International Education with an Australian Experience!

Undergraduate Degree Programs 2017

Bachelor of Accounting
Associate Degree of Accounting
Diploma of Accounting

Bachelor of Business
Associate Degree in Business
Diploma of Business

www.ubss.edu.au

CRICOS Provider Code: 02571D

Private MBA Business School
Welcome to UBSS

Student success at UBSS is supported by a world class team of mostly PhD specialised academics and student support staff. We are committed to students seeking to build or further their business leadership and accounting careers, based on an international education with an Australian experience, leading edge innovation and digital technology for those who want to be job ready when they graduate.

Part of our global citizenship is a student body that reflects the multicultural make-up of both the high growth Asia Pacific region and the immediate surrounds of Sydney. The UBSS experience brings together international education, a solid Australian business foundation with colleagues and alumni who will form the basis of your long term friendships and business contacts.

Set in the heart of Sydney’s education precinct, UBSS’ GCA Campus offers students more than world class education. It is also surrounded by a bustling, cosmopolitan, inner city dining and shopping experience, only metres from a major train station hub. With multiple bus routes also accessing the campus, students are assured of safe and reliable transport options.

We look forward to welcoming you and supporting your career success.
Why study in Australia?

"Australia is a stable, democratic and culturally diverse nation with a highly skilled workforce and one of the strongest performing economies in the world. It is the fourth largest economy in the Asian region and is the 12th largest economy in the world. Australia is a nation of boundless opportunity in a country of endless potential—a nation that is ‘open for business’.” It is located near Asia, one of the fastest developing regions, so has immediate ties to most powerful economic hubs in the world and acts as a ‘bridge’ between Asia and the West. Studying in Australia will provide you with wonderful opportunities and experiences, as well as world-class education.


- **Global Recognition** - “Degrees from Australian schools are recognized all over the world. Graduates from Australian schools are highly sought after by both Australian and international employers. This is due to the impressive international reputation of the Australian education system” [http://www.internationalstudent.com/study_australia/why_study_australia/global-recognition/](http://www.internationalstudent.com/study_australia/why_study_australia/global-recognition/)

- **Growing Destination** - Australia is currently the third most popular destination for international students in the English-speaking world, behind the United States and the UK. Many international students choose to study here because of the cultural diversity, friendly people, and high quality of education. “Sydney is the world’s most popular destination for international students.” [http://dfat.gov.au/about-australia/pages/about-australia.aspx](http://dfat.gov.au/about-australia/pages/about-australia.aspx)

- **Multicultural Society** - “Australia is multicultural and multiracial and this is reflected in the country’s food, lifestyle and cultural practices and experience. This diversity of influences creates a cultural environment in Australia that is lively, energised, innovative and outward looking”. Australians value the wealth of cultural diversity and social sophistication that international students bring to the campuses and communities. [http://www.australia.gov.au/about-australia/our-country](http://www.australia.gov.au/about-australia/our-country)

- **Safe environment** - Australia is one of the safest countries in the world. Crime and political unrest are limited and we have low crime rates and strict gun control laws providing a safe environment for international students. A recent study places Sydney and Melbourne among the top 10 safest cities in the world. [http://safecities.economist.com/whitepapers/safe-cities-index-white-paper/](http://safecities.economist.com/whitepapers/safe-cities-index-white-paper/)

- **Cost of Living** - “Australia’s standard of living is amongst the highest in the world. Living expenses and tuition costs are considerably lower in Australia than they are in the United States and United Kingdom”.

- **Work** - Students visiting the country are allowed to work up to 40 hours per fortnight while they are studying in Australia. “Working while you study in Australia can help complement your study and living experience. There are a number of reasons you might want to undertake part time work while studying in Australia, including assisting with living expenses and gaining work experience in your study area.” [http://www.studyinaustralia.gov.au/global/live-in-australia/working](http://www.studyinaustralia.gov.au/global/live-in-australia/working)

Why study at UBSS?


- **Australian education** - Australian tertiary education ranks amongst the best in the world.


- **Entrepreneurial focus** - With an entrepreneurial focus, UBSS provides a learning environment for the entrepreneurs of the future.


