



UTA Institute of Technology

UTA Institute of Technology

RTO No. 41121 - CRICOS provider No. 04064G

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UTF01B - International Student Application for Enrolment - Onshore 2024 -

Part A - Enrolment Information

Who Should Use This Form?

You should use this form if you are an international student of eighteen (18) years of age or older applying for any course listed in the current UTA Institute of Technology (UTAIT) Course Guide or on the UTAIT website at www.utait.edu.au

N.B: UTAIT DOES NOT ENROL STUDENTS UNDER THE AGE OF EIGHTEEN (18) YEARS of AGE.

HOW TO COMPLETE THIS FORM

- Please read this application form carefully and complete ALL sections using BLOCK letters.
- Your application will not be processed unless full documentation requested is attached and #declarations are signed.
- Ensure that certified copies of your academic transcripts, English language proficiency, and passport copy are attached.
- Please note that supporting documentation will NOT be returned.
- Individual applications not supported by a UTAIT approved Education Agent will only be considered when accompanied by the \$350 (AUD) Application Fee.
- Students applying through an UTAIT approved agent are exempt from this requirement.
- Ensure that you complete the Document Checklist and sign the Student Declaration and Financial Declaration.
- UTAIT reserves the right to decline any application in accordance with all academic and Genuine Temporary Entry requirements.

Part B - Privacy Declaration

Information is collected on this form and during your enrolment in order to meet our obligations under the National Vocational Education and Training Regulator Act 2011, the ESOS Act 2000, the National Code of Practice for Providers of Education and Training to Overseas Students 2018; The Standards for Registered Training Organisations (RTOs) 2015 and the National Centre Vocational Education Research (NCVER), Commonwealth Department of Education Skills and Employment and the Department of Home Affairs 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 National Vocational Education and Training Regulator Act 2011 and the Education Services for Overseas Students Act 2000, Student Identifiers Act 2014 and Privacy Act 1988. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and other designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances, information collected on this form during your enrolment can be disclosed without your consent where authorized by Commonwealth and State and Territory Governments or required by law.

Section One | Personal Details (Enter details as shown on your passport)

Are you (current or former) student at UTAIT?

☐ **Yes, Student number** [] ☐ **No**

Passport and Visa details : You must submit a translated, certified true copy of the personal details page of your passport

Title ☐ **Mr.** ☐ **Ms.** ☐ **Mrs.** ☐ **Other**

Country of Birth

Family Name

Citizenship

Given Name(s)

Passport Number

English Name

Passport Expiry

Date of Birth

☐ **I hold Australian Visa or** ☐ **I'm Applying for Australian Visa**
Visa Subclass [] **Visa Expiry Date:**

First Language

Second Language

Have you or any immediate family member been refused an entry visa to any country? ☐ **Yes** ☐ **No**

Gender ☐ **Male** ☐ **Female** ☐ **Other**

Section Two | Contact Details

Permanent Address in your Home Country

Local Address in Australia

Street Number:

Street Number:

Street Name :

Street Name :

Suburb/City:

Suburb/City:

Province/State:

Province/State:

Post/Zip Code:

Postcode:

Country:

Mobile No:

Home Phone:

Email Address:

Emergency contact details: All applicant/students must provide an emergency contact before commencing their studies

Name :

Mobile:

Relation:

Phone:

Address:

Suburb/Town:

Country:

Post Code:

Email:

Do you have any medical or health issues that may prevent you from obtaining your visa? ☐ **Yes** ☐ **No**

If yes, explain or attach evidence and relevant documentation. Translated into English (if required) and certified.

Applicants must visit immi.homeaffairs.gov.au/help-support/meeting-our-requirements/health for a list of medical & health conditions of concern to the Australian Government. (**Health insurance in Australia will not extend to a pre-existing medical condition**).

Are you currently applying, or previously applied for Australian Permanent Residency Status? ☐ **Yes** ☐ **No**

If Yes, please state your date of application **Day Month Year :**

Note: It is your responsibility to ensure your visa allows you to study in Australia, and covers the duration of the program applied for.

