

CONDITIONS OF ENROLMENT AND PRIVACY

1. **Enrolment and course fees**
 - 1.1 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.
 - 1.2 UCA reserves the right to vary fees at the beginning of each calendar year.
 - 1.3 Student Application (where relevant) and course fees do not cover the cost of accommodation, living expenses or stationery.
 - 1.4 Additional costs of textbooks or other course specific equipment (where relevant) are detailed in the Course Outline/s.
2. **Course duration, deferral and additional fees**
 - 2.1 A course commences on the first day of 'Orientation'.
 - 2.2 Once a visa is granted International Students are not permitted to defer commencement of studies or suspend their studies except in very limited cases (e.g. serious illness evidenced by a doctor's certificate or bereavement).
 - 2.3 If a student defers their course after payment of tuition, when looking at the refund policy, the course commencement date is the first day of orientation of the course in which the student had originally enrolled.
 - 2.4 Students will be advised of the course duration prior to enrolment. Students requiring extra time to complete their course will be required to pay additional tuition fees.
3. **Attendance**
 - 3.1 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).
 - 3.2 All other students must attend at least 80% of classes (or the face-to-face component) in each subject / course that requires in class attendance/participation/assessment.
4. **Termination**
 - 4.1 UCA has the right to expel a student for serious breach of discipline. Fees will not be refunded.
5. **Dispute Resolution**
 - 5.1 UCA's dispute resolution process affirms student's rights to pursue other legal remedies (such as the Overseas Students Ombudsman).
6. **Accommodation and living expenses**
 - 6.1 UCA requires 28 days notice for short term accommodation search requests and 7 days for airport pick-up. The accommodation search fee and airport pick-up fees are not refundable except as per 7.1 & 7.2 below.
 - 6.2 International students are required to read the information provided at [www.unity.edu.au/International Students](http://www.unity.edu.au/International%20Students) regarding typical accommodation and living costs related to being a student at the Canberra campus
7. **Cancellation and refund**
 - 7.1 If the course is either cancelled, by UCA or not fully completed, by UCA the applicant/student is entitled to receive a full refund of course money paid. This is to be done within 10 working days after the provider default date.
 - 7.2 If an International Student visa application is refused prior to course commencement all tuition and non-tuition fees are refundable in full except for administration expenses totalling no more than the lesser of (i) \$500 and (ii) 5% of the total amount of course fees received. Documentary evidence of the visa refusal must be provided with a refund request. Refunds will be paid within 10 working days after written advice is received.
 - 7.3 Otherwise the only fees which will be refunded are as per the Refunds Policy & Procedure.
 - 7.4 All applicants are required to read the Refunds Policy & Procedure published at <http://www.unity.edu.au/en/more-info/unity-college-policies> before signing the 'Declaration' below
 - 7.5 This agreement, and the availability of complaints and appeals processes, does not remove the right of the applicant/student to take action under Australia's consumer protection laws.

FURTHER INFORMATION FOR INTERNATIONAL STUDENTS

8. **Unity College Australia (UCA) Courses**
 - 8.1 UCA courses for International Students (CRICOS registered) are approved to be delivered in the ACT (Canberra) and Gold Coast.
9. **English Language Proficiency**
 - 9.1 Students must have a minimum IELTS band score of 5.5/6.6 (or equivalent) before commencing courses such as Ministry and Theology or IT. This is usually achieved upon satisfactory completion of the Certificate III/IV English Proficiency course.
10. **Support for International Students Under 18**
 - 10.1 UCA does not accept international students under the age of 18.
11. **School Age Dependents of International Students**
 - 11.1 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.

APPLICANT PRIVACY

UCA collects personal information from students for the purposes of processing applications and providing services to students. This information will be disclosed to relevant UCA staff only on a need to know basis and the student's agent where applicable and in accordance with Australian Law

- UCA has an obligation under Commonwealth and State legislation to provide information to DIBP and other government departments.
- 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.
- Students have a right to access and alter their personal information.
- 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.
- More information can be found in section 10 of the College Handbook.

EXPECTATIONS FOR STUDENTS

Students should at all times endeavour to uphold the ethos of Unity College Australia which is based on mainstream Christian beliefs and values and as outlined in the College Handbook. This means that students should:

- Respect college authority and leadership
- Respect fellow students
- Respect college and student property
- Comply with college, cultural and social values including:
 - Honesty and integrity in dealing with others
 - Sensitivity to students from cultures different to one's own
 - Modesty of dress
 - Use of appropriate language
- Not use non-medicinal drugs, nor be under the influence of such, while on campus
- Not consume alcohol, nor be under the influence of such, while on campus
- Not use tobacco while on campus