



**Domestic Student Application Form**

PART A – APPLICATION INFORMATION		
SELECT COURSE	QUALIFICATION	COURSE DURATION
( )	CHC33015 Certificate III in Individual Support	52 Weeks
( )	CHC43015 Certificate IV in Aging Support	52 Weeks
( )	CHC52015 Diploma of Community Services	52 Weeks
( )	CHC51918 Diploma of Leadership and Management	52 Weeks
( )	CHC61015 Advanced Diploma of Leadership and Management	52 Weeks

**Intake Month**      **Year:** (      )  
 January     February     April     May     July     August     October     November

**Class Timetable**  
 Day Class       Evening Class

**Personal details (all details must be exactly as stated on the current driver's license/photo ID/passport)**

Family Name .....      Given Name .....

Nationality .....      ( ) Male ( ) Female    Date of Birth ..... /..... /.....

USI (Unique Student Identifier) .....

**Contact Details**

Address .....

Telephone .....      Mobile.....

Passport Number .....      Email.....

Health Condition(s).....

**Person to Contact in an Emergency**

Name .....      Relationship.....

Address .....

Telephone .....      Mobile.....

Email .....

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?  
.....



**PART B – Information collection**

Qualifications .....  
(You must attach verified copies of all qualifications)

Have you enrolled in the same or a similar course elsewhere?  Yes  No  
(If you have you may be eligible for a credit transfer or Recognition of Prior Learning – contact the Director of Studies for further information. You must attach verified copies of documents to support a credit transfer or RPL application)

Secondary Education – School Level Achieved  
Have you completed your studying at School?  Yes  No  
Which year are you in? (if No has been ticked in the last question) .....

Have you been employed in the area covered by the course applied for?  Yes  No  
(If you have you may be eligible for Recognition of Prior Learning – contact the Director of Studies for further information You must attach verified copies of documents to support an RPL application)

What is your current Employment status?  
 Full-time employed  Part-time employed  Employer  Self Employed (not employing others)  Employed (unpaid in family business)

Unemployed (seeking Full-time work)  Unemployed ( seeking Part-time work)  Not employed ( not seeking employment)

What is your indigenous status?  
 Aboriginal  Torres Strait Islander  Aboriginal and Torres Strait Islander  Neither Aboriginal nor Torres Strait Islander

Nationality Status  
In which country where you born? .....

What is your main language spoken at home? .....

Are you a citizen of Australia or New Zealand? If not, are you a Permanent Australian Resident? .....

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

Tell us the reason you want to take our course  Career  Academic  Personal

Where did you hear about us?.....

Do you have any disability or special need that will affect in your learning environment?  Yes  No

If yes, please specify .....

Please make sure you refer to the specific entry requirements that apply to the course you are enrolling for. These requirements are detailed in the student information section of the Handbook.



**PART C – CONSUMER PROTECTION POLICY**

The consumer protection policy and procedure ensure that students are provided with the following information before enrolment

- Students right and responsibilities
- Fee administration
- Training and assessment administration
- Complains and appeals
- Deferral and discontinuing process
- Feedback processes according to the national VET regulator and funded training contract conditions

**Student Rights and Responsibilities**

Students have a right to:

- Learn in a safe, secure and clean environment
- be treated fairly and equitably and with respect by other students and staff
- learn in an environment free of discrimination, harassment, bullying or victimisation
- receive encouragement and support during the course of their training
- have their personal information and privacy protected
- have the results of their progress stored securely and maintained accurately
- be able to access their personal student records on request
- obtain information about assessments and the assessment process in advance of an assessment
- receive adequate comment from trainer/assessors about their performance in class and after an assessment and about their progress in their course
- appeal any assessment decision and ask for it to be reviewed
- make a complaint by using the proper procedure and have it treated confidentially and dealt with fairly and quickly
- have the right to appeal against any decision made in relation to a complain they make
- discuss their concerns or problems confidentially with staff

Students are required to:

