



Uniworld Business College

APPLICATION AND WRITTEN AGREEMENT

Campus address: Level 3, 60-64 Reservoir Street, Surry Hills NSW 2010 Australia.
Correspondence: P.O Box K1311 Haymarket NSW 1240 Australia
Telephone: (61 2) 9699 8600 Facsimile: (61 2) 9699 8611
Email: info@uniworld.com.au Website: www.uniworld.com.au



ABN 87 115 015 695
CRICOS Provider No. 02827G, NTIS 91283
Registered as: Sydney Institute of Tertiary Education Pty. Ltd.

See our website for full information on the College, its operations and the terms of enrolment

Student Details

Family Name

Given Name(s)

Nationality

Passport No.

Visa Expiry Date Visa Type

Date of Birth Gender (M/F)

Overseas Address

Telephone

Address in Australia (if known)

Telephone

Email

Education

Previous Institution Attended

Previous Qualifications (E.g. High School)

English Test: IELTS TOEFL OTHER Score:

Accommodation

Do you want Uniworld Business College to arrange Homestay accommodation for you? Yes No If YES, how many weeks?

Room: Smoking Non-smoking

Do you want to be picked up at the Airport? Yes No

Arrival details Date Time

Airline Name Flight No.

Course Details (Please tick one)

Cert. IV in Financial Services (Accounting) 26 weeks
Course Codes: (NTIS - FNS40604), (CRICOS - 060033E)

Cert. IV in Business 26 weeks
Course Codes: (NTIS - BSB40207), (CRICOS - 072121F)

Cert. IV in Marketing 26 weeks
Course Codes: (NTIS - BSB41307), (CRICOS - 072120G)

Diploma of Accounting 52 weeks
Course Codes: (NTIS - FNS50204), (CRICOS - 060034D)

Diploma of Management 26 weeks
Course Codes: (NTIS - BSB51107), (CRICOS - 072122E)

Dip. of Marketing 26 weeks
Course Codes: (NTIS - BSB51207), (CRICOS - 072119M)

Adv. Diploma of Management 26 weeks
Course Codes: (NTIS - BSB60407), (CRICOS - 072118A)

Intake Date (Year & Month)

Year 2011 2012

Month

Jan Feb Mar

April May

July Aug Sept

Oct Nov

Accessibility

Do you have any learning difficulties or other conditions, which may affect learning or abilities to undertake assessments?
If yes, please explain on the back of this page.

Payment Details

Enrolment Fee	A\$
Tuition Fee	A\$
Materials Fee	A\$
Overseas Student Health Cover Fee (OSHC)	A\$
Homestay Accommodation Fee	A\$
Accommodation Placement Fee	A\$
Airport Pickup Fee	A\$
Other:	A\$
Total Payment	A\$ <input type="text"/>

I declare that all the information given on this form is correct. I have read and fully understand the terms and conditions of enrolment, fee details, cancellation, refund and transfer policies and I agree to be bound by them. I have been advised to look at www.uniworld.com.au for information about the College, its operations and terms of enrolment.

I authorise Uniworld Business College to retain my tuition fees in accordance with the cancellation, refund and transfer policies of this form, if I elect to cancel my enrolment at any time.

Signed by student : Date / /

TERMS AND CONDITIONS

- ATTENDANCE - A student who does not attend at least 80% of notified class or programme requirements in any stage may not receive a pass mark for modules sat during that stage. If the student continues not to attend at least 80%, the College may cancel the student's enrolment as a non-bona fide student, which may result in visa cancellation.
- ACADEMIC PROGRESS - Pass a minimum of 50% of a normal full-time load over a six month period.
- ADDRESS - Advise any change of address or other contact details within seven days of the change.
- TRANSFER - Release letter will not be provided for transfer or withdrawal before six months in the principal course, except after consideration of limited circumstances. If students intend to transfer after six months in the principal course, advise UBC of the transfer/withdrawal in writing from UBC four weeks before the next payment due date. If notice is not given, students must pay the full tuition fees for the next payment due.
- CESSATION OF STUDIES - If students are absent for a significant period (4 weeks) without giving reasons, the College may report them to DEEWR as having ceased studies, without giving notice to the student.
- EXPULSION - UBC reserves the right to expel students for serious breaches of discipline.
- FEES - UBC reserves the right to vary its fees at any time without prior notice.
- PRIVACY - Student personal information may be made available by UEC/UHS to Commonwealth and State designated authorities, the ESOS Assurance Fund Manager and the Tuition Assurance Scheme provider.

