

## DOMESTIC APPLICATION FORM

### GENERAL INFORMATION

- All fields must be completed in order for this application to proceed for assessment
- Please print clearly in CAPITAL LETTERS
- Please tick boxes where appropriate

### 1. WHO MUST USE THIS APPLICATION

- A student who is a citizen of Australia or an Australian permanent resident or a citizen of New Zealand; and
- If you are applying for a UTS Foundation Studies program and/or INSEARCH diploma course.

**Note:** Domestic students wishing to study an INSEARCH English program should use the International Application Form to apply for their English course.

All applicants for UTS Foundation Studies or diploma programs must supply the following documents with their application:

- Certified copies\* of your high school results or other academic transcripts including college and university transcripts (if you have undertaken higher education studies)
- Detailed resume (if you are a mature-age applicant)
- A certified\* copy of your IELTS or TOEFL results (if required)
- If you have changed your name official documents must be included.

\*A certified copy is a photocopy signed by an authorised officer to acknowledge that they have sighted and it matches the original document exactly.

Authorised officers are:

- INSEARCH Student Services staff
- The institution that issued the documents
- A Justice of the Peace or Public Notary
- An approved INSEARCH representative

You cannot certify your own documents, even if you belong to one of the categories listed above.

#### How should the authorised officer certify each document?

On the document the certifying officer must print "I certify this to be a true copy of the document shown and reported to me as the original." They must put their name, address, contact telephone number, profession/occupation or organisation, the certifying officer must date and sign the document copy, and include the official stamp or seal of the certifying officer's organisation on the copy, if the organisation has such a stamp.

In addition to the above, a Justice of the Peace must also print their registration number and provide details of the state in which they are registered. Copies certified by a Justice of the Peace (JP) without a registration number will NOT be accepted. To find a JP in your area, check the public register of JPs available online from the NSW Attorney-General's Department at [www.lawlink.nsw.gov.au](http://www.lawlink.nsw.gov.au).

### 3. COURSE FEES 2010

COURSE	TOTAL COURSE FEE AU\$		UNIT FEES AU\$	PACKAGE FEES AU\$*	UNIT FEES FOR PACKAGES AU\$*
	2 SEMESTER (ACCELERATED)	3 SEMESTER (STANDARD)	2 OR 3 SEMESTER	2 OR 3 SEMESTER	2 OR 3 SEMESTER
<b>FOUNDATION STUDIES</b>					
All Streams	\$18,000	\$24,000	-	-	-
<b>DIPLOMA</b>					
Communication (Public Relations)	\$20,510	\$20,510	\$2,930.00	\$19,484.50	\$2,783.50
Business	\$21,150	\$21,150	\$2,350.00	\$20,092.50	\$2,232.50
Information Technology	\$22,500	\$22,500	\$2,500.00	\$21,375.00	\$2,375.00
Design (Visual Communication)	\$22,500	\$22,500	\$2,500.00	\$21,375.00	\$2,375.00
Science	\$22,500	\$22,500	\$2,500.00	\$21,375.00	\$2,375.00
Engineering	\$22,500	\$22,500	\$2,500.00	\$21,375.00	\$2,375.00

The above diploma fees are based on no failures. Any diploma subjects that needs to be undertaken a second time will require payment of the relevant unit fee.

\* An INSEARCH Academic offer is comprised of a UTS Foundation Studies program and an INSEARCH diploma course but can also include a preliminary English course. Students undertaking an INSEARCH Academic package will receive 5% discount off the total English (if applicable) and diploma course tuition fees.

### 2. COURSE START DATES

INTAKE	START	2 SEMESTER PROGRAM ACCELERATED FINISH	3 SEMESTER PROGRAM STANDARD FINISH
June 2010	7 June 2010	28 Jan 2011	27 May 2011
October 2010	5 Oct 2010*	27 May 2011	23 Sept 2011
February 2011	7 Feb 2011	23 Sept 2011	27 Jan 2012

INSEARCH closes on Australian public holidays and for two weeks at Christmas. There is a two week break between every 15 week semester of Academic courses. The above course lengths indicate minimum duration.

\*INSEARCH courses will not run on Australian public holidays.

For more information on INSEARCH dates and Australian public holidays please visit [www.insearch.edu.au](http://www.insearch.edu.au)

SEMESTER	START	FINISH
Orientation for Domestic Students	15 Feb	26 Feb
Semester 1	1 Mar	2 July
Orientation for Domestic Students	26 July	30 July
Semester 2	8 Aug	3 Dec

  

SEMESTER	START	FINISH
Orientation for Domestic Students	14 February	25 February
Semester 1	28 February	1 July
Orientation for Domestic Students	25 July	29 July
Semester 2	1 August	2 Dec

\*Please check the UTS website for up-to-date semester dates.





## 8. CHECKLIST FOR APPLICANTS

Please attach the following documents to this application:

- Certified copies of your final high school results
- Detailed resume (if you are a mature-age applicant)
- All certified copies of your college, university transcript (if you have undertaken higher education studies)
- All certified copies of your IELTS or TOEFL results (if required)
- All certified translation of any documents that are not in English

Have you read the student handbook, guide and policies and procedures at [www.insearch.edu.au](http://www.insearch.edu.au)?

