



## STUDENT APPLICATION FORM - SSVF

This Form should be **electronically filled**. After receiving the Form, we will contact you by email. To avoid delays in processing your application, it is important that you complete all applicable details, attach all supporting documents and clearly include **your email address** (mandatory). **Your name & date of birth should match with those in your Passport.**

### A. Personal Details (All information in this section are students' details – Not Agent's details)

<b>1. Personal details</b> <small>(These details should be matched with details in your Passport)</small>	First Name:	Middle name:
	Last name:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
	Date of birth: / /	Country of birth:
	<b>Will you be coming to Australia with your dependents (spouse and/or children)?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	

*If YES, you must complete Annex A on Page 3*

<b>2. Passport Details</b>	Your nationality:	Passport No.:	Expired date: / /
	<b>Are you currently holding an Australian visa?</b>		
	<input type="checkbox"/> No <input type="checkbox"/> Yes – Visa sub-class	Expired date: / /	

**Are you currently in Australia?**  No  Yes – Which City in Australia are you living now?

<b>3. Your Address</b> <small>(Please provide your phone (or mobile) and email. The College may contact you for an interview)</small>	Tel/Mobile:	Email:	Country:
	No. & Street:		
	Suburb:	Zip Code:	Province:

<b>4. Address in Australia</b> <small>(If you are already in Australia)</small>	No. & Street:
	Suburb: <span style="float: right;">Postcode:</span>

<b>5. Unique Student Identifier (USI)</b>	Do you have your USI? If <b>YES</b> , please provide your USI Number:
	If <b>NO</b> , do you authorise the College to generate your USI? <input type="checkbox"/> Yes <input type="checkbox"/> No

### B. Course(s) to be enrolled

<b>6. English Course(s)</b>	<input type="checkbox"/> Preliminary	<input type="checkbox"/> Intermediate	<input type="checkbox"/> English for Academic Purpose - Level 1
	<input type="checkbox"/> Pre-Intermediate	<input type="checkbox"/> Upper intermediate	<input type="checkbox"/> English for Academic Purpose - Level 2

<b>7. VET Course(s)</b> <small>(Please specify all courses)</small>	_____
	_____

<b>8. Start Date</b>	Year: <input type="checkbox"/> 2017 <input type="checkbox"/> 2018	Intake: <input type="checkbox"/> January <input type="checkbox"/> April <input type="checkbox"/> July <input type="checkbox"/> October
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<b>9. Health Insurance Cover</b>	<input type="checkbox"/> Arranged by UPC <b>Type of OSHC:</b> <input type="checkbox"/> Single <input type="checkbox"/> Family <input type="checkbox"/> Couples
	<input type="checkbox"/> Arranged by yourself – Policy Number: _____    Name of Insurer: _____

<b>10. RPL/Credit Transfer?</b>	<input type="checkbox"/> No
	<input type="checkbox"/> Yes (Tick one or both) <input type="checkbox"/> RPL <input type="checkbox"/> Credit Transfer (Please complete the <b>CT/RPL Application Form</b> )

## C. English & Academic Achievement and Work Experience

<b>11. English Proficiency</b>	<b>Is English your first language or you have completed school with subjects taught in English?</b>		
	<input type="checkbox"/> YES	In which country: _____	<i>* Please attach evidence</i>
	<input type="checkbox"/> NO	<b>Have you ever taken any English test?</b> (IELTS, TOEFL, etc. or UPC Test) <input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes.	Name of the test (IELTS, UPC, etc.) _____	When: / / _____ Where: _____
Results of the test - Average score _____			<i>* Please attach the test results</i>