Cancellation and Refund Policy

- All refund considerations will be strictly limited to the monies which Uniworld English College or Uniworld Business College (UBC) has actually received. The refund calculation will not include agents' commission paid either directly by the student or through UBC on behalf of the student whether the commission was paid before or after monies were received by UBC
- If a student is refused a visa for study or for an extension of study in Australia, the tuition fees, materials fee, guardian fee and the Homestay accommodation fee will be refunded in full within 4 weeks after receiving a written claim from the student, provided that all original documents and an original letter from the Australian Embassy, High Commission or Immigration Office are supplied to UBC.
- If a student cancels a course no later than 28 days before it is due to commence, the enrolment fee plus 30% of the tuition fee will be forfeited.
- If a student cancels a course 28 days or less before it is due to commence, the enrolment fee plus 50% of the tuition fee will be forfeited.
- No refund will be given to any student who cancels once a course has commenced.
- No refund will be given to any student who breaches visa conditions or fails to meet course requirements.
- When students are enrolled in package courses (English and Business College) NO REFUND will be granted in the event of a cancellation or withdrawal from a following (Business College) course after the course commencement date of the first (English) course.
- UBC will not authorise the transfer of fees to any other institution or any other student account.
- If a student completes a course early, the full tuition fee and materials fees must be paid before any certification is issued.
- If students extend courses, they will be subject to additional fees and those fees must be paid before any certification is issued.
- Should UBC be unable to offer the course for which a student has enrolled, all monies paid to UBC, including the enrolment fee will be refunded within 2 weeks of UBC defaulting on the intended course in which the student has enrolled. Alternatively, the student may be offered enrolment in an alternative course by UBC at no extra cost. The student has the right to choose whether to seek a full refund of course or to accept a place in another course
- Students who wish to apply for a refund must do so in writing and address it to the Registrar, Uniworld English College or Uniworld Business College, P.O. Box K1311 Haymarket, NSW 1240, Australia.
- This agreement, and the availability of complaints and appeals process, does not remove the right of the student to take action under Australia's consumer protection laws. UBC dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.

Accessibility (any learning difficulties or other conditions)

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FEES (\$A)

- Enrolment Fee 150
- Material Fee 100 per 6 months

TUITION FEES (\$A)

- Cert. IV in Business 3,000
Full Course (26 weeks)
- Cert. IV in Marketing 3,000
Full Course (26 weeks)
- Cert. IV in Financial Services (Accounting) 3,000
Full Course (26 weeks)
- Diploma of Management 3,000
Full Course (26 weeks)
- Diploma of Marketing 3,000
Full Course (26 weeks)
- Diploma of Accounting 6,000
Full Course (52 weeks)
- Adv. Diploma of Management 3,000
Full Course (26 weeks)
- Adv. Diploma of Marketing 3,000
Full Course (26 weeks)

SPECIAL OFFERS

Please speak to a Uniworld Marketing Officer about SPECIAL OFFERS which may be available for each course.

ACCOMMODATION FEES (\$A)

- Accommodation Placement Fee 180
- Homestay for 4 weeks 1,040
- Airport Pickup Fee 120

OVERSEAS STUDENT HEALTH COVER (OSHC) (INDICATIVE) (\$A)

- 3 months 107.25
- 6 months 214.30
- 12 months 429.00

PAYMENT

All fees should be paid in AUSTRALIAN DOLLARS

Bank cheque or Bank Draft payable to:

Uniworld College

TELEGRAPHIC TRANSFER or DIRECT DEPOSIT TO:

- Account Name: Uniworld Trust Account
- Account No: 032249 255013
- Bank: Westpac Banking Corporation
- Branch: Cnr Bay & Francis St, Broadway NSW 2007, AUSTRALIA



Signed by UBC: