

UNSW Institute of Languages Application Form

Please fill out this application form, selecting the course you wish to apply for and fax to: 61 2 9662 2651 (see additional correspondence details over page). UNSW Institute of Languages will assess the information you supply and will then make you a course offer based on this information.

1. Personal Details (please print clearly)

Family Name (as in passport) _____

Given Names _____

Other names (your English name, if any) _____

Female Male

Birthdate _____

dd/mm/yy

Will you be under 18 years of age on arrival?

Yes No

Please note: if you are under 18 years of age on commencement of study, certain visa regulations apply.

Country of Birth _____

Nationality (Citizenship) _____

Passport No. _____

2. Citizenship (please tick relevant box)

Are you a citizen or permanent/temporary resident of Australia? Yes No*

What type of visa will you be applying for?

Student Student Dependant

Tourist Working Holiday

If you ticked a box with an asterisk (*), you will need Overseas Student Health Cover (OSHC). This can be arranged by UNSW Institute of Languages (see Overseas Student Health Cover section). If you have already paid this, please quote:

OSHC no. _____ Expiry Date _____

3. Home/Postal Address

Address in Home Country (compulsory) _____

City _____ State _____

Postcode _____ Country _____

Tel _____ Fax _____

Email _____

Address in Australia (if available) _____

City _____ State _____

Postcode _____ Tel _____

Mobile _____ Fax _____

Email _____

4. English Language Programs CRICOS Code 067186J

Which course would you like to apply for?

Placement in an English course is subject to a placement test on arrival or results of an IELTS or TOEFL test.

English for Academic Purposes (EAP)

Introduction to EAP (IEAP)

AE Level 1 – 3

University English Entry Course (UEEC)+

Pre-Foundation English Year (PFY)+

Tertiary Orientation Program (TOP)

IELTS Test Preparation Course (ITPC)

+10-week course

General Proficiency English (GPE)

General Proficiency English (beginner to advanced)

GPE Cambridge Exam Preparation

Professional English

English for Business Communication (intermed & adv)

English for Medical Professionals

English for Law

Which term and date do you want to start your English course?

Please refer to the Term and Intakes Dates at end of form.

How many weeks do you intend to study English?

Number of weeks (in 5 week blocks) _____

Have you been granted a scholarship?

Yes No

Scholarship Name or Sponsor's Name

5. English Language Test Scores

If you have taken an IELTS or TOEFL test, please give details and attach a copy of the test result.

IELTS Score (Overall) _____

IELTS Writing Score _____

Cambridge Score _____

TOEFL Score _____

IBT/AP/CB Score _____

UNSW Institute of Languages Application Form continued

6. Future Study Plans

Do you intend to do academic studies in Australia after this course? Yes No

If yes, where?

- UNSW Foundation Studies
 UNSW
 Other university _____

Level of course:

- Bachelors Degree (Undergraduate)
 Masters Degree (Postgraduate)
 PhD (Doctorate)

Name of course _____

Faculty _____

Do you have a Letter of Offer? Yes No

If yes, is it for:

- full offer
 package offer
 conditional offer

Commencement date:

Student ID Number (if available) _____

7. Accommodation 2010/2011 ✧

◆ For single students only

Do you require us to arrange accommodation?

Yes No

If yes, please complete the following:

Do you smoke? Yes No

Are you happy to live with a host family with children? Yes No

Are you happy to live with a family with pets? Yes No

Are there any foods you cannot eat? Yes No

Please specify _____

Do you have any allergies/health problems? Yes No

Please specify _____

Other special requests? Yes No

If yes, what are they? _____

Accommodation fees

\$245* accommodation booking fee

\$1020 part-board (4 weeks) (see page 19)

\$760 room only (4 weeks) (see page 19)

\$410*** under 18 years old fee (see page 19)

*includes GST

**under 18 years old: care arrangement fees apply

***students under 18 have different accommodation prices

✧ fees subject to change

Accommodation date:

from ___ / ___ / ___ to ___ / ___ / ___

Do you require airport pick-up? Yes No

If yes, please complete the following:

Airport pick-up: \$150 Yes No

Please provide arrival details at least two weeks

(14 days) prior to scheduled departure.

