

INTERNATIONAL APPLICATION FORM

COURSE DATES FOR 2008/2009

INSEARCH ACADEMIC COURSES		
COURSE	COURSE DURATION	
	START	FINISH
(2 Semester courses: 8 Months)	11 Feb 2008	26 Sept 2008
Diploma of Business and Commerce (advanced standing)	*10 June 2008	30 Jan 2009
Diploma of Design (part one)	*7 Oct 2008	25 May 2009
Diploma of Science and Engineering (part one)		
(3 Semester courses: 12 Months)	11 Feb 2008	30 Jan 2009
Diploma of Business and Commerce	*10 June 2008	25 May 2009
Diploma of Information Technology (fast-track)	*7 Oct 2008	25 Sep 2009
(4 Semester courses: 16 Months)	11 Feb 2008	25 May 2009
Diploma of Business Studies	*10 June 2008	25 Sept 2009
Diploma of Information Technology	*7 Oct 2008	29 Jan 2010
Diploma of Communication		
Diploma of Design - Visual Media		
Diploma of Science and Engineering		
(5 Semester courses: 20 Months)	11 Feb 2008	25 Sept 2009
Diploma of Business Studies (extended)	*10 June 2008	29 Jan 2010
Diploma of Information Technology (extended)	*7 Oct 2008	28 May 2010

All international students under the age of 18 must have a carer. The carer can be either an INSEARCH over18 homestay or a relative approved by the Department of Immigration and Citizenship (DIAC). All students are required to attend orientation. Please note that if you miss the course commencement date you may not be able to access the English level of your first choice. 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. Applications for full-time English courses are only accepted for the full five week terms as per the published dates.

*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.

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

ENGLISH LANGUAGE COURSES		
2008		
TERM	START	FINISH
1	7 January	8 February
2	11 February	14 March
3	17 March	18 April
4	21 April	23 May
5	26 May	27 June
6	30 June	1 August
7	4 August	5 September
8	8 September	10 October
9	13 October	14 November
10	17 November	19 December

UTS COURSES 2008			
SEMESTER	START	FINISH	
Orientation for International Students	11 Feb	22 Feb	
Semester 1	25 Feb	30 June	
Orientation for International Students	21 July	25 July	
Semester 2	28 July	31 Dec	
UTS COURSES 2009			
SEMESTER	START	FINISH	
Orientation for International Students	16 Feb	27 Feb	
Semester 1	2 Mar	30 June	
Orientation for International Students	27 July	31 July	
Semester 2	3 Aug	31 dec	

COURSE FEES 2008/2009

COURSE	INTERNATIONAL STUDENT PROCESSING FEE PAID ONCE ONLY	FEES PER WEEK A\$	FEES PER SEMESTER A\$	FEES IN FULL A\$ (Excludes enrolment fee)	COURSE LENGTH
ENGLISH					
English Language	\$200	\$385	-	-	
Direct Entry English Program (DEEP)	\$200	\$385			
DIPLOMA COURSES					
Business and Commerce (advanced standing)	\$200	-	\$8,800	\$17,600	2 Semesters: 31 Weeks (includes 1 week orientation)
Design (part one)	\$200	-	\$7,000	\$14,000	
Science and Engineering (part one)	\$200	-	\$7,500	\$15,000	
Business and Commerce	\$200	-	\$7,000	\$21,000	3 Semesters: 46 Weeks (includes 1 week orientation)
Information Technology (fast-track)	\$200	-	\$7,200	\$21,600	
Business Studies	\$200	-	\$7,000	\$28,000	
Information Technology	\$200	-	\$7,200	\$28,800	4 Semesters: 61 Weeks (includes 1 week orientation)
Communication	\$200	-	\$7,000	\$28,000	
Design - Visual Media	\$200	-	\$7,000	\$28,000	
Science and Engineering	\$200	-	\$7,500	\$30,000	
EXTENDED DIPLOMA COURSES					
Business Studies (extended)	\$200	-	Semester 1-4 \$7,000 ***Semester 5 \$1,400 - \$2,800	\$29,400 - \$30,800	5 Semesters: 76 Weeks (includes 1 week orientation)
Information Technology (extended)	\$200	-	Semester 1-4 \$7,200 Semester 5 nil	\$28,800	

For further price information on packaging of full-time English and Academic courses please see the international prospectus. *** Additional subjects required for the Diploma of Business Studies (Extended) will cost a total of \$1,400 - \$2,800. Subjects to be studied and therefore the cost of the Extended Diploma, depend on the individual student's English and academic background. To find out about the course details, please visit www.insearch.edu.au/courses

All diplomas in Business and Information Technology will have a modified course structure, course content and hours of teaching on re-accreditation, anticipated in 2008.

ACCOMMODATION FEES

Item	Description	A\$
Homestay	Booking Fee	\$230
	Single	\$250 per week
	Twin Share	\$220 per week
	Under 18 Years of Age – Single	\$300 per week
	Under 18 Years of Age – Twin Share	\$275 per week
Airport Welcome Service		\$130

- All accommodation fees are subject to change without notice.
- Accommodation booking fees are non-refundable and payable once only.
- Twin share accommodation is subject to availability.
- Homestay fees include two meals per day.
- Prices include GST where applicable.
- Under 18 years of age single and twin share accommodation fees include a \$30 carer fee.
- Homestay will be arranged for a minimum of five weeks.

