



PLEASE FAX, POST or EMAIL THIS PAGE

PERSONAL DETAILS

Family Name: _____ Given Names _____

Date of Birth: _____ Male: Female:

Overseas Address: _____

Phone: _____ Fax: _____ Email: _____

Nationality (as shown on passport): _____ Place of Birth: _____ Passport #: _____

Do you hold a visa to stay in United Kingdom? If yes, which type? _____ If no, which type will you apply for?

Do you have any medical conditions/ Disability / Learning Difficulties(for example : Dyslexia etc)

PREVIOUS EDUCATION AND ENGLISH PROFICIENCY DETAILS

What is your highest qualification? _____ Institute Attended: _____ Year Awarded: _____

Qualification _____ Institute Attended: _____ Year Awarded _____

EMPLOYMENT DETAILS

Have you had any work experience? Yes _____ No _____
(if yes please attach details)

Do you have an English proficiency level rating (e.g., IELTS, TOEFL)?

Test Name: _____ Date test taken: _____ Result: _____

Supporting documents attached:

COURSE DETAILS

Course you wish to apply : _____ Start Date: _____

Length: _____ Total Tuition cost: _____

Are you a citizen of United Kingdom or Europe?
Yes _____ No > _____ Passport No: _____

I declare that the information provided by me is true and complete in every detail.

I acknowledge that the Uni may obtain further information about me from educational institutions I have attended or from the UK Department of Immigration, Multicultural and Indigenous s.

I acknowledge that the Uni reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect or incomplete information. I confirm that I am seeking temporary entry into Australia for educational purposes only and that I must undertake studies as a full-time student.

Checklist

Have you answered all the questions?

Have you attached certified copies of your IELTS/TOEFL results?

(If English is not your language)

Have you attached certified copies of your academic transcripts?

Have you signed and dated the declaration?

Note : You can only choose courses from Level 4 and above from our institution, We donot offer Level 3 and below level courses

Refund Policy

Course Commencement

For the purposes of this policy a course is defined as described in the 'Overseas Student Confirmation-of-Acceptance (CAS)). Where a student is required to complete English language programs as a pre-requisite for a formal award course, the commencement of the English program is deemed to be the commencement of the course.

Institute Default

The Institute shall refund all course fees paid by the student in the event that:

- The course is cancelled;
- The commencement of the course is postponed for more than four weeks;
- The student is refused the offer of a place due to enrolment capacity limits e.g. course is full.

Non Institute Default

The Institute shall refund all course fees paid by the student less the \$200 administration fee in the event that:

- The student is refused a Visa to study in Australia;
- The student is prevented from entering a course by reasons beyond the student's control, including but not limited to Acts of God, Acts of Government Authorities, civil strife and riots;
- Special circumstances as determined by the Institute Director.

The Institute shall refund course fees not undertaken if the student is refused a Visa in Australia after course has commenced.

Refund on Notice of Withdrawal

Where an International student sends written notice of withdrawal (for reasons other than those listed in above) to the Institute, the following will apply:

- More than 28 days before course commences - all tuition fees refunded except \$450 administration fee.
- Less than 28 days before course commences - 50% of tuition fees refunded
- After course has commenced - no refund

Permanent Residency Status

International students who attain permanent residency status will be refunded as follows:

- For written notice provided before course commences - all tuition fees refunded except \$450 administration fee
- For written notice provided after course has commenced - no refund

No Refund Conditions

- No refund will be granted to students who breach the conditions of their visa.
- No refund will be granted to a student whose enrolment is cancelled due to a breach of UNI's Student Conduct Policy or for breaches of student attendance and academic progress requirements for International students.

Refund of Service Fees and Student Amenities Fees

- Accommodation arrangement fees - full refund if two weeks notice is provided before the flight arrival
- Airport pickup service fees - full refund if 48 hours notice is provided before the flight arrival
- Student amenities fees - full refund per semester for study not undertaken

Refund Disputes

- In the event of a dispute between the Institute and the student, that dispute will be resolved by the Institute Deputy CEO.
- The Institute's dispute resolution processes do not negate the student's right to pursue other legal remedies.

Refund Payment

- Refunds that are approved will be made within four weeks after receipt of a written claim. If a refund is due to default of UNI Institute, then all money will be refunded, including tuition and compulsory fees paid, within two weeks of the default date.
- Claims for refunds should be made as soon as practicable after the event. Claims must be in writing and should be addressed to the Senior Manager, International Education.

Declaration

I have read and agree to abide by, UNI's terms and conditions (including Refund Policy).

I agree to advise UNI when my address and/ or contact details change during the course of my enrolment.

Signature _____ Date: _____

RETURN APPLICATION TO

BY POST : UNIVERSAL NETWORK OF INFOTECH Limited. Unit 3, Ground floor, Unimix House, Abbey Road, London NW10 7TR

BY Email : info@uni-institute.co.uk