- **Experienced lecturers** - Our passionate and experienced teaching staff have internationally recognized academic qualifications, professional memberships and recent commercial experience that provide a real-world focus for learning.


- **eLibrary** - in keeping with best practice at major universities in Australia and overseas, UBSS students have access to online databases such as Proquest (http://www.proquest.com), EBSCO Host (https://www.ebscohost.com), Emerald (http://www.emeraldinsight.com), Oxford Reference Online (http://www.oxfordreference.com), Informit (www.informit.org) and Gale (www.gale.com).

- **Moodle** - an elearning platform used internationally in 229 countries. Moodle is used for all subjects offered by UBSS. All subject materials are placed on Moodle and it is used as a learning resource by lecturing staff. [http://www.moodle.com](http://www.moodle.com)

- **Interactive whiteboards** – interactive whiteboards allow active student participation both in class and later, at home.

  https://en.wikipedia.org/wiki/Interactive_whiteboard


- **GCA campus** – our international standard campus offers study and recreational spaces with state of the art computer labs and modern and bright classrooms to maximize student learning safety and comfort.

- **Business simulation game** – used internationally, business simulation games focus on the management of economic processes in a business, allowing students to experience and test themselves in situations before encountering them in real life.

  [https://www.bsc-online.com](https://www.bsc-online.com)

- **Australian executives review the Business Simulation Game** – business leaders, Australian and International company directors and managers, entrepreneurs and business authors review and advise on your business simulation game progress.

  [https://www.youtube.com/watch?v=T7O8c0L3wSM](https://www.youtube.com/watch?v=T7O8c0L3wSM)

- **Study in Sydney** - Sydney is one of the world’s greatest and most beautiful cities, boasting beautiful weather and very attractive attractions such as the Sydney Opera House, Bondi Beach, the Harbour Bridge among many others. It is also a very multicultural city with world-class study options.


At UBSS we will provide you with rigorous academic training, as well as a solid grounding in the use and appreciation of technology, and professional skills in helping your successes in securing professional employment after graduation. UBSS currently enrols over 700 students and is a member of Group Colleges Australia, a registered training organisation that has over 30 years' experience in delivering education in Australia.
About UBSS

The Campus
The UBSS campus is situated in the World Square precinct. Located on 233 Castlereagh Street in Sydney, UBSS is in the heart of the city, conveniently located near shopping venues, restaurants and famous Sydney attractions such as Hyde Park, Darling Harbour and Chinatown. It is easily accessible being just a five-minute walk to Town Hall station.

Facilities
The UBSS campus is equipped with free Wi-Fi throughout and has:

- Modern spacious classrooms
- Computer labs
- Printing and CD burning facilities
- Interactive Whiteboards
- Quiet rooms for studying
- Student Information and IT support services

Online Student Administration
MyGCA is the online administration system of UBSS. It allows students to access their academic details 24x7 via the internet. Students can view, print and update their details online, without having to wait in queues. The types of information that are accessible include:

- Student emails
- Enrolment details
- Timetables
- Start date and finish date
- Financial status
- Contact details (can update)
- Results
- Academic transcripts
- Holiday certificates
- Study support system (Moodle)
- E-library databases

Courses
We offer higher degree courses in Accounting and Business. From higher education Diplomas, to Bachelor and MBA degrees. All of our courses will provide you with the necessary skills and knowledge to launch your career.

Accreditation
The Bachelor of Accounting at UBSS is professionally accredited by the CPA Australia (CPA), the Institute of Public Accountants (IPA) and Chartered Accountants Australia and New Zealand.

E-Learning Resources
In keeping with best practice at major universities in Australia and overseas, UBSS students have access to online databases via their MyGCA account. The E-Learning Resources Centre includes an online database of scholarly articles, journals, periodicals, essays and other works which can be accessed for the purposes of study and research in your particular field of interest.

The databases Proquest, Oxford Reference Online, Informit, Gale and Emerald are geared toward the Higher Education market, and include databases on Business and Management. UBSS students are also able to study in the state-of-the-art e-Resource Centre, which is a dedicated learning space for UBSS students, where students are encouraged to study in groups and review resources between classes.

