

# STUDENT ENROLMENT APPLICATION

This form is to be completed by anyone wanting to study the ICDF Certificate or Associate Diploma in Dance Ministry (accredited as a Cert IV in Creative Ministries - Dance, through Unity College Australia).

Please COMPLETE ALL SECTIONS clearly and carefully by writing in BLOCK LETTERS using a Black or Blue pen.

## SECTION 1 - STUDENT'S INFORMATION

APPLICANT'S DETAILS			
Please complete <b>*full name and date of birth.</b> (tick type of ID supplied)		Provide <b>authenticated copies</b> of ID when lodging this form. Two types required (excepting where a current passport is provided, no other ID is required). One must be a current photo ID. <input type="checkbox"/> Birth certificate <input type="checkbox"/> Driver's licence <input type="checkbox"/> Passport <input type="checkbox"/> Other photo ID	
*Surname			
*Given name/s			
Preferred name If different to above		*Date of Birth Day/Month/Year	/ /
Gender (please tick)	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Title (please tick)	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other		
Home Phone		Work Phone	
Mobile Phone		Fax	
Email #1			
Email #2			
Residential Address	Number/Street		
	Suburb	State	
	Country	Postcode	
Postal Address If different from above	Number/Street		
	Suburb	State	
	Country	Postcode	

OFFICE USE Only	
<b>PROOF of ID (required for issuing formal Qualifications or Statements of Attainment)</b>	
Details of Evidence provided (please tick & write details)	<input type="checkbox"/> Driver's licence number - country issued:
	<input type="checkbox"/> Passport number - country issued:
	<input type="checkbox"/> Birth certificate - country issued:
	<input type="checkbox"/> Other photo ID (provide details):
Original sighted by (Name of Staff Member)	Authenticated Copy of ID on file <input type="checkbox"/> Yes

APPLICATION CHECKLIST			
Date Received (d/m/yr)	/ /	Unity College Student #	
Application Fee Received	<input type="checkbox"/> Yes \$ _____	Audition Material received	<input type="checkbox"/> Yes
References Received	<input type="checkbox"/> #1 <input type="checkbox"/> #2	Interview Arranged (d/m/yr)	/ /
CV Received	<input type="checkbox"/> Yes	Authenticated copies of all qualifications received	<input type="checkbox"/> Yes
ALL SECTIONS completed	<input type="checkbox"/> Yes	Agreement Signed (Pg 9)	<input type="checkbox"/> Yes
IELTS (where required)	<input type="checkbox"/> Yes    Score _____	RPL Requested	<input type="checkbox"/> Yes <input type="checkbox"/> No

APPLICANT'S FAMILY DETAILS	
Marital Status	<input type="checkbox"/> Single
	<input type="checkbox"/> Married      Spouse's Name: _____
	<input type="checkbox"/> Separated      Current period of separation: _____
	<input type="checkbox"/> Divorced      Date decree issued: _____
Do you have children?	<input type="checkbox"/> No - <i>go to next section 'Emergency Contact #1'</i> <input type="checkbox"/> Yes - <i>please provide details below</i>
How many children are living with you?	What are their ages? _____

EMERGENCY CONTACT #1 (a relative)	
Name	_____
Home Phone	_____      Mobile Phone _____
Email Address	_____
Relationship	<input type="checkbox"/> Spouse <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Other: _____

EMERGENCY CONTACT #2 (not a relative)	
Name	_____
Home Phone	_____      Mobile Phone _____
Email Address	_____
Relationship	<input type="checkbox"/> Friend <input type="checkbox"/> Sponsor <input type="checkbox"/> Other: _____

## SECTION 2 - COURSE/STUDY & FINANCIAL INFORMATION

COURSE ENROLMENT DETAILS	
Year 1	<input type="checkbox"/> ICDF Certificate in Dance Ministry (awarded upon successful completion of all subjects offered for year one - non-accredited)
Year 2	<input type="checkbox"/> ICDF Associate Diploma in Dance Ministry (Certificate IV in Creative Ministries - Dance, NTIS Code: 80812ACT)
Expected Start Date (day/month/year)	_____ / _____ / _____ <input type="checkbox"/> Part-time <input type="checkbox"/> Full-time (not offered at this time)
Audition Material	Please provide a video or DVD which includes the following: (i) a spoken introduction, introducing yourself and why you want to do the course (ii) one dance/movement piece that is both choreographed <i>and</i> performed by you (iii) one dance/movement piece that is performed by you. It may be choreographed (by you or another) <i>or</i> spontaneous  <i>Introduce each dance - naming the piece, the music &amp; the choreographer. Say if it is spontaneous or partly spontaneous plus anything else you would like to say about the piece.</i>
CV	Please provide your CV (where able) and include the following: (i) All employment/work past and present (ii) Education and qualifications awarded (iii) Dance/movement training, experience and ministry (iv) Other ministry experience

