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APPLICATION FOR 2026 AND 2027

Domestic application 2026 and 2027

Complete all applicable sections and sign the declaration. Select your courses, intake and timetable preferences below. Keep a copy for your records.

Before you apply

For domestic applicants aged 18 years or older. Attach identity and residency evidence, relevant academic transcripts and English language evidence where applicable.

Qualifications and skill sets

Select up to three qualifications and two skill sets. Leave additional selections unselected if they are not required.

Qualification 1

Select a qualification



Qualification 2 if applicable

No additional qualification



Qualification 3 if applicable

No additional qualification



Skill set 1 if applicable

Select a skill set or leave unselected



Skill set 2 if applicable

No additional skill set



Monthly intake

Preferred intake month

Select intake month



Preferred intake year

Select or type intake year



Intakes run January to December each year. Select the month and year; you can type a future year if needed.

Preferred timetable

Preferred class days

Select preferred class days



Preferred weekly attendance

Select weekly attendance



Preferred delivery shift

Select delivery shift



These are preferences. UTAIT will confirm available days, delivery hours and course requirements in your offer. Submit your signed form and supporting documents to UTAIT at 58 Newlands Road, Reservoir VIC 3073. Enquiries: info@utait.edu.au | 03 9462 3464.

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APPLICATION

Personal and contact details

Enter your legal name and date of birth exactly as shown on your identification document.

Have you previously studied at UTAIT?

☐ Yes ☐ No Student number _____

Previous course and dates of study if applicable

Title

☐ Dr ☐ Mr ☐ Ms ☐ Mrs ☐ Other _____

Family name

Given names

Preferred or English name

Date of birth DD / MM / YYYY

Gender

☐ Male ☐ Female ☐ Other _____

Mobile number and home phone

Email address

Residential address

Street number and street name

Suburb or town

State and postcode

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APPLICATION

Residency and emergency contact

Country of birth and town or city of birth

Citizenship

Residency status

- ☐ Australian citizen ☐ Australian permanent resident
- ☐ Other status for eligibility assessment _____

Applicants with another residency status should confirm eligibility with UTAIT before applying.

Passport and visa details if applicable

Passport number and expiry date

Visa subclass and residency evidence supplied

Emergency contact

Full name

Relationship to you

Mobile number

Email address

Street address

Suburb or town, state and postcode

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APPLICATION

Student identifiers

Unique Student Identifier

A USI is a lifelong student identifier for nationally recognised training. Create or retrieve your USI at www.usi.gov.au. Provide it to UTAIT for verification.

Do you already have a USI?

☐ Yes ☐ No

USI number

If you need UTAIT to apply on your behalf, complete the details below and sign the separate consent.

Full legal name on your chosen identity document

Date of birth and gender

Town or city and country of birth

Contact number and email

Identity document supplied for verification

- ☐ Driver licence ☐ Medicare card ☐ Australian passport
☐ Birth certificate ☐ Citizenship certificate ☐ ImmiCard
☐ Overseas passport with valid visa ☐ Other _____

For a USI application, identity may be checked through the Document Verification Service. Information used for this purpose will be securely destroyed when no longer required, unless retention is required by law.

USI authority

- ☐ I authorise UTAIT to search for or verify my existing USI.
☐ I authorise UTAIT to apply for a USI on my behalf if I do not have one.

Student signature and date

Victorian Student Number

Have you attended a Victorian school since 2009 or a Victorian VET or Adult and Community Education provider since 2011?

☐ Yes ☐ No

VSN if known and most recent Victorian school

Up to three most recent Victorian training providers

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APPLICATION

Language and learning support

Language and cultural background

Are you of Aboriginal or Torres Strait Islander origin?

☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander

Tick both Aboriginal and Torres Strait Islander if applicable.

First language

Do you speak a language other than English at home?

☐ No, English only ☐ Yes Language _____

How well do you speak English?

☐ Very well ☐ Well ☐ Not well ☐ Not at all

Disability and health related support

These details help UTAIT discuss support needs with you. Provide information relevant to your training and safe participation.

Do you have a disability, impairment or long term condition?

☐ Yes ☐ No

If yes, select all applicable areas

☐ Hearing or deafness ☐ Learning ☐ Vision ☐ Physical

☐ Mental illness ☐ Medical condition ☐ Intellectual

☐ Acquired brain impairment ☐ Other _____

Allergies or other conditions that may affect your studies

Do you require additional training or learning support?