Student Welfare
We have a team of dedicated Student Services staff who are there to assist students with their orientation to UBSS. They can help with general enquiries and those specific to:

- Payment of fees
- Subject selection
- Visa
- Homestay arrangements
- Living in Sydney

Further Information
For further information about UBSS including subjects, admission requirements, credit transfer, trimester dates, fees and charges, etc., visit our website: www.ubss.edu.au
International Education with an Australian experience!

Technology at UBSS

Interactive Whiteboards

UBSS uses cutting edge Interactive Whiteboards technology in its classrooms to maximise the learning potential for students. All classrooms are fitted out with Interactive Whiteboards that allow active student participation, both in class and later, at home. All lesson material written on the board is saved and uploaded to Moodle (online-learning platform) to view at home.

Why Use Interactive Whiteboards?

- Ideas and changes can be added, saved and captured without losing the original concept
- Any computer-based program can be accessed and used as a learning tool in the classroom: eg. Powerpoint, Excel, Dreamweaver, Photoshop etc.
- The internet can be accessed as a resource in class
- Interactive activities involve students in the teaching learning cycle in the classroom
- Graphics and colours allow students to explore their creativity
- Multimedia enhanced learning

Moodle

Moodle is an online learning tool used for all subjects offered by UBSS. All subject materials are placed on Moodle and it is used as a learning resource by lecturing staff. A number of UBSS staff now conduct surveys and examinations on Moodle.

Computer Labs & Laptops

Computer laboratories with the latest hardware and software add the finishing touch to a modern college dedicated to the education of its students and serving their needs. All students have a college email address and free access to the computer labs and the internet.

Free Wi-Fi

UBSS offers students and staff access to a free wireless network on campus. Wi-Fi is available in classrooms as well as the student recreation area and lunchroom. Students are encouraged to bring their laptop into College to make use of this free service. The IT team can assist with any questions they may have about logging on to the wireless network and also with computers in the computer labs.

Software & PCs

For student use UBSS has brand new iMac 21.5 inch models all running on Windows 7 and using Microsoft Office 2010 Professional.

Software & PCs

Students have unlimited internet downloads on both on-site workstation use and Wi-Fi.

Design Software

Computers in UBSS are loaded with Adobe® Master Collection CS6. Students have access to full versions of: InDesign CS6, Photoshop CS6 Extended, Illustrator CS6, Flash CS6 Professional, Dreamweaver CS6, Acrobat X Pro.
Bachelor of Accounting
Course Curriculum

Course Structure and Duration*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Level of Achievement</th>
<th>Subjects Required*</th>
<th>Trimesters Required*</th>
<th>Years Required*</th>
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<tbody>
<tr>
<td>062949M</td>
<td>Bachelor of Accounting</td>
<td>24</td>
<td>6</td>
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<tr>
<td>070346E</td>
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<td>4</td>
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<td>070347D</td>
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</table>

A fast-track option is available providing students enrol in twelve (12) subjects per year (includes Optional trimester). Bachelor degree may be completed in 2 years full-time where Credit Transfer is granted for up to twelve subjects for relevant prior study or as agreed with academic leadership. International students must enroll in a full-time study load across the three trimesters to ensure they complete within their CoE period.

Sample Course Sequence – Bachelor of Accounting

Year 1
Trimester 1

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Subject Name</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAP12</td>
<td>Accounting for Business</td>
<td>3</td>
</tr>
<tr>
<td>BAS22</td>
<td>Advanced Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>BAC11</td>
<td>Information Technology for Accountants</td>
<td>3</td>
</tr>
<tr>
<td>BAC21</td>
<td>Quantitative Methods</td>
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</table>

Trimester 2

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Subject Name</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBM265</td>
<td>Organisational Behaviour</td>
<td>3</td>
</tr>
<tr>
<td>BAP53</td>
<td>Corporate Finance</td>
<td>3</td>
</tr>
<tr>
<td>BAP11</td>
<td>Principles of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BAS11</td>
<td>Business Economics</td>
<td>3</td>
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</tbody>
</table>

Exit Point – Diploma of Accounting 070347D

Accredited by

[Logos of CPA Australia, Institute of Public Accountants, Chartered Accountants Australia + New Zealand]
### Year 2
#### Trimester 1

