

Student Instructions

- Please fill the application form in BLOCK LETTERS.
- The following documents need to be attached with the application form:
 - Copy of certified passport
 - Copy of certified completed academic qualification(s)
 - Evidence of English language proficiency (IELTS or PTE etc.)
 - Copy of the current visa (if applicable)
 - Copy of Health Insurance (if applicable)
 - Academic transcript if applying for credit exemption along with duly filled credit exemption form
 - USI Number provided (if applicable)

Staff Instructions

- Sighted true copy of the supporting documents must be certified. YES NO
- Has the student applied for a package of English and Bachelor course?
If 'Yes', has the student met the Academic requirements of the Bachelor course?
- Has the student applied for the Bachelor course?
If 'Yes', has the student met the entry requirements (Academic & English) for the Bachelor course?

1. Personal Details

Family name: _____

Given names: _____

Date of birth: / / (day/month/year)

Gender: Male Female Other

Passport No: _____

Nationality: _____

Marital status: _____

2. Contact Details

Address: _____

Suburb: _____

Postcode: Country:

Home phone: _____

Mobile phone: _____

Email address: _____

3. Health Insurance

Do you want UHE to arrange OSHC for the duration of your visa in Australia? Yes No

If YES, please select one of the following coverage type:
Single Couple Family

If NO,
You already have current OSHC membership for the duration of your visa:

Provider: _____

Membership number: OSHC expiry date: _____

You will organise OSHC membership yourself
(Evidence will be required on admission)

4. Emergency Contact Details in Australia

Name: _____

Mobile phone: _____

Relationship: _____

Email address: _____

5. Emergency Contact Details Overseas

Name: _____

Mobile phone: _____

Relationship: _____

Email address: _____

6. Current DHA Location

Offshore Onshore (Please specify current Visa)

Visa Type: Student Working Holiday Tourist Other

Visa Expiry Date: / /

7. English Proficiency

IELTS Score:
Speaking Listening Reading Writing

PTE Score:
Speaking Listening Reading Writing

Other Score: _____

8. Unique Student Identifier (USI)

If you have a Unique Student Identifier (USI) please specify the number:

No Yes Number: _____

If NO please fill in the USI form

9. RPL or Academic exemption

Are you applying for Recognition of Prior Learning? Yes No

Are you applying for a credit exemption? Yes No

A certified copy of the academic transcript;

Subject or course outline from the institution for respective subjects;

Credit form with the subject code(s) of the subject(s) credits are applied;

Extracts from institutional handbooks or other official documentation giving sufficient details of the studies to allow an assessment of the application. All supporting documentation must be in English, including certified translations where appropriate.

10. Students with special needs

Do you consider yourself to have any medical conditions, disabilities, mental health or special needs that could impact upon your studies at UHE?

Yes No

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

11. Previous visa

Have you previously applied for any type of Australian visa? Yes No

If yes, please provide details below:

Visa type:

Granted or refused?

If visa was refused, please provide a copy of the visa refusal letter.

12. All possible fees

Type	Fee (AUS)
Enrolment Fee: All courses (Non-refundable)	\$300 maximum
Tuition Fee	Depending on the course
Material Fee	Nil
RPL per subject (minimum)	\$2000
Re-Enrollment Fee	Subject Fee depending on the course
Airport Pick-Up	\$110 (one-way)
Accommodation Placement Fee	\$300
Charges for Late Payment	\$50 / installment
Charge for Lost ID card	\$10
Charge for Lost Certificate	\$50 + postage
Change of Course Fee	\$250
Printing cost per page	B/W- A4- 10¢ A3- 15¢ Colour A4- 15¢ A3- 25¢

13. Courses

Please tick the relevant course	Course Fee	Duration	Start Date
Bachelor of Multinational Film Production CRICOS Course Code: 102224B	\$66,000	3 Years	
Bachelor of Information Technology CRICOS Course Code: 102223C	\$60,000	3 Years	

14. Educational Details (Highest Level First)

Qualification or Program Title	Institution Name	Location Country/State	Completed	Date Started	Date Finished
			Yes No		
			Yes No		
			Yes No		
			Yes No		

15. Employment Details

Date (From-To) (day/month/year)	Employer	Position Held	Main Duties
-			
-			
-			
-			

Refund Policy

The full refund policy is available on the website (www.uhe.edu.au) or can be requested from UHE Administration. The key events that will cause a refund are identified in the Refunds Table. Please ensure you read this and the notes below before signing this application. The enrolment fee is non-refundable in all situations (except first 2 situations in number 1 below).

