

## 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 RELEVANT 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 *full name and date of birth. (tick type of ID supplied)	ID should be a <i>current photo ID</i> . Provide <i>authenticated copies</i> of ID when lodging this form.		
	<input type="checkbox"/> Driver's licence	<input type="checkbox"/> Passport	<input type="checkbox"/> Other photo ID: _____
*Surname			
*Given name		*Middle name	
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"/> 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			
PROOF of ID (required for issuing formal Qualifications or Statements of Attainment)			
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"/> 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)	/ /
ALL SECTIONS completed	<input type="checkbox"/> Yes	Authenticated copies of all qualifications received	<input type="checkbox"/> Yes
Agreement Signed (Pg 6)	<input type="checkbox"/> Yes <i>for Christian Studies ONLY students</i>	Agreement Signed (Pg 10)	<input type="checkbox"/> Yes <i>for ALL students</i>
IELTS (where required)	<input type="checkbox"/> Yes Score _____	RPL Requested	<input type="checkbox"/> Yes <input type="checkbox"/> No
AVETMISS DATA on UCAS	<input type="checkbox"/> Yes Entered By _____		

## SECTION 2 - COURSE/STUDY INFORMATION

COURSE ENROLMENT DETAILS								
Expected Start Date (semester and year)					<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time		
<i>Applicants intending to study on an International Student Visa can only be accepted for full time enrolment.</i>				<input type="checkbox"/> International Student Visa		<input type="checkbox"/> Online (where offered)		
RECOGNITION OF PRIOR LEARNING (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 question 'Course/Program Details' <input type="checkbox"/> Yes (part course only) - go to next question 'Course/Program Details' and continue to complete all sections relevant to your course selection. <input type="checkbox"/> Yes (full course) - Do not continue to complete further sections of this form. Submit pages 1 and 2 to Unity College Australia and you will be supplied with an RPL Initial Application form.				
COURSE / PROGRAM DETAILS								
Please tick which course/s you wish to enrol in, then 'go to next section' as listed beside the FINAL QUALIFICATION for which you are applying to study. **If you intend to apply for any Christian Studies offered, then go to section 3 or 4 as per your course selection.								
Gap Year		* <input type="checkbox"/> Gap year applicants will undertake a program of study designed on an individual basis as determined by personal goals/preferences						
Please indicate your preference/s for the Gap Year elective stream		<input type="checkbox"/> Biblical Studies		<input type="checkbox"/> Prayer/Worship				
		<input type="checkbox"/> Music/Worship		<input type="checkbox"/> Drama				
		<input type="checkbox"/> Visual Arts		<input type="checkbox"/> Dance				
Do you wish to pursue a Certificate level course as part of your Gap Year program?		<input type="checkbox"/> No - go to Section 4 <input type="checkbox"/> Yes - tick course preference below and continue to complete all sections relevant to your course selection						
		Certificate I	Certificate II	Certificate III	Certificate IV	Diploma	Advanced Diploma	
CHRISTIAN STUDIES	Creative Ministries / Music	n/a	n/a	n/a	<input type="checkbox"/>	<input type="checkbox"/>	n/a	Go to section 3
	Christian Ministry & Theology	n/a	n/a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Go to section 4
	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	
GENERAL STUDIES	Information Technology	n/a	* <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	n/a	Go to section 5 or see note above at **
	English Proficiency (ESL)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	n/a	
	IELTS preparation (10 weeks only)	n/a	n/a	* <input type="checkbox"/>	* <input type="checkbox"/>	n/a	n/a	
	#Business	n/a	* <input type="checkbox"/>	* <input type="checkbox"/>	* <input type="checkbox"/>	n/a	n/a	
	#Business Administration	n/a	n/a	* <input type="checkbox"/>	* <input type="checkbox"/>	n/a	n/a	
	#Frontline Management	n/a	n/a	n/a	* <input type="checkbox"/>	n/a	n/a	
#Management	n/a	n/a	n/a	n/a	* <input type="checkbox"/>	n/a		

\* Not available for applicants intending to study on an International Student Visa (unless studying an approved Certificate III or IV course as part of the Gap Year program)

^ The Diploma & Advanced Diploma of Christian Ministry & Theology are offered by invitation to students who complete the preceding level qualifications in Christian Ministry & Theology or equivalent