Arrival date: _____ Arrival time: _____

Airline/Flight number: _____

8. Overseas Student Health Cover

Overseas student health cover is compulsory for students on student visas.

Do you require health cover? Yes No

Single

3 months

3 to 6 months

6 to 9 months

9 to 12 months

Family

3 months

3 to 6 months

6 to 9 months

9 to 12 months

9. Agent Information

Agency Name _____

Contact name _____

Email address _____

10. Additional Information

How did you hear about UNSW Institute of Languages?

Name of any relatives or friends who have completed a course here:

Year _____

Declaration

I certify that the information on the form is correct and complete in every detail, and I understand that inaccuracies or omissions may result in non-acceptance or cancellation of enrolment at any time. I agree to the Conditions of Enrolment and acknowledge that the personal information provided is covered under the Privacy Policy (required by law).

Signature of Student _____

Date _____

If applicant is under 18 years of age the signature of a Parent or Guardian is required.

Signature of Parent/Guardian: _____

(If student is under 18 years of age)

Unsigned applications cannot be processed.

Education Representatives cannot sign on behalf of the student.

Correspondence

Lodge the completed form with a UNSW Institute of Languages agent or representative in your country or post to:

UNSW Institute of Languages,

P.O. Box 853, Kensington NSW 1465, Australia

Telephone: 61 2 9385 5396 Facsimile: 61 2 9662 2651

Email: admissions@unswglobal.unsw.edu.au

ABN 62 086 418 582

CRICOS Provider No. 01020K

Conditions of Enrolment

By signing the Application Form the student (or the parent/guardian on behalf of the student) agrees to adhere to these Conditions of Enrolment and in return UNSW Global Pty Limited (UNSWG) (represented by its educational groups UNSW Foundation Studies and UNSW Institute of Languages), agrees to provide the student with tuition in the relevant courses.

Please note: Placement into English language courses delivered by UNSW Institute of Languages is subject to assessment of the student's English language proficiency.

Enrolment

- The student agrees to pay UNSWG the appropriate fee(s) as stated in the Offer Letter.
- The student will not be permitted to commence his or her course until all fees or charges have been paid and the student's English language proficiency has been assessed.
- The student agrees to abide by the rules and regulations as set out for the course in the Student Handbook. The Student Handbook is provided on enrolment and is available via the website at www.ufs.unsw.edu.au for UNSW Foundation Studies and www.languages.unsw.edu.au for UNSW Institute of Languages.

Satisfactory Attendance

- The student agrees to attend all classes unless prevented by a legitimate reason, for example, illness, in which case a doctor's certificate should be presented.
- The Australian Government Department of Immigration and Citizenship (DIAC) require individuals on student visas to attend 80% or more of their classes. Renewal of a student's visa depends on this.

Student Welfare

- Where emergency medical treatment for the student is required, the student authorises UNSWG to obtain treatment for the student on the student's behalf and the student indemnifies UNSWG for any expense, loss or liability as a result of authorising such emergency medical treatment.
- Parents/guardians of a student under 18 years of age agree that the student will have unsupervised access to the full internet and UNSWG will not be responsible for content that may be viewed on the internet.
- Parents/guardians of a student under 18 years of age agree that the student may attend occasional course-related and supervised excursions and field trips, or supervised sports and social activities, as part of the UNSWG programs and related social activities.
- The student agrees that they are responsible for their own personal items including books and equipment and the student hereby releases UNSWG from all liability and claims for loss or damage to such items howsoever caused.

UNSWG Withdrawal and Refund Policy

- Notice of withdrawal and request for refund must be made in writing to UNSWG Student Services.
- The enrolment fee is non-refundable.
- The student is entitled to a full refund of tuition fees and other fees (except the non-refundable enrolment fee) if his or her visa application is rejected. The student must notify UNSWG Student Services in writing within 28 days of receipt of rejection notice and supply evidence of visa rejection to receive the full refund.
- The Overseas Students Health Cover is not refundable once the student has commenced a course with UNSWG.
- Approved refunds will be made within four (4) weeks.
- This agreement and the availability of complaints and appeals processes do not remove the rights of the student to take further action under Australia's consumer protection laws.
- Any variation to this refund policy will be at the discretion of UNSWG.
- Fees paid, other than the enrolment fee are subject to the refund conditions of the providers of the UNSWG services, as specified below.