☐ Yes ☐ No

Support services, equipment or facilities requested

Student name, signature and date

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APPLICATION

Schooling and previous qualifications

Highest completed secondary school level

- ☐ Year 12 or equivalent ☐ Year 11 or equivalent
☐ Year 10 or equivalent ☐ Year 9 or equivalent
☐ Year 8 or below ☐ Never attended school

Year you completed this level

Are you still attending secondary school?

- ☐ Yes ☐ No

Previous qualifications

Have you successfully completed a qualification?

- ☐ Yes ☐ No

For each completed level, tick its recognition category. A = Australian; E = Australian equivalent; I = International. Where more than one category applies to one qualification, use A before E before I.

Qualification level	A	E	I
Bachelor degree or higher	☐	☐	☐
Advanced diploma or associate degree	☐	☐	☐
Diploma or associate diploma	☐	☐	☐
Certificate IV or advanced certificate	☐	☐	☐
Certificate III or trade certificate	☐	☐	☐
Certificate II	☐	☐	☐
Certificate I	☐	☐	☐
Other certificate	☐	☐	☐

Qualification title, provider and year completed

Credit transfer and recognition of prior learning

I wish to apply for

- ☐ Credit transfer ☐ Recognition of prior learning ☐ Neither

Complete the relevant separate application and attach certificates, transcripts or statements of attainment. For RPL, arrange an appointment with a UTAIT assessor. The student declaration requires requests within 14 days of course commencement.

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APPLICATION

Employment and study reasons

Current employment status Tick one

- | | |
|---|--|
| ☐ Full time employee | ☐ Part time employee |
| ☐ Self employed without employees | ☐ Employer |
| ☐ Unpaid worker in a family business | ☐ Unemployed seeking full time work |
| ☐ Unemployed seeking part time work | ☐ Not employed and not seeking employment |

Experience working as a mechanic

- | | |
|---------------------------------------|--|
| ☐ Never | ☐ 1 to 2 years |
| ☐ 2 to 5 years | ☐ More than 5 years |

Employer or business trading name

Supervisor name and telephone

Employer address, suburb, state and postcode

Current or most recent occupation Tick one

- | | |
|---|--|
| ☐ Manager | ☐ Professional |
| ☐ Technician or trades worker | ☐ Sales worker |
| ☐ Labourer | ☐ Machinery operator or driver |
| ☐ Community or personal service worker | ☐ Clerical or administrative worker |
| ☐ Other _____ | ☐ Never employed |

Employer industry Tick one

- | | |
|--|---|
| ☐ Agriculture, forestry and fishing | ☐ Mining |
| ☐ Manufacturing | ☐ Electricity, gas, water and waste |
| ☐ Construction | ☐ Wholesale trade |
| ☐ Accommodation and food services | ☐ Retail trade |
| ☐ Transport and warehousing | ☐ Information media and telecommunications |
| ☐ Finance and insurance | ☐ Rental, hiring and real estate |
| ☐ Professional, scientific and technical services | ☐ Administrative and support services |
| ☐ Public administration and safety | ☐ Education and training |
| ☐ Health care and social assistance | ☐ Arts and recreation |
| ☐ Other services including automotive | |

Main reason for study Tick one

- | | |
|--|--|
| ☐ Get a job | ☐ Develop my business |
| ☐ Start my own business | ☐ Try a different career |
| ☐ Get a better job or promotion | ☐ Job requirement |
| ☐ Extra skills for my job | ☐ Personal interest or self development |
| ☐ Other _____ | |

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APPLICATION

Privacy and student declaration

Purpose of data collection

UTAIT collects personal information to administer enrolment, plan and communicate with students, determine course eligibility and meet training, regulatory and reporting requirements. This includes ASQA, NCVER and USI reporting.

Information may be provided to government agencies for funding, regulation, audit, statistical or research purposes, and to other parties where authorised or required by law. Information is held securely. Refer to the UTAIT Privacy Policy for further information.

Student declaration

Read the following statements and the attached fee, refund and course reference pages before signing on the next page.

