

Application for Enrolment in 2017

Under the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students, UWA CELT may be obliged to provide information given by you to Australian Commonwealth and State agencies and the Overseas Student Tuition Fund or the Secretary and Director of the Tuition Protection Service (TPS) as appropriate.

PERSONAL DETAILS

Family Name:	Title:	
Given Names:	Preferred Name:	
Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of Birth: / / (dd/mm/yy)	Country of Birth:
Nationality:	Passport Number:	<i>If possible please attach a photocopy or scan of your current passport ID page</i>
Home Address:		
Telephone:	Email:	
Address in Australia (if known):		
Do you have a medical condition that may require additional equipment or support?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please specify:		
Emergency Contact: Name:	Telephone:	

STUDY PLAN

If you have taken an IELTS, TOEFL, Cambridge or other English test please attach a copy of your results.

Which courses would you like to apply for?

Bridging Course (Module 1 - 20 hours per week / Module 2 - 25 hours per week)

- | | |
|---|--|
| <input type="checkbox"/> 20-week Bridging Course starting: | <input type="checkbox"/> 10-week Bridging Course starting: |
| <input type="checkbox"/> Intake 1, Module 1 & 2 (30 January) | <input type="checkbox"/> Intake 1, Module 2 (24 April) |
| <input type="checkbox"/> Intake 2, Module 1 & 2 (17 July) | <input type="checkbox"/> Intake 2, Module 2 (9 October) |
| <input type="checkbox"/> Intake 3, Module 1 & 2 (21 August) | <input type="checkbox"/> Intake 3, Module 2 (13 November) |



General English & English for Academic Purposes (These courses run in 5-week blocks and are 20 hours per week)

- General English English for Academic Purposes

Start Date: ____/____/____ (you must select a start date for your chosen course from the list on page four)

Course Duration (number of weeks): _____ (in 5-week blocks only. Example: 10 weeks, 25 weeks)

Examination Preparation Courses (These courses run in 5-week blocks and are 20 hours per week)

- IELTS Examination Preparation TOEIC Examination Preparation TOEFL Examination Preparation

Start Date: ____/____/____ (you must select a start date for your chosen course from the list on page four)

Intensive Short Examination Preparation Courses (refer to page 4 for further details on these courses)

- | | |
|--|---|
| <input type="checkbox"/> IELTS Examination Preparation: One-week Course (20 hours only) | <input type="checkbox"/> TOEFL Examination Preparation: One-week Course (20 hours only) |
| <input type="checkbox"/> IELTS Examination Preparation: Four-week Evening Course (24 hours only) | <input type="checkbox"/> TOEIC Examination Preparation: One-week Course (20 hours only) |

Start Date: ____/____/____ (you must select a start date for your chosen course from the list on page four)

STUDIES IN AUSTRALIA

Are you currently enrolled in another education institution in Australia?

Yes No

Name of the Institution: _____

Do you intend to continue your degree studies at The University of Western Australia?

Yes No

Have you already submitted an application to UWA Admissions?

Yes No

UWA Student Number: _____

VISA INFORMATION

Do you already have a visa that will allow you to study at UWA CELT?

Yes No

On what type of visa will you be studying?

Student Working Holiday Visitor Permanent Resident Dependant

Other, please specify _____

OVERSEAS STUDENT HEALTH COVER (OSHC)

OSHC is compulsory for all student visa holders and must be for the whole period of the student visa. UWA CELT is happy to arrange health cover through our partnership with Allianz Global Assistance. If you would prefer to organise your own health insurance with another company, please visit:

www.studyinaustralia.gov.au/global/live-in-australia/insurance

Would you like to organise OSHC through Allianz Global Assistance?

Yes No

If you intend to enter Australia on a student visa, please indicate what type of OSHC you require

Single Cover

Family Dual (either two adults or one adult with children)

Family Multi (two adults with children)

Please visit this website for [OSHC fees](http://OSHC.fees). www.celt.uwa.edu.au/courses/2017-fees

OVERSEAS VISITORS HEALTH COVER (OVHC)

Overseas Visitors Health Cover (OVHC), UWA CELT can provide two types of OVHC. 1. **Budget:** cover for in-hospital medical treatment only or 2. **Visitors Plus:** cover for both in hospital and out of hospital medical treatment. To obtain a quote or proceed with this cover please click on this link for OVHC options or visit our website: www.celt.uwa.edu.au.

Students arriving on a Tourist or Working Holiday Visa are advised to arrange their own health insurance cover prior to travel. All students are recommended to purchase private travel insurance to cover their personal belongings for the duration of their study and any extended time in Australia.

ACCOMMODATION

Do you require accommodation during your studies at UWA CELT?

Yes No (if no, go to next section)

Which type of accommodation would you like to request? (please select from the options below)

OPTION 1. Homestay Accommodation

Homestay accommodation provides single rooms with breakfast and dinner during the week and all meals on weekends. **There is a placement fee of \$240.** An online homestay application form must be completed at least 2 weeks prior to arrival, otherwise a late fee of \$40 will apply.

Yes, please find me Homestay Accommodation (**\$265 per week**)

Please include airport reception and transportation to accommodation (**\$120**)

OPTION 2. Demi-Pair Program (work part-time for a family while you study. For students at an intermediate level or higher)

A placement fee of \$700 applies (includes airport reception and one week homestay with your host family). Please allow 3 months to find a family.

Yes, please find me a Demi-Pair placement (homestay and full board in exchange for 15 hours work per week for a minimum of 12 weeks).

A minimum of 7 days notice is required for airport transfers. All accommodation fees are subject to change.

AGENT

Is your application being made through an agent?

No Yes

Name/Stamp of agent: _____

SCHOLARSHIP OR SPONSORED STUDENT

Please indicate if you will be sponsored or on a scholarship

No Yes Name of organisation: _____

FOR OFFICE USE ONLY

Signature

Date:

Name of officer

Event (if applicable)

TERMS AND CONDITIONS OF ENROLMENT

DEFINITIONS

Enrolment: Total duration of study selected upon commencement at UWA CELT (1 or more courses).

Course: Program of study. For example: General English, English for Academic Purposes, IELTS Examination Preparation, Cambridge Examination Preparation, Academic English and Study Skills Bridging Course.

Term: 5-week period of study within a Course; 10-week period in the case of Cambridge English Courses; one or four-week period in the case of IELTS Intensive Short Courses.

Module: 10-week period of study within / or as part of the Bridging Course.

GENERAL CONDITIONS

- UWA CELT operates on a dual timetable and reserves the right to allocate students to either morning or afternoon classes. UWA CELT reserves the right to change its timetables, course content and offerings and their delivery location where necessary.
- The fees quoted are valid from 1 January each year. The Centre reserves the right to change these fees without notice.

PREREQUISITES

- Some courses require a prerequisite level of English language for entry.
- All students will be tested either prior or upon commencement of the course and placed in a class at the appropriate English language level.
- Any English level or placement test conducted prior to commencing at UWA CELT is indicative only and the results of your placement test and/or assessment upon commencement will take precedence.

OVERSEAS STUDENT HEALTH COVER (OSHC)

- OSHC is mandatory for all student visa holders for the entire period of the student visa. The fee is calculated by adding four weeks both before and after the period of enrolment.
- If another insurance provider (other than the UWA preferred supplier) is selected, UWA CELT is required to see evidence of purchase.

PERSONAL INFORMATION AND ADDRESS DETAILS

- Personal information may be shared with the Australian Government, designated authorities, and the Secretary and Director of the Tuition Protection Service (TPS) as appropriate. This information may include personal contact details, course enrolment details and changes, and circumstances of any suspected breach by the student of a student visa condition.
- You must notify UWA CELT of your Australian address within seven days of arriving in Australia, and within seven days of any change of address.

ATTENDANCE AND PROGRESS

UWA CELT requires that each student's attendance rate **is at least 80%**. In accordance with Australian student visa regulations UWA CELT must keep accurate attendance records and academic reports. UWA CELT is required to report students with unsatisfactory attendance or academic progress to the Australian immigration authorities who may cancel their visas.