Disability / Allergies (This information is for support service only)

We use this information to assist in monitoring, supporting, improving services to students with medical/disability requirements, and assist UTAIT determine the training provider's ability to support you during your training.

RTO Disclaimer: Please be honest in your response, to allow UTAIT assess your suitability to train for the chosen qualification. Some industries restrict people with physical & mental disabilities with the work that they are able to perform, because training is based on actual workplace conditions UTAIT must follow the restrictions imposed by industry and the relevant training package/s.

Do you have a disability, impairment, allergy, or long-term medical condition which may affect your studies? ☐ **Yes** ☐ **No**

If Yes, What support services, equipment, and facilities do you require?

Full Name:

Date:

Signature:

Unique Student Identifier (USI) Application and Privacy Form

As of 1/Jan/2015 if you are undertaking nationally recognised training the Commonwealth of Australia Government requires that you have a Unique Student Identifier (USI). This includes all students who are continuing a course they started prior to 2015, and all new students. You will not be issued with a certificate or statement of attainment without applying for a USI number. Students should review the Fact Sheet: Student Information for the USI at usi.gov.au/students. You should not have more than one USI.

A) Creating your own USI It is free and easy for you to create your own USI online.

To create your own USI visit usi.gov.au you will need to provide details of your identity when registering. The process is simple. Ensure giving permission to UTAIT in order to access your USI by searching for **RTO No. 41121 UTA Institute of Technology Pty Ltd** when obtaining your USI number - then tick all the permission boxes.

UTAIT strongly recommends that you do this yourself enrolling or attending orientation. When you create your own USI, you should provide your USI to UTAIT for verification and records updated. After obtaining your USI please enter on the space provided on the UTAIT Enrolment form or bring this form to the orientation session.

Distance learning students must obtain their own USI number as UTAIT is unable to identify students unless meeting face to face.

Complete the Signature Panel only -at end of this form.
(Do not fill out the identity panel) Return to UTAIT or bring to orientation session.

B) UTAIT can create your USI for you (Residential students only - students that UTAIT can identify face to face)

While you may create your own USI, UTAIT is also able to create a USI for you if you are unable to do so.
(Distance learner students must obtain their own USI number)
Complete and sign both Signature and Identity panels and bring to the orientation session or UTAIT's office.

USI Registrar Privacy Notice - Please read before signing (All students)

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, Immi Card 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 UTAIT to make an application for a student identifier on your behalf, UTAIT will have to declare that UTAIT 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 UTAIT has given you the following privacy notice:

You are advised and agree that you understand and consent the personal information provided in your application for a USI:

Application for a USI:

The information is collected by the Registrar for the purposes of:

1. applying for, verifying and giving a USI;
2. resolving problems with a USI; and
3. creating authenticated vocational education and training (VET) transcripts;

The information may be disclosed to:

1. Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
2. the purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs; education related policy and research purposes; and
3. to assist in determining eligibility for training subsidies;
4. VET Regulators to enable them to perform their VET regulatory functions;
5. VET Admission Bodies for the purposes of administering VET and VET programs;
6. 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;
7. schools for the purposes of delivering VET courses to the individual and reporting on these courses;
8. the National Centre for Vocational Education Research (NCVER) for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
9. researchers for education and training related research purposes;
10. any other person or agency that may be authorised or required by law to access the information;
11. 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.

Do you have USI Number : ☐ **Yes** ☐ **No** *If you don't have one please enter your details in **Part D (1)***

If Yes please enter your number:

Enter your USI Number (please record carefully) Enter your USI Number (please record carefully) Enter your USI Number (please record carefully)

If you DO NOT already have a Unique Student Identifier (USI), and YOU WANT UTAIT to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, UTAIT will provide to the Registrar the following items of personal information about you:

Unique Student Identifier (USI) Number Details

Please enter your full name(s) as they appear in an identification document:

Your date of birth, as it appears, if shown, in the chosen document of identity:

Your Name :	
Your Date of birth:	
Your gender :	
Your city or town of birth:	
Your country of birth:	
Your contact number :	
Your email:	

