UTA Institute of Technology

UTF01- Student Application Enrolment Form
Domestic Student
2025

58 Newlands Road, Reservoir Vic 3073 | (03) 9462 3464 | utait.edu.au
RTO No. 41121 - CRICOS provider No. 04064G

This form is intended for **domestic students** who are 18 years of age or older and are interested in enrolling in any course offered by the UTA Institute of Technology (UTAIT). Please note that UTAIT does not accept students under the age of 18.
the current UTA Institute of Technology (UTAIT) Course Guide or on the UTAIT website at 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 fill out ALL sections using **BLOCK letters**.

- Your application will not be processed unless all requested documentation is attached, and declarations are signed.

- Ensure that you **attach certified copies** of your academic **transcripts, English language proficiency (if applicable), driver's license, Medicare card or Australian passport, birth certificate, Australian citizenship, or any proof of ID to prove that you are an Australian permanent resident.**

- Note that supporting documentation will not be returned.

- Complete the Document Checklist and sign the Student Declaration.

- UTAIT reserves the right to decline any application that does not meet academic or Genuine Temporary Entry requirements.

Part B - Privacy Declaration

We collect information from this form and during your enrolment to comply with the National Vocational Education and Training Regulator Act 2011, The Standards for Registered Training Organisations (RTOs) 2015, and the National Center Vocational Education Research (NCVER). Our aim is to ensure that students comply with the conditions of their obligations under Australian laws. We are authorized to collect this information by the Student Identifiers Act 2014, Privacy Act 1988, National Vocational Education and Training Regulator Act 2011, and the Department of Education Skills and Employment. In certain circumstances, we may provide the information collected about you on this form and during your enrolment to the Australian Government, designated authorities, and, if applicable, the Tuition Funding Scheme Providers.

STANDARDS FOR COMPLIANCE:

UTAIT adheres to the Standards for Registered Training Organizations (RTOs) 2015 to ensure that students meet their obligations under Australian laws. These standards aim to guarantee that students receive high-quality training and assessment services that meet the needs of industry and the community. UTAIT also ensures that students are provided with accurate information regarding their course fees, training and assessment services, and their rights and obligations as learners.

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Part C (1) - Fees & Refund Policy

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 accounts@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 ap- plication is withdrawn or cancelled, notification by submitting a Cancellation Form must be provided. For refund calculations, the refund is based on the commencement date of the first CoE for that particular commencement date. 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.

Non-Attendance and Refund Policy

1. Non-Refundable Fees After Course Commencement: If a student fails to attend the course after it has commenced, no tuition fees will be refunded, except in specific cases where individual units have not yet been delivered. Refunds for these units will be calculated based on the course timetable that the student was enrolled in, and any refunds will be limited only to undelivered units.

Part C (1) - Fees & Refund

2. Absence Without Prior Arrangement: Should a student miss classes or fail to attend without prior arrangement or a valid reason, no refund will be issued for any portion of the tuition fees, regardless of the number of classes missed. This applies to the entire course and each unit once commenced.

3. Effective Date of Non-Refund: This policy applies as of the course's official start date, as set by the institution's timetable and communicated to the student upon enrolment.

The table below summarises the refund amount and reasons for refund. Any refunds listed in the table below are minus the non-refundable administration fee of $350, payable at course commencement. This fee is mandatory and covers all administration required for enrolment

Enrolment fee: $350
Amend or change Confirmation of Enrolment (CoE) fee $100 Re-Assessment fee $150.00
RPL fee $ 350 plus material fee (subject to course selection)
Material fees vary from course to course.
Deferral Fee $250
Re-assessment Fee $150
Refund processing fee $300
Charges for late payment of fees $350
Excursion FeeSubject to activity
Credit Transfer $80
Replace ID card $20
Replace Certificate $30
Extension of CoE4 $250 / week
Logbook replacement $75
Request postage of documents $20 (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
Printing and copy (colour) $0.50/A4 sheet and $1.00/A3 sheet Amend academic record (where an error has occurred due to a student providing incorrect information) $80

