

# STUDENT APPLICATION & DECLARATION

This form is to be completed by anyone seeking to study an Accredited Course or part thereof through Unity College Australia. Please COMPLETE ALL SECTIONS clearly and carefully by writing in BLOCK LETTERS using a Black or Blue pen.

## SECTION 1 - APPLICANT INFORMATION

APPLICANT DETAILS				
Please complete *full name and date of birth		Provide original of ID in person or <i>authenticated copy</i> when lodging this form. One type only required. Documents can be authenticated by Unity College Australia staff, a Minister of Religion, Commissioner for Declarations or a Justice of the Peace.		
		<input type="checkbox"/> Birth certificate <input type="checkbox"/> Driver's licence <input type="checkbox"/> Passport <input type="checkbox"/> Visa (if not Aust)		
*Surname				
*Given name/s				
Preferred name <small>If different to above</small>		*Date of Birth <small>Day/Month/Year</small>		/ /
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				
Residential Address	Number/Street		State	
	Suburb		Postcode	
Postal Address <small>If different from above</small>	Number/Street		State	
	Suburb		Postcode	

CURRENT ENROLMENT DETAILS	
Have you ever been enrolled, or are you currently studying with Unity College Australia?	<input type="checkbox"/> No <input type="checkbox"/> Yes - <i>please complete details below what course/year</i>

OFFICE USE Only	
PROOF of ID (required for issuing formal Qualifications or Statements of Attainment)	
Details of Evidence provided <small>(please tick &amp; write details)</small>	<input type="checkbox"/> Driver's licence number:
	<input type="checkbox"/> Passport number:
	<input type="checkbox"/> Birth certificate - country issued:
	<input type="checkbox"/> Visa (if not Aust resident) type & number:
Original sighted by <small>(Name of Staff Member)</small>	Authenticated Copy of ID on file <input type="checkbox"/> Yes

APPLICATION CHECKLIST			
Date Received (d/m/yr)		Unity College ID# Issued	#
Agreement Signed (Pg5)	<input type="checkbox"/> Yes	Application Fee Received	<input type="checkbox"/> N/a <input type="checkbox"/> Yes    \$ _____
CV Received (d/m/yr)		Course Payment Received	<input type="checkbox"/> Yes    \$ _____
RPL Kit Requested	<input type="checkbox"/> Yes	Letter Of Offer Sent (d/m/yr)	

## SECTION 2 - COURSE / STUDY & FINANCIAL INFORMATION

COURSE ENROLMENT DETAILS - complete all sections			
Into which actual course are you applying to enrol? <i>(please also complete date/fees information)</i>			
Title of Course	<input type="checkbox"/> IT	<input type="checkbox"/> Business	
	<input type="checkbox"/> Retail	<input type="checkbox"/> Frontline Management	
	<input type="checkbox"/> Hairdressing	<input type="checkbox"/> Hospitality	
	<input type="checkbox"/> Community Services	<input type="checkbox"/> Hospitality (Kitchen Operations)	
	<input type="checkbox"/> Other:		
Qualification Level	<input type="checkbox"/> Certificate I	<input type="checkbox"/> Certificate IV	
	<input type="checkbox"/> Certificate II	<input type="checkbox"/> Diploma	
	<input type="checkbox"/> Certificate III		
Competencies & NTIS Codes Where not studying a full qualification, please provide the title & NTIS code for the competencies/units you wish to study.	Competencies/Units Title <i>(list below)</i>		NTIS Codes <i>(list below)</i>
Study Load	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> On-line <i>(where offered)</i>
Expected Start Date <i>(day/month/year)</i>	/ /	Course / Package Fees	\$
CV	Please provide a brief CV and include the following: (i) Any relevant employment/work past and present (ii) Any <b>volunteer work</b> relevant to your application (iii) Relevant <b>qualifications/awards &amp; certificates</b> (attach <b>authenticated</b> copies)		

RPL & NATIONAL RECOGNITION	
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 'Finances' <input type="checkbox"/> Yes - Unity College Australia will supply you with an RPL Submission Kit. Submissions should be received <b>four weeks</b> prior to commencement of the course. Go to next section 'Finances'

FINANCES	
Who is paying for your course/study package? <i>Fees, withdrawal and refund policies are detailed in the Course Outline and in the Handbook <a href="http://www.unity.edu.au">www.unity.edu.au</a>, link to the current handbook from the 'For Students' page.</i>	
Are you paying your own fees?	<input type="checkbox"/> Yes - go to next section 'Education & Employment'
Are your fees being paid by your employer?	<input type="checkbox"/> Yes - go to next section 'Education & Employment'
Are you seeking government or other funding for course fees?	<input type="checkbox"/> Yes - please provide details below: name/type of grant/funding, state and date. Attach copy of approval where able.