# Online only



## SECTION 4 - CHRISTIAN LIFE & EXPERIENCE

CHRISTIAN BACKGROUND			
Have you accepted Jesus Christ as your personal Lord and Saviour?	<input type="checkbox"/> No <input type="checkbox"/> Yes	How long have you had a personal relationship with Jesus Christ?	
Have you been Baptised?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> As a child <input type="checkbox"/> As an adult
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 within the last 10 years. <i>(Attach extra pages where required)</i>		Denomination	
		Denomination	
		Denomination	
		Denomination	
What, if any, is your present ministry or involvement with your church? <i>(This is not necessary to gain admission into Unity College)</i>			
What do you feel is God's calling for your life? <i>(Optional for Gap Year applicants)</i>			

## PERSONAL TESTIMONY

Please write a brief account of:

- your Christian experience
- your experience of the Holy Spirit
- any ministry experience

*> 300 words. Attach additional pages to the back of this application if required*

## EXPECTATIONS FOR CHRISTIAN STUDIES STUDENTS

Unity College Australia is founded on Christian beliefs and values and as such regards seriously God's call for His people to live lives of holiness and obedience. Students enrolled in Christian Studies courses are developing skills to be applied in ministry and are seen to be representatives of both Christ and the college. They should, therefore, strive to reflect Biblical values and represent Christ in their lifestyle and relationships as outlined in the Scriptures (for example, 1 Timothy 3 and Ephesians 4:17 - 5:21). This covers areas such as character (honesty and integrity), behaviour (self control, addictions, language) and sexual purity (sexual abstinence except within a committed, legally recognised marriage).

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:

- Uphold mainstream Christian beliefs and values
- Respect college leadership
- Respect fellow students
- Respect college and student property
- Comply with Christian, 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
  - Sexual purity in relationships
- Not use non-medicinal drugs while enrolled as a student of the college
- Not consume alcohol to excess while enrolled as a student of the college
- Not use tobacco while on campus or taking part in college activities off-campus

## LIFE EXPERIENCE

The following questions are designed to help in our assessment of each application. Answering 'Yes' will NOT automatically disqualify applicants from acceptance into a course.

Have you ever been convicted of a criminal offence?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Have you ever been involved in the occult, witchcraft or cults?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Have you been involved in a sexual relationship outside of marriage during the last 12 months?	<input type="checkbox"/> No <input type="checkbox"/> Yes - <i>are you currently in such a relationship?</i> <div style="text-align: right;"><input type="checkbox"/> No    <input type="checkbox"/> Yes</div>
Are you aware of anything else which might affect your ability to meet the above expectations?	<input type="checkbox"/> No <input type="checkbox"/> Yes - <i>please give details below</i>

If you have answered 'Yes' to any question above, please provide details.

## CHRISTIAN STUDIES APPLICANT AGREEMENT

If accepted to study at Unity College Australia, I am prepared to willingly submit to the requirements of the college and to undertake the full discipline of the course. I will at all times, endeavour to conduct myself as one called by God to represent Christ in the world and to uphold the integrity of Unity College Australia and its Christian ethos.

Applicant's Signature		Date (day/month/year)	/    /
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Go to section 5 'Language & Cultural Diversity'

## SECTION 5 - LANGUAGE & CULTURAL DIVERSITY

Information collected in this section is used for the purposes of National reporting and planning

CULTURAL DIVERSITY (to be completed by all applicants)	
Country of Birth	<sup>1101</sup> <input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):
Do you have Australian Citizenship or Permanent Residency?	<input type="checkbox"/> Yes (complete this section) <input type="checkbox"/> No (go to section 6 'International Students' if wanting to study on an International Student visa)
Aboriginal &/or Torres Strait Islander Origin	<sup>04</sup> <input type="checkbox"/> No <sup>02</sup> <input type="checkbox"/> Torres Strait Islander
	<sup>01</sup> <input type="checkbox"/> Aboriginal <sup>03</sup> <input type="checkbox"/> Aboriginal & Torres Strait Islander
Language spoken at home	<sup>1201</sup> <input type="checkbox"/> English Only (skip the next question) <input type="checkbox"/> Other (please specify):
How well do you speak English?	<sup>001</sup> <input type="checkbox"/> Very Well <sup>002</sup> <input type="checkbox"/> Well <sup>003</sup> <input type="checkbox"/> #Not well <sup>004</sup> <input type="checkbox"/> #Not at all # You may need to complete a separate Language & Literacy assessment

Go to section 7 'Education & Employment'

## SECTION 6 - INTERNATIONAL STUDENTS

For completion by any applicant intending to study on a Student Visa.

