

DOMESTIC APPLICATION FORM

Please read this form carefully and complete all relevant sections. Please keep a copy for your reference. Domestic students wishing to study an INSEARCH English Program should use the International Application Form to apply for their English course.

COURSE DATES FOR 2009

UTS:INSEARCH ACADEMIC COURSES		
COURSE	COURSE DURATION	
	START	FINISH
[2 Semester courses: 8 Months]		
Diploma of Business and Commerce (advanced standing)	* 9 June 2009	29 Jan 2010
Diploma of Design (part one)	* 6 Oct 2009	28 May 2010
Diploma of Science and Engineering (part one)	** 8 Feb 2010	24 Sept 2010
[3 Semester courses: 12 Months]		
Diploma of Business and Commerce	* 9 June 2009	28 May 2010
Diploma of Information Technology (fast-track)	* 6 Oct 2009	24 Sep 2010
	** 8 Feb 2010	28 Jan 2011
[4 Semester courses: 16 Months]		
Diploma of Business Studies	* 9 June 2009	24 Sep 2010
Diploma of Information Technology	* 6 Oct 2009	28 Jan 2011
Diploma of Communication	** 8 Feb 2010	27 May 2011
Diploma of Design - Visual Media		
Diploma of Science and Engineering		
[5 Semester courses: 20 Months]		
Diploma of Business Studies (extended)	* 9 June 2009	28 Jan 2011
Diploma of Information Technology (extended)	* 6 Oct 2009	27 May 2011
	** 8 Feb 2010	23 Sept 2011

All students are required to attend orientation. 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 are unable to run on Australian public holidays. For more information on Australian public holidays please visit www.insearch.edu.au/living/public_holidays.

**Dates yet to be confirmed.

For more information on INSEARCH dates please visit www.insearch.edu.au/courses/diploma/datesfees.

2009 COURSE FEES

COURSE	FEES PER SEMESTER A\$	FEES IN FULL A\$	COURSE LENGTH
DIPLOMA COURSES			
Business and Commerce (advanced standing)	\$9,500	\$19,000	2 Semesters: 31 Weeks (includes 1 week orientation)
Design (part one)	\$8,000	\$16,000	
Science and Engineering (part one)	\$8,000	\$16,000	
Business and Commerce	\$7,500	\$22,500	3 Semesters: 46 Weeks (includes 1 week orientation)
Information Technology (fast-track)	\$7,500	\$22,500	
Business Studies	\$7,500	\$30,000	4 Semesters: 61 Weeks (includes 1 week orientation)
Information Technology	\$7,500	\$30,000	
Communication	\$8,000	\$32,000	
Design - Visual Media	\$8,000	\$32,000	
Science and Engineering	\$8,000	\$32,000	
EXTENDED DIPLOMA COURSES			
Business Studies (extended)	Semester 1-4 \$7,500 ***Semester 5 \$1,500 - \$3,000	\$31,500 - \$33,000	5 Semesters: 76 Weeks (includes 1 week orientation)
Information Technology (extended)	Semester 1-4 \$7,500 Semester 5 nil	\$30,000	

*** Additional subjects required for the Diploma of Business Studies (Extended) will cost a total of \$1,500 - \$3,000. Subjects to be studied and therefore the cost of the Extended Diploma, depends on the individual student's English and academic background. To find out about the course details, please visit www.insearch.edu.au/courses

FEE-HELP is an initiative of the Australian Government that allows Australian Citizens or holders of an Australian Permanent Resident (Humanitarian) Visa to study now and pay later, through the taxation system. INSEARCH diploma courses are approved for FEE-HELP. A loan fee of 20% applies for undergraduate courses of study.

UTS:INSEARCH APPLICATION PROCEDURES

- Send a completed and signed INSEARCH application form, along with certified copies of academic transcripts to:

The Registrar - INSEARCH
PO Box K1085
Haymarket NSW 1240, Australia
Applications may be sent through an education agent.
- 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.
- To accept this offer and to secure your place at INSEARCH you should:
 - Forward payment by bank cheque to the above address; or
 - Contact INSEARCH Student Services to 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.
- Early application and payment of fees is desirable to secure a place on the course.
- For more information please contact INSEARCH Student Services ☎ +61 2 9218 8666

DOMESTIC APPLICATION FORM

Please read this form carefully and complete all relevant sections. Please keep a copy for your reference.

