

International Student Enrolment Form



Please check that your details are correct and update if necessary. ALL SECTIONS MUST BE COMPLETED.

A Course Details			
Course Name:			
Expected course duration:			
Commencement date:		Expected Completion Date:	
B Student Details			
Student ID			
Full Name			
Date of Birth		Country of Birth:	Gender:
Overseas Address			
Residential Address in Australia		Flat/Unit:	
		Street No:	Street Name:
		City:	
		State:	Post Code:
Postal Address (If same as residential address, please leave this area blank)		Flat/Unit	
		Street No:	Street Name:
		Suburb:	
		State:	Post Code:
Telephone:		Mobile:	
E-mail:			
C Emergency Contact Details			
Name:		Relationship to you:	
Address Details:		Flat/Unit:	
		Street No:	Street Name:
		Suburb:	
		State:	Post Code:
Telephone:		Mobile:	
E-mail:			
D Your Passport Details			
Passport number:		Expiry date:	Country of citizenship:
E Your Credit Transfer and/ or Recognition of Prior Learning			
Are you applying for Credit Transfer for the units successfully completed at another provider? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes , please complete Credit Transfer application form and submit it to the Student Administration with supporting documents such as official transcript or statement of attainment.			
Are you applying for RPL (Recognition of Prior Learning)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes , please complete the RPL application form and submit it to the Student Administration with supporting documents such as official transcript or statement of attainment and you will be contacted by your assessor to commence the RPL process.			
F Language and Cultural Diversity			

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1. Do you speak a language other than English at home? <input type="checkbox"/> No, English only (Go to the question 3) <input type="checkbox"/> Yes, other – Please specify: _____	
2. How well do you speak English? <input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all	
3. Are you of Aboriginal or Torres Strait Islander Origin? <input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander (not applicable for international students)	
F Your Medical History	
Please state any information that we should know about any medical conditions you have or medications that you are taking.	
H Disability	
Do you consider yourself to have a disability, impairment or long-term condition? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES, please indicate the areas of disability, impairment or long-term condition (you may indicate more than one area)	
<input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Mental Illness <input type="checkbox"/> Physical <input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Intellectual <input type="checkbox"/> Vision <input type="checkbox"/> Learning <input type="checkbox"/> Medical Condition <input type="checkbox"/> Other	
I Schooling	
What is your highest COMPLETED school level? (Tick one box only)	
<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 8 or below <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Never attended school	
In which year did you complete the above school level?	
Are you still attending secondary school? <input type="checkbox"/> Yes <input type="checkbox"/> No	
J Previous qualifications achieved	
Have you SUCCESSFULLY completed any of the following qualifications in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES, then tick ANY applicable boxes	
<input type="checkbox"/> Bachelor Degree or higher degree <input type="checkbox"/> Certificate III (or Trade Certificate) <input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> Certificate II <input type="checkbox"/> Diploma (or Associate Diploma) <input type="checkbox"/> Certificate I <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician) <input type="checkbox"/> Certificates other than the above	
Please list highest qualification currently held?	
Year achieved:	Where did you achieve this?
K Overseas qualifications	
Do you an overseas qualification? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please list HIGHEST overseas qualification held:	
Year achieved:	In which country was it achieved?
Has the qualification been formally recognised in Australia <input type="checkbox"/> Yes <input type="checkbox"/> No	
L Employment	

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

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

M Study Reasons

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

- | | |
|---|--|
| <input type="checkbox"/> To get a job | <input type="checkbox"/> I require extra skills for my job |
| <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> To get into another course of study |
| <input type="checkbox"/> To start my own business | <input type="checkbox"/> For personal interest |
| <input type="checkbox"/> To try for a different career | <input type="checkbox"/> For self-development |
| <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> Other reason |
| <input type="checkbox"/> It is a requirement of my job | |

N Conditions of Enrolment

1. Once accepted, you will be enrolled into the first academic term of study. Subject to the course being undertaken, progression to the next academic term is determined through assessment of your academic achievements, examination results, attendance, aptitude and attitude, all of which must be deemed satisfactory.
2. By enrolling in this course, you agree to pay all tuition fees shown in the student agreement. You understand that tuition fees may be altered without notice prior to the student's enrolment. Once you have completed the enrolment, tuition fees will not be subject to change for the normal duration of the course. If a course length is extended by the student, then any fee increases will be required to be paid for the extended component of the course. Ultimate Institute of Australia reserves the right to change fees at their discretion.
3. Student tuition fees are safeguarded through the Tuition Protection Service (TPS) mandated by the Australian Government.
4. You understand and agree that you must meet the all of the Department of Border Protection (DIBP) Student Visa conditions including:
 - Maintain a full time enrolment with Ultimate Institute
 - Achieve satisfactory attendance and academic performance.
 - Maintain Overseas Student Health Cover (OSHC) throughout the course duration.
 - Inform Ultimate Institute Australia of change of your address.
5. You may apply for credit(s) from previous studies (Recognition of Prior Learning – RPL or Credit Transfer - CT). The application form for RPL or CT details the process for requesting RPL/CT and how it is assessed. Applications for RPL must be submitted at least two weeks prior to the commencement of your course. Applications are usually processed within 2 weeks of submission, and there is no fee for this service.
6. Before a subject can be repeated the tuition fees in relation to the subject must be paid in full regardless of any fees that may have been paid in advance for other subjects.
7. Only under exceptional circumstances within compassionate grounds, and at the discretion of Ultimate Institute, you may be permitted to defer commencement of a course up to two (2) weeks after the published course start date. If you arrive later than two (2) weeks after the course start date, you will need to defer to the next term. This deferral must be formally granted by Ultimate Institute.
8. You understand that you may initiate a request to defer commencement of studies or suspend their studies on the grounds of compassionate or compelling circumstances. If you wish to defer the commencement of studies or suspend their studies, you must apply to do so in writing to the Institute.
9. The Institute may decide to suspend or cancel a student's enrolment on its own initiative as a response

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to misbehaviour by the student. Deferral of commencement and suspension or cancellation of enrolment has to be reported to DIBP by the Institute and this may affect the status of a student visa.

10. Ultimate Institute Australia reserves the right to change or replace trainers, assessors, teachers or tutors at any time, cancel a course or subject prior to commencement of each term and make changes to the syllabus or timetable at any time.
11. The Institute may at its discretion cancel, vary or postpone the commencement date of a course. In the event of cancellation or postponement, the Institute agrees to refund within 10 working days, all fees paid by the student. However, the student agrees that there shall be no entitlement to damages.
12. If you are under the age of 18 at the time of this contract your parent or guardian signing this Agreement accepts the liability for payment of all fees for the duration of the course or until you turn eighteen (18). You must have turned 18 by the time of course commencement.
13. It is your responsibility to inform Ultimate Institute of Australia immediately of any changes to your address, email or telephone details. Failure to do this may mean that you may not receive important information which may affect your course, your enrolment or your visa. Ultimate Institute Australia will not be held responsible for communications not received due to your failure to update your contact details with Student Administration.
14. You are aware of the estimated cost of your stay in Australia and understand the financial capacity to meet such costs is your responsibility. You are also aware the tuition fees do not include the living expenses, uniform, equipment or text books.
15. You are aware that school aged dependents accompanied by international students to Australia will be required to pay full fees if they are enrolled in either a Government or Non-Government school. Some Australian Government and University scholarships are exempt from payment. This exemption may vary from state to state.
16. You acknowledge that you have, prior to enrolment, viewed, read and understood the course outline and are aware of the vocational outcomes associated with this course.
17. You are aware that there shall be no requirement for Ultimate Institute Australia to issue any qualification prior to the completion of the above course.
18. You acknowledge that you are entering into this agreement having relied upon your own enquiries and the information contained in the Ultimate Institute Australia marketing material and have not relied on any other representations whatsoever.

O Student Declaration

- I declare to the best of my ability and knowledge that the information entered on this form is true and correct.
- I agree to be bound by the applicable Ultimate Institute Australia code of conduct, policies and procedures of the Ultimate Institute, including any variations the Ultimate Institute Australia may make from time to time.
- I understand this agreement, and the availability of complaints and appeals processes, does not remove the ability and right to take action under Australian consumer protection laws.

Fee Default

I understand and agree that Ultimate Institute Australia reserves the right to engage any third party to recover any outstanding fees payable to the Institute. The cost to the Institute of engaging a third party to recover such outstanding fees will be charged to the student.

Emergency Medical Indemnity

I also authorise Ultimate Institute Australia or their representative to obtain Medical treatment in the event of an emergency. I indemnify Ultimate Institute Australia or their representative against any expense, loss or liability as a result of obtaining emergency medical treatment.

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Student Signature:	Date:
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OFFICE USE ONLY		
	Date	Actioned by
<input type="checkbox"/> LLN Completed		
<input type="checkbox"/> Student Activated in Student Management System		
<input type="checkbox"/> ID Issued		
<input type="checkbox"/> PRISMS Updated		
<input type="checkbox"/> Confirm Study Commencement		
<input type="checkbox"/> Student Number updated		
UIA Representative Name:	Date	Signature