All documents provided are to be in English or include a translation. This includes all academic transcripts, passport and driver's license.

LANGUAGE	
What is your Primary Language?	
Describe your standard of English language proficiency below using the scale provided	<p><b>Better than good</b> Skills similar to a native speaker</p> <p><b>Good</b> General command of English, with only occasional mistakes; can use and understand fairly complex language and detailed reasoning well.</p> <p><b>Competent</b> Effective command of English, with only occasional mistakes; can use and understand fairly complex language in familiar situations.</p> <p><b>Modest</b> Partial command of English, communicates / understands overall meaning in most situations; likely to make many mistakes.</p> <p><b>Limited</b> English limited to familiar situations, frequent problems in understanding and expression; not able to use complex language.</p> <p><b>Less than limited</b> No English beyond a few basic words.</p>
Listening comprehension	Speaking
Reading comprehension	Writing
The Australian Government require students from some countries to have completed an IELTS or TOEFL test before issuing a visa. Contact Unity College Australia for more information. For information on the International English Language Testing System (IELTS) and sample questions visit the website: <a href="http://www.ielts.org">www.ielts.org</a>	
Have you undertaken an English fluency test in the last 2 years (eg IELTS)?	<input type="checkbox"/> No - go to next question 'Passport & Visa Details' <input type="checkbox"/> Yes - please provide details of test results below and attach a copy to application
Type of test	Date taken
Listening comprehension	Speaking
Reading comprehension:	Writing
Overall band score	

PASSPORT & VISA DETAILS			
Information collected is strictly confidential. All information is held in accordance with National Privacy Principles and legislation associated with Australian Registered Training Organisations. 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.			
Passport details required for issuing a Confirmation of Enrolment (eCoE). <i>Please provide a copy with application.</i>			
Passport Number		Expiry Date Day/Month/Year	
Issued by the Government of			
Do you have a visa sufficient to cover your desired period of study? <i>(please tick relevant box below)</i>			
<input type="checkbox"/> Yes - <i>please provide details and attach a copy to application</i>	Place of issue		Issue Date Day/Month/Year
	Type/class of visa		Expiry Date Day/Month/Year
<input type="checkbox"/> No - <i>Do you meet the criteria to be granted a Student Visa in accordance with Australian Government guidelines?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure		
For information on Australian Government standards and visa criteria and guidelines refer to either: <ul style="list-style-type: none"> <li>The Australian Department of Immigration and Citizenship website - <a href="http://www.immi.gov.au">www.immi.gov.au</a></li> <li>Your nearest Australian consulate/embassy</li> </ul>			

OVERSEAS HEALTH COVER			
The Australian Government require you to have Overseas Health Cover (OSHC) for the duration of your Student Visa. This is required before issuing a Confirmation Of Enrolment (eCoE).			
Do you have OSHC for the period for which you intend to study?	<input type="checkbox"/> No - <i>Unity College Australia can organise this for you. Please complete relevant details below</i> <input type="checkbox"/> Yes - <i>provide member number and end date:</i> _____		
OSHC payable will be determined according to the details you have provided in this application. The actual rate will be quoted in your Letter of Offer (LoO). An <i>example rate</i> for 12 months single cover correct at July 2011 is \$AUD420. OSHC is payable with course enrolment fees and refundable in full if visa is unsuccessful. For international students who will have family accompanying them to Australia, please provide their details below.			
Spouse's Full Name		<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth Day/Month/Year / /
Children/s Name/s		<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth Day/Month/Year / /
		<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth Day/Month/Year / /
		<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth Day/Month/Year / /
		<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth Day/Month/Year / /
		<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth Day/Month/Year / /

Go to section 7 'Education & Employment'

