



CRICOS Number 02962M
RTO provider 30173

Application for Enrolment International Students

*Enclose a recent
passport sized
photograph along
with your
application*

1. Student details

Family name: <i>As stated in passport</i>				
Given name:				
Date of Birth:	/	/	Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Address (home country)	Number & street name suburb			
State:		Postcode:	Country:	
Area code:		Phone:	Fax:	
Mobile:		Email:		
Address (in Australia)	Number & street name suburb			
State		Postcode:	Country:	
Area code:		Phone:	Fax:	
Mobile:		Email:		

2. Parent(s)/legal guardian details:

Family Name:	
Given Name:	
Address:	

Phone/Fax:		Mobile:	Email:
Emergency contact person:		Emergency mobile number:	Emergency physical address:

3. Residency and visa status

Country of birth:		Citizenship:				
Are you currently living in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No		If no, which country are you applying from?				
If you hold a current Australian VISA please provide the following information						
Type of VISA	<input type="checkbox"/> Student	<input type="checkbox"/> Working	<input type="checkbox"/> Visitor	<input type="checkbox"/> Business	<input type="checkbox"/> Bridging	<input type="checkbox"/> Other (<i>please specify</i>)
Date of current VISA expiry:						
If you do not hold a current VISA but have applied for one provide the following information						
DIMA office where application is lodged or will be lodged			Country:		City:	
Date of application or intended application:						

4. Passport Information

Passport issued by:		Passport number	
Date passport expires:		<i>Note, certified copies of original documents must accompany your application</i>	
Documents verified:	Signed:	Print Name:	Date:

5. Entry requirements

Last school/ College/ University Attended:		
Highest Qualification achieved:		
Do you wish to apply for Course Credit towards academic entry requirements: <i>Please note that there are costs associated with this process. Please enquire for more information.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you wish to apply for Recognition of Prior Learning towards academic entry Requirements: <i>Please note that there are costs associated with this process. Please enquire for more information.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

English Language Proficiency Entry Requirements <i>Note: verified copies of English test results of no more than two years old to accompany your application.</i>	ILETS <input type="checkbox"/> <i>Entry requirements state that for study at Certificate III, Certificate IV and Diploma levels.</i>	Score	Date obtained:
	Not required	English is my first Language	
Academic Entry Requirements	High School Year 10: Certificate III, IV High School Year 12: Diploma <i>Proof of successful completion of Senior Secondary School or a qualification at Cert IV level or higher in Australia within two years of the application</i>		
Documentation to accompany application:	Verified evidence of qualifications.		
Additional entry requirements:			

6. Special needs/learning needs/support services

Do you have any special health, learning, support services needs: Please detail	
Language literacy / numeracy	

7. Education Agents

Are you using an Education Agent	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes please provide following details:	Agents Name: Address: Phone: Email: URL:	

8. Medical Coverage

Health cover must be arranged and paid for prior to your arrival in Australia.	Yes <input type="checkbox"/> Name of Insurer: Member number:
	No <input type="checkbox"/>

9. Assistance with accommodation for students 18 years and over

Do you have accommodation pre-arranged?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require assistance to find accommodation?	Please indicate what type of accommodation
Date you arrive?	Do you require pickup from airport? <input type="checkbox"/> Yes <input type="checkbox"/> No
Flight/ship #	Date of arrival:

10. Welfare and accommodation requirements for students under the age of 18 (if applicable)

<p>Students under the age of 18 are required to maintain adequate welfare and accommodation arrangements. The student complies with the National Code 2007 standard 5: Younger students</p> <p>The student must comply with Visa condition 8532 and Schedule 8 of the Migration Regulations and Public Interest Criterion 4012A in Schedule 4 of the Migration Regulations</p> <p>Where a student under the age of 18 is not in the care of a parent or suitable relative, as defined by the Department of Immigration and Citizenship, their accommodation arrangements must be approved by the Provider.</p>	
<p>Will the student be in the care of a parent or suitable relative?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>If no, type of accommodation you are asking the school to approve for the student:</p> <p><input type="checkbox"/> Homestay</p> <p><input type="checkbox"/> Supervised Accommodation Service</p> <p><input type="checkbox"/> Other</p>	
<p>Details of approved welfare and accommodation arrangements:</p>	
<p>Dates for the approval of welfare and accommodation arrangements:</p>	
<p>From:</p>	<p>To:</p>

