

INTERNATIONAL STUDENT APPLICATION FORM

Submit the completed application form and supporting documentation to:

For Offshore admissions: offshore.admissions@ubss.edu.au

For Onshore admissions: onshore.admissions@ubss.edu.au



Student Information		
Title: Mr. ☐ Mrs. ☐ Miss ☐ Ms. ☐ Other (please specify):		
Family Name:	First Name:	Middle Name:
Date of Birth [as per passport]:	Male ☐ Female ☐ Unspecified ☐	
Nationality:	Passport No:	
Do you hold a valid Australian visa? YES ☐ NO ☐ If YES, please specify:		
Visa number:	At the time of application are you in Australia? YES ☐ NO ☐	
Do you have a USI (Unique Student Identifier)? YES ☐ NO ☐ If YES, please enter your USI		
Contact Details		
Home Country:	Australian Address	
Street:	Street:	
Suburb/Town:	Postcode:	Suburb/Town: Postcode:
Phone:	Phone:	
Mobile:	Mobile:	
Email:	Email:	
Postal Address: Same as Australian address ☐ Different ☐ [please provide details below]		
Emergency Contact / Guardian		
Name:	Relationship to Student:	
Street:	Suburb/Town:	Postcode:
Phone:	Email:	
Course Selection		
Campus Location: Select Campus	Start Date: Select Intake	Select Year: Select Year
Course Name: Select Year	Course Name: Select Course	
Course Name: Select Course		

Agent / Representative Information		
Name:		Agency Name:
Telephone:		Email:
English Proficiency and Cultural Diversity		
In which country were you born?		Australia ☐
		Other - please specify
Do you speak a language other than English at home?		☐ NO ☐ Other – please specify
Are you of Aboriginal or Torres Strait Islander Origin? YES ☐ NO ☐		
Do you have an English Language Score? YES ☐ NO ☐ If YES, please provide supporting documentation.		
Language Test:	Score:	Test Date:
Previous Education		
What was your highest completed school level? Select Option		In which year did you complete that level? Select Year
Have you successfully completed any of the following qualifications? Select Qualification		
Recognition of Prior Learning		
Do you wish to apply for recognition of prior learning? YES ☐ NO ☐ If YES, please provide supporting documentation.		
Supporting Documentation		
Please provide the following supporting documentation with this application: - Scanned colour copies or certified copies of your academic transcript(s) and certificate(s) (if documents are in a language other than English, please also provide certified translated copies). - Evidence of English language proficiency - Copy of your passport		
Additional Services		
Do you wish to purchase Overseas Student Health Cover (OSHC) through Universal Business School (UBSS)? Select OSHC		
Disability Assistance		
Do you consider yourself to have a disability? YES ☐ NO ☐		
If yes, please indicate the area of disability/impairment: Select		
Employment		
From the following categories, choose which best describes your career employment status: Select		
Study Reason		
From the following categories, which best describes your main reason for undertaking this course? Select		
How did you hear about Universal Business School (UBSS)?		
Family/Friend ☐ Exhibition ☐ Web ☐ Agent ☐ Other		

Conditions of Enrolment

1. PAYMENT OF FEES

For the purposes of payment of fees Group Colleges Australia (GCA) comprises UBSS and its campuses. All payments are to be made to GCA Management Services Pty Ltd on behalf of GCA.

Payment of fees in advance secures the student a place in their chosen course/s and fixes the price of the course/s for the period of time for which they have prepaid. Tuition fees can be varied at any time and prepayment allows the student protection from any tuition price rises during the period for which they have prepaid. Prepaid monies are allocated by the College to resourcing the course delivery for at least the period anticipated by the student's enrolment and prepaid period. The College has the expectation that a student will commence and continue a course and plans and staffs accordingly.

The DHA (Department of Home Affairs) requirement for a visa to be issued is the payment of a minimum of 6 months tuition fees, and overseas student health cover both of which must be made prior to commencement of study.

Payment Options: Bank Transfer, PayPal, Debit/Credit Card (Visa or MasterCard only, a non-refundable surcharge applies).

2. REFUND AND CANCELLATION POLICY

For the purposes of this refund policy Group Colleges Australia (GCA) comprises UBSS and all its campuses.

STUDENT DEFAULT

(a) Cancellation prior to commencement of any course

Notification of cancellation or withdrawal from a course and the request for refund must be made formally in writing or through MyGCA.

The Administration fee (Enrolment fee) and Government fees and charges (CoE fee) are non-refundable.

Refunds related to Overseas Student Health Cover fees (OSHC) will be made by GCA if funds have not been transferred across to the OSHC provider, in which case the application for refund needs to be made by the student directly to the OSHC provider.