<table>
<thead>
<tr>
<th>Subject Code</th>
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<tbody>
<tr>
<td>BBC131</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BAP22</td>
<td>Management Accounting</td>
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<tr>
<td>BAP61</td>
<td>Stakeholder Values &amp; Ethics</td>
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<tr>
<td>BAP62</td>
<td>Issues in Financial Reporting</td>
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#### Trimester 2

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Subject Name</th>
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<tr>
<td>BAS51</td>
<td>Dimensions of the Knowledge Society</td>
<td>3</td>
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<tr>
<td>BAC31</td>
<td>Company and Associations Law</td>
<td>3</td>
</tr>
<tr>
<td>BAP71</td>
<td>Accounting Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>BAP31</td>
<td>Taxation Law and Practice 1</td>
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**Exit Point – Associate Degree of Accounting 070346E**

### Year 3
#### Trimester 1

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<th>Subject Code</th>
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<tbody>
<tr>
<td>BAP51</td>
<td>Taxation Law and Practice 2</td>
<td>3</td>
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<td>BAC51</td>
<td>Cost Management</td>
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<tr>
<td>BBM310</td>
<td>Innovation and Entrepreneurship</td>
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<tr>
<td>BAP32</td>
<td>Corporate Accounting</td>
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</table>

#### Trimester 2

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Subject Name</th>
<th>Credit Points</th>
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</thead>
<tbody>
<tr>
<td>BAC61</td>
<td>Capstone</td>
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</tr>
<tr>
<td>BAP41</td>
<td>Auditing &amp; Assurance</td>
<td>3</td>
</tr>
<tr>
<td>BAP42</td>
<td>Financial Statements &amp; Invesment Analysis</td>
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</tr>
<tr>
<td>BAP21</td>
<td>Financial Accounting Theory</td>
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</tr>
</tbody>
</table>

**Exit Point – Bachelor of Accounting 062949M**
Bachelor of Business
Course Curriculum

Course Structure and Duration*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Level of Achievement</th>
<th>Subjects Required*</th>
<th>Trimesters Required*</th>
<th>Years Required*</th>
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<tbody>
<tr>
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<td>6</td>
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<tr>
<td>068407D</td>
<td>Associate Degree of Business</td>
<td>16</td>
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<td>068410J</td>
<td>Diploma of Business</td>
<td>8</td>
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<td>1</td>
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</table>

A fast-track option is available providing students enrol in twelve (12) subjects per year (includes Optional trimester). Bachelor degree may be completed in 2 years full-time where Credit Transfer is granted for up to twelve subjects for relevant study or as agreed with academic leadership. International students must enroll in a full-time study load across the three trimesters to ensure they complete within their CoE period.

Year 1

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Subject Name</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAS22</td>
<td>Advanced Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>BBM123</td>
<td>Management Principles</td>
<td>3</td>
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<tr>
<td>BAC21</td>
<td>Quantitative Methods</td>
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</tr>
<tr>
<td>BAP12</td>
<td>Accounting for Business</td>
<td>3</td>
</tr>
<tr>
<td>BAS11</td>
<td>Business Economics</td>
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<tr>
<td>BAS121</td>
<td>Marketing Fundamentals</td>
<td>3</td>
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<tr>
<td>BHR372</td>
<td>Managing Employee Relations</td>
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<tr>
<td>BAP11</td>
<td>Principles of Accounting</td>
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Exit Point – Diploma of Business 068410J
### Year 2

<table>
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<tr>
<th>Subject Code</th>
<th>Subject Name</th>
<th>Credit Points</th>
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</thead>
<tbody>
<tr>
<td>BBM265</td>
<td>Organisational Behaviour</td>
<td>3</td>
</tr>
<tr>
<td>BBM222</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>BBC131</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BBM241</td>
<td>Operations Management</td>
<td>3</td>
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<tr>
<td>BBM351</td>
<td>Project Management</td>
<td>3</td>
</tr>
<tr>
<td>BAP352</td>
<td>Risk Management</td>
<td>3</td>
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<tr>
<td>BBM221</td>
<td>Marketing Management</td>
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<tr>
<td>BBC251</td>
<td>Management Information Systems</td>
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**Exit Point – Associate Degree of Business 068407D**