RPL	
Do you wish to apply for Recognition of Prior Learning (RPL) or recognition of current skills or relevant competencies acquired through another Australian Registered Training Organisation (National Recognition) for any part of your selected course?	<input type="checkbox"/> No - go to next section 'Christian Life' <input type="checkbox"/> Yes - Unity College Australia will supply you with an RPL/Skills Recognition Kit. Applications should be received four weeks prior to commencement of the unit/subject/course

FINANCES	
Fees, withdrawal and refund policies are detailed in the Course Outline and in the Handbook.	
Can you meet the course fees and expenses?	<input type="checkbox"/> No <input type="checkbox"/> Yes - please briefly detail your plans for payment of fees and expenses, including the timing and source of funds

### SECTION 3 - CHRISTIAN LIFE

CHRISTIAN EXPERIENCE			
How long have you been a Christian?			
Have you been Baptised?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> As a child <input type="checkbox"/> As an adult
What is your experience of the Holy Spirit?			
Name of the church you currently attend		Denomination	
Name of Pastor/Minister/Leader		How long have you worshipped there?	
Please list the names of all churches you have regularly attended or belonged to. (Attach extra pages where required)		Denomination	
		Denomination	
		Denomination	
		Denomination	
What, if any, is your present ministry or involvement with your church? (this is not necessary to gain admission into Unity College)			
What do you feel is God's calling for your life?			



## SECTION 4 - EDUCATION & EMPLOYMENT INFORMATION

Information collected in this section is used for the purposes of National reporting and planning.  
Please COMPLETE ALL SECTIONS (except where noted when providing a CV as part of your application).

PRIOR EDUCATION	
What was your highest <b>completed</b> level at school and <b>where</b> did you study? <i>eg. Year 9 = secondary school, Year/Form 3, Year 12 = secondary school, Year/Form 6; State (&amp; Country if not Australia)</i>	
<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"/> Did not go to school
In what year did you complete that school level? _____	What age were you at that time? _____
Have you attended any post secondary Educational Institutions? <i>(not required when providing a CV)</i>	<input type="checkbox"/> No - go to next question 'Qualifications' <input type="checkbox"/> Yes - please provide details below: name of institution, particulars of study & dates

QUALIFICATIONS	
If you have post secondary qualifications, please give details: title, name of institution and year awarded. Please list ALL qualifications achieved and provide <b>authenticated copies</b> with this application. <i>Attach extra pages where required</i>	
<input type="checkbox"/> Bachelor Degree or Higher Degree	
<input type="checkbox"/> Advanced Diploma or Associate Degree	
<input type="checkbox"/> Diploma (or Associate Diploma)	
<input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician)	
<input type="checkbox"/> Certificate III (or Trade Certificate)	
<input type="checkbox"/> Certificate II	
<input type="checkbox"/> Certificate I	
<input type="checkbox"/> Certificates other than above (please give details)	
Have you ever been dismissed, suspended, or denied admission by any other institution?	<input type="checkbox"/> No - go to next question 'Dance & Movement' <input type="checkbox"/> Yes - please provide details below



## EMPLOYMENT DETAILS

Of the following, which best describes your current employment status? *(please tick ONE box only)*

<input type="checkbox"/> Unemployed - seeking full-time work	<input type="checkbox"/> Full-time employed
<input type="checkbox"/> Unemployed - seeking part-time work	<input type="checkbox"/> Part-time employed
<input type="checkbox"/> Not employed - not seeking employment	<input type="checkbox"/> Self Employed
<input type="checkbox"/> Volunteer worker	<input type="checkbox"/> Self employed - not employing others
<input type="checkbox"/> Retired	<input type="checkbox"/> Employer
<input type="checkbox"/> Employed - unpaid worker in the family business	<input type="checkbox"/> Other:

Provide details of your complete employment & work history up to the present - include volunteer work *(not required when providing a CV) Attach extra pages where required*

Employer		Period Employed Day/Month/Year	/ / to
Job title/type of work			/ /
Employer		Period Employed Day/Month/Year	/ / to
Job title/type of work			/ /
Employer		Period Employed Day/Month/Year	/ / to
Job title/type of work			/ /
Employer		Period Employed Day/Month/Year	/ / to
Job title/type of work			/ /

## SECTION 5 - DISTANCE EDUCATION - COURSE REQUIREMENTS

*A detailed list of IT requirements can be found on the Course Outline*

IT REQUIREMENTS CHECKLIST		
Do you have a reliable computer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you able to access a computer outside of business hours?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your computer software program allow you to read/write 97-2003 (or later) Word documents?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have access to a printer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have reliable internet access?	<input type="checkbox"/> Dial-up	<input type="checkbox"/> Broadband
What browser do you use?	<input type="checkbox"/> Outlook	<input type="checkbox"/> Firefox
	<input type="checkbox"/> Other (please specify):	
Are you signed up with any of the following?	<input type="checkbox"/> Facebook	<input type="checkbox"/> Skype
	<input type="checkbox"/> Other (please specify):	
Do you have access to a video camera or similar equipment in order to be able to record assignments?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## SECTION 6 - ADDITIONAL INFORMATION

Information collected in this section is strictly confidential, available only to limited college staff and for the purposes of National reporting and planning.

SPECIAL NEEDS	
Unity College can offer special assistance/consideration for students with special needs or who experience barriers to education (see Information for Students with Special Needs in the college Handbook). Information provided may also assist Unity College in the event of an emergency or crisis.	
Do you consider that you have any type of medical condition that may affect your ability to undertake training?	<input type="checkbox"/> No - go to next question 'Language & Cultural Diversity' <input type="checkbox"/> Yes - please provide details below
<input type="checkbox"/> Hearing/Deaf	<input type="checkbox"/> Vision
<input type="checkbox"/> Physical	<input type="checkbox"/> Acquired Brain Impairment
<input type="checkbox"/> Intellectual	<input type="checkbox"/> Medical Condition
<input type="checkbox"/> Learning	<input type="checkbox"/> Other (please specify):
<input type="checkbox"/> Mental Illness	

LANGUAGE & CULTURAL DIVERSITY		
Country of Birth	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify):
Aboriginal &/or Torres Strait Islander Origin	<input type="checkbox"/> No	<input type="checkbox"/> Torres Strait Islander
	<input type="checkbox"/> Aboriginal	<input type="checkbox"/> Aboriginal & Torres Strait Islander
Language spoken at home	<input type="checkbox"/> English Only (skip the next question)	<input type="checkbox"/> Other (please specify):
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 # You may need to complete a separate Language & Literacy assessment	

MARKETING		
How did you find out about Unity College Australia?	<input type="checkbox"/> ICDF/CDF	<input type="checkbox"/> Radio
	<input type="checkbox"/> Church	<input type="checkbox"/> Web
	<input type="checkbox"/> Friend/Relative	<input type="checkbox"/> Written Advertising
	<input type="checkbox"/> Other (please specify):	

## SECTION 7 - APPLICANT PRIVACY, CONDITIONS OF ENROLMENT & AGREEMENT

### PRIVACY

Information collected on this form may be collated for course analysis and statistics related to training reports and/or submitted to Australian Government Departments on a legislated need to know basis. Information collected is strictly confidential. All information is held in accordance with National Privacy Principles and legislation associated with Australian Registered Training Organisations.

### CONDITIONS OF ENROLMENT

<p><b>1. Unity College Australia (UCA) Courses</b></p> <p>1.1 All Certificate and Diploma level courses offered by UCA are nationally recognised courses.</p> <p><b>2. Attendance</b></p> <p>2.1 Australian government regulations state that a student must attend at least 80% of classes (or the face-to-face component) in each subject / course that requires in class attendance/participation/assessment.</p> <p><b>3. Enrolment and course fees</b></p> <p>3.1 Fees must be paid in Australia dollars by bank cheque, bank transfer or bank draft. UCA will not be responsible for any monies paid to agents.</p> <p>3.2 UCA reserves the right to vary fees at the beginning of each calendar year.</p> <p>3.3 Enrolment and course fees do not cover the cost of accommodation, living expenses, textbooks, stationary or other equipment.</p> <p><b>4 Course duration, deferral and additional fees</b></p> <p>4.1 A course commences on the first day of orientation of the course.</p> <p>4.2 If a student defers their course after payment of tuition, the course commencement date is the first day of orientation of the course in which the student had originally enrolled.</p> <p>4.3 Student will be advised of the course duration prior to enrolment. Students who require extra time to complete their course will be required to pay additional fees.</p> <p><b>5 Termination</b></p> <p>5.1 UCA has the right to expel a student for serious breach of discipline. Fees will not be refunded.</p>	<p><b>6 Student Privacy</b></p> <p>6.1 UCA collects personal information from students for the purposes of processing applications and providing services to students. This information will be disclosed to staff at the Canberra campus only on a need to know basis, the student's agent and the UCA National Office where applicable.</p> <p>6.2 UCA has an obligation under Commonwealth and State legislation to provide information to DIAC and other government departments.</p> <p>6.3 Students have a right to access and alter their personal information.</p> <p>6.4 UCA has the right to all the media images taken by UCA during the student's study with the college. This includes photographs, video and DVD images.</p> <p><b>7. Cancellation and refund</b></p> <p>7.1 If the course is either cancelled, not completed or doesn't start on the date notified in the 'Letter of Offer' the student is entitled to receive a refund of all fees (enrolment and tuition) within 2 weeks of the cancellation.</p> <p>7.2 The only refundable fees are course fees which will be refunded as per the guidelines provided to you in the course outline. Refunds will be paid within 4 weeks after a written request is received. For more details see a course outline or the handbook.</p> <p>7.3 This agreement does not remove the right to take further action under Australia's consumer protection laws.</p> <p><b>8. Dispute Resolution</b></p> <p>8.1 UCA's dispute resolution process does not circumscribe students' rights to pursue other legal remedies.</p>
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### APPLICANT DECLARATION & AGREEMENT