### SECTION 3 - EDUCATION & EMPLOYMENT INFORMATION

Information collected in this section is used for the purposes of National reporting and planning.  
Please COMPLETE ALL SECTIONS.

PRIOR EDUCATION	
What was your highest <i>completed</i> level at school and <i>where</i> did you study? eg. Year 9 = secondary school, Year/Form 3, Year 12 = secondary school, Year/Form 6; State (& Country if not Australia)	
<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 undertaken any <b>non-accredited</b> post secondary training/study?	<input type="checkbox"/> No - go to next question 'Qualifications' <input type="checkbox"/> Yes - please provide details below: name of institution/organisation, particulars of study & dates

QUALIFICATIONS	
Do you have post secondary qualifications from any accredited/recognised Educational Institutions?	<input type="checkbox"/> No - go to next question 'Employment Details' <input type="checkbox"/> Yes - please provide details below: title, name of institution and year awarded. Please list ALL qualifications achieved.
<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 'Employment Details' <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 (please provide details):

REASON FOR UNDERTAKING THE STUDY (tick as many boxes as are relevant)	
Of the following, which best describes your reason for undertaking the course/package?	
<input type="checkbox"/> To get a job	<input type="checkbox"/> To get a better job or promotion
<input type="checkbox"/> To start my own business	<input type="checkbox"/> I wanted extra skills for my job
<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> It was a requirement for my job
<input type="checkbox"/> To try for a different career	<input type="checkbox"/> To get into another course of study
<input type="checkbox"/> It was being funded	<input type="checkbox"/> For personal interest or self-development
<input type="checkbox"/> It was a requirement for Centrelink or Job Network	<input type="checkbox"/> Other (please provide details):

#### SECTION 4 - 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	
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"/> Aboriginal
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

## SECTION 5 - APPLICANT PRIVACY & 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.

## APPLICANT DECLARATION & AGREEMENT

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

I have read and understood the course outline. By signing this application form, I am agreeing to the refund policy as provided in the course outline and the Unity College Australia Handbook ([www.unity.edu.au](http://www.unity.edu.au), link from 'Students' page)

If accepted, I am prepared to undertake the full discipline of the course and of campus life (where relevant). I will endeavour to uphold the integrity of Unity College Australia and its Christian ethic.

<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 Commissioner for Declarations, 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 <b>all</b> sections of application and signed the Declaration & Agreement ( <i>above</i> )
<input type="checkbox"/> Enclosed application fee of \$75 ( <i>see below for Payment Details</i> )
<input type="checkbox"/> Provided an <b>authenticated copy</b> of your identification ( <i>DO NOT send originals in the mail</i> )
<input type="checkbox"/> Attached a brief CV including: <ul style="list-style-type: none"> <li>(i) Any relevant employment/work past and present</li> <li>(ii) Any relevant voluntary work past and present</li> <li>(iii) Relevant qualifications/awards &amp; certificates (<i>attach authenticated copies - do not send originals in the mail</i>)</li> </ul>

## PAYMENT DETAILS - please complete details below

<b>Credit options:</b> <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	<input type="checkbox"/> Charge my card the amount AUD\$ _____ . ____ Name on card: _____ Card Number: _____ - _____ - _____ - _____    Expiry: __ / ____ <input type="checkbox"/> I will phone with my credit details +61 (0)2 6161 0050 ( <i>BH:M-F, 9.30-4.30</i> )
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<b>Funds Transfer options*</b> <input type="checkbox"/> Bank Transfer <input type="checkbox"/> Bank Cheque <input type="checkbox"/> Other ( <i>please provide details and note extra fees may apply</i> ):	<b>Fees can be paid via Bank Transfer directly to:</b> 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 *Identify your payment in the transaction description: <b>APPLY + your SURNAME</b>
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## COMPLETED STUDENT APPLICATIONS

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

Unity College Australia

- Post: PO Box 6160  
Phillip ACT 2606  
AUSTRALIA
- Email: [info@unity.edu.au](mailto:info@unity.edu.au)
- Fax: +61 (0)2 6161 0040

Once your Student Application and application fee have been received, you will be contacted by the college.