Education Agent Details

Were you introduced to UTAIT by an education agent? ☐ Yes ☐ No (continue to Section Three)

Agent Number	Agent Name
Company Name	Agent Mobile No
Agent Email	Company Address
	Number
	Street
	Post Code
	Suburb/Town

Section Three | Overseas Student Health Cover (OSHC)

☐ I have current Overseas Student Health Cover (OSHC) OSHC Provider:

☐ I want UTAIT to organise OSHC for ☐ Single ☐ Couple/ Policy No. & Exp Date:

☐ I'll use another provider

(You'll need to show evidence for the full duration of your studies to the Department of Home Affairs)

Section Four | English Language Proficiency

Requires documentary evidence of your English language proficiency to meet the requirements of your chosen course

☐ Yes ☐ No | English is my first language, If no Please Identify:

☐ English was the language of instruction in my studies (evidence required if institution is located in non-English speaking country)

☐ I have completed an English language test:

☐ IELTS ☐ TOEFL ☐ Pearson PTE ☐ Cambridge | Test Date

☐ I have Completed an English course in Australia

Date (from/to):

Course Provider:

Course Name:

☐ I have (applied or currently attending) an ELICOS Program

Date (from/to):

English test score :

Course Name:

Section Five (A) | Course Preferences

AUTOMOTIVE PACKGE COURSES

SECTION FIVE (A.1) - AUTOMOTIVE SINGLE COURSE

CRICOS Course Code		Qualification Code	Qualification Title	Duration <i>Including holiday breaks</i>	Tuition Fees	Material Fees	Enrol-ment Fee	Total Fee
	111945E	AUR20220	Certificate II in Automotive Air Conditioning Technology	20 Weeks	\$5,700	\$800	\$350	\$6,850
	111946D	AUR32120	Certificate III in Automotive Body Repair Technology	62 Weeks	\$ 16,250	\$800	\$350	\$17,400
	111245M	AUR30620	Certificate III in Light Vehicle Mechanical Technology	75 Weeks	\$14,100	\$800	\$350	\$15,250
	111607A	AUR31520	Certificate III in Automotive Diesel Engine Technology	32 Weeks	\$10,850	\$800	\$350	\$12,000
	111608M	AUR32721	Certificate III in Automotive Electric Vehicle Technology	32 Weeks	\$10,850	\$800	\$350	\$12,000
	111246K	AUR40216	Certificate IV in Automotive Mechanical Diagnosis	36 Weeks	\$6,500	\$800	\$350	\$7,650
	111609K	AUR40620	Certificate IV in Automotive Electrical Technology (Electrical Vehicle)	32 Weeks	\$7,550	\$800	\$350	\$8,700
	111609K	AUR40620	Certificate IV in Automotive Electrical Technology (Hybrid Electric Vehicle)	32 Weeks	\$7,550	\$800	\$350	\$8,700
	112919K	AUR40720	Certificate IV in Automotive Body Repair Technology	22 Weeks	\$6,200	\$800	\$350	\$7,350
	111247J	AUR50216	Diploma of Automotive Technology	38 Weeks	\$7,800	\$800	\$350	\$8.950