- Students must complete all classwork, assignments, activities and assessments in order to maintain satisfactory progress.

ESOS ACT: INFORMATION FOR STUDENTS

Information about student rights and responsibilities under the Australian Government ESOS Act 2000 and National Code 2007 is available on the CELT website at:

<http://www.celt.uwa.edu.au/future/visa-information#student>

PAYMENT CONDITIONS AND REFUND POLICY

- An enrolment is determined upon receipt of payment and includes all courses of study as offered and accepted by the student leading to their commencement at UWA CELT (including the orientation day).
- The enrolment, airport transfer and accommodation placement fees are not refundable.
- An additional enrolment fee will be charged for a second deferral request after an e-COE has been issued.
- An administration fee of \$500 will be charged and deducted from the refund amount listed for all cancellations other than those resulting from a visa refusal or UWA CELT being unable to deliver the course of study as offered.
- If you cancel your enrolment **in writing 28 or more days*** before the initial course commences, you will receive a full refund of **tuition** fees; Bridging Course excluded.
- If you cancel your enrolment **in writing between 27 and 14 days*** before the course commences, 90% of your **tuition** fees will be refunded; Bridging Course excluded.
- If you cancel your enrolment **in writing less than 14 days*** before the course commences, 70% of your **tuition** fees will be refunded; Bridging Course excluded.
- *Deferment of a course does NOT extend the refund qualifying period beyond the original enrolment commencement date.**
- No refund** will be given once your enrolment has commenced.
- No refund** will be given if your UWA CELT offer is packaged with a UWA degree offer.
- No refund** will be given if your studies are discontinued as a result of unsatisfactory conduct, including non-attendance.
- No refund** will be given once your enrolment has commenced; however, in extenuating circumstances or on compassionate grounds up to 75% of your remaining tuition fees for any un-commenced terms or modules may be refunded (*less the \$500 administration fee – see above*). The management of UWA CELT reserves the right to assess the seriousness of each case and refunds remain at the discretion of UWA CELT Management. Applications for refunds must be made **in writing at least one week prior to the commencement of the next term or module** to the Centre Manager and should include supporting documents.
- The following reasons are suitable grounds to apply for a **full refund of tuition fees paid**:
 - If your visa application is refused, all your tuition fees will be refunded. You must notify UWA CELT **in writing within seven days** of your visa being refused by the Australian Immigration authorities and enclose a copy of the Letter of Refusal, or
 - An offer is withdrawn or an enrolment terminated because the course is cancelled or for some reason the University is unable to provide the course of study.
- The following reasons are suitable grounds to apply for a **full refund of tuition fees paid**: (less \$500 administration fee)
 - You are unable to fulfil the conditions of a UWA CELT offer
 - You fail to meet progression rules and are not permitted to re-enrol
- Normal processing time for refunds will be two - four weeks and bank charges, enrolment, airport transfer, accommodation placement and the administration fee will be deducted where appropriate/applicable.

TRANSFERS

- Fee transfer does not apply if you have not commenced your study at UWA CELT (refer to Payment Conditions and Refund Policy above).
- If a transfer to a different UWA CELT course is approved then fees can be reallocated to the new course. Course changes will not be approved once the term or module has commenced.
- If you meet the University's English language requirement before the end of your studies at UWA CELT, you may request a transfer of **tuition** fees* towards your degree course.
 - *Only tuition fees for terms/modules of study not yet commenced are transferable.
- You must submit your request for a transfer in writing to the Centre Manager **at least one week before the start of the course(s)** you wish to cancel. Please be aware that there may be visa implications.
- Tuition fees will not be transferred to another institution.
- If you are studying on a student visa and seek to transfer to another institution within the first six months of your enrolment you must provide written approval from both institutions.
- All applications for transfer are subject to satisfactory attendance.