## SECTION 7 - EDUCATION & EMPLOYMENT INFORMATION

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

EMPLOYMENT DETAILS (to be completed by all applicants)	
Of the following, which best describes your current employment status? (please tick ONE box only)	
06 <input type="checkbox"/> Unemployed - seeking full-time work	01 <input type="checkbox"/> Full-time employed
07 <input type="checkbox"/> Unemployed - seeking part-time work	02 <input type="checkbox"/> Part-time employed
08 <input type="checkbox"/> Not employed - not seeking employment	02 <input type="checkbox"/> Casual Employed
00 <input type="checkbox"/> Volunteer worker	03 <input type="checkbox"/> Self employed - not employing others
00 <input type="checkbox"/> Retired	04 <input type="checkbox"/> Employer
05 <input type="checkbox"/> Employed - unpaid worker in the family business	00 <input type="checkbox"/> Other (please provide details):

Provide details of your complete employment & work history up to the present - include volunteer work  
 Attach extra pages where required

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

### PRIOR EDUCATION (to be completed by all applicants)

What was your highest **completed** level at school and **where** did you study?  
 eg. Year 9 = secondary school, Year/Form 3, Year 12 = secondary school, Year/Form 6; State (& Country if not Australia)

12 <input type="checkbox"/> Year 12 or equivalent;	08 <input type="checkbox"/> Year 8 or below;
11 <input type="checkbox"/> Year 11 or equivalent;	02 <input type="checkbox"/> Did not go to school
10 <input type="checkbox"/> Year 10 or equivalent;	00 <input type="checkbox"/> Still at school - if so, what year are you currently studying & where? _____
09 <input type="checkbox"/> Year 9 or equivalent;	

In what year did you complete that school level? _____	What age were you at that time? _____
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Have you undertaken any non-accredited post secondary training/study?	<input type="checkbox"/> No - go to next question 'Qualifications' <input type="checkbox"/> Yes - please provide details below: name of institution or organisation, particulars of study & dates
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QUALIFICATIONS <i>(to be completed by all applicants)</i>	
Do you have post secondary qualifications from any accredited/recognised Educational Institutions?	N <input type="checkbox"/> No - <i>go to next question 'Employment Details'</i> Y <input type="checkbox"/> Yes - <i>please provide details below: title, name of institution and year awarded. Please list ALL qualifications achieved [and provide authenticated copies with this application]. Attach extra pages where required</i>
008 <input type="checkbox"/> Bachelor Degree or Higher Degree	
410 <input type="checkbox"/> Advanced Diploma or Associate Degree	
420 <input type="checkbox"/> Diploma (or Associate Diploma)	
511 <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician)	
514 <input type="checkbox"/> Certificate III (or Trade Certificate)	
521 <input type="checkbox"/> Certificate II	
524 <input type="checkbox"/> Certificate I	
990 <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 - <i>go to next question 'Employment Details'</i> <input type="checkbox"/> Yes - <i>please provide details below</i>

*Go to section 8 'Additional Information'*

## SECTION 8 - ADDITIONAL INFORMATION

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

APPLICANT'S FAMILY DETAILS <i>(to be completed by all applicants)</i>	
Marital Status	<input type="checkbox"/> Single
	<input type="checkbox"/> Married      Spouse's Name:
	<input type="checkbox"/> Other      Please provide details here:
Do you have children?	<input type="checkbox"/> No - go to next section 'Emergency Contact #1' <input type="checkbox"/> Yes - please provide details below
How many children are living with you?	Special Needs of children in your care <i>(optional-anything which may affect your commitment to study)?</i>

EMERGENCY CONTACT #1 - in Australia (a relative if possible) <i>(to be completed by all applicants)</i>	
Name	
Home Phone	Mobile Phone
Email Address	
Relationship	<input type="checkbox"/> Spouse <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Other: _____

EMERGENCY CONTACT #2 - in Australia <i>(to be completed by all applicants)</i>	
Name	
Home Phone	Mobile Phone
Email Address	
Relationship	<input type="checkbox"/> Friend <input type="checkbox"/> Sponsor <input type="checkbox"/> Other: _____

CLOSEST RELATIVE <i>(to be completed by all applicants)</i>	
Name	
Home Phone	Mobile Phone
Email Address	
Address/Country	
Relationship	<input type="checkbox"/> Spouse <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Other: _____

Go to next question 'Medical Information & Special Needs'