SECTION FIVE (A.2) - AUTOMOTIVE DOUBLE COURSES PACKAGE

CRICOS Course Code		Qualification Code	Qualification Title	Duration <i>Including holiday breaks</i>	Tuition Fees	Material Fees	Enrolment Fee	Total Fee
	111946D	AUR32120	Certificate III in Automotive Body Repair Technology	84 Weeks	\$22,450	\$800	\$350	\$23,600
	112919D	AUR40720	Certificate IV in Automotive Body Repair Technology					
	111945E	AUR20220	Certificate II in Automotive Air Conditioning Technology	95 Weeks	\$19,800	\$800	\$350	\$20,950
	111245M	AUR30620	Certificate III in Light Vehicle Mechanical Technology					
	111245M	AUR30620	Certificate III in Light Vehicle Mechanical Technology	111 Weeks	\$20,600	\$800	\$350	\$21,750
	111246K	AUR40216	Certificate IV in Automotive Mechanical Diagnosis					
	111607A	AUR31520	Certificate III in Automotive Diesel Engine Technology	68 Weeks	\$17,350	\$800	\$350	\$18,500
	111246K	AUR40216	Certificate IV in Automotive Mechanical Diagnosis					
	111608M	AUR32721	Certificate III in Automotive Electric Vehicle Technology	64 Weeks	\$18,400	\$800	\$350	\$19,550
	111609K	AUR40620	Certificate IV in Automotive Electrical Technology (Electrical Vehicle)					
	111608M	AUR32721	Certificate III in Automotive Electric Vehicle Technology	64 Weeks	\$18,400	\$800	\$350	\$19,550
	111609K	AUR40620	Certificate IV in Automotive Electrical Technology (Hybrid Electric Vehicle)					
	111246K	AUR40216	Certificate IV in Automotive Mechanical Diagnosis	74 Weeks	\$14,300	\$800	\$350	\$15,450
	111247J	AUR50216	Diploma of Automotive Technology					
	111609K	AUR40620	Certificate IV in Automotive Electrical Technology (Electrical Vehicle)	70 Weeks	\$15,350	\$800	\$350	\$16,500
	111247J	AUR50216	Diploma of Automotive Technology					
	111609K	AUR40620	Certificate IV in Automotive Electrical Technology (Hybrid Electric Vehicle)	70 Weeks	\$15,350	\$800	\$350	\$16,500
	111247J	AUR50216	Diploma of Automotive Technology					

SECTION FIVE (A.3) - AUTOMOTIVE TRIPLE COURSES PACKAGE

CRICOS Course Code		Qualification Code	Qualification Title	Duration Including holiday breaks	Tuition Fees	Material Fees	Enrolment Fee	Total Fee
	111946D	AUR32120	Certificate III in Automotive Body Repair Technology	122 Weeks	\$30,250	\$800	\$350	\$31,400
	112929K	AUR40720	Certificate IV in Automotive Body Repair Technology					
	111247J	AUR50216	Diploma of Automotive Technology					
	111945E	AUR20220	Certificate II in Automotive Air Conditioning Technology	131 Weeks	\$26,300	\$800	\$350	\$27,450
	111245M	AUR30620	Certificate III in Light Vehicle Mechanical Technology					
	111246K	AUR40216	Certificate IV in Automotive Mechanical Diagnosis					
	111245M	AUR30620	Certificate III in Light Vehicle Mechanical Technology	149 Weeks	\$28,400	\$800	\$350	\$29,550
	111246K	AUR40216	Certificate IV in Automotive Mechanical Diagnosis					
	111247J	AUR50216	Diploma of Automotive Technology					
	111607A	AUR31520	Certificate III in Automotive Diesel Engine Technology	112 Weeks	\$25,150	\$800	\$350	\$26,300
	111246K	AUR40216	Certificate IV in Automotive Mechanical Diagnosis					
	111247J	AUR50216	Diploma of Automotive Technology					
	111608M	AUR32721	Certificate III in Automotive Electric Vehicle Technology	102 Weeks	\$26,200	\$800	\$350	\$27,350
	111609K	AUR40620	Certificate IV in Automotive Electrical Technology (Electrical Vehicle)					
	111247J	AUR50216	Diploma of Automotive Technology					
	111608M	AUR32721	Certificate III in Automotive Electric Vehicle Technology	102 Weeks	\$26,200	\$800	\$350	\$27,350
	111609K	AUR40620	Certificate IV in Automotive Electrical Technology (Hybrid Electric Vehicle)					
	111247J	AUR50216	Diploma of Automotive Technology					

Section Five (B) | Course Preferences | BUSINESS MANAGEMENT PACKAGE COURSES

BUSINESS MANAGEMENT COURSES

CRICOS Course Code		Qualification Code	Qualification Title	Duration Including holiday breaks	Tuition Fees	Material Fees	Enrolment Fee	Total Fee
	111535A	BSB50120	Diploma of Business	42 Weeks	\$6,200	\$600	\$350	\$7,150
	111534B	BSB50420	Diploma of Leadership and Management	42 Weeks	\$11,250	\$600	\$350	\$12,200
	111536M	BSB60120	Advanced Diploma of Business	36 Weeks	\$8,200	\$600	\$350	\$9,150

Tuition fees and other course related fees are not subject to change once a student has enrolled.