- a) I understand my enrolment with UTA Institute of Technology PTY LTD will be completed when the registration form has been received and accepted, this declaration has been completed, and the Course Fee or Administration Fee has been paid or an exemption granted.
- b) I understand the information and the requirements of the course that I am enrolling. I understand that I may apply for Recognition of Prior Learning (RPL) by marking the appropriate box on the enrolment form. I am aware that I must provide supporting evidence as an attachment to my enrolment and that I must make this RPL election prior to the course commencing or on the day of induction. I can also apply for Credit Transfer by completing the applicable form and returning it to reception. The original certificate must be sighted or a verified copy of the original supplied. All students must submit requests for Credit transfer or RPL within 14 days of course commencement.
- c) I agree that I must submit all assessment tasks on the due date. All assessments must be submitted and marked prior to the issue of a qualification. I understand that it is my responsibility to ensure that I keep copies of any assessments submitted for marking.
- d) I acknowledge that should I require replacement of any resources, course material and/or equipment that I will be directly responsible for the cost of such material and/or equipment.
- e) I have access to e-copy of the UTAIT Handbook, Complaints and Appeals procedure, Fees, Charges Policy and Procedure, Fees and Charges Schedule and the Refund Policy and Procedure, which are available in www.utait.edu.au. I understand that if I breach my obligations set out in the UTAIT Student Handbook and any policies advised to me by UTAIT that this may result in my immediate withdrawal from the course by UTAIT.
- f) I understand my rights and obligations as a student at UTAIT. I also understand my right as a consumer and the availability of complaints and appeals processes do not remove my right to take action under Australian consumer protection laws.
- g) I am aware of my rights in regards to the cooling off period during which I can change mind in my enrolment with UTAIT.
- h) I declare that, to the best of my knowledge, the information on my registration form and the supporting evidence supplied by me is true and correct in every regard. I am committed to commencing the course and to the best of my ability to completing the course. All details provided by me at Enrolment are true, correct and complete. I undertake to notify UTAIT immediately in writing if there are any changes to the details which I have provided.

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APPLICATION

Student agreement and signature

I declare that the information and supporting evidence supplied with this application are true, correct and complete. I have read, understood and agree with the student declaration on the preceding page and the applicable terms provided with this application.

I understand my enrolment is subject to UTAIT accepting my application, confirming entry requirements and issuing the relevant offer and enrolment documents.

Student full name

Student signature

Date DD / MM / YYYY

Financial acknowledgement

Please confirm

- ☐ I have read the attached fees and refund information.
- ☐ I understand the supplied form identifies a \$350 administration fee as non refundable.
- ☐ I will confirm course fees and payment arrangements in my Letter of Offer before accepting.

Student signature and date

Representative if applicable

Agent or representative organisation

Representative name and contact details

Representative signature and date

Before submission

Please complete the checklist on the following page. Read the course, fee and refund information included in this application. Confirm your selected course and payment arrangements in your Letter of Offer.

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APPLICATION

Document checklist and office use

Attach applicable evidence only. Provide certified copies and translations where required.

Student	Required item	Office
☐	Application completed and declaration signed	☐
☐	Evidence of age, identity and domestic residency	☐
☐	Relevant academic certificates and transcripts	☐
☐	English language evidence if applicable	☐
☐	USI provided or separate USI authority completed	☐
☐	Credit transfer or RPL evidence if requested	☐
☐	Relevant support or medical information if applicable	☐
☐	Representative declaration if applicable	☐
☐	Copy retained for applicant records	☐
☐	Signed Letter of Offer and initial payment when accepting	☐

Office use only

Student ID and application received date

Checks completed

- ☐ Identity and residency
 ☐ Entry requirements
 ☐ Experience suitability
☐ Learning and support needs
 ☐ USI verification
 ☐ Documents certified

Approved course, intake and timetable

Administration fee, materials fee and tuition deposit paid

Processed by and date

USI verified by and date

Entered in student management system by and date

Application status

- ☐ Accepted
 ☐ Further information required
 ☐ Declined

Notes

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FEES AND CONDITIONS

Fees and refund procedure

1. Initial Application Payment and Deposit (If Applicable)

For all applications (whether submitted directly to UTAIT or through a UTAIT-approved representative), you will receive a Letter of Offer if your application is successful.

To accept the offer, you must sign and return the Letter of Offer with an initial payment of AUD \$1,500, which includes a nonrefundable administration fee of AUD \$350.

If your application is unsuccessful, the remaining AUD \$1,150 will be refunded to your nominated bank account.

Prepaid fees are managed in accordance with the Standards for RTOs 2025 – Clause 18 (Prepaid Fees) to ensure appropriate protection of student funds.

2. Refund Applications

Refund applications must be made by completing a Refund Application Form and submitting it to the Finance Department.

The Refund Application Form is available from Student Support Services or the UTAIT website.