**MEDICAL INFORMATION & SPECIAL NEEDS** *(to be completed by all applicants)*

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 currently take, or have you in the past 12 months taken any prescribed medicine under the ongoing supervision of a doctor and which the college needs to be aware of?	<input type="checkbox"/> No <input type="checkbox"/> Yes - please provide details below
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Do you consider that you have any type of medical condition that may affect your ability to undertake training?	N <input type="checkbox"/> No - go to next question 'Reason for Studying' Y <input type="checkbox"/> Yes - please tick boxes and provide details below
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11 <input type="checkbox"/> Hearing/Deaf	16 <input type="checkbox"/> Vision
12 <input type="checkbox"/> Physical	17 <input type="checkbox"/> Acquired Brain Impairment
13 <input type="checkbox"/> Intellectual	18 <input type="checkbox"/> Medical Condition
14 <input type="checkbox"/> Learning	19 <input type="checkbox"/> Emotional Condition
15 <input type="checkbox"/> Mental Illness	19 <input type="checkbox"/> Other (please specify):

**REASON FOR UNDERTAKING THE STUDY** *(tick as many boxes as are relevant)*

Of the following, which best describes your reason for undertaking the course/study?

01 <input type="checkbox"/> To get a job	07 <input type="checkbox"/> I wanted extra skills for my job
02 <input type="checkbox"/> To develop my existing business	08 <input type="checkbox"/> To get into another course of study
03 <input type="checkbox"/> To start my own business	12 <input type="checkbox"/> For personal interest or self-development
04 <input type="checkbox"/> To try for a different career	11 <input type="checkbox"/> Other (please provide details):
05 <input type="checkbox"/> To get a better job or promotion	
06 <input type="checkbox"/> It was a requirement for my job	

Go to next question 'Finances'

<b>FINANCES</b> <i>(to be completed by all applicants)</i>	
Fees, withdrawal and refund policies are detailed both in the individual Course Outlines and in the Handbook available at <a href="http://www.unity.edu.au">www.unity.edu.au</a> .	
Will you be applying for Youth Allowance, Austudy, Abstudy or any other Government benefits which are dependent on you being enrolled in Unity College? <i>Not applicable for International Students</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes - <i>If your application to study is successful, Unity College can provide you with the necessary Confirmation of Study document to support your application for this assistance once commencement fees are paid.</i>
International students must be able to pay all commencement fees and a minimum of one term course fees in full in advance of issue of an eCoE. Prior to class commencement, a <i>Direct Debit agreement</i> will be required, whereby regular payments are deducted from a nominated bank account to cover remaining course fees.	
Australian students must pay an initial deposit of course fees in advance of commencement of classes. A <i>Direct Debit agreement</i> will be required, whereby regular payments are deducted from a nominated bank account to cover remaining course fees.	
Who is responsible for your course fees? eg. self, sponsor, church.	
Can you meet the course fees and expenses?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Briefly detail your plans for payment of fees and expenses, including the timing and source of funds in the space provided below.	

<b>ACCOMMODATION</b> <i>(to be completed by all applicants)</i>	
Unity College Australia (UCA) is a non residential college. College staff may assist with suggestions and accommodation options such as boarding with a family etc. If you wish UCA to assist in finding short term accommodation upon arrival, this can be done for a non-refundable fee of AUD\$150. Twenty-eight days minimum notice is required.	
Would you like UCA to assist you to find short term accommodation on arrival?	<input type="checkbox"/> No - <i>go to next question 'Airport Pick-up'</i> <input type="checkbox"/> Yes - <i>this fee will be included in your 'Letter Of Offer'</i>

<b>AIRPORT PICK-UP</b> <i>(to be completed by all applicants)</i>	
Unity College Australia (UCA) staff may assist with airport pick-up upon arrival, this can be done for a non-refundable fee of AUD\$50. 7 days minimum notice is required.	
Would you like UCA to provide airport pick-up on arrival?	<input type="checkbox"/> No - <i>go to next question 'Marketing'</i> <input type="checkbox"/> Yes - <i>this fee will be included in your 'Letter Of Offer'</i>

<b>MARKETING</b> <i>(to be completed by all applicants)</i>		
How did you find out about Unity College Australia? <i>(tick as many boxes as are relevant)</i>	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Written Advertising eg postcards/brochures
	<input type="checkbox"/> Web	<input type="checkbox"/> Radio
	<input type="checkbox"/> Friend/Relative	<input type="checkbox"/> Church
	<input type="checkbox"/> Other (please specify):	