Location: Melbourne only | Letter of Offer validity: two months only | UTAIT does not enrol international students under 18 years old.

BUSINESS MANAGEMENT & AUTOMOTIVE BUNDLE COURSES AVAILABLE

Bundle courses are available to include Business Management and Automotive courses together.

With bundle courses you are saving on administration fees.

1. Select ANY of the **Automotive courses** (ref. to **Section Five (A.1)**, **Section Five (A.2)**, or **Section Five (A.3)**)
2. Select ANY of the **Business Management courses** (ref. to **Section Five (B)**)
3. Write the desired courses codes below
4. We will bundle it for you for the best value

Enter The Courses Codes:

Some Automotive qualifications are prerequisite

(for example you cannot study cert4 in Automotive Electrical before completing cert.3 in Automotive Electrical)

Section Six | Enrolment Periods (Business Management and Automotive Courses) for 2024

Preferred program for your classes, please select a minimum of 20 hours per week for business management or Automotive courses

First intake dates	<input type="checkbox"/> January	February	<input type="checkbox"/> March	<input type="checkbox"/> April	<input type="checkbox"/> July
Second intake dates	<input type="checkbox"/> August	<input type="checkbox"/> September	October	<input type="checkbox"/> November & 10 December	
Preferred study days	<input type="checkbox"/> Mon, Tue, Wed <input type="checkbox"/> Wed, Thu, Fri <input type="checkbox"/> Thu Fri, Sat <input type="checkbox"/> Fri, Sat, Sun				

Section Seven | Educational Background

Requires the official certified copies of all transcripts, with official certificate translation (if it's not originally in English)

Secondary Studies (high school studies—year 12)

(all dates should be in DD/MMM/YYYY)

Qualification

Education Provider

Country

Start Date

Completion Date

Post-Secondary studies (Tertiary studies, Diploma, Bachelor's, Master's, etc..) Please list your MOST RECENT qualifica-

Qualification

Education Provider

Country

Start Date

Completion Date

Recognition of Prior Learning/Credit Transfer - Contact the Student Support Manager (if eligible)☐ I have enrolled in a similar course elsewhere☐ I have relevant work experience (employment)**VSN - Victorian Student Number (if applicable)**

Are you under 25, and have attended a Victorian School?

(if yes) Victorian Student Number:

☐ Yes ☐ No**Section Eight | Previous Employment**

* Attach certified documents. * List only relevant positions in the past three years.

Position & Main Duties	Employer	Country	Start Date	End Date

Employment Whilst Studying in Australia - Which BEST describes your current employment status

For casual, seasonal, contract and shift work, use the current number of hours worked per week.

Full Time = 35 hrs. / week

Part-Time = less than 35 hrs. / week

Tick ONE box only

- | | | |
|--|--|--|
| <input type="checkbox"/> Full time employee | <input type="checkbox"/> Part time employee | <input type="checkbox"/> Employed-unpaid worker in a family business |
| <input type="checkbox"/> Self-employed not employing | <input type="checkbox"/> Self-employed employing others | <input type="checkbox"/> Unemployed seeking full time work |
| <input type="checkbox"/> Unemployed seeking part time work | <input type="checkbox"/> Not employed—not seeking employment | |

Section Nine | Study Plan in Melbourne

Why did you choose Australia as a study destination?

Why did you choose to live and study in Victoria?

The highest level of study (Principal Course) I have applied for is ☐ Certificate ☐ Diploma ☐ Bachelor

Why did you choose this level of studies?

How did you hear about UTAIT?

Why did you choose UTAIT over other education providers?

Why do you want to study the courses you have applied for at UTAIT?

Are similar courses available in your home country? ☐ Yes ☐ No

If yes, how do you believe you will benefit from studying at UTAIT?