Cancellation fees apply if a course is not commenced and the appropriate notification is not given. Cancellation fees retained by Group Colleges Australia are:

- 10% of tuition fee for notice of more than 70 days -equivalent to a 90% refund
- 30% of tuition fee for notice of between 28 and 70 days - equivalent to a 70% refund
- 100% of tuition fee for notice of less than 28 days -no refund

The approved refund will comprise Tuition fees paid in accordance with the cancellation fees structure outlined above, less the non-refundable Administration fees, Government fees and charges, and may include any bought materials, or prearranged accommodation or domestic services.

Group Colleges Australia will give consideration to reasons specified under 'Special Circumstances'.

Group Colleges Australia will provide the student with a statement detailing how the amount of the refund has been calculated.

Refunds will be made in Australian currency and will be refunded to the designated account.

Group Colleges Australia approved refund monies will be paid within 4 weeks of receiving the application for refund.

Fees are not transferable to another student or another institution.

(b) Cancellation after commencement of any course

Failure of a student to commence a course with less than 28 days' notice will result in no refund.

No fees will be refunded after the commencement of any one of the courses in which the student has enrolled at Group Colleges Australia, even if the student has prepaid the entire course.

A student will not be entitled to any refund of tuition fees in the case of student default. The student will be held liable for any unpaid fees as a result of the withdrawal.

Students withdrawing prior to completion of their course may seek a refund of the unused portion of their fees from their Overseas Health Cover (OSHC) provider.

Student default

This policy applies regardless of the reason for the cancellation and includes, but is not limited to the following:

NO REFUND of fees will be granted in the event of cancellation, withdrawal or a decision to change providers or study plans, after the commencement of any one course or subsequent course in which the student has enrolled at GCA;

NO REFUND will be given to any student who breaches a condition of their visa conditions or fails to meet course requirements;

NO REFUND will be given to any student who is suspended and or expelled for breaching GCA rules and or the College's Code of Conduct;

Fees are **not transferable** to another student or another institution.

Group Colleges Australia will give individual consideration to reasons specified under 'Special Circumstances'.

(c) Visa rejection

If a student visa is rejected by DHA (Department of Home Affairs) the student must notify Group Colleges Australia as soon as possible and preferably within 60 days of the notification date of the visa rejection. Any request for refund must be submitted with supporting documentation.

The Administration fees (enrolment fee) and any other associated government fees and charges are not refundable if a visa is rejected. Unused paid tuition fees will be refunded upon proof of visa rejection.

A refund of paid and unused Overseas Student Health Cover (OSHC) may be sought from Group Colleges Australia in cases of visa rejection or where cancellation of a course is made prior to the granting of a visa.

(d) Other Conditions

Deferred Courses

Deferred courses are not eligible for refund unless the student received a visa rejection.

Provisional Offers

Students who enrol by paying only 1 subject fees are enrolled in a Provisional Offer and the fees paid are considered a deposit. Students enrolled under a Provisional Offer are not eligible to apply for a refund, unless the students received a visa rejection. To enrol under a Full Offer, students need to pay full trimester fees (a minimum of 3 subjects fees).

Timeframe for Refund claims

Any request for refund must be made within six (6) months of any formal advice of visa rejection or any other special circumstances. There is no entitlement to a refund should a claim not be submitted within this designated six (6) month period.

PROVIDER DEFAULT

In the unlikely event that Group Colleges Australia is unable to deliver the agreed course in full, the student will be offered a refund of the unused portion of the prepaid tuition fees. The refund will be paid within 14 days, of the day on which the course ceased being provided.

Alternatively, the student may be offered enrolment in an alternative course by Group Colleges Australia at no extra cost. The student has the right to choose a full refund of tuition fees, or to accept a place in another course. If a placement in another course is chosen the student will be asked to sign an offer letter indicating acceptance of the placement.

If Group Colleges Australia is unable to provide a refund, or place the student in an alternative course, then, under Division 3, the Tuition Protection Services, TPS Director will provide the student with options for suitable alternative courses (if any such courses are available). Group Colleges Australia will notify, in writing, the Secretary and the TPS Director of the default within 3 business days of the default occurring. Group Colleges Australia will also notify, in writing, the students to whom the default has affected.

Under Division 4 ESOS Tuition Protection Services and other measures) ACT 2012, payments can be made out of the Overseas Students Tuition Fund to refund international students, and to reimburse providers who provide international students with alternative courses, if Group Colleges Australia has failed to discharge its obligations. (This is called making a call on the OSTF.)

In accordance with the requirements of the National Code, Group Colleges Australia acknowledges the right of a student to involve independent third parties for the resolution of disputes, including the right to take action under Australia's consumer protection laws. Group College Australia's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.