DEFERMENTS

- Students may only defer complete terms within their course, if permitted by the conditions of their visa. Applications for deferment must be submitted in writing to the Centre Manager and should include supporting documents.
- Students returning to complete deferred terms must do so within 12 months of the deferment.
- Failure to do so will result in your course cancellation and no refund will be given.

PAYMENT DEFAULT

If a student defaults on payment of tuition or other related fees by the specified due date, UWA CELT has the right to cancel the student's enrolment and must report the student default to Department of Immigration and Border Protection within five business days. If a student default on payment occurs, the student may be denied access to teaching and learning and other services until the required fee is fully paid. This may lead to the cancellation of the student's electronic Confirmation of Enrolment (eCOE).

ACCOMMODATION FEES AND REFUND POLICY

- Four weeks homestay fee and the placement fee are payable to UWA CELT in advance.
- After this four-week period, all homestay fees are paid directly to the host family. Direct payments to host families are made fortnightly in advance.
- Two weeks notice or two weeks payment is required before moving out of the home.
- A 50% placement fee is payable if a change of homestay is required because incorrect dates have been given on the homestay application form.
- If the homestay is cancelled after a placement has been confirmed, 50% of the placement fee will be forfeited.
- If cancellation occurs two weeks or less before arrival, the full placement fee and one week's homestay fee will be forfeited.
- A late placement fee of \$280 will be incurred for homestay applications submitted with less than two weeks notice of arrival.

DECLARATION - This application must be completed by the enrolling student and not by an agent.

All the information provided by me in connection with this application is true and correct. I understand and accept the terms and conditions of enrolment outlined above and understand that by submitting this form I enter into the basis of an agreement between myself and UWA CELT.

◆ Signature of the applicant: _____

Date: _____/_____/20____

This agreement, and the availability of complaints and appeals processes, does not remove the right to take further action under Australia's consumer protection laws. Nor do UWA CELT's dispute resolution processes circumscribe a student's right to pursue legal remedies. ◆ If completing this form online, please type your name in lieu of signature.

2017 BRIDGING COURSE DATES			
		start day*	last day
Intake 1	Module 1	30 Jan	7 Apr
	Study break	10 Apr	23 Apr
	Module 2	24 Apr	30 Jun
Intake 2	Module 1	17 Jul	22 Sep
	Study break	25 Sep	6 Oct
	Module 2	9 Oct	15 Dec
Intake 3	Module 1	21 Aug	27 Oct
	Study break	30 Oct	10 Nov
	Module 2 - Term 1	13 Nov	15 Dec
	Christmas break	18 Dec	3 Jan
	Module 2 - Term 2	8 Jan	9 Feb

* Please note that orientation for each module of the Bridging Course commences on the Friday before the start date. Each Bridging Course module runs for a 10 week block.

2017 EXAMINATION PREPARATION COURSE DATES - ELICOS COURSES			
	IELTS**	TOEFL	TOEIC
Intake 1	9 Jan - 10 Feb - T1	9 Jan - 10 Feb - T1	13 Feb - 17 Mar - T2
Intake 2	1 May - 2 Jun - T4	1 May - 2 Jun - T4	28 Aug - 29 Sep - T7
Intake 3	12 Jun - 14 Jul - T5	13 Nov - 15 Dec - T9	
Intake 4	2 Oct - 3 Nov - T8		
Intake 5	13 Nov - 15 Dec - T9		

2017 INTENSIVE SHORT EXAMINATION PREPARATION COURSE DATES						
Course	Schedule	Dates				Fees
IELTS One-Week Course (20 hours)	Mon - Fri 1:00pm - 5:15pm	16 - 20 Jan 6 - 10 Feb 27 Feb - 3 Mar 20 - 24 Mar	3 - 7 Apr 8 - 12 May 29 May - 2 Jun	3 - 7 Jul 24 - 28 Jul 14 - 18 Aug 4 - 8 Sep	25 - 29 Sep 9 - 13 Oct 6 - 10 Nov 27 Nov - 1 Dec	\$450
IELTS Four-Week Evening Course (24 hours)	Mon and Wed 5pm - 8pm	16 Jan - 10 Feb 27 Feb - 24 Mar 3 - 28 Apr	8 May - 2 Jun 12 Jun - 7 Jul 24 Jul - 18 Aug	4 - 29 Sep 2 - 27 Oct 13 Nov - 8 Dec	\$500	
TOEIC One-Week Course	Mon - Fri 1:00pm - 5:15pm	20 - 24 March - NTW1 5 - 9 June - NTW2 21 - 25 August - NTW3 6 - 10 November - NTW4				\$450
TOEFL One-Week Course	Mon - Fri 1:00pm - 5:15pm					

