UBSS ENROLMENT FORM
FOR DOMESTIC STUDENTS

Please complete enrolment and return to:

BY MAIL: OR IN PERSON:
UBSS UBSS
Locked Bag 7 GCA Towers, Tower 2
Redfern NSW 2016 1 Lawson Square Redfern, Sydney NSW 2016
Phone: +61-2-1300 422 422 Phone: +61-2-9310 1548
Fax: + 61-2-9310 1548

OR use enrolment form on the website: www.ubss.edu.au

Personal Details

Title: ( ) Mr ( ) Mrs ( ) Miss ( ) Ms
Family Name:
First Name:
Date of Birth:

Contact Details

Street:
Suburb/Town: State: Postcode:
Phone: Mobile:
Email:

Education

Number of Years at School: Years
Details of your most recent educational qualification, e.g., Year 10, Year 11, year 12, Diploma, Degree:

Year Qualified: Name of Qualification:
Country: School:

Course Details

Course Name: Start Date:
Course Length: Finish Date:
Course Payment
Fees may be paid up-front or fees may be deferred through the Federal Government's FEE-HELP scheme.

Please contact GCA if you require information regarding FEE-HELP assistance.

☐ I would like to pay my semester fees up front. My payment details are recorded below.

☐ I would like to defer a portion of my fees through FEE-HELP and pay a portion upfront. My completed Request for FEEHELP assistance Form is attached and my payment details are recorded below.

☐ I would like to defer all of my fees through FEE-HELP. My completed Request for FEE-HELP Assistance Form is attached.

Enclosed please find AUD $ _____________

Payment Method:
Preferred Payment via Credit Card/ Debit Card (Mastercard & Visa Only)
(in keeping with best industry practices no cash will be accepted).

Declaration
I declare that to the best of my knowledge the information provided in this form is correct and complete. I authorise Group Colleges Australia (GCA) to store information with respect to my application and to obtain or verify any other details about my academic record or history from any school, higher education institution or educational authority to enable my application to be assessed. GCA is collecting the information on this form for statistical data collection purposes. Some information on this form is collected under the “AVETMISS Data Specifications” as requested by the Australian Government. GCA will also use the information on this form for the purpose of assessing your entitlement to Commonwealth Assistance under the Higher Education Support Act 2003 and allocation of a Commonwealth Higher Education Student Support Number (CHESSN). GCA will disclose this information to the Commonwealth Department of Education, Employment and Workplace Relations (DEEWR) for those purposes. This information may also be shared with other Commonwealth or state agencies. DEEWR will store the information securely in the Higher Education Information Management System. DEEWR may disclose this information to the Australian Taxation Office. GCA and DEEWR will not otherwise disclose the information without your consent unless required or authorised by law. By signing this form you agree with this statement.

Entry Requirements
All GCA colleges have entry requirements - please ensure you are aware of and have complied with these requirements

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 renumeration and these materials remain the property of GCA.

Refund Policy
Please note students may be liable for tuition fees if withdrawing from study after enrolment and prior to course completion. Full details of GCA's refund policy are available at www.gca.edu.au. By signing this form you acknowledge that you have read and understood GCA's refund policy.

I ______________________________________________
(print name) have read the rules of the College in the student information guide on the website at www.gca.edu.au and the declaration above and agree by enrolling at this institution to abide by both.

Signature:_______________________________________
Date:___________________________________________
Fee Payment and Refund Policy for Domestic Students
This policy applies for domestic students only.
For policies relating to international students please visit www.ubss.edu.au

Domestic students may pay fees in two ways:
1. Prepayment for the modules to be studied – fees must be paid four weeks prior to commencement
2. Deferral of student fees through the Federal Government’s FEE-HELP programme

Tuition fees are set against individual units of study.
Unit fees are set annually. The fee that is levied against a unit of study is determined by the year the unit of study is commenced.

Communication of tuition fees and changes to fees:
The schedule of fees, along with census dates and EFTSL (Effective Full Time Student Load) information is published on our website at www.ubss.edu.au

UBSS sets and publishes an annual unit fee schedule for the forthcoming period on or before
• 1 October of the preceding year for units with census dates between 1 January and 30 June; and
• 1 April for units with census dates between 1 July and 31 December
in accordance with the requirements of the Higher Education Support Act 2003.

Commonwealth Assistance Notice
UBSS will issue a Commonwealth Assistance Notice (CAN) to each student that requested FEE-HELP assistance after each census date in accordance with the Higher Education Support Act 2003.

Fee refunds for withdrawal from a course or unit of study.
For the purposes of this policy withdrawal includes cancellation or deferment of studies.

All requests for a refund must be made in writing unless a refund becomes payable because UBSS does not commence a course on the scheduled date or does not provide a course in full. Written requests for refunds should be forwarded to Student Services.

In all circumstances where refunds are granted, students will be provided with a statement showing how the refund amount was calculated. In the case of student withdrawal, all refunds are normally paid to the student within 4 weeks of receipt of the written request.

In the event of a student withdrawing from a unit of study prior to the census date for that unit of study:
• 100% of tuition fees paid for that unit will be refunded to the student; or
• the student will not incur a FEE-HELP debt

In the event of a student withdrawing from a unit of study after census date for that unit of study:
• no refund is applicable; or
• the student will incur a FEE-HELP debt

A student may apply for special consideration in line with the FEE-HELP Review Procedures.