

STUDENT APPLICATION



For completion by applicants intending to study full courses or subjects offered by Unity College Australia at an assessed level.

APPLICANT'S DETAILS

Surname: _____ Given Names: _____

Address: _____

Telephone: (h) _____ (mob) _____

(w) _____ EMail: _____

Gender: Male Female Date of Birth: _____

Place of Birth: _____ Nationality: _____

Do you have Australian citizenship/residency? Yes No

If no, please also fill in the International Student section on page 7

COURSE/STUDY INFORMATION

Please tick which course you wish to enrol in:

	Certificate I	Certificate II	Certificate III	Certificate IV	Diploma	Advanced Diploma
Creative Ministries	n/a	n/a	n/a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Music (Contemporary)	n/a	n/a	n/a	<input type="checkbox"/>	<input type="checkbox"/>	n/a
Christian Ministry & Theology	n/a	n/a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a
Pastoral Care	n/a	n/a	n/a	* <input type="checkbox"/>	n/a	n/a
Celebrancy	n/a	n/a	n/a	* <input type="checkbox"/>	n/a	n/a
Information Technology	n/a	* <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	n/a
English Proficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	n/a

*Not available at this time for applicants intending to study on an International Student Visa.

Will you be studying: Full-time Part-time

Applicants intending to study on an International Student Visa can only be accepted for full time enrolment.

Year and semester for which you are applying to start selected course: _____

Creative Ministries or Contemporary Music: Applicants seeking enrolment in one of these courses for the first time, will need to provide audition/folio material related to their major area of study in the form of an audio or video recording or photographic material. Recordings can be of a domestic standard.

Area of Arts/Instrument major: _____

Audition/folio material enclosed: Yes No

If no, and you are unable to provide audition material, please contact Unity College Australia to discuss alternatives.

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 (RTO) (National Recognition) for any part of your selected course? Yes No

If yes, Unity College Australia will supply you with an RPL/Skills Recognition Submission Kit. Applications should be received four weeks prior to commencement of the subject/course where possible.

MEDICAL HISTORY

Information recorded in this section is strictly confidential, available only to limited college staff. It is primarily to assist Unity College with details in the event of an emergency or crisis.

Do you currently suffer from any medical, emotional or psychological condition which may interfere with your full participation at Unity College? Yes No

If yes, please give details: _____

Do you currently take any prescribed medication? Yes No

If yes, please give details: _____

If not currently, have you taken any prescribed medicine under the ongoing supervision of a doctor within the last two years? Yes No

If yes, please give details: _____

Do you suffer from, or have you ever suffered from depression or any mental or emotional illness of any kind (not already noted in question 1 of this section)? Yes No

If yes, please give details: _____

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)

Do you have any learning difficulties or special needs? Yes No

If yes, please give details: _____

ACADEMIC DETAILS

What level of Secondary education have you achieved? _____

List below any Certificates/Diplomas/Degrees/Trade Qualifications/Arts Examinations you have achieved:

Title of Qualification	Name of Institution	Date Award Issued	Course Major/s

Please attach extra sheets where required.

Have you attended any other post-secondary Educational Institutions?

Yes No

If yes, please give details below:

Name of Institution	Details of Study	Year/s Attended

Have you ever been dismissed, suspended, or denied admission by any other institution? Yes No

If yes, please give details _____

CHRISTIAN EXPERIENCE

Required for Christian Ministry, Theology, Music and/or Creative Ministries qualifications.

How long have been a Christian? _____

Have you been baptised? Yes No If yes: as a child as an adult

What is your experience of the Holy Spirit? _____

Name of the church you currently attend: _____

Denomination: _____

Name of Pastor/Minister: _____

How long have you worshipped at your current church? _____

What, if any, is your present ministry or involvement with your church? *(this is not necessary to gain admission into UCA)* _____

What do you feel is God's calling for your life? _____

INTERNATIONAL STUDENTS

For completion by any applicants intending to study on a Student Visa

All documents provided are to be completed in English, including translation of all academic transcripts, passport and driver's license

LANGUAGE

What is your Primary Language? _____

Describe your standard of English language proficiency using the following scale:

Better than good	Skills similar to a native speaker
Good	General command of English, with only occasional mistakes; can use and understand fairly complex language and detailed reasoning well.
Competent	Effective command of English, with only occasional mistakes; can use and understand fairly complex language in familiar situations.
Modest	Partial command of English, communicates./ understands overall meaning in most situations; likely to make many mistakes.
Limited	English limited to familiar situations, frequent problems in understanding and expression; not able to use complex language.
Less than limited	No English beyond a few basic words.

Listening comprehension: _____ Speaking: _____

Reading comprehension: _____ Writing: _____

Have you undertaken an English fluency test in the last 2 years (eg IELTS)? Yes No

If yes, provide evidence of test results _____

For information on the International English Language Testing System (IELTS) and sample questions visit the website: www.ielts.org Students from some countries are required to have completed an IELTS or TOEFL test. Contact Unity College Australia for more information.

PASSPORT & VISA DETAILS

Passport Number: _____ Expiry Date: ____/____/____

Issued by the Government of: _____

Do you have a visa sufficient to cover your desired period of study?

Yes - Place of issue: _____ Issue Date: ____/____/____

Type/class of visa: _____ Expiry Date: ____/____/____

No

If no, do you meet the criteria to be granted a Student Visa in accordance with Australian Government guidelines? Yes No Unsure

For information on Australian Government standards and visa criteria and guidelines refer to either:

- The Australian Department of Immigration and Citizenship website - www.immi.gov.au
- Your nearest Australian consulate/embassy

The Australian Government require you to have Overseas Health Cover (OSHC) for the duration of your Student Visa. Do you have OSHC for the period for which you intend to study? Yes No
If you do not hold OSHC for the required period, Unity College Australia can organise this for you.