Part C (2) - Refund Policy & Tuition Fees Payment

Student has been refused an Australian Student Visa and has not started the course (refusal letter required) (INTERNATIONAL STUDENT)	100% tuition fee refund excludes enrolment, material equipment and administration fees*
Student has been refused an Australian Student Visa and has started the course (INTERNATIONAL STUDENT)	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 fee1
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 fee1
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:

$$\text{Weekly Tuition Fees} = 7 \times \left(\frac{\text{Total Tuition Fees for the Course}}{\text{Number of Calendar Days in the Course}} \right)$$

$$\text{Weeks in Default} = \frac{\text{Number of Calendar Days for the Different Days to the End of the Period to which the Payment Relates}}{7}$$

$$\text{Refund Amount} = \text{Weekly Tuition Fees} \times \text{Number of Weeks in Default Period}$$

[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) (INTERNATIONAL STUDENT)*

| Course Preferences | AUTOMOTIVE Skill Set

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 Skill Set courses (ref. to Section One (A.1)
2.   Select ANY of the Business Management courses (ref. to Section One A2)
3.   Select ANY of The Automotive SINGLE Course(ref. to Section One A3)
4.   Write the desired courses codes below
5.   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 One | 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* | January | February | March | *Second intake dates* | July | August | September |
| | April | May | June | | October | November | December |

| Preferred study days | | Mon, Tue, Wed | Wed, Thu, Fri | Fri, Sat, Sun |

SECTION ONE (A.1) - AUTOMOTIVE SINGLE COURSE

Tick Box	Qualification Code	Qualification Title	Dura-tion *Including holiday breaks*	Tuition Fees	Materi-al Fees	Enrol-ment Fee	Total Fee
	AURSS00044	Vehicle Air Conditioning Service, Retrofit and Repair Skill Set (3 Unit)	5 Weeks	$1,550	$100	$150	**$1,900**
	AURSS00042	Vehicle Air Conditioning Installation Skill Set (1 Unit)	2 Weeks	$1,400	$100	$150	**$1,650**
	AURSS00043	Vehicle Air Conditioning Overhaul Skill Set (1 Unit)	2 Weeks	$1,400	$100	$150	**$1,650**
	AURSS00032	Automotive LPG Installation, Service and Repair Skill Set (3 Unit)	6 Weeks	$1,650	$100	$150	**$1,900**
	AURSS00058	LPG Fuel Systems Skill Set (2 Unit)	4 Weeks	$1,550	$100	$150	**$1,800**
	AURSS00037	Hybrid Electric Vehicle Inspection and Servicing Skill Set	5 Weeks	$1,600	$100	$150	**$1,850**
	AURSS00052	Light Vehicle Wheel Alignment Skill Set	7 Weeks	$1,700	$100	$150	**$1,950**
	AURSS00064	Battery Electric Vehicle Inspection and Servicing Skill Set	15 Weeks	$3,000	$100	$150	**$3,250**

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| Course Preferences | AUTOMOTIVE PACKGE COURSES

SECTION ONE (A.2) - AUTOMOTIVE SINGLE COURSE

Tick Box	Qualification Code	Qualification Title	Duration *Including holiday breaks*	Tuition Fees	Material Fees	Enrolment Fee	Total Fee
	BSB50120	Diploma of Business	42 Weeks	$6,200	$600	$150	**$6,950**
	BSB50420	Diploma of Leadership and Management	42 Weeks	$13,600	$600	$150	**$14,350**
	BSB60120	Advanced Diploma of Business	36 Weeks	$8,200	$600	$150	**$8,950**
	BSB80120	Graduate Diploma of Management	30 Weeks	7,900	$600	$150	**$8,650**