Provider default

The student is entitled to a full refund of tuition fees and other fees if:

- (a) the course does not start on the agreed starting day; or
- (b) the course ceases to be provided at any time after it starts but before it is completed; or
- (c) the course is not provided in full to the student because a sanction has been imposed on the registered provider.

In the unlikely event UNSWG cancels a course, the student will be entitled to a full refund of the tuition fees, the enrolment fee and any other fees paid by the student.

Student default

The student is not entitled to any refund of tuition or other fees in case of student default.

Student default occurs in one or more of the following circumstances:

- (a) the student fails to pay an amount he or she is liable to pay UNSWG, directly or indirectly, in order to undertake the course;
- (b) the student breaches a condition of their student visa; or
- (c) the student misbehaves and is refused tuition due to that misbehaviour.

Withdrawal and Refund Policy – UNSW Foundation Studies

- If the student cancels his or her course by written notice more than 28 days before the course commencement date, (for reasons other than his or her visa application was rejected), the student will receive a refund of the tuition fees paid, plus any airport pick-up fee paid and any homestay placement fee paid if this service has not yet been provided, less an administration fee of \$1000. Confirmation of Approval of Appropriate Welfare Arrangements (CAAW) fees paid by students under 18 years of age will also be refunded if this service has not yet been provided.

The Airport pick-up fee is non-refundable if the student does not use the service and fails to notify UNSWG a minimum of two (2) working days before his or her arrival, of either a flight arrival change or cancellation.

- If the student cancels his or her course less than 28 days before the course commencement date of the course, and before completion of week four (4) of that course, the student will receive a refund of the tuition fees paid, plus any airport pick-up fee paid and any homestay placement fee paid if this service has not yet been provided, less an administration fee of \$2000. The CAAW fee paid by a student under 18 years of age is non-refundable. The monitoring fees for a student under 18 years of age will be refunded for the weeks of service not provided. The Airport pick-up fee is non-refundable if the student does not use the service and fails to notify UNSWG a minimum of two (2) working days before his or her arrival, of either a flight arrival change or cancellation.
- If the student withdraws from his or her course after week four (4) of Semester 1 but before week four (4) of Semester 2 he or she will receive a refund of their Semester 2 tuition fees paid, plus any airport pick-up fee paid and any homestay placement fee paid if this service has not yet been provided, less \$2000 administration fee. The CAAW fee for a student under 18 years of age is non-refundable. The monitoring fees for a student under 18 years of age will be refunded for the weeks of service not provided. The Airport pick-up fee is non-refundable if the student does not use the service and fails to notify UNSWG a minimum of two (2) working days before his or her arrival, of either a flight arrival change or cancellation.
- If the student withdraws from his or her course after completion of week four (4) of Semester 2 of the UNSW Foundation Studies program he or she will not receive any refund of the tuition fees or any airport pick-up fee, homestay placement fee or CAAW and monitoring fees for a student under 18 years of age.
- If the student defers the commencement of the course or temporarily suspends his or her studies and then subsequently withdraws from the course he or she will be liable to the refund policy from the date of the application for deferment or suspension.
- A full refund of the fees paid for the UNSW Foundation Studies program will be made if the student withdraws from the program prior to commencement because he or she did not meet the English language requirements (documentary proof is required).
- A full refund of fees paid for the UNSW Foundation Studies program will be made if there are no places left in the program for which the student has applied and the student chooses to withdraw.

