COURSE ENROLMENT FORM

Instructions: Please complete 1 and 2 of this document and return it to us to indicate your interest in enrolling in a course with United Colleges of Australia.

First Name: ____________________________________________
Last Name: ____________________________________________

Gender: □ Male □ Female

Address: ________________________________________________
Suburb: ________________________________________________
Post Code: ______________________________________________

Work Phone: ____________________________________________
Mobile Phone: __________________________________________

Email: __________________________________________________
USI (if known) __________________________________________

COURSE

<table>
<thead>
<tr>
<th>Tick Box</th>
<th>Course name</th>
<th>Course code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Certificate 3 in Individual Support</td>
<td>CHC33015</td>
</tr>
<tr>
<td></td>
<td>Certificate 4 in Ageing Support</td>
<td>CHC43015</td>
</tr>
<tr>
<td></td>
<td>Diploma of Community Services</td>
<td>CHC52015</td>
</tr>
</tbody>
</table>

How did you hear about UCA?

☐ Employer ☐ Internet ☐ Shopping centre
☐ Letterbox drop ☐ Newspaper ad ☐ Re-enrolment / member
☐ Newspaper insert ☐ Friend ☐ Advertisement
☐ Library ☐ Other – please specify ____________________________

RECOGNITION OF PRIOR LEARNING (RPL) / CREDIT TRANSFER (CT) – if applicable

Do you wish to apply for RPL / CT for any units of competency offered by United Colleges of Australia? YES / NO

☐ YES – I want to discuss advance standing for previous accredited training (Credit)
☐ YES – I want to discuss my work experience or other history that might help with getting recognition for parts of the course (RPL)

EMERGENCY CONTACT DETAILS

Full Name __________________________ Relationship to You __________________________

Telephone ___________________________ Mobile ___________________________

Address ________________________________________________________________________

In any event of an emergency do you give United Colleges of Australia permission to organise emergency transport and treatment and agree to pay all costs related to the emergency? YES / NO
GOVERNMENT SURVEY

The Federal Government requires all colleges to collect these statistics to assist with educational planning. Your confidentiality is assured as you are not identified with these statistics.

In which country were you born? ____________________________________________________________

Australia Citizenship Status:
☐ Australian Citizen  ☐ New Zealand Citizen  ☐ Australian Permanent Resident
☐ Other Visa – Please specify _____________________________________________________________

Do you speak a language or languages other than English at home?
☐ No, English only  ☐ Yes – please specify _____________________________________________________

How well do you speak English?
☐ Very well  ☐ Well · Not well · Not at all

Do you consider yourself to have a disability, impairment or long term condition?
☐ No
☐ Vision  ☐ Yes – please specify
☐ Learning  ☐ Physical
☐ Medical condition  ☐ Mental illness
☐ Other – please specify

Prior Education
☐ Foundation  ☐ Certificate I
☐ Certificate III  ☐ Certificate IV & above
☐ Cert IV or above with Acquired Disability

What is your current employment status? (Please tick one)
☐ Full-time employee
☐ Employer
☐ Unemployed – seeking part-time work
☐ Part-time employee
☐ Employed – unpaid worker in family business
☐ Not employed – not seeking employment
☐ Self employed – not employing others
☐ Unemployed – seeking full-time work

What is your highest completed school level?
☐ Year 12  ☐ Year 11  ☐ Year 10  ☐ Year 9 or lower

In what year did you complete that school level? _____________________________________________

Study Reason – Of the following categories, which BEST describes your main reason for undertaking this course? (Please tick one)
☐ To get a job
☐ To try for a different career
☐ For personal interest / self-development
☐ To develop my existing business
☐ To get a better job or promotion
☐ To get into another course of study
☐ To start my own business
☐ It was a requirement of my job
☐ Other reason
### Terms and Conditions

**Payment schedule agreement:**
By signing the agreement, course participants who choose to pay by instalments agree to honour the RTO payment plan and understand that:

1. All instalments must be paid on or before the due date;
2. If there are insufficient funds available in the nominated account to meet the instalment payments;
3. The RTO reserves the right to suspend access to the course in the event that a participant fails to pay any part of the course fees as and when it falls due for payment;
4. In the event that a participant requests or fails to advise of a course cancellation, the refund policy applies;
5. The RTO will not issue a Statement of Attainment/s until course fees are paid in full.

**Default on the payment schedule:**

1. The enrolment will be suspended, and outstanding accounts will become immediately due and payable; or
2. As a cancelled participant the outstanding account will become immediately due and payable;
3. The outstanding debt will be forwarded to a debt collection agency, and
4. The participant may also be required to pay additional fees associated with the debt collection process.

**Cancellations and Refunds**

In signing this application you are automatically bound by the conditions of the UCA and/or the UCA cancellations and refund policy.

#### Total Refund of Tuition Fee

A total refund will be granted under the following circumstances:

- In the unlikely event that the College is unable to provide the course for which an offer has been made. An alternate offer of a place will be offered at no extra cost to the student as well as the refund option.
- An offer of a place is withdrawn by UCA (The exception is when the offer was made on the basis of intentional incorrect information).

Applications for a total refund on the above grounds must be lodged at least 2 weeks prior to the commencement of the term for which the offer is made.

UCA’s refund policy applies to both commencing and re-enrolling students. It is set out in the Handbook and below. All requests for a refund must be submitted on the appropriate refund application form and must be accompanied by official documentary evidence of the grounds for the request.

Your initial application fee to UCA is not refundable.

Refunds are calculated on the basis of the number of months of the course remaining, as follows:

| Request is less than 10 weeks before the commencement of the term/next term | Full refund. |
| Request is less than 6 weeks but more than 6 weeks before the commencement of the term | refund is 70% of tuition fees for that term. |
| Request is less than 2 weeks before the commencement of the term | refund is 50% of tuition fees for that term. |
| If a student withdraws from the course on or after the course commencement date | the student will not be eligible for a refund for the fees for that term. |
| Withdrawal from a course on illness and compassionate grounds | refund will be decided on a case by case basis. |
| Student transfers to a second course within UCA without completing the first course | The tuition fee paid for the current six-month period of the 1st course will be credited on a pro-rata basis towards the tuition fee of the 2nd course. All other tuition fees paid toward the 1st course will be credited in full towards the tuition fee of the 2nd course. If the credited amount is greater than the total cost of the second amount, the difference will be refunded within 28 days of commencement of the second course. |

#### Partial Refund of Tuition Fee

The amount of partial refund is determined as follows.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Partial Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>No refund</td>
<td>False or misleading information in application forms or during study automatically disqualifies you from any refunds</td>
</tr>
<tr>
<td>Student is terminated due to serious breach of the College rules or a breach of visa conditions including non-attendance or unsatisfactory progress</td>
<td>No refund</td>
</tr>
<tr>
<td>Student defers enrolment and commencement date</td>
<td>Tuition fees will be held by the College until course commencement date.</td>
</tr>
</tbody>
</table>

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**Additional information can be located in UCA’s PRICING, FEES, REFUNDS AND TERMS Policy.**

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**DECLARATION**

By enrolling in this Course I confirm that I have been given the opportunity to read the participant information on the UCA website www.unitedcollegesaustralia.com.au. I accept the terms and conditions of enrolment and the refund policy. I understand that this information is collected for internal use and government reporting under the RTO compliance regulations. I also declare that the above information is true and correct.

Signature ____________________________ Date ______________________
Thank you for your assistance.

<table>
<thead>
<tr>
<th>DATA ENTRY CHECKLIST – OFFICE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>Signed form scanned and added to file:</td>
</tr>
</tbody>
</table>