	<b>Completion</b> (Month/Year)	<b>Activities (Studies, work, home duties or un-employed)</b>	<b>Evidence</b>
<b>12. Education and Work History Since Leaving High School</b>  (You <b>MUST</b> provide evidence to cover the time since you left high school. There should be <b>NO TIME GAPS</b> )	<b>(a) High School</b> - You should completed Level (Year) 11 of the 12 Year Education System		
	Leaving high school at Level 11 <input type="checkbox"/> Level 12 <input type="checkbox"/>		<input type="checkbox"/>
	High School Leaving Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/>
	<b>(b) Vocational training</b> (Provide information even if you have not completed the course)		
	VET Certificate 1:		<input type="checkbox"/>
	VET Certificate 2:		<input type="checkbox"/>
	<b>(c) University education</b> (Provide information even if you have not completed the course )		
	University Degree 1:		<input type="checkbox"/>
	University Degree 2:		<input type="checkbox"/>
	<b>(d) Employment (Full-time or Part-time)</b> – Evidence of employment.		
	Job 1:		<input type="checkbox"/>
	Job 2:		<input type="checkbox"/>
	<i>(Attach separate sheet if required)</i>		
	<b>(e) Home duties</b> (Evidence: A Letter from your family doctor, local police officer, etc.)		
	Describe the situation:		<input type="checkbox"/>
<b>(f) Un-employed</b> (Evidence: A Letter from your family doctor, local police officer, etc.)			
Describe the situation:		<input type="checkbox"/>	
<b>(g) Other evidence to prove your evidence</b>			
Describe the situation:		<input type="checkbox"/>	

## D. Financial Support – Evidence of sufficient funds to support yourself and any dependents during your studies

<b>13. Sources of financial support</b> Please provide evidence	<input type="checkbox"/> Your spouse and/or yourself	<i>Marriage certificate if financial support is from your spouse</i>	<input type="checkbox"/>
	<input type="checkbox"/> Your parents and/or grand parents	<i>Birth certificate(s) and Declaration</i>	<input type="checkbox"/>
	<input type="checkbox"/> Your close relatives (Uncles and/or aunts)	<i>Birth certificate(s) and Declaration</i>	<input type="checkbox"/>
	<input type="checkbox"/> Friends or others	<i>Declaration</i>	<input type="checkbox"/>
	<input type="checkbox"/> Approved government, institutional or corporate sponsor	<i>Approved document(s)</i>	<input type="checkbox"/>
<b>14. Type of financial support</b> Please provide evidence	<input type="checkbox"/> Fund in bank account	<i>Bank account</i>	<input type="checkbox"/>
	<input type="checkbox"/> Bank loan	Confirmed letter from the bank	<input type="checkbox"/>
	<input type="checkbox"/> Government education loan		<input type="checkbox"/>
	<input type="checkbox"/> Private loan		<input type="checkbox"/>
	<input type="checkbox"/> Other. Please specify: _____		<input type="checkbox"/>