Withdrawal and Refund Policy – UNSW Institute of Languages

- If the student cancels his or her enrolment by written notice more than 28 days before the term commencement date, he or she will receive a refund of 75% of the unused portion of the tuition fees paid. Once a student has commenced a term, no refund will be given for that term. The homestay placement fee and/or airport pick-up fee will be refunded if the service has not been provided. Once the homestay placement has been provided the placement fee is non-refundable. The following homestay fees apply for cancelled bookings prior to arrival. Cancellation without notice – four (4) weeks of homestay fees. More than three (3) days but less than two (2) weeks notice – two (2) weeks of homestay fees. The Airport pick-up fee is non-refundable if the student does not use the service and fail to notify UNSWG a minimum of two (2) working days before their arrival, of either a flight arrival change or cancellation.
- If the student cancels his or her enrolment by written notice less than 28 days before the term commencement, the tuition fees for that term will not be refunded. He or she will receive a refund of 75% of the tuition fees paid for remaining terms (provided written notice of such termination is received more than 28 days before the term commences). The homestay placement fee and/or airport pick-up fee will be refunded if the service has not been provided. Once the homestay placement has been provided the placement fee is non-refundable. The following homestay fees apply for cancelled bookings prior to arrival. Cancellation without notice – four (4) weeks of homestay fees. More than three (3) days but less than two (2) weeks notice – two (2) weeks of homestay fees. The Airport pick-up fee is non-refundable if the student does not use the service and fails to notify UNSWG a minimum of two (2) working days before his or her arrival, of either a flight arrival change or cancellation.
- If the student temporarily suspends his or her studies for a term less than 28 days before the term commencement date and then subsequently cancels his or her course, the tuition fees for that term will not be refunded.
- If the student cancels his or her enrolment after commencing a 10 week University English Entry Course (UEEC) or Pre-Foundation Year English course (PFY) he or she will not be refunded the fees paid for that course. Once the homestay placement has been provided the placement fee is non-refundable. The following homestay fees apply for cancelled bookings prior to arrival. Cancellation without notice – four (4) weeks of homestay fees. More than three (3) days but less than two (2) weeks notice – two (2) weeks of homestay fees. The Airport pick-up fee is non-refundable if the student does not use the service and fails to notify UNSWG a minimum of two (2) working days before his or her arrival, of either a flight arrival change or cancellation.
- If the student transfers his or her enrolment to UNSW Foundation Studies after successfully completing the UNSW Institute of Languages Pre-Foundation Year English course (PFY) earlier than expected, the unused portion of the tuition fees can be transferred to UNSW Foundation Studies with no penalty. If the student does not wish to transfer the unused portion of the tuition fees to UNSW Foundation studies, the student will receive a refund of 75% of the unused portion of the tuition fees paid.

Conditions of Enrolment continued

If the student successfully passes the University English Entry Course (UEEC) and gains entry to the UNSW course earlier than expected he or she will receive a refund of 75% of the unused portion of the tuition fees paid.

Complaints and Appeals Policy

- In the event of a dispute between an individual student and UNSWG relating to the code of conduct, attendance, quality of service or teaching, or the payment or refund of fees, procedures to facilitate the resolution of the dispute are outlined in the relevant UNSW Foundation Studies or UNSW Institute of Languages Student Handbook.
- UNSWG's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies. For details refer to the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (the National Code 2007).

Privacy Policy

- The UNSWG Privacy Policy has been developed to provide a clear and concise statement of how and when students' personal information is collected, stored and distributed by UNSWG. The Policy is available from the UNSW Foundation Studies or UNSW Institute of Languages website. The student can access personal information held by UNSWG, in accordance with the Commonwealth Privacy Act 1988.
- The student agrees to authorise UNSWG to communicate to the Education Representative, parents, guardians or scholarship sponsors, information in relation to enrolment, participation and progress in the program, including information regarding academic results, attendance and personal issues that may affect the well-being of the student.

Personal Information Collected

- Information is collected on the Application Form and during the student's enrolment in order to meet UNSWG's obligations under the ESOS Act and the National Code 2007; to ensure student's compliance with the conditions of his or her visa and obligations under Australian immigration laws generally, including using the information to access the Visa Entitlement Verification Online (VEVO) database which is provided by the Commonwealth of Australia, represented by the Department of Immigration and Citizenship. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about the student on the Application Form and during the enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected can be disclosed without the student's consent where authorised or required by law.
- Personal information may be shared with other sections of UNSWG, The University of New South Wales (UNSW) and, for placement purposes, with other education institutions. UNSWG undertakes not to sell, rent or trade personal information, and will not disclose information about a student unless:
 - the disclosure is required by law;
 - the disclosure is authorised by law;
 - consent has been given to UNSWG disclosing the information about a student through the acceptance of the terms and conditions of the program for which a student has applied; or
 - the disclosure is requested by Commonwealth or State agencies.