Go to next page 'Character References'

<b>CHARACTER REFERENCES</b> <i>(all applicants)</i>	
<p>Character References are required to complete the application process for all applicants for courses offered full-time (including those applicants intending to study only a part-time load)</p> <p>Please provide references according to the requirements listed for the FINAL QUALIFICATION for which you are applying to study. ie If you ultimately intend to study any Christian Studies courses offered, then two references are required from a pastor/minister/group leader</p> <p>'Character References' forms can be downloaded from <a href="http://www.unity.edu.au">www.unity.edu.au</a> and should be returned separately to Unity College.</p>	
Gap Year Creative Ministries Music Christian Ministry & Theology Pastoral Care Celebrancy	<p><b>Two references required</b></p> <p><i>Reference/s should be provided by</i></p> <ul style="list-style-type: none"> <li>• applicant's pastor/minister/group leader</li> <li>• someone who is NOT an immediate relative of the applicant (except by special written agreement from Unity College)</li> <li>• someone who has known the applicant for three months or more</li> </ul>
Information Technology English Proficiency (ESL) IELTS Preparation (ten weeks)	<p><b>International Student - Two references required</b>  <b>Local Student - One reference required</b></p> <p><i>Reference/s should be provided by</i></p> <ul style="list-style-type: none"> <li>• a respected community leader/past or present employer</li> <li>• someone who is NOT an immediate relative of the applicant (except by special written agreement from Unity College)</li> <li>• someone who has known the applicant for three months or more</li> </ul>
#Business #Business Administration #Frontline Management	<p>Not required</p>

Go to section 9 'Privacy, Conditions of Enrolment & Agreement'

## SECTION 9 - PRIVACY, CONDITIONS OF ENROLMENT & AGREEMENT

<b>APPLICANT PRIVACY</b>
<ul style="list-style-type: none"> <li>• 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.</li> <li>• UCA has an obligation under Commonwealth and State legislation to provide information to DIAC and other government departments.</li> <li>• 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.</li> <li>• Information collected is strictly confidential. All information is held in accordance with National Privacy Principles and legislation associated with Australian Registered Training Organisations.</li> <li>• Students have a right to access and alter their personal information.</li> <li>• 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.</li> </ul>

<b>EXPECTATIONS FOR STUDENTS</b>
<p>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:</p> <ul style="list-style-type: none"> <li>• Respect college authority and leadership</li> <li>• Respect fellow students</li> <li>• Respect college and student property</li> <li>• Comply with college, cultural and social values including:               <ul style="list-style-type: none"> <li>Honesty and integrity in dealing with others</li> <li>Sensitivity to students from cultures different to one's own</li> <li>Modesty of dress</li> <li>Use of appropriate language</li> </ul> </li> <li>• Not use non-medicinal drugs, nor be under the influence of such, while on campus</li> <li>• Not consume alcohol, nor be under the influence of such, while on campus</li> <li>• Not use tobacco while on campus</li> </ul>