☐ I understand and accept ☐ I do not accept

3. DEFERMENT, SUSPENSION or CANCELLATION OF ENROLMENT

In accordance with the National Code, GCA may defer, temporarily suspend or cancel the enrolment of a student on the grounds of:

- a) compassionate or compelling circumstances (for example, illness where a medical certificate states that the student is unable to attend classes);
- b) misbehaviour by the student;
- c) breach of Clauses E to K inclusive of the GCA Code of Conduct set out in Paragraph 8 below; and
- d) failure to pay the student fees by the scheduled due dates.

Consequences of deferment, suspension or cancellation of enrolment

- (a) If the provider does defer, suspend or cancel the enrolment it may affect the student visa;
- (b) The student has the right to access the College's internal complaints and appeals process within 20 working days of notification that he/ she has been suspended or expelled;
- (c) The student may be excluded from classes during this 20-day period or any further period of the appeals process.

For full details see: <https://internationaleducation.gov.au/Regulatory-Information/Documents/National%20Code%202018%20Factsheets/Standard%209.pdf>

☐ I understand and accept ☐ I do not accept

4. ENTRY REQUIREMENTS

All GCA Colleges have entry requirements – please ensure you are aware of and have complied with these requirements.

☐ I understand and accept ☐ I do not accept

5. PRIVACY ACT

Students are advised that their personal information may be provided to Commonwealth or State agencies and the Fund Manager of the College's Tuition Assurance Fund.

A student's personal information, financial and attendance status may be provided to the student's agent and parents of all Group Colleges Australia Colleges. In all aspects, Group Colleges Australia complies with the Federal Privacy Act.

☐ I understand and accept ☐ I do not accept

6. DISCLAIMER

Students permit GCA to use photographs or videos taken of them or their work while engaged in GCA activities on or off GCA property for promotional purposes. Students will not receive any monetary or other forms of remuneration and these materials will remain the property of Group Colleges Australia.

☐ I understand and accept ☐ I do not accept

7. ELECTRONIC COMMUNICATION MyGCA

GCA communicates with all students via the student MyGCA account. I understand and agree that written notices regarding my attendance or course progress (under Standard 8.13) will be sent to me electronically via my MyGCA account.

☐ I understand and accept ☐ I do not accept

8. COLLEGE CODE OF CONDUCT

The Standard – Code of Conduct

- A. All members of the College should respect themselves, other College members, associated community and the property of the College.
- B. Each member of the College is entitled to an equal opportunity to relevant resources for their work and learning.
- C. Students are expected to maintain a reasonable standard of conduct at all times. This includes time spent on campus and time spent off campus on college related activities such as sport or excursions.
- D. All members of the College are entitled to a safe learning and working environment free from racial discrimination, sexual harassment and occupational hazards.
- E. The College does not tolerate physical, verbal or emotional harassment from any member of the College community.
- F. Dangerous items, such as knives, flammable and corrosive substances and any other illegal weapons or substances are prohibited on College premises.
- G. Health laws prohibit smoking anywhere in public buildings.
- H. Health laws prohibit spitting in buildings and public places. Spitting is forbidden on campus.
- I. Alcohol and drugs are prohibited on campus. Students found with, or under the influence of any quantity of alcohol, drugs or any illegal substances on campus will be expelled.
- J. Students will be expelled if they engage in any criminal activity or behave in a manner which endangers the safety of any other student, community or a member of staff at the College.
- K. Students must act ethically and honestly at all times. Students found cheating during examinations or plagiarising assignments may be expelled.
- L. The College does not support a discipline policy that includes corporal punishment. At no time will a student be physically punished for breaking any aspect of the Code of Conduct.

The College reserves the right to suspend or expel any student who in any way breaches the College Code of Conduct or any of the associated College rules.

The College has the right to ask for a student to produce their student identification card when on campus.

☐ I understand and accept ☐ I do not accept

9. STUDENT UNDERTAKING DECLARATION AND AGREEMENT

1. I DECLARE that I am a bona fide student applying for a course at Group Colleges Australia.

2. I UNDERTAKE that whenever I attend and/or participate in a sporting, entertainment or cultural event which has been promoted, advertised, organised/ supported and/or conducted by GCA and/or any of its member organisations, I will thoroughly acquaint myself and at all times abide by and comply with the laws/rules and recommended procedures that govern/apply to and/or by which that sporting/ entertainment or cultural event takes place.

Release from liability

I UNDERSTAND the inherent dangers and risks of physical injury occurring in the course of sporting events and possible injury, harm or loss occurring when attending entertainment, cultural or other events, and I HEREBY AGREE to indemnify and hold harmless and to keep indemnified and held harmless Group Colleges Pty Ltd and its servants and agents from time to time, from any and all liability, claims for damages, loss or compensation both to me personally and/or any of my personal property, which I may suffer or incur as a result of, in the course of or arising from such sporting, entertainment, cultural or other event, or my attendance and/or participation in any such event.

☐ I understand and accept ☐ I do not accept

SIGNATURE

DATE

STUDENT NAME