Submit your refund application via email to accounts@utait.edu.au, or in person (marked attention: Finance Department).

You will receive written notification of the outcome within 20 working days of receipt, including an explanation of how the refund was calculated.

Approved refunds will be processed within 20 working days of receiving the completed Refund Application Form.

Refunds will be paid to the student, or to another nominated person if authorised in writing.

If a credit card was used to make payment(s), refunds will be processed back onto the same card where possible.

Where an application is withdrawn or cancelled, a Cancellation Form must also be submitted.

3. Refund Basis

Refunds are calculated from the course commencement date stated in your first Letter of Offer for that enrolment period.

Deferred or subsequent offers will not be used as the basis for refund calculations.

The non-refundable administration fee of AUD \$350 is deducted from all refunds.

4. Declarations

Complete the Document Checklist, Student Declaration, and Financial Declaration before submission.

5. Application Assessment

UTAIT reserves the right to decline any application that does not meet academic entry requirements or other eligibility requirements

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FEES AND CONDITIONS

Additional fees and charges

Service or charge	Amount or basis
Enrolment fee	\$350 non refundable if an approved agent enrolment
Materials fee	\$850 non refundable; consumable materials used in the course. Materials fees vary by course.
Amend or change CoE	\$300
Reinstatement	\$250
Re-enrolment	\$600
RPL	\$350 plus materials fee, subject to course selection
OSHC single	\$596 per year
OSHC family	\$3,091 per year
OSHC couples	\$2,120 per year
Deferral	\$250
Reassessment	\$250
Refund processing	\$300
Late payment	\$350
Excursion	Subject to activity
Credit transfer	\$150
Replace ID card	\$35
Replace certificate	\$30
Supplementary assessment	\$300
Extension of CoE	\$350 per week
Logbook replacement	\$150
Postage of documents	\$30 within Australia; overseas subject to location
Early completion mode	Unit tuition fee per study period
Printing and copying black and white	\$0.10 per A4 sheet; \$0.20 per A3 sheet
Printing and copying colour	\$0.50 per A4 sheet; \$1.00 per A3 sheet
Amend academic record due to incorrect student information	\$200

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FEES AND CONDITIONS

Refund policy and calculations

Circumstance	Refund basis
Student visa refused before course starts; refusal letter required. International student.	100% tuition fee refund, excluding enrolment, material equipment and administration fees.*
Student visa refused after course starts. International student.	100% tuition fee refund, excluding enrolment, material equipment and administration fees.**
Provider fails to start the course or ceases delivery after it starts.	100% tuition fee refund, excluding enrolment and administration fees.**
Withdrawal received in writing 20 working days or more before commencement.	70% tuition fee refund, excluding enrolment, material equipment and administration fees. 1, 2
Withdrawal received in writing less than 20 working days before commencement.	50% tuition fee refund, excluding enrolment, material equipment and administration fees. 1, 2
Withdrawal on or after commencement, or student does not commence.	No refund of current study period course fees and material equipment fee. 1
Enrolment suspended or cancelled for breach of the written agreement.	No refund of current study period course fees and material equipment fee. 1
Deceased student	Personal legal representative of the estate applies for excess payments. Refund covers unused delivery; calculated for paid days not attended after death. Provide payee details. Official supporting documentation may be requested.

* Amount minus 5% of course fees received, including non-tuition fees, or \$500, whichever is less.

** Unspent tuition fee for weeks in the default period, from after the default day to the end of the period to which the unspent tuition relates.

Refund calculation

Weekly tuition fee = $7 \times \text{total tuition fees} \div \text{number of calendar days in the course}$. Weeks in default period = $\text{calendar days from default day to the end of the paid period} \div 7$. Refund = $\text{weekly tuition fee} \times \text{weeks in default period}$.

1 Student default includes not starting on the agreed day without previous withdrawal, withdrawing before or after the starting day, or the RTO refusing continued provision due to unpaid fees, breach of a student visa condition or misbehaviour.

2 A \$300 refund processing fee is deducted for student default except where a student visa is refused. International student.

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COURSES AND PRICES

Automotive skill sets

Select your preferred course or skill set on the application page. All amounts are in Australian dollars.