What do you expect to learn from the course that you have applied for, and what is your understanding of the course content?

If your previous study or work is NOT RELATED to the course you are applying for, please explain your change of career path.

What are your career plans and how is this course relevant to your chosen career?

What type of employment positions will you apply for after graduating from UTAIT?

Section Ten | Funding

Are you required to provide financial support to others, whilst studying in Australia?

☐ Yes ☐ No

Who will fund your study and living expenses in Australia from the start to the end date?

☐ Self-funded

☐ Partner/Spouse (inc. same-sex de-facto partners)

☐ Immediate family members

☐ Aunt or uncle (only if they are residing in Australia)

☐ Approved government, institutional or corporate sponsor

Financial Supporters' Full Name

Have you provided evidence of your sponsor's capability to fund your study and living expenses? ☐ Yes ☐ No

How will you organise and access these funds?

Will you be using a bank loan to fund your studies? ☐ Yes ☐ No (If No, skip the next question)

Have you researched the availability of funding from an approved financial institution in your home country? ☐ Yes ☐ No

Who will be repaying any money you may need to borrow?

If you intend to work while studying in Australia, how much do you expect to earn per week? AUD

Are you aware of the requirement for Overseas Student Health Cover (OSHC) for the duration of your student visa? ☐ Yes ☐ No

What type of accommodation will you be seeking in Melbourne?

If you plan to live with family/friends have you considered accessibility to the campus you will be attending? ☐ Yes ☐ No

What do you expect to pay per week for accommodation? (i.e. rent) AUD

Are you aware of the work limitations and other Australian Student Visa conditions? ☐ Yes ☐ No

Section Eleven | Financial Declaration *Please read carefully, that you understand the terms before signing.*

☐ I understand that UTAIT may refuse to issue an offer if it assesses my financial capacity as insufficient.

☐ I understand that UTAIT tuition fees are subject to an annual increase as outlined in my offer letter and that I am able to access funds to pay the increased fees.

☐ I understand UTAIT may seek any additional information and documentation/evidence to confirm my financial capacity to funds.

☐ I am aware of the tuition and living costs of my stay in Australia, including any dependent family members, and have the financial capacity to meet such costs and any annual fee increase for the duration of my course.

☐ I am aware that I am required to make timely payments of all fees and associated costs whilst studying with UTAIT.

Name of the applicant:

Signature of the applicant:

Signed on:

Refund Policy & Tuition Fees Payment

Refund applications must be made by completing a Refund Application form and sending it to the Finance Department or reception. The student Refund Application Form is available from Student Support Service or website. The Refund Application Form must be submitted via email to finance@UTAIT.edu.au, or in person marked attention "Finance Department".

Whether you are entitled to a refund or not, you will receive written notification of the outcome within 20 working days of receipt of the refund application which will include an explanation of how the refund was calculated. Within 20 working days of receipt of the refund application (for refunds that relate to provider default referred below), the refund will be paid to you or another person you nominate in writing.

If a credit card is used to make payment(s), UTAIT will refund the amount on to the credit card used for the payment(s). Where an application is withdrawn or cancelled, notification by submitting a Cancellation Form must be provided.

For refund calculations, other than a student visa refusal, the refund is based on the commencement date of the first CoE for that particular visa application, OR the commencement date of the CoE for which a visa is granted. In the instance that an COE was not issued, the refund will be based on the commencement date of the first Letter of Offer (LOF). Any deferred or subsequent COEs or LOFs will not be considered for the purposes of calculating a refund.

The table below summarises the refund amount and reasons for refund.