SECTION ONE (A.3) - AUTOMOTIVE SINGLE COURSE

Tick Box	Qualification Code	Qualification Title	Duration *Including holiday breaks*	Tuition Fees	Material Fees	Enrolment Fee	Total Fee
	AUR20220	Certificate II in Automotive Air Conditioning Technology	20 Weeks	$5,700	$800	$150	**$6,650**
	AUR32120	Certificate III in Automotive Body Repair Technology	62 Weeks	$ 16,250	$800	$150	**$17,200**
	AUR30620	Certificate III in Light Vehicle Mechanical Technology	75 Weeks	$15,250	$800	$150	**$16,200**
	AUR31520	Certificate III in Automotive Diesel Engine Technology	32 Weeks	$10,850	$800	$150	**$11,800**
	AUR32721	Certificate III in Automotive Electric Vehicle Technology	32 Weeks	$10,850	$800	$150	**$11,800**
	AUR40216	Certificate IV in Automotive Mechanical Diagnosis	36 Weeks	$6,500	$800	$150	**$7,450**
	AUR40620	Certificate IV in Automotive Electrical Technology (Electrical Vehicle)	32 Weeks	$7,550	$800	$150	**$8,500**
	AUR40620	Certificate IV in Automotive Electrical Technology (Hybrid Electric Vehicle)	32 Weeks	$7,550	$800	$150	**$8,500**
	AUR50216	Diploma of Automotive Technology	38 Weeks	$7,800	$800	$150	**$8.750**

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SECTION TWO | Personal Details (Enter details as shown on your Driver's licence or your passport

Title	Dr ☐	MR ☐	MRS ☐	MS ☐	Gender	Male ☐	Female ☐	OTHER ☐

Surname or family name (as in passport or driver's licence :	
Given name (s) (as in passport or driver's licence):	
English name (if you use one):	
Date of birth (DD/MM/YYYY):	
Mobile No.	
Email address:	

SECTION THREE | Contact Details

Your residential address		Po Box (if applicable)	
Building/Property name		Building/Property name	
Flat/Unit Number:		Flat/Unit Number	
Street Number		Contact Name	
Street Name		Po Box Number	
Suburb		Suburb/City	
Postcode		Postcode	
State		State	
Home Phone		Mobile No.	
Emergency contact: All applicant/students must provide an emergency contact before commencing their studies			
Relation		Mobile / Phone	
Name		Email	

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SECTION FOUR- Unique Student Identifier (USI) Application and Privacy Form

From 1st January 2015, the Commonwealth of Australia Government mandates that all students pursuing nationally recognised training must have a Unique Student Identifier (USI). This requirement applies to both new and existing students, including those who commenced their courses before 2015. Failure to apply for a USI number will result in the denial of a certificate or statement of attainment. For comprehensive information on USI for students, visit the usi.gov.au/students Fact Sheet.

It is crucial to note that creating more than one USI number is prohibited.

A) To create a USI number, you can do so for free and with ease online. Simply visit usi.gov.au, where you will need to provide identification details during registration.

Ensure that you grant UTA Institute of Technology Pty Ltd (RTO No. 41121) permission to access your USI number by selecting all permission boxes while obtaining your USI number.

UTA Institute of Technology Pty Ltd advises that you create your own USI number before enrolling or attending orientation.

Once you have created your USI number, it would be best to provide it to UTAIT for verification and updating of your records.

After obtaining your USI number, enter it in the space provided on the UTAIT Enrolment form or bring it with you to the orientation session.

It is important to note that distance learning students must obtain their USI numbers as UTAIT cannot identify them unless they meet face to face.

Enter your USI Number *(please record carefully)*

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)

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:

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 city or town of birth;

Your country of birth;

Your gender;

Your contact details.

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, ImmiCard 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:

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You are advised and agree that you understand and consent the personal information provided in your 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.

SECTION FOUR — PART 1 — UTAIT Student Details

Are you a current or former student at UTAIT ?   [   ] Yes   [   ] No

If Yes, Please provide your UTAIT student number: (Student ID)   [   ]

Please state the date: dd/mm/yyyy   [   ]

SECTION FOUR — PART 2 —Victorian Student Number

Have you attended any Victorian school since 2009 or done any training with a vocational education and training (VET) registered training organisation or an Adult and Community Education provider in Victoria since 2011?