E. Other information	
<b>15. Disability</b>	<b>Are you a person with disabilities?</b> <input type="checkbox"/> Yes If <b>YES</b> - Type of disability:
<b>16. Statistics</b>	<b>How did you hear about us?</b>
	<input type="checkbox"/> Agent <input type="checkbox"/> Seminar/Exhibition <input type="checkbox"/> UPC website <input type="checkbox"/> UPC Facebook <input type="checkbox"/> Family/Friends <input type="checkbox"/> Word of mouth <input type="checkbox"/> Other (Stated)
F. Check List and Declaration	
<b>17. Documentations</b> <b>Please note:</b> <ul style="list-style-type: none"> <li>• <i>The first 5 documents are mandatory</i></li> <li>• <i>Other documents will help to enhance your chance of success.</i></li> </ul>	<b>Mandatory documents</b>
	<input type="checkbox"/> Birth Certificate or Passport (Biological page only) <span style="float: right;"><input type="checkbox"/></span>
	<input type="checkbox"/> English proficiency test results (Question 11) <span style="float: right;"><input type="checkbox"/></span>
	<input type="checkbox"/> High school records (The last 2 years) and High school leaving certificate (Question 12a) <span style="float: right;"><input type="checkbox"/></span>
	<input type="checkbox"/> Sponsor relationship document (Question 13) <span style="float: right;"><input type="checkbox"/></span>
	<input type="checkbox"/> Financial support document (Question 14) <span style="float: right;"><input type="checkbox"/></span>
	<b>Other documents</b>
<input type="checkbox"/> Higher education certificates and/or degrees (Questions 12b & 12c) <span style="float: right;"><input type="checkbox"/></span>	
<input type="checkbox"/> Evidence of Employment (Question 12d) <span style="float: right;"><input type="checkbox"/></span>	
<input type="checkbox"/> Other documents (Questions 12e, 12f and 12g) <span style="float: right;"><input type="checkbox"/></span>	
<b>18. Student <u>over</u> 18 years old</b>	<input type="checkbox"/> <b><i>I have read &amp; accept the 'Terms and Conditions' on Pages 4 and 5 of this Application Form.</i></b> <input type="checkbox"/> Tick this box to <b>replace your signature</b> Your name: _____ Date: / /
<b>19. Student <u>under</u> 18 years old</b>	<b>Parents or the legal guardian</b> <input type="checkbox"/> <b><i>I have read &amp; accept the 'Terms and Conditions' on Pages 4 and 5 of this Application Form.</i></b> <input type="checkbox"/> Tick this box to <b>replace your signature</b> Your name: _____ Date: / /
<b>20. Agent details</b> (if applicable)	Agent name: _____ Contact Person: _____ Position: _____ City: _____ Country: _____ Ph.: _____ Email: _____
<b>21. Application</b>	Please return this Application Form & all supporting documents (Items 16) to <b>UPC College</b> through <b>Your Agent</b> or <b>Email address</b> <a href="mailto:Admission@upc.edu.au">Admission@upc.edu.au</a>

## Annex A – Dependants

If you want to bring your dependants to Australia, you must budget for their expenses including childcare expenses and/or school fees. Government schools are not free.

You will also need to provide a declaration that you have funds to support your dependents while they are in Australia.

### Details of dependents joining you in Australia

Family member 1	Name:	Relationship:	Age:
Family member 2	Name:	Relationship:	Age:
Family member 3	Name:	Relationship:	Age:
Family member 4	Name:	Relationship:	Age:

# TERMS AND CONDITIONS OF ENROLMENT

## 1. Your Name

Show documentary evidence (declaration from a lawyer, marriage certificate, etc.) if any of your official documents (passport, qualifications, transcripts, etc.) show a name which is different from the one that you have used on this application form.

## 2. Contact Details

Your **current home address** (not agent's address) **must be provided** along with phone number and email address.

## 3. Certified Copies of Original Documents

Attach certified or attested copies of all your official documents such as academic records, certificates or/and degrees etc. Following persons are eligible to certify copies:

- An authorised officer from the institution that originally issued the documents (such as Registrar or Principal);
- An officer from an Australian overseas diplomatic mission or any Australian Education Centre;
- A person recognised by law in your country to do certification; or
- An authorised UPC representative.

Certified translations must accompany if the documents are not in English. Evidence of completing a course should indicate that all requirements of the course have been met or that the award has been conferred.

## 4. English Language Proficiency Level

Without an international test, all students must contact UPC or its authorised representative for assessing their English Proficiency Level before enrolling into the course. The course duration and the tuition fee will depend on the English entry level and course requirement.

## 5. Recognition of Prior Learning

Recognition of Prior Learning (RPL) is an assessment process in which students may apply for exemptions by providing evidence of all skills and knowledge gained through life experiences, work experience, previous training and formal education. These exemptions will only be granted when all the stated learning outcomes and performance criteria of the training courses have been demonstrated.

Where RPL is granted before your visa has been issued, then the period of the course will be adjusted appropriately when the Confirmation of Enrolment (CoE) is issued.

If RPL is granted after your visa has been issued then the College will report the change to the Department of Immigration and Citizenship (DIBP). A full time study load (20 hours per week) must be maintained. RPL cannot exceed 50% of the course contents.

## 6. Payment of Tuition Fees

The non-refundable application fee is payable when you submit your application to UPC for consideration.

Tuition fee for the total length of the English (ELICOS) course is payable on acceptance of the offer. If you extend your English course beyond the initial length, you must pay your fee at least 10 working days prior to the commencement of the new program.