11. Course Details (please tick option/s)

<input type="checkbox"/>	CRICOS code # 063886B Certificate IV in Business (Frontline Management)
<input type="checkbox"/>	CRICOS code # 063887A Diploma of Business (Frontline Management)
<input type="checkbox"/>	CRICOS code # 065621M Certificate IV in TESOL (Teaching English to Speakers of Other Languages)

12. Course fees

Tuition fees	A\$
Application fee	A\$250
Accommodation placement fees if any (optional)	A\$
Homestay per week (optional)	A\$
Guardianship arrangement fee (optional)	A\$

Guardianship fee (optional)	
Airport transfer/s (please advise us of your flight number, airline, airport and arrival time).	A\$
Overseas Student Health Cover (OSHC) (1 Year)	A\$
Course credit and or RPL fees if any	A\$TBA
Textbook Levy and Printing (1 Year)	A\$
Student ID card:	A\$
Total	A\$

13. Payment details

Registration fee: This is a non-refundable fee: A\$250.00	
<input type="checkbox"/> I have attached an Australian Bank Account cheque / or an electronic transfer for the above amount; or	
Payment by Credit Card Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Amex <input type="checkbox"/> Diners <input type="checkbox"/> Other <input type="checkbox"/>	
Card number: □□□□ □□□□ □□□□ □□□□ Expiry Date: □ □ □ □ Security Code: □ □ □	
Cardholder name:	Signature:

14. Terms and Conditions

a. As a condition of enrolment, the student agrees to abide by all school policies for the duration of their enrolment These include:

- Change of address
- Refund Policy
- Visa conditions
- Payment of course fee monies prior to commencement of study

15. Change of address

The student is obliged to notify the school of any change of residential address and telephone number while enrolled at the school. This is to ensure that any notifications sent to the student e.g. advising of visa breaches are sent to the student's current address and or in case there is an emergency. Change of address is part of the terms and conditions contained in the application for enrolment and is in keeping with visa condition 8533

16. Visa Conditions

- a. Students must maintain a study load of 20 contact hours per week
- b. Students must maintain a rate of progress outlined in the course requirements and course progress policy to be able to complete the course in the scheduled timeframe and in accordance with their Confirmation of Enrolment
- c. Students must have Overseas Student Health Cover prior to arrival in Australia

17. Payment of Course Fees and Refunds

- a. All tuition and course-related Fees are payable in advance.
- b. All fees must be paid in Australian dollars.
- c. If the student changes visa status (e.g. becomes a temporary or permanent resident) he/she will continue to pay full overseas student's fees for the duration of that calendar year.
- d. Refunds will be reimbursed in Australian dollars and the payment sent to the applicant's home country unless otherwise requested in writing.
- e. Refunds will be paid to the student or the person specified in the enrolment form. Legislation does not permit refunds to be paid to an agent.

18. Visa Rejection

UNET will refund within 28 days all course monies paid except the NON-REFUNDABLE registration fee of A\$250 where the student produces evidence that the application made by the student for a student visa has been rejected by the Australian immigration authorities.