### Year 3

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Subject Name</th>
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</thead>
<tbody>
<tr>
<td>BHR103</td>
<td>Strategic Management</td>
<td>3</td>
</tr>
<tr>
<td>BHR331</td>
<td>Team Leadership &amp; Change Management</td>
<td>3</td>
</tr>
<tr>
<td>BBM361</td>
<td>International Business Management</td>
<td>3</td>
</tr>
<tr>
<td>BBM331</td>
<td>e-Business Management</td>
<td>3</td>
</tr>
<tr>
<td>BBE351</td>
<td>Ethics &amp; Social Responsibility</td>
<td>3</td>
</tr>
<tr>
<td>BAC61</td>
<td>Capstone Project</td>
<td>3</td>
</tr>
<tr>
<td>BBM310</td>
<td>Innovation and Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>BBM311</td>
<td>Corporate Entrepreneurship, Leadership and Sustainability</td>
<td>3</td>
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</tbody>
</table>

**Exit Point – Bachelor of Business 068409B**
**Entry Requirements**

Admission to all courses offered by UBSS at AQF Levels 5-7 (Diploma, Associate Degree and Bachelor degree, respectively) require the completion of:

- The NSW Higher School Certificate (or equivalent) with an ATAR of 67.95; or
- Completion of an accredited Australian Vocational Education qualification recognised at AQF level 5 (Diploma) or above; or
- Completion of overseas university qualifications at Bachelor degree level or higher.

In addition, applicants who have not completed a minimum of an AQF Level 5 (Diploma) level qualification in Australia must prove adequate English language proficiency by obtaining a minimum score of:

- IELTS Score of 6.0 or equivalent.

**Intake Dates**

UBSS has three (3) intakes per year that provide flexibility for new students. Each trimester accepts new students at UBSS.

The UBSS Trimesters are:
- **Trimester 1** commences January
- **Trimester 2** commences May
- **Trimester 3** commences August

For detailed trimester dates please visit [www.ubss.edu.au](http://www.ubss.edu.au)

New students are to ensure they are available to attend the orientation prior to the commencement of trimester. The commencement of trimester is when teaching commences at UBSS.

**Course Credit**

UBSS may grant exemptions on units previously undertaken by students through another Registered Training Provider. Course Credit requires students to provide certified copies of certificates and transcripts. The assessment process may take up to 5 working days.

For more information about our Course Credit please email: info@gca.edu.au.

**Pathway Options**

Graduates who plan to go further can leverage our partner network. This means if you complete a qualification such as a Bachelor of Accounting or Bachelor of Business, you could be eligible to apply for course credit into our MBA Program at Universal Business School Sydney (UBSS).
How to Enrol

GCA Admissions Centre

The GCA Admissions Centre processes all applications for admission to Metro English College, Central College and Universal Business School Sydney (UBSS).

The Admissions Centre is committed to providing excellent service to its applicants as well as all partner education agents.

Admission Procedure

To enrol in any UBSS courses, please complete the enrolment form and submit it via email to: info@gca.edu.au

Enrolment forms are downloadable from: www.ubss.edu.au

Before you submit your application, please ensure that:

• You know which program you want to study, and which date you want to start.

• You have electronic copies of your passport, certificates of completion and academic transcripts, which you will need to attach to your online application.

You will be contacted by one of our admissions staff after submitting your application. Successful applicants will receive a letter of offer from our admissions centre which includes your course information and course fees.

A Confirmation of Enrolment (CoE) will be issued upon receiving your fees. The Confirmation of Enrolment is required if you are outside Australia and intend to apply for a student Visa. Please be aware that the processing of your Visa may take 6 weeks or more.

International Education with an Australian experience!

www.ubss.edu.au
+61 2 9261 4161
UBSS is a registered, private higher education provider and its courses are accredited by the Australian Tertiary Education Quality & Standards Agency (TEQSA).

UBSS is a member of Group Colleges Australia Pty Ltd
CRICOS Provider Code 02571D  ABN 11 085 429 732

Launching Careers For Over 30 Years

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Sydney NSW 2000 Australia

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Locked Bag A3100
Sydney South
NSW 1235 Australia

**Higher Education**
- Master of Business Administration (MBA)
- Bachelor of Business
- Bachelor of Accounting*
  *CPA, CA and IPA Accredited