Tuition fee for a VET course may be paid by instalments. A minimum of 2-term tuition fee is payable on acceptance of the offer. The balance must be paid at least 10 working days prior to the commencement of each term of the un-paid part of the course.

If the student does not pay the fees by the due date, a late fee will be charged and the course place may be lost.

The College reserves the right to review its payment procedure and fees for new students without notice. However, in the case of fully paid for programs and packages, UPC's tuition fee for that program or package will not be changed except if it is interrupted by the student's failure or delay.

## 7. Fee Refund Policy

University Preparation College will pay a refund to an overseas student or an intending overseas student in certain circumstances. UPC's refund policy applies to both commencing and re-enrolling students. The applicant should read the College's Refund Policy and Procedure (. It is summarised below.

- Your **application fee** is not refundable in any circumstances.
- All refunds will incur an **administration fee** of three hundred Australian dollars (\$AU300) unless otherwise specifically stated. All bank transfer fees will be deducted from the refunded amount.

The College's policy on the refund of fees has been determined in accordance with the Education Services for Overseas Students Act 2000 (ESOS Act 2000) and the Education Services for Overseas Students Regulations 2001 (ESOS Regulations 2001). This policy applies to all international students irrespective of who pays the fees.

### Refund Conditions:

Definitions: There are two terms that affect the calculation and processing of a refund.

### The College Default

This occurs:

1. when the course does not begin on the agreed commencement date and an alternate date or course is not available or acceptable to the student's circumstances, or
2. when the course ceases to be provided at any time after it commences but before it is completed, or
3. in the unlikely event that the course is not provided in full to the student because of a government directive or sanction imposed on the registered provider.

### Student Default

This occurs when the student directly or un-directly indicates he/she is not going to commence or continue in the course.

Circumstances:

1. The student application for a visa is not granted;
2. The student does not commence the course on the agreed start date;
3. The student withdraws or cancels their enrolment in the course;
4. The student fails to pay fees due to the College in order to undertake or continue in the course;
5. The student breaches a condition of the student visa;
6. The student's enrolment is terminated by the College due to a serious breach of the College policy and/or rules.

**Note:** *The Australian Government has legislation to protect students who have paid fees in advance for study in Australia. International students' rights and fees are protected. Our College is obliged to explain what will occur in worst case situation if the College closes down.*

*If University Preparation College is unable to provide a refund or place you in an alternative course, the Government through the Tuition Protection Services (TPS) will step in. TPS will endeavour to place you in the same course or a suitable alternative course at another college or if this is not possible, you will be eligible for a refund of the un-used portion of your tuition fee that you have paid to UPC.*

### REFUND OF COURSE FEE - THE COLLEGE DEFAULT CASE

A refund of 100% of the un-used portion of fees 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 may be offered at no extra cost to the student as well as the refund option.	The College will calculate and supply a letter explaining the refund calculation within 2 weeks of the College decision. If the student has not yet arrived in Australia, a refund of 100% of any money paid to the College for health insurance and any optional fees paid by the student as set out in the letter of offer. No administration fee is required.
An offer of a place in a course is withdrawn by the College before the course commences.	
The applicant is unable to obtain an <b>initial</b> visa from an Australian Diplomatic Office.	Proof of refusal from the Australian Government is required.

## REFUND OF TUITION FEE - STUDENT DEFAULT CASE

The following conditions are applied in case of student default. The amount of partial refund is determined as follows:

Request is 10 weeks or more before the commencement of each term	Refund is 90% of tuition fees for that term.
Request is less than 10 weeks but more than 4 weeks before the commencement of the term	Refund is 70% of tuition fees for that term.
Request is less than 4 weeks but before the commencement of the term	Refund is 40% of tuition fees for that term.
If a student withdraws from a course on or after the commencement of the term.	The student will not be eligible for a refund for the fees for that term.
If an onshore international student is not granted a student visa.	Refund is 100% of tuition fee but student may lose an amount equivalent to the agent's commission if he/she has paid tuition fee through the agent.