Student has been refused an Australian Student Visa and has not started the course (refusal letter required)	100% tuition fee refund excludes enrolment, material equipment and administration fees*
Student has been refused an Australian Student Visa and has started the course	100% tuition fee refund excludes enrolment, material equipment and administration fees **
RTO fails to start course or the course ceases to be provided after it starts (provider default)	100% tuition fee refund excludes enrolment and administration fees **
Withdrawal notified in writing and received by the Institute 20 working days or more prior to course commencement (student default)	70% tuition fee refund excludes enrolment, material equipment and administration fees 1 2
Withdrawal notified in writing and received by the Institute less than 20 working days prior to course commencement (student default)	50% tuition fee refund excludes enrolment, material equipment and administration fees 1 2
Withdrawals notified in writing and received by the Institute on or after the course commencement date or student did not commence	No refund of current study period course fees paid and material equipment fee ¹
Student's enrolment is suspended or cancelled by the Institute due to the student being in breach of the student written agreement	No refund of current study period course fees paid and material equipment fee ¹
Deceased Students: The personal legal representative of the Deceased Estate must apply for any excess payments which are to be refunded. The administrators must supply details about who the refund is payable to. RTO reserves the right to request official documentation to support any such claims.	The proportion of fees paid for the unused delivery of training and assessment services i.e. the fees are calculated on for the days that were paid for that the deceased student did not attend after deceasing.

* indicates amount minus 5% of the course fees received (including non-tuition fee); or \$500; whichever is less.

** indicates unspent tuition fee of weeks in default period (period from after default day and the end of the period to which the unspent tuition fee relates).

Refund calculation:

$$\text{Weekly tuition fee} = 7 \times \left(\frac{\text{total tuition fee for the course}}{\text{number of calendar days in the course}} \right)$$

$$\text{Weeks in default period} = \frac{\text{number of calendar days from the default day to the end of the period to which the payment relates}}{7}$$

$$\text{Refund amount} = \text{weekly tuition fee} \times \text{number of weeks in default period}$$

¹ Student defaults if the course starts on the agreed location and starting day, but the student does not start the course on that day (without previous withdrawal); or withdraws from the course at the location (either before or after the agreed starting day); or RTO refuses to provide, or continue providing, the course to the student at the location because of one or more of the following: student fails to pay an amount payable to RTO for the course; the student breached a condition of student visa; misbehavior by the student.

² A refund processing fee of \$300 will be deducted in cases that relate to student default (except if student is refused a student visa)

Fees & Refund Policy

Enrolment fee: \$350 non refundable if an approved agent enrolment \$500 direct non agent enrolment	Excursion Fee Subject to activity
	Credit Transfer \$150
\$ 800 materials fee non– refundable (Consumable material means	materials that are consumed in the courses)
Amend or change Confirmation of Enrolment (CoE) fee \$200	Replace ID card \$35
Re-instatement fee \$250.00	Replace Certificate \$30
RPL fee \$ 350 plus material fee (subject to course selection) Material fees vary from course to course.	Extension of CoE4 \$350 / week
	Logbook replacement \$150
<ul style="list-style-type: none"> OSHC Single \$596 per year OSHC Family \$3,091 per year OSHC Couples \$2,120 per year 	Request postage of documents \$30 (within Australia) or overseas postage is subject to location
	Early completion mode unit tuition fee per study period. Printing and copy (B&W) \$0.10/A4 sheet and \$0.20/A3 sheet
Deferral Fee \$250	Printing and copy (colour) \$0.50/A4 sheet and \$1.00/A3 sheet
Re-assessment Fee \$150	Amend academic record (where an error has occurred due to a student providing incorrect information) \$200
Refund processing fee \$300	
Charges for late payment of fees \$350	

Section Twelve | Financial Declaration *Please read carefully, that you understand the terms before signing.*