SITUATION	REFUND of Course Fees	REFUND of Enrolment Fee
<p>1 UHE does not deliver the program for which the student has paid for the following reasons:</p> <ul style="list-style-type: none"> • The course does not begin on the agreed commencement Date. • The offer is withdrawn by the Institute. • The course ceases to be provided, at any time, after it commences but before it is completed. • The course is not provided in full to the student because a sanction has been imposed on the registered provider. 	<p>Full refund of unspent fees (if student does not accept alternative course offered by UHE)</p>	<p>Yes (only in first two situations)</p>
<p>2 Student (offshore or onshore) is refused an Australian Student Visa (copy of refusal letter required) or illness or disability prevents the student from taking up the course.</p>	<p>All prepaid and enrolment fee less \$500</p>	<p>No</p>
<p>3 Student default where the UHE has not entered into a written agreement that meets the requirements of section 47B of the Act (refer 47E (1)(b)(i) of the Act) with the student - that is, a compliant agreement.</p>	<p>All prepaid and enrolment fee less \$500</p>	<p>No</p>
<p>4 Onshore student is refused an Australian Student Visa but student already commenced his/her course (copy of refusal letter required); includes visa extension & new applications.</p>	<p>Remaining unspent fees, less \$500</p>	<p>No</p>
<p>5 Student defaults or withdraws from course during visa processing but already commenced his/her course.</p>	<p>Remaining unspent fees, less \$500</p>	<p>No</p>
<p>6 Student withdraws from course 10 weeks (70 days) or more prior to eCoE commencement date. *</p>	<p>70% of All prepaid fees</p>	<p>No</p>
<p>7 Student withdraws from course 5 weeks (35 days) or more prior to eCoE commencement date. *</p>	<p>50% of All prepaid fees</p>	<p>No</p>
<p>8 Student withdraws from course less than 5 weeks, on the eCoE commencement date or after that date. *</p>	<p>No</p>	<p>No</p>
<p>9 If a student has also paid a deposit for future courses when enrolling in a package of courses then.</p>	<p>Deposit paid less \$500 for each course</p>	<p>No</p>
<p>10 Student defaults due to one or more of the following acts and CoE(s) gets cancelled by UHE;</p> <ul style="list-style-type: none"> • the student failed to pay an amount payable to the provider for the course; • the student breached a condition of his/her student visa; including non-commencement of the course • misbehaviour by the student/ breach of code of conduct. 	<p>No refund for all courses in package</p>	<p>No refund</p>
<p>11 Student is granted permanent residency/obtains visa other than student visa, after the course commencement date.</p>	<p>No refund. Balance of course fees payable as per '8.Fees' of student agreement</p>	<p>No</p>

In the event student defers commencement date of the course and subsequently withdraws from the course, refunds would be calculated based on the original start date for 6, 7, & 8 situations.

Declaration

I authorise Universal Higher Education (UHE) to obtain enrolment and academic information from any of my previous or current education providers. I understand that UHE will take remedial and corrective measures if the information provided is false and misleading.

I declare that I have genuine access to sufficient funds whilst in Australia, to meet my financial commitments to UHE and cover all tuition, Overseas Student Health Cover and living expenses for any dependants and myself.

I understand that I may be contacted by a UHE representative and asked a series of questions in relation to this application and that the Australian Department of Home Affairs (DHA) will undertake their own determination of any criterion for visa purposes. I am aware that information relating to my application may be provided to DHA. I understand that upon accepting an offer of admission from UHE, I am required to complete a minimum 6 months of study in the principal course.

I declare that the information I have supplied on this form and any documentation supporting this form is true and correct. I understand that the giving of false or incomplete information may lead to the refusal of my application or cancellation of enrolment. I have read and understood the published course information in the brochure or web site and I have sufficient information about the UHE fees and charges policy, its deferral, suspension and cancellation policy and its refund policy (either posted or downloaded from web site).

I understand and agree that information provided in this Student Application and collected during my enrolment is collected in order to meet UHE's obligations under the ESOS Act and the National Code 2018 to ensure student compliance with conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act, the Education Services for Overseas Students Regulations and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018. Personal information collected about me on this form and during my enrolment can be provided, in certain circumstances, to the Australian Government (Commonwealth) and designated state and territory agencies and, if relevant, to TPS Director and the ESOS Assurance Fund Manager. In other instances, information collected on this form or during my enrolment can be disclosed without my consent where authorised or required by law in accordance with the Privacy Act 1988.

I understand that if I have applied through an approved UHE agent all correspondence relating to my application will go to that agent. I also understand that fees may rise. I accept liability for payment of all fees and I agree to abide by the Refund Policy which is current at the time of my studies at UHE. I have also read the section in the UHE website relating to costs of living and I understand that living expenses in Australia may be higher than in my own country and I confirm that I am able to meet these costs.

I understand that my course will be delivered online from time to time in exceptional circumstances (e.g. COVID-19).

Student's Signature

Agency Details

Student's Name

Date: / / (day/month/year)

Office Use - Staff Check List

YES

- 1. Personal Details** - Check with Passport copy, Passport copy is attached, stamped and verified.
- 2. Contact Details** - Entered legibly.
- 3. Health Insurance** - Evidence attached, stamped and verified.
- 4. Emergency Contact Details in Australia**- Entered legibly.
- 5. Emergency Contact Details Overseas** - Entered legibly.
- 6. Current DHA Location** - Visa copy attached, stamped and verified - VEVO Check attached.
- 7. English Proficiency**- English language evidence attached, stamped and verified.

YES

- 8. Unique Student Identifier (USI)** - Entered legibly.
- 9. RPL or Academic Exemption** - Credit Exemption / RPL application form along with copies of transcripts certified and attached or evidence of work experience attached.
- 10. Students with special needs** - Evidence attached.
- 11. Previous Visa** - Evidence attached, stamped and verified. May include Visa refusal letter.
- 13. Course** - Entered date legibly.
- 14. Educational Details** - Evidence attached and certified.

Office Use

Application outcome:
Accepted
Denied

Submission Instruction

Please submit the filled application form, along with relevant documents to
Email: info@uhe.edu.au.