Please attach your photo

PERSONAL DETAILS

Family Name			Given Names		
Age	Date of Birth	Day / Month / Year	Sex	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Citizenship	Country of Birth	Are you a permanent resident of Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(Students who are not Australian Citizens, Australian Permanent Residents, or New Zealand Citizens must complete the International Application Form)</small>			
Do you have a disability, special need or medical condition that may require extra support or specific facilities or accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Home Address				Postcode	
Telephone No.	Fax No.	E-mail			
Passport No. (if applicable)	Country of Issue				
Address in Sydney (if different from home address)				Postcode	
Telephone No.			Mobile No.		
E-mail			Fax No.		

COURSE SELECTION

I wish to enrol in the:

- | | |
|---|--|
| <input type="checkbox"/> Diploma of Business and Commerce (advanced standing) | <input type="checkbox"/> Diploma of Communication |
| <input type="checkbox"/> Diploma of Business and Commerce | <input type="checkbox"/> Diploma of Design - Visual Media |
| <input type="checkbox"/> Diploma of Business Studies | <input type="checkbox"/> Diploma of Design (part one) |
| <input type="checkbox"/> Diploma of Business Studies (extended) | <input type="checkbox"/> Diploma of Science and Engineering |
| <input type="checkbox"/> Diploma of Information Technology (fast-track) | <input type="checkbox"/> Diploma of Science and Engineering (part one) |
| <input type="checkbox"/> Diploma of Information Technology | |
| <input type="checkbox"/> Diploma of Information Technology (extended) | |

COMMENCEMENT DATES

I wish to begin on: *9 June 2009 *6 October 2009 **8 Feb 2010

*INSEARCH courses are unable to run on Australian public holidays. For more information on Australian public holidays please visit www.insearch.edu.au/living/publicolidays.

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EDUCATION BACKGROUND DETAILS

Highest level of education completed. Attach certified photocopies of school/college/university certificates.

Name of examination	Year	Name of school/college/university

Other relevant information e.g. work experience

PLEASE SIGN BACK (APPLICATION NOT VALID WITHOUT SIGNATURE) >

DOMESTIC STUDENT CONDITIONS OF ENROLMENT:

Please read these 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 (INSEARCH). INSEARCH is a controlled entity of the University of Technology, Sydney. Students are enrolled as students of INSEARCH and not of UTS.

2. Attendance

2.1 INSEARCH requires all students to attend at least 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.

3.3 Fees must be paid in Australian dollars by bank cheque, cash or credit card. INSEARCH will not be responsible for any monies paid to agents.

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:

- INSEARCH cancels the course; or
- 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 a student 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 students' 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.

8.3 INSEARCH has an obligation under Commonwealth and State legislation to provide information to certain government departments. This includes information regarding domestic students including FEE-HELP students which will be disclosed to DEEWR and the Australian Tax Office (ATO) as applicable.

8.4 Provision of personal information is voluntary, but if it is not provided, INSEARCH may be unable to process the student's application.

8.5 Students have a right to access and alter their personal information.

8.6 Please direct any privacy enquiries you may have to: The Privacy Officer, INSEARCH Limited
PO Box K1085, Haymarket NSW 1240

[T] +61 2 9218 8600

[E] privacy@insearch.edu.au

[W] www.insearch.edu.au

9. Definition

In these conditions, course means:

9.1 One semester of study in a diploma course.

HOW DID YOU HEAR ABOUT INSEARCH?

<input type="checkbox"/> Agent	<input type="checkbox"/> Exhibition	<input type="checkbox"/> Internet
<input type="checkbox"/> School/College	<input type="checkbox"/> Newspaper/Magazine	<input type="checkbox"/> Radio
<input type="checkbox"/> UTS	<input type="checkbox"/> Friend/Relative	
<input type="checkbox"/> Other (Specify)		

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 and 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	Day	Month	Year
	/	/	/	
For students under the age of 18, a parent's signature is required				
Signature	Date	Day	Month	Year
	/	/	/	

CHECKLIST FOR APPLICANTS

Have you included a:

- Certified copy of your final high school results
- Detailed resume (if you are a mature-age applicant)
- Certified copy of your university/college transcript (if you have undertaken higher education studies)
- Certified copy of your IELTS or TOEFL results (if required)

Have you read the student handbook, prospectus and policies and procedures at www.insearch.edu.au?