## NO REFUND

Falsified documents or intentionally misleading information to DIBP or/and to the College.	Your place in the course is reassessed and may lead to cancellation of the enrolment. Automatically disqualifies you from any refunds.
Student is terminated due to serious breach of the College policy and rules and/or a breach of visa conditions including non-attendance or unsatisfactory progress	No refund
Student defers enrolment and commencement date.	Tuition fees will be held by the College until new course commencement date.
Student leaves the course and College, and does not notify the College or formally cancel the enrolment in the College.	Automatically disqualifies you from any refunds and the College will invoice the student for the balance of fees owing.

**Student default:** Where the student has requested a refund, the refunds of any monies received by the College for services other than tuition fees will be requested by the College from the companies delivering the services and students will be subject to those companies' refund policies.

## HOW TO CLAIM A REFUND

### Provider Default

Where the refund is triggered due to the College default situation, the College will initiate the refund processing from the date of the decision and notify the student within 10 working days from the decision. A refund letter with calculations showing fees to be paid is sent to the student. The payment is processed within 20 working days from the date the College receives the Refund Acceptance Letter from the student.

### Student default or withdrawal

To claim any refund, the student must complete a **Refund Application Form** and returns it with the receipt of course fees and certified copies of any supporting documents (such as Visa rejection letter, etc.) to the College. The College will respond in writing to the refund request with an explanation of the student's current financial status and calculations showing refund fees payable to the student within 10 working days from

the receipt of the **Refund Application form** and *documents required as evidence*. Payment is processed within 20 working days from the date the College receives the Refund Acceptance Letter from the student. The refund will be paid in Australian dollars.

The refund policy does not remove the student's right to appeal the refund decision or calculations made by the College according to the complaints and appeals policy

## 8. Guardianship and Accommodation Charges

The cost of appointment of a guardian (for students under 18 years old) and/or accommodation are NOT included in the tuition fee. UPC can arrange guardianship and accommodation for additional charges.

## 9. Academic Progress Requirements

Admission, if granted, is subject to the continuous academic progress requirement of the student. The student needs to perform well in order to continue to be enrolled in the courses offered by the College.

**10. Attendance Requirements** There are strict attendance requirements for all the College's courses. English (ELICOS) student visa requires minimum of 80% attendance. Diploma (VET) courses require academic progress and attendance for core units to issue course completion/qualification certificates.

## 11. Assessment Procedure

Assessments are conducted for all units of competency or subjects of a course. Typically the assessment procedures include tutorial exercises, assignments, oral and listening exercises, projects and exams. A student should perform satisfactorily to complete the academic requirements of a unit or subject.

## 12. Deferral or Suspension of Course

Once a student has enrolled in a course the student will not be allowed to defer commencement of the course except on the grounds of illness, evidenced by doctor's certificate(s), or other exceptional circumstances beyond the student's control. If a student defers or suspends studies on any grounds, UPC is required to notify DIBP.

One of the student visa conditions is that you complete your course at UPC. Change of provider is not allowed **within the first six months** except in exceptional circumstances.

## 13. Student's Right

The terms and conditions of enrolment as stated above do not remove the rights of the student to take action under Australia's consumer protection laws. Also, the College's dispute resolution processes do not circumscribe the student's right to pursue legal remedy.

## 14. Access to Student's Details

Information provided by the student may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act and the National Code.

## 15. Children's Education

Any school aged dependents accompanying overseas students to Australia will be required to pay full fees if they are enrolled in either a government or non-government school.

## 16. Declaration and Signature

- This application must be electronically completed, signed and dated.
- If you want to send this application to UPC by email you can tick the box on the right (Question 18) to confirm your acceptance of the Terms & Conditions on Pages 4 & 5. If you are under 18 years old, your parents or guardian should actually sign the box in Question 19. Application and supporting documents should be sent from the applicant's email address listed in Question 6 or from a UPC-recognised representative's email.

***University Preparation College reserves the right to change the above terms and conditions without prior notice.***

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