GENERAL CONDITIONS OF ENROLMENT	
<p><b>1. Enrolment and course fees</b></p> <p>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.</p> <p>1.2 UCA reserves the right to vary fees at the beginning of each calendar year.</p> <p>1.3 Student Application and course fees do not cover the cost of accommodation, living expenses, textbooks, stationery or other equipment.</p> <p><b>2. Course duration, deferral and additional fees</b></p> <p>2.1 A course commences on the first day of 'Orientation'.</p> <p>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 (eg serious illness evidenced by a doctor's certificate or bereavement).</p> <p>2.3 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.</p> <p>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 fees.</p> <p><b>3. Attendance</b></p> <p>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).</p> <p>3.1 All other students must attend at least 75% of classes (or the face-to-face component) in each subject / course that requires in class attendance/participation/assessment.</p> <p><b>4 Termination</b></p> <p>4.1 UCA has the right to expel a student for serious breach of discipline. Fees will not be refunded.</p> <p><b>5. Dispute Resolution</b></p> <p>5.1 UCA's dispute resolution process affirms student's rights to pursue other legal remedies (such as the Overseas Students Ombudsman).</p> <p><b>6 Accommodation and living expenses</b></p> <p>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 &amp; 7.2 below.</p> <p>6.2 International students are required to read the information provided at <a href="http://www.unity.edu.au/International_Students">www.unity.edu.au/International Students</a> regarding typical accommodation and living costs related to being a student at the Canberra campus.</p>	<p><b>7. Cancellation and refund</b></p> <p>7.1 If the course is either cancelled or not fully completed the student is entitled to receive a refund of fees applicable to the undelivered portion of the course within 4 weeks of the cancellation.</p> <p>7.2 If an International Student visa application is rejected all fees are refundable in full except for 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.</p> <p>7.3 Otherwise the only refundable fees are course fees which will be refunded as per the guidelines provided in the course outline. Refunds will be paid within 4 weeks after a written request is received. For more details see the course outline or College Handbook.</p> <p>7.4 This agreement does not remove the students' rights to take further action under Australia's consumer protection laws.</p>
FURTHER INFORMATION FOR INTERNATIONAL STUDENTS	
<p><b>8. Unity College Australia (UCA) Courses</b></p> <p>8.1 UCA courses for International Students (CRICOS registered) are approved to be delivered in the ACT (Canberra).</p> <p><b>9. English Language Proficiency</b></p> <p>9.1 Students must have a minimum IELTS band score of 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.</p> <p><b>10. Support for International Students Under 18</b></p> <p>10.1 UCA must 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.</p> <p><b>11. School Age Dependents of International Students</b></p> <p>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.</p>	

## 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 outline(s) and the College Handbook which can be found at [www.unity.edu.au](http://www.unity.edu.au).

If accepted as a student of Unity College Australia, I am prepared to undertake the full discipline of the course. I will at all times endeavour to uphold the integrity of Unity College Australia and respect its Christian ethos.

<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>	/ /		

Go to next section 'Applicant's Checklist'

APPLICANT'S CHECKLIST	
Please tick ✓ boxes below to ensure you have completed each element of your application <b>NOTE: Photocopies must be authenticated</b> 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 15) & also <input type="checkbox"/> for Christian Studies applicants, read the 'Expectations for Christian Studies Students' and signed the Agreement (pg 6)	
<input type="checkbox"/> Enclosed or otherwise paid the application registration fee ( <i>complete 'Payment Details' below</i> ) <b>Australian Applicants - AUD\$100                      International Applicants - AUD\$200</b>	
<input type="checkbox"/> Provided an authenticated copy of current Passport <i>or</i> other Photo ID <i>Do not send originals in the mail</i>	
<input type="checkbox"/> Enclosed music audition material <i>or</i> <input type="checkbox"/> Made arrangement for face-to-face audition <input type="checkbox"/> Video files may be shared via youSENDit or YouTube. Please tick and provide link here if using these options: _____	
<input type="checkbox"/> Attached <b>authenticated</b> copies of all relevant qualifications/awards & certificates ( <i>Do not post originals</i> )	
<input type="checkbox"/> Sent <b>(i) the first Character Reference form</b> as per requirements outlined on <i>page 14</i> <i>(to be returned separately to Unity College)</i>	
<input type="checkbox"/> Sent <b>(ii) the second Character Reference form</b> (where required) according to requirements outlined on <i>page 14</i> <i>(to be returned separately to Unity College)</i>	

PAYMENT DETAILS ( <i>mark how you will be paying</i> )	
<i>Credit options (AUD\$10 processing fee):</i> <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Paypal ( <i>by arrangement with the Registrar</i> )	<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>Funds Transfer options*</i> <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> ):	<i>Fees can be paid via Bank Transfer directly to:</i> 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 *Identify your payment in the transaction description: <b><u>NEW STUDENT + SURNAME</u></b>

COMPLETED STUDENT APPLICATIONS
Please mark clearly 'Student Application' and return completed form to: <b>The Registrar</b> Unity College Australia <ul style="list-style-type: none"> <li>▪ Post: PO Box 6160 Mawson ACT 2607 AUSTRALIA</li> <li>▪ Email: registrar@unity.edu.au</li> <li>▪ Fax: +61 (0)2 6161 0040</li> </ul> Once your Student Application, References and Application fee have been received, you will be contacted by the Dean of Students or Registrar and provided a Letter Of Offer.