*The information I have provided in this application form is true & correct.*

I have read and understood the relevant course outline(s) and the Conditions of Enrolment set out above in this application form. By signing this application form, I agree to all the Conditions of Enrolment. I also agree to the refund policy as provided in course outlines and the College Handbook.

If accepted, I am prepared to undertake the full discipline of the course and of campus life, in a spirit of Christian submission. I will at all times, endeavour to uphold the integrity of Unity College Australia.

<b>Name</b> <i>(please print)</i>		<b>Signed</b> <i>(must be applicant's actual signature)</i>	
<b>Date</b> <i>(day/month/year)</i>	/ /		

## APPLICANT'S CHECKLIST

Please tick ✓ boxes below to ensure you have completed each element of your application

**NOTE: Photocopies must be authenticated** by Unity College Australia staff, a Justice of the Peace or a Minister of Religion - in these instances the person must sign, date and include their occupation on the photocopy.

- |  |
|--|
| <input type="checkbox"/> Completed all sections of application and signed the Declaration & Agreement (pg 9)   |
| <input type="checkbox"/> Enclosed application registration fee of AUD\$150   |
| <input type="checkbox"/> Provided an authenticated copy of Passport <i>or</i> TWO other types identification (at least ONE of which is a Photo ID)   |
| <input type="checkbox"/> Enclosed audition material - a video or DVD which includes the following:<br>(i) a spoken introduction, introducing yourself and why you want to do the course<br>(ii) one dance/movement piece that is both choreographed <i>and</i> performed by you<br>(iii) one dance/movement piece that is performed by you. It may be choreographed (by you or another) <i>or</i> spontaneous<br><i>Introduce each dance - naming the piece, the music &amp; the choreographer or saying it is spontaneous or partly spontaneous plus anything else you would like to say about the piece.</i> |
| <input type="checkbox"/> Attached CV (where able) including:<br>(i) All employment/work past and present<br>(ii) Education and qualifications awarded<br>(iii) Dance/movement training, experience and ministry<br>(iv) Other ministry experience  |
| <input type="checkbox"/> Attached authenticated copies of all relevant qualifications/awards & certificates  |
| <input type="checkbox"/> Sent (i) the first Character Reference form to your pastor/minister/leader<br><i>(to be returned separately to Unity College)</i>   |
| <input type="checkbox"/> Sent (ii) the second Character Reference form to an unrelated leader who knows you<br><i>(to be returned separately to Unity College)</i>   |

## PAYMENT DETAILS *(mark how you will be paying)*

*Credit options (AUD\$10 processing fee):*

Visa

MasterCard

Charge my card the amount AUD\$ \_\_\_\_\_ . \_\_\_\_

Name on card:

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiry: \_\_\_\_ / \_\_\_\_\_

I will phone with my credit details +61 (0)2 6161 0050

*Funds Transfer options*

Bank Transfer  Bank Cheque

Other *(please provide details and note extra fees may apply):*

*Fees can be paid via Bank Transfer directly to:*

St George Bank Limited

Account Name: Unity College Australia Incorporated

Branch Number (BSB): 112 908

Account Number: 001584968

Branch Address: 60 Marcus Clarke Street, Canberra City, ACT, Australia

International (Swift) Banking Code: SGBLAU2S

## COMPLETED STUDENT APPLICATIONS

*Please mark clearly 'Student Application' and return completed form to:*

**The Registrar**

Unity College Australia

▪ Post: PO Box 6160

Phillip ACT 2606

AUSTRALIA

▪ Email: registrar@unity.edu.au

▪ Fax: +61 (0)2 6161 0040

Once your Student Application and References have been received, you will be contacted to arrange an interview with the Dance faculty head where possible, and to discuss your choice of Mentor.