Further information about UNSWG's Privacy Policy, including a review of possible breaches to any aspect of the policy, can be obtained by contacting the UNSW Global Privacy Officer by:

- giseemail at privacy@unswglobal.unsw.edu.au
- telephone (61 2) 9385 3166
- writing to the address: The Privacy Officer
UNSW Global Pty Limited
PO Box 6666
UNSW SYDNEY NSW 1466

Notification of change of address

An international student on a student visa is required to notify UNSWG of his or her residential address in Australia within seven (7) days of arriving in Australia. An international student must also notify UNSWG of any change in his or her residential address within seven (7) days of the change.

Care Arrangements for International Students under 18 years of age

The Australian Government Department of Immigration and Citizenship (DIAC) has established special requirements relating to the care of international students under the age of 18. DIAC specifies that these students must either reside in Australia with a parent or close relative over the age of 21 who is of good character and has been approved by DIAC as their guardian, or in suitable accommodation that has been approved by the education provider.

If a student under 18 years of age cannot nominate a guardian who is acceptable to DIAC, UNSWG can sign the Confirmation of Appropriate Accommodation and Welfare (CAAW) form required for student visa processing, provided the student satisfies UNSWG's minimum age policy and adheres to the conditions of the CAAW. The CAAW form confirms to DIAC that appropriate arrangements have been made for the student's accommodation, support and general welfare.

UNSWG's Welfare and Accommodation staff will assist students under the age of 18 to arrange suitable accommodation and will meet with them regularly to discuss any concerns about accommodation, academic progress and any other personal issues that may affect their well being. If this service is required, the student must obtain and complete the appropriate CAAW form during the application process. Please note that this service requires UNSWG to carry out extensive preliminary checks before issuing the CAAW and to monitor the student's care arrangements throughout the course. An additional fee is therefore charged.

Eligibility for UNSW Foundation Studies

To enrol in UNSW Foundation Studies students must be 16 years of age at commencement and must satisfy certain academic and English language requirements.

Variations of these Conditions of Enrolment

UNSWG reserves the right to vary these Conditions of Enrolment at any time. The information is correct as at September 2009.

UNSW Foundation Studies and UNSW Institute of Languages are education groups of UNSW Global Pty Limited, a not-for-profit provider of education, training and consulting services and a wholly owned enterprise of the University of New South Wales.

UNSW Foundation Studies programs are delivered under UNSW CRICOS Provider No. 00098G

UNSW Global Pty Limited CRICOS Provider No. 01020K

UNSW Global Pty Limited ABN 62 086 418 582

Course dates and intakes

Academic, General and Professional English Term Dates and Intakes

Term	2010	GPE Levels 1 – 6	IEAP	AE1, AE2	AE 3	PFY 10 weeks	TPC	UEEC 10 weeks	TOP	IBEC/ ABEC	EFL	EMP
Term 1	04 Jan – 05 Feb	✓	✓	✓		✓	✓	✓	✓	✓	✓	
Term 2	08 Feb – 12 Mar	✓	✓	✓	✓		✓	✓		✓	✓	✓
Term 3	15 Mar – 16 Apr	✓	✓	✓	✓		✓			✓		
2 weeks break												
Term 4	03 May – 04 Jun	✓	✓	✓	✓	✓	✓	✓		✓		✓
Term 5	07 Jun – 09 Jul	✓	✓	✓			✓		✓	✓		
1 week break												
Term 6	19 Jul – 20 Aug	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓
Term 7	23 Aug – 24 Sep	✓	✓	✓	✓		✓			✓	✓	
2 weeks break												
Term 8	11 Oct – 12 Nov	✓	✓	✓	✓	✓	✓	✓		✓		✓
Term 9	15 Nov – 17 Dec	✓	✓	✓			✓	✓		✓		

Name Key:

GPE General Proficiency English

IEAP Introduction to English for Academic Purposes

AE Academic English

PFY Pre-Foundation Year English

TPC Test Preparation Course

UEEC University English Entry Course

TOP Tertiary Orientation Program

IBEC Intermediate English for Business Communication

ABEC Advanced English for Business Communication

EFL English for Law

EMP English for Medical Professionals