- Be courteous and polite to, and respectful of, each other and staff
- Cooperate with each other and staff
- Take all steps to improve teamwork and interpersonal communication
- Adhere to all health and safety requirements always (whether written or spoken)
- Behave in an appropriate and acceptable way and not do anything that may cause anyone else offence or embarrassment (This includes not swearing or using offensive language; not using threatening or abusive language; and not harassing, bullying or victimising anyone).
- Not doing anything that disrupts a class or the learning of other students
- Attempt to resolve any conflicts or misunderstandings immediately if they arise
- Be punctual, regular and committed, and take responsibility and ownership for their own learning and their own actions
- Sign any attendance register that are required
- Maintain satisfactory course progress
- Provide accurate information about themselves and promptly inform United Colleges of Australia of any change in their details
- Pay relevant fees when they are due
- Not smoke, consume alcohol or drugs in the college premises; not enter the class under the influence of alcohol or illegal drugs; not bring alcohol, illegal drugs or weapons to the college
- Not use mobile phones or paging devices in class or in any assessment situation
- Prepare adequately for assessments, submit assessment tasks (including assignments) by the due date, and ask for an extension of time if exceptional circumstances require it
- Not engage in plagiarism or cheating of any kind
- Dress suitably always
- Not steal, damage, or misuse any of United College of Australia equipment or resources or anyone else’s property

**PART D – FEES**

Tuition Fee (from first page of application)	A\$ .....
COE Re-issuance Charges (Excepting Visa rejection)	A\$ 50
Application Fee (not refundable)	A\$ 200
Admin. Processing fee for visa rejection case	A\$ 250
RPL fee (not refundable)	A\$ 500
Repeat unit fee	A\$ 400
Material fee (per course)	A\$ 100
Assessment resit fee	A\$ 100
Late payment fee	A\$ 100
<b>Total Fees</b>	<b>A\$.....</b>

Please make your payment by Bank Draft to United Colleges of Australia Pty Ltd. T/A UCA No obligation is created on UCA until funds are cleared and an official receipt is issued.

Applicant Signature .....

Date ..... / ..... /.....



**Acceptance Procedure:**

1. As soon as decision is made on your eligibility you will be informed of the outcome
2. If your application is successful you will receive a copy of this countersigned Student Written Agreement and a Letter of Offer stating the course, for which you have been accepted, courses fee to be paid and commencement date.

When you have paid your fees a Confirmation of Enrolment will be sent to you.

**Re-issue of training workbooks / Statement of Attainment / Qualification Certificate**

- Student who require replacement of issued text or training workbooks will be liable for additional charges to cover the cost of replacement.
- Students are responsible for the storage of their qualification testamur and statements of attainment. If a student requires reissue of their qualification testamur or statement of attainment, an administration fee of \$100 for Certificate III & IV or \$250 for Diploma courses will be charged for Qualification certificates and \$25 for Statement of Attainment.
- For short courses, \$50 or higher will be charged based on the respective state registering authority issuing the certificates.

**PART E - REFUNDS**

- 1 The Applicant confirms that all the information provided in this application is complete and correct.
- 2 The Applicant agrees to be bound by UCA rules and regulations in force from time to time and otherwise to follow acceptable codes of behaviour, attendance and academic performance and show a concern for other students.
- 3 All fees and charges must be paid in full prior to course commencement unless a "payment plan" is arranged with UCA. Student tuition fees are safeguarded through the use of insurance and assurance schemes mandated by Australian Legislation.
- 4 Refund application form must be completed and submitted to UCA. Refunds will be refunded within 28 days of receipt of a refund application form and will include a statement explaining how the refund was calculated.
  - 4.1 Tuition Fee & Material fee
 

- Withdrawal notified in writing and received by UCA 28 days or more prior to course commencement	70% refund of tuition fee 100% refund of material fee
- Withdrawal notified in writing and received by UCA less than 28 days prior to course commencement and before the commencement date	50% refund of tuition fee 100% refund of material fee
- Withdrawals notified in writing and received by UCA on the commencement date or after the course commences	No refund of current semester tuition fee No refund of current semester material fee

OR In case of deferment of course by the student
- 5 This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.
- 6 In the unlikely event that UCA is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by UCA at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement. If UCA is unable to provide a refund or place you in an alternative course the Tuition Protection Service (TPS) will be responsible for providing refunds or providing assistance to locate an alternative.
- 7 Fees not listed in the refund section (part 4) are not refundable. Prior to a student enrolling fees may be altered without notice. Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course. If a course length is extended by the student, then any fee increases will be required to be paid for the extended component of the course.
- 8 Students wishing to defer the commencement of studies or suspend their studies must complete deferral or suspension form and submit to UCA. UCA may decide to suspend or cancel a student's enrolment on its own initiative as a response to misbehaviour by the student.
- 9 Students must notify UCA of changes of address, telephone number, email address and fax number within 7 days they occur.