AURSS00044 | Vehicle Air Conditioning Service, Retrofit and Repair Skill Set (3 units)

Weeks ¹	Tuition	Materials	Enrolment	Total
5	\$1,550	\$150	\$350	\$2,300

AURSS00028 | Automotive CNG Service and Repair Skill Set

Weeks ¹	Tuition	Materials	Enrolment	Total
2	\$1,650	\$150	\$350	\$2,450

AURSS00043 | Vehicle Air Conditioning Overhaul Skill Set (1 unit)

Weeks ¹	Tuition	Materials	Enrolment	Total
2	\$1,400	\$150	\$350	\$1,900

AURSS00032 | Automotive LPG Installation, Service and Repair Skill Set (3 units)

Weeks ¹	Tuition	Materials	Enrolment	Total
6	\$1,650	\$450	\$350	\$2,450

AURSS00058 | LPG Fuel Systems Skill Set (2 units)

Weeks ¹	Tuition	Materials	Enrolment	Total
4	\$1,550	\$450	\$350	\$2,350

AURSS00037 | Hybrid Electric Vehicle Inspection and Servicing Skill Set (*)

Weeks ¹	Tuition	Materials	Enrolment	Total
5	\$1,600	\$150	\$350	\$2,100

AURSS00052 | Light Vehicle Wheel Alignment Skill Set

Weeks ¹	Tuition	Materials	Enrolment	Total
7	\$1,700	\$100	\$350	\$2,150

AURSS00064 | Battery Electric Vehicle Inspection and Servicing Skill Set (*)

Weeks ¹	Tuition	Materials	Enrolment	Total
15	\$3,000	\$150	\$350	\$3,500

¹ Duration includes holiday breaks. (*) Prerequisite qualifications may apply. The supplied form states Certificate III entry requirements for progression to some Certificate IV electrical and hybrid studies; confirm the specific requirements with UTAIT.

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COURSES AND PRICES

Management qualifications

BSB60120 | Advanced Diploma of Business

Weeks ¹	Tuition	Materials	Enrolment	Total
36	\$8,200	\$600	\$150	\$8,950

BSB80120 | Graduate Diploma of Management (Learning)

Weeks ¹	Tuition	Materials	Enrolment	Total
30	\$7,900	\$600	\$150	\$8,650

Bundled course preferences

The supplied form offers bundles combining automotive skill sets, business management courses and automotive qualifications to save on administration fees. Enter your desired course codes on the application page for UTAIT to confirm the bundle.

Requested course codes

¹ Duration includes holiday breaks.

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COURSES AND PRICES

Automotive qualifications

AUR20220 | Certificate II in Automotive Air Conditioning Technology

Weeks ¹	Tuition	Materials	Enrolment	Total
20	\$5,700	\$850	\$350	\$6,900

AUR32126 | Certificate III in Automotive Body Repair Technology

Weeks ¹	Tuition	Materials	Enrolment	Total
62	\$16,250	\$850	\$350	\$17,450

AUR30620 | Certificate III in Light Vehicle Mechanical Technology

Weeks ¹	Tuition	Materials	Enrolment	Total
62	\$14,700	\$850	\$350	\$15,900

AUR32721 | Certificate III in Automotive Electric Vehicle Technology (*)

Weeks ¹	Tuition	Materials	Enrolment	Total
71	\$16,200	\$850	\$350	\$17,400

¹ Duration includes holiday breaks. (*) Confirm course prerequisites with UTAIT.

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COURSES AND PRICES

Advanced automotive qualifications

AUR40226 | Certificate IV in Automotive Mechanical Diagnosis

Weeks ¹	Tuition	Materials	Enrolment	Total
36	\$6,500	\$850	\$350	\$7,700

AUR40626 | Certificate IV in Automotive Electrical Technology - Electric Vehicle (*)

Weeks ¹	Tuition	Materials	Enrolment	Total
32	\$7,550	\$850	\$350	\$8,750

AUR40626 | Certificate IV in Automotive Electrical Technology - Hybrid Electric Vehicle (*)

Weeks ¹	Tuition	Materials	Enrolment	Total
32	\$7,550	\$850	\$350	\$8,750

AUR40720 | Certificate IV in Automotive Body Repair Technology (*)

Weeks ¹	Tuition	Materials	Enrolment	Total
24	\$6,000	\$850	\$350	\$7,200

AUR50216 | Diploma of Automotive Technology (*)

Weeks ¹	Tuition	Materials	Enrolment	Total
38	\$7,800	\$850	\$350	\$8,500

¹ Duration includes holiday breaks. (*) Confirm course prerequisites with UTAIT. Course codes updated October 2026. Fees retained from the supplied application.