  [ ] No, I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011. (move to part 12)

  [ ] Yes, I have attended a Victorian school since 2009. Please enter your Victorian Student Number (VSN)

☐ ☐ ☐   ☐ ☐ ☐   ☐ ☐ ☐

  Most recent Victorian school attended

…………………………………………………………………………………….…………………………
and / or

[   ] Yes – I have participated in training at a TAFE or other training organisation since the beginning of 2011

List the most recent training organisations with which you have participated in training in Victoria since 2011 (List up to 3 training organisations)

1-

2-

3-

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SECTION FIVE — Disability / Allergies *(This information is for support service only)*

Do you consider yourself to have a disability, impairment or long-term condition?   [   ] Yes ,   please specify below   [   ] No

If yes, please indicate the areas of disability, impairment or long-term condition (you may indicate more than one area)

[   ] Hearing/deaf   [   ] Learning   [   ] Vision   [   ] Physical   [   ] Mental Illness

[   ] Medical Condition   [   ] Intellectual   [   ] Acquired Brain Impairment   [   ] Other _____

Do you require additional training support?   [   ] Yes   _____   [   ] No

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:	**Signature:**
Date:	

SECTION SIX — Language and Cultural Diversity

In which country were you born?   Australia   Other: _____

Are you an overseas student?   [   ] Yes   [   ] No   Town of birth: _____ _____

I am :   [   ] Australian Citizen   [   ] Permanent Resident   [   ] New Zealand Citizen   [   ] Asylum Seeker

Are you of Aboriginal or Torres Strait Islander Origin?   No   Yes, Aboriginal   [   ] Yes, Torres Strait Islander

Do you speak other language at home: [   ] No, English Only   [   ] Yes, Please specify_____

How well do you speak English: [   ] Very well   [   ] Well   [   ] Not well   [   ] Not at all

Do you require additional training support?   [   ] No   [   ] Yes,

Please specify: _____

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SECTION SEVEN — Your Study Reasons

Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/ apprenticeship? (Tick one box only.)

[   ] To develop my existing business   To start my own business   To get a better job or promotion

[   ] It was a requirement of my job   To get a job   For personal interest/self development

[   ] To try for a different career   I want an extra skills for my job   Other

SECTION EIGHT —Your Employment Details

How long have you been working as a mechanic?		☐ Never ☐ 1-2 years ☐ 2-5 years ☐ > 5 years
Are you currently employed?	[ ] Yes [ ] No	Self Employed
Employer details:	Trading Name:	
	Supervisor name:	
	Contact number:	
	Address:	
	Suburb: State: Post code:	

SECTION NINE —Previous qualification achieved

Have you SUCCESSFULLY completed any of the following qualification in Australia? Tick the relevant box if "yes"	[ ] Yes [ ] No

[   ] Certificate I, II   [   ] Certificate III   [   ] Certificate IV   [   ]   Diploma or higher level

Please provide the full detail of the qualification completed: _____

SECTION NINE —PART 1— Schooling

What is your highest COMPLETED secondary school level (tick one box only)

[   ]   Year 12 or equivalent   [   ]   Year 10 or equivalent   [   ]   Year 8 or below

[   ]   Year 11 or equivalent   [   ]   Year 9 or equivalent   [   ]   Never attended school

In which year did you complete that school level? _____ Are you still attending secondary school?   [   ]   Yes [   ]   No

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SECTION NINE —PART 2— Previous qualification achieved

Have you SUCCESSFULLY completed any of the following qualifications?

[   ] Yes   [   ] No (if no, please move on to the next question)

If yes, Yes, please enter **one** of these Prior Education Achievement Recognition Identifiers **any** applicable qualification level.

A   E   I

     A – Australian
     E– Australian equivalent
     I – International

cate/Technician)

Note: If you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use:
     A – Australian
     E– Australian equivalent
     I – International

Bachelor Degree or Higher Degree

Advanced Diploma or Associate Degree

Diploma (or Associate Diploma)

Certificate IV (or Advanced Certifi

Certificate III (or Trade Certificate)

Certificate II

Certificate I

Certificates other than the above

SECTION TEN — Employment

Of the following categories, which BEST describes your current employment status? (Tick ONE box only.)

Full-time   Part-time   [   ] Self employed - not employing others

Employer

Employed - unpaid worker in a family business   [   ]   Unemployed - seeking full-time work

Unemployed - seeking part-time work   [   ]   Not employed - not seeking employment

Which of the following classifications BEST describes your current or recent occupation? (Tick ONE box only) If never employed go to next Question.

[   ] Managers   [   ] Professionals   [   ] Technicians and Trade Workers

[   ] Sales Workers   [   ] Labourers   [   ] Machinery Operators and Drivers

[   ] Community and Personal Service Workers   [   ] Clerical and Administrative Workers   [   ] Other

Which of the following classifications BEST describes the Industry of your current or previous Employer? If never employed go to next Question.