Payment

- Payment to be made by bank cheque or credit card (cash may be paid at INSEARCH Student Services Office)
- Please make payments payable to UTS:INSEARCH

Please note that applications cannot be processed without a signature on this form

Please complete this form and send it to:

UTS:INSEARCH

Postal Address

The Registrar - INSEARCH
PO Box K1085
Haymarket NSW 1240 Australia

Street Address

INSEARCH Student Services
Ground Floor, 10 Quay St
(Corner Quay & Valentine Sts)
Sydney NSW 2000

[T] +61 2 9218 8666

[F] +61 2 9281 9875

[E] Registrar@insearch.edu.au

www.insearch.edu.au

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

OFFICE USE ONLY

Date Received Day / Month / Year

Accept Reject Other

Letter sent

Student Number

Placement Offer

Assessed by:

Representative's Details

ARTICULATION REQUIREMENTS TO UTS FOR AUSTRALIAN STUDENTS

Students graduating from INSEARCH who are Australian Citizens or Permanent Residents must apply for a Commonwealth Supported Place (CSP) in the UTS faculty of their choice.* Commonwealth Supported Places are competitive and INSEARCH students compete with other non-school leavers for available places. Below is a table giving an approximate guide to the average grade an INSEARCH graduate would need to obtain a CSP place at UTS based on the grade that was required for a Commonwealth Supported Place in Autumn 2008. **

GPA calculation: is a 7 point scale based on students grades at INSEARCH where High Distinction (HD) = 7, Distinction (D) = 6, Credit (C) = 5, Pass (P) = 4 and Fail (F) = 0.#

INSEARCH DIPLOMA	UTS ARTICULATED COURSE	GPA REQUIRED FOR INSEARCH DIPLOMA GRADUATES FOR CSP AT UTS#
Diploma of Business and Commerce Diploma of Business and Commerce (Advanced Standing)	Bachelor of Business–City Campus	5.75
	Bachelor of Business–Kuring-gai Campus	4.5
	Bachelor of Business, Bachelor of Science in Information Technology	5.75
Diploma of Business Studies Diploma of Business Studies (Extended)	Bachelor of Business–City Campus	5.75
	Bachelor of Business, Bachelor of Science in Information Technology	4.5
Diploma of Information Technology (Fast Track) Diploma of Information Technology Diploma of Information Technology (Extended)	Bachelor of Science in Information Technology, Diploma in Information Technology Professional Practice	4.5
	Bachelor of Business, Bachelor of Science in Information Technology	
Diploma of Communication	Bachelor of Arts in Communication in Journalism	6.0
	Bachelor of Arts in Communication in Public Communication	
	Bachelor of Arts in Communication in Media Arts and Production	
	Bachelor of Arts in Communication in Information and Media	
Diploma of Design (Visual Media)	Bachelor of Design in Visual Communication	Interview
Diploma of Design (Part One) articulating into First Year only***	Bachelor of Design in Industrial Design	Interview
	Bachelor of Design in Fashion and Textile Design	
	Bachelor of Design in Interior Design	
Diploma of Science and Engineering	Bachelor of Arts in Architecture	5.5
	Bachelor of Engineering, Diploma in Engineering Practice (Civil)	4.5
	Bachelor of Engineering, Diploma in Engineering Practice (Civil and Environmental)	
	Bachelor of Engineering, Diploma in Engineering Practice (Electrical)	
	Bachelor of Engineering, Diploma in Engineering Practice (General)	
	Bachelor of Engineering, Diploma in Engineering Practice (Mechanical)	
	Bachelor of Engineering, Diploma in Engineering Practice (Information and Communication Technologies)	
	Bachelor of Engineering, Diploma in Engineering Practice (Innovation)	
	Bachelor of Engineering, Diploma in Engineering Practice (Mechanical and Mechatronic)	
	Bachelor of Science (Applied Chemistry major)	
	Bachelor of Science (Applied Physics major)	
	Bachelor of Science (Nanotechnology major)	
	Bachelor of Science (Mathematics and Statistics majors)	
	Bachelor of Mathematics and Computing	
	Bachelor of Science in Environmental Forensics	
	Bachelor of Forensic Science in Applied Chemistry	
Bachelor of Mathematics and Finance		
Diploma of Science and Engineering (Part One) articulating to First Year only***	Bachelor of Forensic Biology in Biomedical Science	6.0
	Bachelor of Health Science in Traditional Chinese Medicine	4.0
	Bachelor of Nursing	
	Bachelor of Science in Environmental Forensics	
	Bachelor of Science in Marine Biology	
	Bachelor of Biotechnology	
	Bachelor of Science (Environmental Forensics major)	
	Bachelor of Science (Marine Biology major)	
	Bachelor of Science (Environmental Biology major)	
	Bachelor of Science (Biotechnology major)	
	Bachelor of Science (Biomedical Science major)	
	Bachelor of Science (Medical Science major)	
	Bachelor of Medical Science	
Bachelor of Biomedical Science	5.0	

*Please note that CSP places are usually only available for the Autumn intake at UTS

**The grade required may change from year to year

***Matriculation Requirements to UTS: Australian applicants need a UAI of 66 or above or to be older than 20 years of age to enter into a UTS course from the Diploma of Design Part One and Diploma of Science and Engineering Part One.