	For 2017 examination dates and to book your IELTS test please go to: www.ielts.uwa.edu.au	** IELTS test fee = \$330 (subject to change without prior notice)
--	--	---

2017 GENERAL ENGLISH COURSE DATES (including English for Academic Purposes) - ELICOS COURSES										
If you start on... *	you will finish your course on one of these dates....									
	5 weeks	10 weeks	15 weeks	20 weeks	25 weeks	30 weeks	35 weeks	40 weeks	45 weeks	
Term 1	9 Jan	10 Feb	17 Mar	28 Apr	2 Jun	14 Jul	18 Aug	29 Sep	3 Nov	15 Dec
Term 2	13 Feb	17 Mar	28 Apr	2 Jun	14 Jul	18 Aug	29 Sep	3 Nov	15 Dec	9 Feb
Term 3	27 Mar	28 Apr	2 Jun	14 Jul	18 Aug	29 Sep	3 Nov	15 Dec	9 Feb	16 Mar
Term 4	1 May	2 Jun	14 Jul	18 Aug	29 Sep	3 Nov	15 Dec	9 Feb	16 Mar	27 Apr
Term 5	12 Jun	14 Jul	18 Aug	29 Sep	3 Nov	15 Dec	9 Feb	16 Mar	27 Apr	1 Jun
Term 6	17 Jul	18 Aug	29 Sep	3 Nov	15 Dec	9 Feb	16 Mar	27 Apr	1 Jun	13 Jul
Term 7	28 Aug	29 Sep	3 Nov	15 Dec	9 Feb	16 Mar	27 Apr	1 Jun	13 Jul	17 Aug
Term 8	2 Oct	3 Nov	15 Dec	9 Feb	16 Mar	27 Apr	1 Jun	13 Jul	17 Aug	28 Sep
Term 9	13 Nov	15 Dec	9 Feb	16 Mar	27 Apr	1 Jun	13 Jul	17 Aug	28 Sep	2 Nov

2017 Dates 2018 Dates

General English Non-Teaching Weeks (NTW) in 2017

- 20 to 24 March
- 5 to 9 June
- 21 to 25 August
- 6 to 10 November

Public Holidays in 2017			
The University is closed for a two-week period over Christmas and New Year (25 Dec 2017 - 3 Jan 2018) and on the following public holidays:			
• Australia Day: 26 January	• Good Friday: 14 April	• Easter Monday: 17 April	• Anzac Day: 25 April

2017 FEES

Courses	Cost of Modules/Terms AUD \$		Enrolment fee AUD \$	Text Books AUD \$
	Module 2	Modules 1 & 2	(non-refundable)	
• Bridging Course	\$4,900	\$9,400	\$220	\$250
ELICOS Courses:	5 weeks (one term)		\$220	• If you are enrolled in any of these courses you will need to purchase the required books; approximately AUD \$100 per term. Further details will be on your letter of offer.
• General English • English for Academic Purposes • Examination Preparation Courses: IELTS, TOEIC and TOEFL	\$1,875			

To send your application, or for more information:

Telephone: (61 8) 6488 3539
 Fax: (61 8) 6488 1077
 Enrolments: enrolments-celt@uwa.edu.au
 General Enquiries: celt@uwa.edu.au
 Website: celt.uwa.edu.au
 Facebook: [facebook.com/UWACELTstudents](https://www.facebook.com/UWACELTstudents)