**Student declaration**

I understand the terms of this Contract and the refund conditions and confirm that I have been fully advised of the fees, refund conditions and conditions of enrolment and agree to be a student at UCA.

Information is collected on this form and during your enrolment in order to meet UCA obligations under the ESOS Act and the National Code 2007; and 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 Protection Service (TPS). In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

Applicant Signature .....

Date ..... / ..... /.....



**PART F - Government Funded Students**

**Recognition Fees:**

There are no administration fees for this process. There will be a reduction to the student feed at 50% per unit which will be calculated and agreed by you prior to confirmation of enrolment.

**Credit Transfer Fees:**

There are no administration fees for this process. There will be a reduction to the student fees pro rate per unit. There is no process for Credit Transfer for an entire qualification.

**Recognition and Credit Transfer**

**WHAT IS CREDIT TRANSFER?**

Credit Transfer is an administrative process that is the credit of unit/s competence awarded by another accredited Training Organisation, for the same unit/s of competence listed on the course information that a person is enrolling in.

If a person has been awarded a required unit/s of competence by another Training Organisation, United Colleges of Australia can credit that unit of competence, if the:

- **Unit of competence is equivalent and current**
- **And that the document has been issued by a verified and accredited Training Organisation**

**CREDIT TRANSFER PROCESS**

1. Student applies for Credit Transfer by ticking the Credit Transfer / Recognition check box on the enrolment form OR by discussing with admit staff or trainer.
2. Student is given the Credit Transfer/Recognition Assessment Application
3. Student completes the Credit Transfer/Recognition Assessment Application Page 1 ONLY and submits with a copy of the original that has been sighted by admin staff OR certified copy of an accredited training Statement of Attainment or Qualification Certificate AND Transcript of Academic Record
4. Admin staff follows the Credit Transfer Administration Procedure.
5. Admin staff contact the student with the outcome
  - a. IF CT is granted:
    - i. the student training plan is adjusted and the student and trainer and employer (if applicable) all sign and date the training plan.
    - ii. the student assessment record is completed and filed in the student file
  - b. IF CT is NOT granted:
    - i. the student will be given the exact reason why and the gap required to be fulfilled
    - ii. meet with the trainer and discuss the requirements for the Recognition assessment that will need to be undertaken to achieve Competence by recognition OR can arrange to undertake an assessment ONLY pathway OR can undertake further training and assessment.

**WHAT IS RECOGNITION?**

Recognition is an assessment of the formal acknowledgement of skills and knowledge that you currently have. Recognition may reduce the amount of training that the student needs to undertake training for skills they already possess. The skills and knowledge may have been obtained through:

- Formal training
- Work experience
- Life experience

**RECOGNITION PROCESS:**

- Attend an initial meeting with your assessor and complete the recognition plan
- Submit evidence of the skills and knowledge gained while on-the-job and which are relevant to the qualification;
- Submit evidence of the skills and knowledge gained in other contexts and which are relevant to the qualification
- Show how these skills and knowledge are relevant to the requirements for the qualification; and
- Record these skills and knowledge in an easily understood format which can be retained for future use.
- Submit evidence of proof of employment and experience within the industry

If you can show (via this application form and/or interview) that you have the required skills or knowledge then you will be granted recognition for one unit or an entire qualification, the exempt from completing the work required for this unit.

Applicant Signature .....

Date ..... / ..... /.....

**RECOGNITION PLAN**



This Recognition Plan is to be completed with the assessor. It has been designed to identify the unit/s of competency for which you are seeking Recognition. Your assessor will discuss the following areas with you. They should be ticked off once you are confident that you have understood the information and procedures.

- Purpose and outcomes of the recognition process
- Relevant unit/s of competency and types of evidence that you will submit
- Appeals process
- Confidentiality and security of information
- Special needs/additional information

**PART G – PROVIDER ACCEPTANCE PART F – Agent**

**Accepted by United Colleges of Australia**

Signed : ..... Name: ..... Date..... /..... /.....

**PART H – Agent**

Agent Name: .....

Signature : ..... Date..... /..... /.....