The rate for 12 months single cover correct at June 2010 is \$AUD374 (payable with application and refundable in full if visa is unsuccessful)

If you require family or other levels of cover, please contact Unity College Australia for further rates.

CONDITIONS OF ENROLMENT

1. Unity College Australia (UCA) Courses

- 1.1 All Certificate and Diploma level courses offered by UCA are nationally recognised courses. The courses listed on this Student Application have been approved for International Students in the ACT (Canberra), apart from Pastoral Care and Celebrancy.

2. English Proficiency Courses

- 2.1 Students must satisfactorily complete the English language course to at least Certificate III level before commencing other approved courses such as Ministry and Theology or IT.
- 2.2 A student may be required to repeat the English language course if they did not complete it satisfactorily. The student will be required to pay an additional fee for the repeat course.

3. Attendance

- 3.1 All students must attend a minimum of 75% per subject or course in order to be assessed as 'Competent'.
- 3.2 When studying on an International Student visa, it is an Australian government requirement that students must attend at least 80% of classes in each subject/course (whether term or semester in length).

4. Enrolment and course fees

- 4.1 Fees must be paid in Australian dollars directly to UCA either by credit card, bank cheque or bank transfer. UCA will not be responsible for any monies paid to agents.
- 4.2 UCA reserves the right to vary fees at the beginning of each calendar year.
- 4.3 Student Application and course fees do not cover the cost of accommodation, living expenses, textbooks, stationary or other equipment.

5. Course duration, deferral and additional fees

- 5.1 A course commences on the first day of 'Orientation'.
- 5.2 Once a visa is granted International Students are not permitted to defer commencement of studies or suspend their studies except in very limited cases (eg serious illness evidenced by a doctors certificate or bereavement). These decisions are at the discretion of DIAC (Department Immigration & Citizenship).
- 5.3 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.
- 5.4 Student will be advised of the course duration prior to enrolment. Students requiring extra time to complete their course will be required to pay additional fees.

6. Accommodation and living expenses

- 6.1 UCA requires 28 days' notice to arrange accommodation and 7 days for airport pick-up. The accommodation search fee and airport pick-up fees are not refundable except as per 10.1 & 10.2 below.
- 6.2 You have read information provided on typical accommodation and living costs related to being a student at the Canberra campus.

7. Termination

- 7.1 UCA has the right to expel a student for serious breach of discipline. Fees will not be refunded.

8. Student Privacy

- 8.1 UCA collects personal information from students for the purposes of processing applications and providing services to students. This information will be disclosed to other staff at the local campus, the student's agent and the UCA National Office where applicable.
- 8.2 UCA has an obligation under Commonwealth and State legislation to provide information to DIAC and other government departments.
- 8.3 Students have a right to access and alter their personal information.
- 8.4 UCA has the right to all the media images taken by UCA during the student's study at the college. This includes photographs, video and DVD images.

9. Support for International Students Under 18

- 9.1 UCA will need to approve accommodation and welfare arrangements except where the student is either accompanied by a parent/guardian, staying with a relative aged 18 and over or who is with a person 18 and over nominated by their parent guardian.

10. Cancellation and refund

- 10.1 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, international supplement, tuition, accommodation search fee & home stay fees) within 2 weeks of the cancellation.
- 10.2 If an International Student visa application is rejected all fees are refundable in full except for (a) administration expenses totalling no more than the lesser of (i) \$250 and (ii) 5% of the total amount of course fees received. Documentary evidence from the embassy of the visa rejection must be provided with a refund request. Refunds will be paid within 2 weeks after written advice is received.
- 10.3 Otherwise the only refundable fees are (i) course fees which will be refunded as per the guidelines provided in the course outline and (ii) any home stay fees. Refunds will be paid within 4 weeks after a written request is received. For more details see the course outline or College Handbook.
- 10.4 This agreement does not remove the right to take further action under Australia's consumer protection laws.

11. Dispute Resolution

- 11.1 UCA's dispute resolution process does not circumscribe students' rights to pursue other legal remedies.

12. School Age Dependents of International Students

- 12.1 School age dependents of International Students are not eligible to attend Australian government schools free of charge. Should an International Student be accompanied by school age dependents, that student must accept responsibility for any school fees.

AGREEMENT

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

Signature (student): _____ Date: ____/____/____

CHECKLIST

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

- Completed all applicable sections of this student application
- Read the 'Conditions Of Enrolment' (pg 8) and signed the 'Agreement'
- Attached copies of all relevant documents/certificates (*either the originals or photocopies which have been 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*)
- Included **four** recent passport size photographs of yourself (*don't staple photographs to form*)
- Enclosed your student application fee of AUD\$75 or
- AUD\$200 (*International Students*)
- Enclosed your OSHC premium where required of AUD\$374 (*single International Students*)
- Enclosed audition material (*Creative Ministries & Contemporary Music applicants only*)
- Enclosed your accommodation search fee (*if applicable*)
- Sent (i) the First Reference to your pastor/minister/leader (*to be returned separately to us*)
- Sent (ii) the Second Reference to an unrelated leader who knows you (*to be returned separately to us*)

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

The Student Administrator
Unity College Australia
By either:

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

Once we have received your Student Application and References, you will be contacted to arrange an interview with the relevant campus Principal where possible.

OFFICE USE ONLY

Application Received:	_____ / _____ / _____	Signed:	_____
Application Fee Paid:	_____ / _____ / _____	\$ _____	Signed: _____
Reference (1) Received:	_____ / _____ / _____	Signed:	_____
Reference (2) Received:	_____ / _____ / _____	Signed:	_____
Date of Interview:	_____ / _____ / _____	Signed:	_____