## 9. AGREEMENT

I understand that this application form, together with the offer or provisional offer letter provided to me as a result of this application, forms a written agreement with INSEARCH. The offer or provisional offer letter identifies the program or programs in which I am to be enrolled and includes any conditions that I need to meet prior to my enrolment. It also provides an itemised account of course fees that I need to pay. By signing this application form, returning the declaration form and either paying the fees as detailed on the offer letter or provisional offer letter provided by INSEARCH or by applying for FEE-HELP, I am confirming my acceptance of the conditions of enrolment as well as any other conditions set out in the offer or provisional offer letter, the student handbook, prospectus and any other information provided by INSEARCH. In particular, I acknowledge agreeing to the conditions of enrolment relating to Cancellation and Refunds and Transfer of Fees to other institutions.

Signature \_\_\_\_\_ Date  /  /

Print Name \_\_\_\_\_

**For students under the age of 18, a parent or guardian signature is required.**

Signature \_\_\_\_\_ Date  /  /

Print Name \_\_\_\_\_

## 12. DOMESTIC CONDITIONS OF ENROLMENT – IMPORTANT:

Please read the conditions of enrolment before you sign the application form.

- 1. INSEARCH and the University of Technology, Sydney (UTS)**
  - 1.1 All courses are offered by INSEARCH Limited; ABN 39 001 425 065 (CRICOS provider code: 00859D) (INSEARCH). INSEARCH is a controlled entity of the University of Technology, Sydney. Students are enrolled as students of INSEARCH and not of UTS.
  - 1.2 UTS Foundation Studies program (Accelerated) CRICOS provider code: 068815K and (Standard) CRICOS provider code: 068814M) is a University of Technology, Sydney (UTS) Course, delivered by INSEARCH (CRICOS provider code: 00859D) on behalf of UTS at its campus in Haymarket.
- 2. Attendance**
  - 2.1 Australian government regulations state that it is a condition of a student visa that a student must attend 80% of the course.
- 3. Course fees**
  - 3.1 Course fees must be paid at least 28 days before the first day of each course.
  - 3.2 Fees must be paid in Australian dollars (AU\$) by bank cheque, cash or credit card. INSEARCH will not be responsible for any monies paid to any authorised representatives.

- 3.4 INSEARCH reserves the right to vary fees and/or course dates at any time.
- 3.5 Course fees do not cover the cost of accommodation, living expenses, textbooks, stationery or other equipment.
- 4. Course duration**
  - 4.1 A course commences on the first day of orientation of the course.
- 5. Cancellation and refunds**
  - 5.1 Course fees will be refunded only in the following circumstances:
    - [1] INSEARCH cancels the course; or
    - [2] INSEARCH receives written notice of the student's withdrawal from the course on or before the census date.
  - 5.2 Course fees will not be refunded if the student withdraws from the course after the census date.
  - 5.3 Where a refund of fees is approved, any fees paid through the FEE-HELP loan scheme will be remitted to DEEWR.

- 6. Termination**
  - 6.1 INSEARCH reserves the right to expel students for serious breach of discipline. Fees will not be refunded.
- 7. Grievance resolution**
  - 7.1 INSEARCH has policies and procedures in place for the hearing of student difficulties and grievances. If you are not satisfied with the outcome, INSEARCH has an independent dispute resolution process available.
  - 7.2 This agreement does not remove the student's right to take further action under Australia's consumer protection laws.
- 8. Student Privacy**
  - 8.1 INSEARCH acknowledges and respects the privacy of students. It is required under the Privacy Act 1988 (Cth) to comply with the National Privacy Principles in respect of the collection, use and disclosure of personal information from individuals.
  - 8.2 INSEARCH collects personal information from students for the purposes of processing applications and providing services to students. This information will be disclosed to INSEARCH, the student's agent and UTS where applicable.

## 10. PAYMENT

- Please pay in Australian dollars AUD\$
- Payment to be made by bank cheque, bank draft or credit card (cash may be paid at INSEARCH Student Services Office – Ground Floor, 10 Quay Street, Sydney)
- Please make cheques payable to UTS:INSEARCH
- Personal cheques are not acceptable
- The signed declaration form must be forwarded with payment to INSEARCH when accepting an offer of a place

**Please note applications cannot be processed without a signature and full applicant contact details on this form.**

## 11. HOW TO APPLY

1. Send a completed and signed INSEARCH application form, along with certified copies of academic transcripts and other documents to:

<b>Postal Address</b> The Registrar – UTS:INSEARCH PO Box K1085 Haymarket NSW 1240 Australia	<b>Street Address (in person)</b> INSEARCH Student Services – UTS:INSEARCH Ground Floor, 10 Quay St (Corner Quay & Valentine St) Sydney NSW 2000
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2. You will receive notification of the outcome of your application within two weeks. Successful applicants will receive an offer (or provisional offer) for the course and details of fees.
3. To accept this offer and to secure your place at INSEARCH you should:
  - a. Forward payment by bank cheque to the above address; or
  - b. Contact INSEARCH Student Services, provide your signed declaration and either pay by cash or credit card, or to obtain a Request for FEE-HELP Assistance Form and information pack. Submit your application for FEE-HELP to INSEARCH Student Services.
4. Early application and payment of fees is desirable to secure a place on the course.

**[T]** +61 2 9218 8666 **[F]** +61 2 9281 9875 **[E]** Registrar@insearch.edu.au

[www.insearch.edu.au](http://www.insearch.edu.au)

UTS:INSEARCH CRICOS provider code: 00859D

UTS CRICOS provider code: 00099F

INSEARCH Limited is a controlled entity of the University of Technology, Sydney. Company ABN: 39 001 425 065

**Applications may be sent through an authorised INSEARCH educational representative.**

## OFFICE USE ONLY

Date Received  /  /   Accept  Reject  Other

Letter Sent  Yes  No Student Number \_\_\_\_\_

Placement Offer \_\_\_\_\_ Assessed by: \_\_\_\_\_

Representative's Details