

## 1. Personal Details

Title:	Mr	Mrs	Miss	Ms
Given name:				
Family name:				
Date of birth: (day/month/year)				
Gender:	Male	Female	Other	
Passport No:				
Passport Expiry Date: (day/month/year)				
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, Please provide your current OSHC details (if applicable):			
Provider:			
Membership number:		OSHC expiry date:	
Will you be responsible for arranging the 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 the visa type below:		
Visa Type:	Student	Working Holiday	Tourist	Other
Visa Expiry Date:				

## 7. English Proficiency

IELTS Academic Overall Band Score:				
Listening:	Reading:	Writing:	Speaking:	
PTE Overall Band Score:				
Listening:	Reading:	Writing:	Speaking:	
Other:				

## 8. Unique Student Identifier (USI)

Do you have a Unique Student Identifier (USI) number?	Yes	No
If YES, please insert the USI number:		
If NO, please complete the USI form online ( <a href="https://www.usi.gov.au">https://www.usi.gov.au</a> ) before the course commencement date.		

## 9. RPL, Credit Exemption or Industry Experience

Are you applying for Recognition of Prior Learning?	Yes	No
Are you applying for a Credit Exemption?	Yes	No
Are you applying for relevant Industry Experience?	Yes	No
If any option above is YES, select the relevant option below:		
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 previous studies.		
Letter of relevant industry experience.		
Note: All supporting documentation must be in English, including certified translations where appropriate.		

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

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

Visa expiry date: (day/month/year)

Type	Fee (AUS)
Enrolment Fee: All courses (Non-refundable)	\$300 maximum
Tuition Fee	Depending on the course
Material Fee	Nil
RPL per subject (minimum)	\$2,000
Re-Enrollment Fee	Subject Fee depending on the course
Airport Pick-Up	\$160 (one-way from Tullamarine)
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¢

Please select 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	
Master of Engineering Management CRICOS Course Code: 114008M	\$50,000	2 Years	

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

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

## Refund Policy

The full refund policy is available on the website (<https://www.uhe.edu.au/policies-procedures-forms>) 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
1	<p>UHE does not deliver the program for which the student has paid for the following reasons:</p> <ul style="list-style-type: none"> <li>• The course does not begin on the agreed commencement Date.</li> <li>• The offer is withdrawn by the Institute.</li> <li>• The course ceases to be provided, at any time, after it commences but before it is completed.</li> <li>• The course is not provided in full to the student because a sanction has been imposed on the registered provider.</li> </ul>	Full refund of unspent fees (if student does not accept alternative course offered by UHE)	Yes (only in first two situations)
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.	All prepaid and enrolment fee less \$500	No
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.	All prepaid and enrolment fee less \$500	No
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.	Remaining unspent fees, less \$500	No
5	Student defaults or withdraws from course during visa processing but already commenced his/her course.	Remaining unspent fees, less \$500	No
6	Student withdraws from course 10 weeks (70 days) or more prior to eCoE commencement date. *	70% of All prepaid fees	No
7	Student withdraws from course 5 weeks (35 days) or more prior to eCoE commencement date. *	50% of All prepaid fees	No
8	Student withdraws from course less than 5 weeks, on the eCoE commencement date or after that date. *	No	No
9	If a student has also paid a deposit for future courses when enrolling in a package of courses then.	Deposit paid less \$500 for each course	No
10	<p>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"> <li>• the student failed to pay an amount payable to the provider for the course;</li> <li>• the student breached a condition of his/her student visa; including non-commencement of the course</li> <li>• misbehaviour by the student/ breach of code of conduct.</li> </ul>	No refund for all courses in package	No refund
11	Student is granted permanent residency/obtains visa other than student visa, after the course commencement date.	No refund. Balance of course fees payable as per '8.Fees' of student agreement	No

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 dependents 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.

## Student Instructions

1. Please complete the application form in BLOCK LETTERS.
2. The following documents need to be attached with the application form:
  - a. Copy of certified passport.
  - b. Copy of certified completed academic qualification(s).
  - c. Evidence of English language proficiency (IELTS, PTE, etc.)
  - d. Copy of the current visa (if applicable).
  - e. Copy of the current Health Insurance/OSHC (if applicable).
  - f. Academic transcript if applying for credit exemption along with duly filled credit exemption form.
  - g. USI Number provided (if applicable).

## Student's Name

## Agent Details

Date: (day/month/year)

## Student's Signature

## Submission Instruction

Please submit the filled application form, along with relevant documents to the Admissions department via: [admissions@uhe.edu.au](mailto:admissions@uhe.edu.au).