Agriculture, Forestry and Fishing	Mining	Manufacturing
Electricity, Gas, Water and Waste Services	Construction	Wholesale Trade
Accommodation and Feed Services	Retail Trade	Transport, Postal and Warehousing
Information Media and telecommunications	Financial and Insurance Services	
Rental, Hiring and real Estate Services	Professional, Scientific and Technical Services	
Administrative and Support Services	Public Administration and Safety	
Education and Training	Health Care and Social Assistance	
Arts and recreation Services	Other Services _____ (including automotive)	

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SECTION ELEVEN —Course Credit

If you are applying for a Credit Transfer or a Recognition of Prior Learning, please select below:

[   ]   Credit Transfer—If you have completed course module (s) elsewhere in Australia and wish to apply for Credit Transfer (s), please complete a Credit Transfer form and attach relevant certificates, transcripts, statement of attainments…

[   ]   Recognition of Prior Learning (RPL)— UTAIT offers students recognition for skills and knowledge that they already possess. If you wish to apply for RPL, please complete an RPL application form and make an appointment with UTAIT's assessor to discuss your specific needs.

SECTION TWELVE — Identification Document submitted to search/verify or apply for the Unique Student Identifier

[   ]   Driver's licence   [   ]   Medicare Card   [   ]   Australian Passport

[   ]   Birth Certificate   [   ]   Certificate of Registration by   [   ]   Overseas Passport with valid visa

[   ]   Citizenship Certificate   [   ]   ImmiCard

SECTION THIRTEEN —Consent/Authority to Release Information and View Documents

I provide consent and authority to release information and view documents in accordance with the Privacy Act 1988, which incor- porates the Privacy Amendment (Private Sector) Act 2000.
While I undertaking training program at UTAIT, there will be times when UTAIT and/or its training representative, will need to discuss my situation with others. As part of the training and assessment, there will also be a need to observe and

SECTION THIRTEEN — PART 1 —Consent/Authority to Apply/Search/Verify for the Unique Student Identifier

I agree to provide consent and authority for UTAIT to search, verify or apply for the Unique Student Identifier.
Note: Students who have a genuine personal objection to being assigned a student identifier will be able to apply for an exemp-tion to the Student Identifiers Registrar.Office of the USI Registrar, Canberra City ACT 2601, GPO Box 9839, Canberra ACT 2601

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SECTION THIRTEEN — PART 2 —Student Declaration

a) I understand my enrolment with UTAIT 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.

PRIVACY NOTICE

The information provided by you in this application form will be used by UTAIT PTY Ltd for the purpose of general participant administration, planning and communication. The information contained herein may be provided to governmental agencies that fund and/or accredit this course.

The provision of this information is essential to determine your eligibility for a place in this course. You consent to UTAIT obtaining all personal information necessary for the purpose of your application and course. Information provided will be held securely. Refer to the Privacy Policy for further information.

I have read, understood and agree with the above statements and conditions.

Student Name: _____Student Signature: _____ Date_____

Parent's Name: _____Parent's Signature: _____Date_____

(This application must be signed by a parent if the student is under 18 years old at the time of application).

PART 17—Office Use only

Is the student experience sufficient for studying?   ☐ Yes   ☐ No

Admin fee paid: _____   Student ID issued: _____

Material fee paid: _____   Processed by: _____

Tuition deposit paid: _____   USI verified by: _____ _____

☐ Certify student IDs   Data entered to SMS by: _____ Date: _____/____/___

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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 Student Declaration

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

I have paid for the application fee

I have kept a photocopy of this application for my records

I have included certified and translated copies of ALL academic transcripts
(**Certificate III ,IV and Diploma**, such as high school or college/university certificates) with an explanation of ALL grading sys-

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 **Driver's licence**

I have included a certified copy of **Birth Certificate**

I have included a certified copy of **Medicare Card**

I have included a certified copy of **Australian Passport**

I have included a certified copy of **Australian Citizenship Certificate**

I have included a certified copy of **ImmiCard**

I have included a certified copy of **Overseas Passport with valid visa**

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.