE)	\$350 / week		
Barista Master Course	\$800	4 weeks	
Barista Essentials		Upto 3 days	
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	
BSB51415 - Diploma of Project Management	\$8000	52 weeks	
BSB61215 - Advanced Diploma of Program Management	\$8000	52 weeks	
BSB42415 - Certificate IV in Marketing and Communication	\$4500	29 weeks	
BSB52415 - Diploma of Marketing and Communication	\$8000	52 weeks	
BSB61315 - Advanced Diploma of Marketing and Communication	\$8000	52 weeks	

**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)	\$500	Negotiated Per Application
Assessment - 3rd submission (Final)	\$50	Upon approval by managers
Re - Enrolment fees	\$300	Minimum Per Unit
Late assessment submission	\$150	-

Other Fees

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

Late Payment Fee

Each Instalment	\$50	Each
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Accommodation Fees (Optional)

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

Airport Pickup (Optional)

Arrive / Depart (Melbourne Tullamarine Airport)	\$110	One way
Arrive / Depart (10 PM to 6 AM) (Melbourne Tullamarine Airport)	\$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 UIT to make an application for a Unique Student Identifier on your behalf, UIT will have to declare that UIT 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 UIT 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 on the website www.uit.edu.au.

Name of Student:

Signature of acceptance by the student :

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
1 Provider Default (refer sections 46A and 46D of the Act) UIT does not deliver the program for which the student has paid for the following reasons: <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. 	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 fees 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 less \$500	No
4 Onshore student is refused an Australian Student Visa 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.	All prepaid fees Less 30%	No
7 Student withdraws from course 4 weeks (28 days) or more prior to eCoE commencement date.	All prepaid fees less 50%	No
8 Student withdraws from course less than 4 weeks (28 days), on the eCoE commencement date or after that date.	No	No
9 If the student has also paid a deposit of future courses when enrolling in a package of courses.	Deposit for each course less \$500 for each course	No

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 \$250 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

9 For RPL, the minimum fee is \$500/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 weeks¹ at the default date x weekly rate)

VET Course: Fees paid in advance – [number of studied months¹ at the default date x (total course tuition fee ÷ number of course duration, converts it into equivalent number of months)] ¹if 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

Date: / / (day/month/year)

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

Date: / / (day/month/year)

Agents Stamp

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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 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 prior to attempting this PTR.

Section A – Prospective Learner

1. Why do you want to do this course?

(Pick only one option)

This qualification suits my background and interests

It will help me get a job

I need it to do the higher level VET course that I really want to do

I need it to enter a higher education course

2. Do you have any previous qualifications relevant to the course you are applying for?

No

Yes – please list qualifications below:

3. What is your preferred learning style?

I learn through seeing

I learn through listening or being told what and how to do things

I learn through doing, moving, touching, and practicing

All of the above

4. Do you require additional special assistance in undertaking the course?

Yes – list below No

Note: These can relate to physical impairments or learning or reading difficulties.

5. Have you researched your intended course and found out all the relevant information relating to delivery and timetabling of the course you intend to undertake?

Yes

No

6. Have you been informed about the tuition fees and fee payment options?

Yes

No

7. Are you aware of the pre-requisites or entry requirements for the course you intend to undertake?

Yes

No

Not Applicable

8. Have you accessed the Student Handbook and policies from the UIT website www.uit.edu.au?

Yes

No

Section B – Course Suitability

The following questions are based on the qualification information found on www.uit.edu.au.

9. Which of the units shown in the qualification structure are of most interest to you?



10. Which of the possible jobs shown are of most interest to you?

14. Do you plan to undertake further study after the course you're applying for? If so, what course are you interested in?

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

Student Name:

Student Signature:

Date:

/ / (day/month/year)

12. Which specified expected entry requirements do you possess? If your answer is none, please answer Q13.

13. If you don't possess the expected entry requirements, why do you think you would be able to successfully complete this course in the expected time?