- ☐ I declare I am a Genuine Temporary Entrant (GTE), genuine student, and have read and understood the conditions.
Learn about GTE: <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-temporary-entrant>
- ☐ I declare that the information contained in this application is true and complete.
- ☐ I acknowledge that any false or misleading statement may result in denial of my admission request or subsequent cancellation of my enrolment at UTAIT, which in turn, may affect the validity of my visa.
- ☐ I understand that UTAIT reserves the right to inform other tertiary institutions if any of the material presented to support my application is found to be false.
- ☐ I confirm that I have received and read a copy of UTAIT current course guide and information available on www.UTAIT.edu.au and fully understand the requirements of the course.
- ☐ I have read, understood and consent to the Terms and Conditions of Enrolment and the Fee Payment and Refund Procedures at
- ☐ I understand, that upon enrolment at UTAIT, I will provide my current contact details including residential address, mobile number, email address, and emergency contact details. I will notify any changes to these details within 7 working days of any change.
- ☐ I consent to the Department of Home Affairs providing UTAIT with any information about my visa status from the time of my application to the time of my departure from Australia.
- ☐ I understand that this agreement and the availability of UTAIT complaint and appeals processes do not remove my right to take action under Australia's consumer protection laws.
- ☐ I acknowledge that all documents submitted become the property of UTAIT and will not be returned.
- ☐ I understand that the personal information that I have provided may be released to Australian Commonwealth and State agencies under the Education Services for Overseas Students (ESOS) Act 2018.

Name of the applicant:

Signature of the applicant:

Signed on:

Section Thirteen | Financial Declaration Please read carefully, that you understand the terms before signing

- [] Applicant has the minimum English language requirement to undertake their chosen study pathway.
- [] Applicant meets the academic requirements for their chosen study pathway.
- [] Applicant has researched their career goals and prospects in their home country.
- [] Applicant has done adequate research on UTAIT courses, support services, facilities and locations.
- [] Applicant has demonstrated a clear understanding of the benefits of undertaking their chosen study pathway at UTAIT.
- [] Applicant has strong family support.
- [] Applicant has a clear understanding of the Australian Student Visa conditions including Genuine Temporary Entrant criteria.
- [] Applicant has a confirmed source of funding and contingencies in place should their source of funding suddenly cease.
- [] Supporting documentation has been sighted and is available upon request.
- [] Applicant has realistic expectations about their ability to find work and their likely part-time income whilst studying.
- [] Applicant has a clear understanding of the costs associated with completion of their study plan at UTAIT.

As a result of an interview and counselling session undertaken at:

I hereby confirm that all information and documentation to support this application has been sighted and verified to be true and genuine and it is my recommendation that UTAIT proceeds with the assessment of the application.

I hereby declare that no conflict of interest exists with my duties as an approved education agent for UTAIT.

AUTHORISED SIGNATORY ON BEHALF OF EDUCATION AGENT

Name of the Officer:

Approved Agent Authorised Office Signature:

Agent Stamp:

Signed on:

Document Checklist for Application (to be completed by applicant)

To avoid delays, please complete the application and ensure all relevant documents are translated and certified (where required).

I meet the minimum entry requirements for the chosen course

I have completed ALL sections of the Application form in BLOCK letters

I have signed the Financial Declaration

I have signed the Student Declaration

I ensure that the declaration by accredited agent is signed (if applicable)

I have paid \$500 for the application fee (if not using an agent)

I have kept a photocopy of this application for my records

I have included a certified copy of the identification pages of your passport or a copy of your birth certificate

I have included a certified copy of your current visa (if you are in Australia)

I have included certified and translated copies of ALL academic transcripts
(such as high school or college/university certificates) with an explanation of ALL grading systems

If you are studying English in Australia at an Institute other than UTA Institute of Technology, a copy of the English language course Offer Letter and the Confirmation of Enrolment (CoE) from the English language centre

If you have completed an English course in Australia, a certified copy of your English language certificate and attendance report
If you have completed an approved English language test such as IELTS, TOEFL or PTE, please submit a certified copy of the certificate

I have included a certified copy of my marriage certificate (if relevant)

I have included a certified copy of any relevant medical reports in the case of disability, impairment, allergy or long-term medical condition which may affect your studies

I have included a copy of any relevant previous employment history, including references, resume, letters of recommendation

I have included a copy of enrolment in any course (other than an English language course) if you are undertaking the course in Australia, including the CoE from the Institute, plus a letter reporting your attendance level and completion date

Statement of Purpose - a certified copy is a photocopy of the original document with the signature and official stamp of an appropriate authority (e.g. solicitor, principal, doctor, police officer) indicating that they have sighted the original.
A photocopy or fax of a certified copy is not acceptable.