19. Refund of course monies

Student Default

- a. Refunds for student default apply to tuition fees only. Course monies (excluding tuition fees) will be refunded on a pro rata basis proportional to the amount of time the student was studying in the course, except where a non-refundable payment on behalf of the student has been made.
 - b. If the student does not provide written notice of withdrawal before course completion. Refunds will be calculated as per 7(g) (h) and (i) of this policy. If the student does not provide a notice of withdrawal and does not start the course on the agreed starting date. Refunds will be calculated as per 7 (d), (e) and (f) of this policy.
 - c. The UNET will refund within 4 weeks of the receipt of written notification of withdrawal by the student (or parent(s)/legal guardian if the student is under 18) tuition fees paid by or on behalf of the student less the amounts to be retained as agreed and detailed in this policy.
 - d. If written notice is received up to 10 weeks prior to commencement of the course, the UNET will fully refund minus a cancellation fee charge of A\$500
 - e. If written notice is received more than 4 weeks and up to 10 weeks prior to commencement of the course, we will charge a cancellation fee of A\$500 + 30% fees withheld
 - f. If written notice is received less than 4 weeks prior to commencement of the course. We will charge a cancellation fee of A\$500 cancellation fee + 50% fees withheld
 - g. If written notice is received within 4 weeks or less after commencement of the course a cancellation fee of A\$500 + 70% fees withheld.
 - h. If written notice is received more than 4 weeks and up to 10 weeks after the commencement date of the student's course, there will be no refund
 - i. If written notice is received more than 10 weeks, after the commencement date of the student's course no refund of fees will be made.
 - j. No refund of tuition fees will be made where a student's enrolment is cancelled for any of the following reasons;
 - i. Failure to maintain satisfactory course progress (visa condition 8202)
 - ii. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532) [if applicable]
 - iii. Failure to pay course fees
 - iv. Any behaviour identified as resulting in enrolment cancellation in UNET's Behaviour Policy/Code of Conduct.
20. In case of provider default, students are protected by the provisions of the ESOS Act 2000 and the ESOS Regulations 2001.

21. Privacy

Personal information statement

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; 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 Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your 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 your enrolment can be disclosed without your consent where authorised or required by law.

[This is the DEST suggested wording available at

http://aei.dest.gov.au/AEI/ESOS/NationalCodeExplanatoryGuide/PartD/InfoSharing_pdf.pdf]

Declaration

All students must read and sign this written agreement.

- I agree that I will not hold UNET and or its employees and/or agents liable for nor will I make any claim against them for loss, damage, death or injury which I may suffer or cause as a result of or in connection with or during the period of my enrolment into a program of study at any premises leased and or owned, operated or controlled by UNET including any sporting, cultural, recreational or other wise that has been organised by or on behalf of or with assistance of this organisation and or in any way whatsoever my association is with this organisation.
- On behalf of myself, executives, administrators and assigns I hereby release UNET and/or its employees and/or its agents from loss, damage, death or injury and from any actions, claims and demands which, if I have not entered into this agreement, I might otherwise have been entitled to take or make in respect of any such loss, damage, death or injury and I hereby indemnify UNET and/or its employees and/or its agents against any such liability. I agree that this agreement shall be governed in all respects by and interpreted with the laws of the Commonwealth of Australia.
- I certify that I have read this agreement thoroughly and agree to the conditions stated herein. I certify that I have read the Terms and Conditions of Enrolment and the Student Handbook.
- I confirm I have received and or visited the UNET website and understood information from the school regarding the following:
 - the course(s) in which I am to be enrolled
 - conditions on enrolment in the course(s)
 - payment of course fees and refunds

- visa conditions
 - change of address obligations
 - refund of course monies
 - assessment methods www.unet.org.au
 - modes of delivery www.unet.org.au
 - grounds on which my enrolment may be deferred, suspended or cancelled www.unet.org.au
 - Student transfer request assessment policy www.unet.org.au
 - code of Conduct www.unet.org.au
 - privacy
 - declaration
- I hereby declare that the information supplied by me is true and correct
 - I agree to pay all fees owing and by the due date
 - I have read, understood and agree to be bound by the above conditions of enrolment

The terms and conditions stated do not remove the right of the student to undertake action under Australia's consumer protection laws.

The Registered provider's dispute resolution processes do not circumscribe the student's rights to pursue other legal remedies.

Signed (student)	Date:
Parent/guardian	Date:

Office Use only	All verified documents enclosed with application:	
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Non Refundable fee paid prior to enrolment	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Course fees paid in advance	Yes <input type="checkbox"/>	No <input type="checkbox"/>
IELTS verified documents given to Trainer	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Academic verified documents given to course teacher for assessment:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is student Application successful/not successful	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Unique student number allocated:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Receive date for application:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Registrar to sign off when complete:		