2008 OVERSEAS STUDENT HEALTH COVER PREMIUMS

Period of stay in Australia	Single	Family*	Period of stay in Australia	Single	Family*
3 months	A\$87	A\$174	9 months	A\$261	A\$522
6 months	A\$174	A\$348	12 months	A\$348	A\$696

All premiums are GST inclusive and in Australian dollars

OSHC is a government requirement

* Family includes the student, the spouse of the student and any dependent children of the student up to 18 years of age who have been authorised to enter and remain with the student and who are residing at the same place of residence as the student in Australia.

INTERNATIONAL CONDITIONS OF ENROLMENT-IMPORTANT:

Please read these before you sign the application form

- INSEARCH and the University of Technology, Sydney (UTS)**
 - 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.
- Package programs**
 - International students may be offered a package program, which consists of an English language course and an Academic course. Students must satisfactorily complete the English language course before proceeding to the Academic course.
 - A student may be required to repeat the English language course if they did not complete it satisfactorily. The student will be required to pay an additional fee for the repeat course.
- Attendance**
 - Australian government regulations state that it is a condition of a student visa that a student must attend 80% of the course.
- International student processing fee and course fees**
 - Course fees must be paid at least 28 days before the first day of each course.
 - International students who have not studied full-time with INSEARCH before must also pay a one-off international student processing fee.
 - Fees must be paid in Australian dollars by bank cheque, bank draft, cash or credit card. INSEARCH will not be responsible for any monies paid to agents.
 - INSEARCH reserves the right to vary fees and/or course dates at any time.
 - The international student processing fee and course fees do not cover the cost of accommodation, living expenses, textbooks, stationery or other equipment.
- Course duration and additional fees**
 - A course commences on the first day of orientation of the course.
 - If a student defers their course after payment of tuition, the course commencement date is the first day of orientation of the course in which the student had originally enrolled.
 - Students will be advised of the course duration prior to enrolment. Students who require extra semesters to complete their course will be required to pay additional fees.
- Change of address**
 - Students are required by government legislation to immediately notify INSEARCH Student Services of any changes of address while enrolled in the program.
- Accommodation**
 - INSEARCH requires 28 days' notice to arrange homestay and airport welcome service. Additional terms and conditions and fees apply. Accommodation booking fees and airport welcome fees are not refundable under any circumstances.
- Students who wish to use the UTS housing list must pay a fee of \$75 on arrival. This must be paid directly to the UTS housing office when applying for this service and not INSEARCH.
- Cancellation and refunds**
 - The international student processing fee will be refunded to students only if INSEARCH cancels the course the student is enrolled in and will not be refunded under any other circumstances.
 - Course fees and homestay fees will be refunded only in the following circumstances:
 - INSEARCH cancels the course;
 - the student produces written evidence that an application for a student visa has been rejected by the Australian government (this does not include where a student visa renewal is rejected or a student visa has been cancelled because of a breach of visa conditions); or
 - INSEARCH receives written notice of cancellation of enrolment from the student at least 28 days before the first day of the course. INSEARCH will retain 20% of the course fee paid if enrolment is cancelled by the student for reasons other than a rejection of a student visa application. Where less than a full work-load is to be undertaken and therefore less than a full semester fee is payable, the retained fee will be 20% of that fee.
 - Course fees will not be refunded if:
 - the student, enrolled in the course less than 28 days prior to the commencement of that course subsequently cancels the enrolment for reasons other than a rejection of a student visa application; or
 - the student arrives in Australia after the course has commenced.
- Applying for a refund**
 - Students wishing to apply for a refund need to apply in writing. Onshore students should complete an Application for refund of fees form available from the INSEARCH Student Services office and submit this to Student Service staff. Students who have not yet arrived in Australia should forward their written request for a refund to the Registrar.
- Termination**
 - INSEARCH reserves the right to expel a student for serious breach of discipline. Fees will not be refunded.
- Transfer of fees to other institutions**
 - A student who cancels his/her enrolment and who is not entitled to a refund of course fees may apply to the Registrar of INSEARCH for permission to transfer prepaid course fees to another INSEARCH course or an Australian university if the student has been formally admitted to a degree course of that university.
 - INSEARCH has absolute discretion in determining whether an application for the transfer of prepaid course fees will be approved. A transfer is subject to government regulations.
- If a transfer of prepaid course fees is approved, INSEARCH reserves the right to retain 20% of those fees to cover administrative costs.
- Grievance resolution**
 - 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.
 - This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.
- Student Privacy**
 - 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.
 - 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.
 - INSEARCH has an obligation under Commonwealth and State legislation to provide information to certain government departments.
 - Provision of personal information is voluntary, but if it is not provided, INSEARCH may be unable to process the student's application.
 - Students have a right to access and alter their personal information.
 - 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
- Definition**

In these conditions, **course** means:

 - the number of terms of full-time English Language study that has been paid for;
 - for Academic Courses, one semester of study in a diploma course; and
 - for Package Programs, the English Language Course plus one semester of study in an Academic Course.

Please
attach
your
photo

INTERNATIONAL APPLICATION FORM

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

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"/> No <input type="checkbox"/> Yes (Australian citizens, Australian Permanent Residents and New Zealand Citizens must complete the Domestic Application Form)			
Do you have a disability, special need or medical condition that may require extra support or specific facilities for accommodation? <input type="checkbox"/> No <input type="checkbox"/> Yes					
If yes, please give details					
Home Address				Postcode	
Telephone No.	Fax No.	E-mail			
Passport No.			Country of Issue		
Type of Visa	<input type="checkbox"/> tourist	<input type="checkbox"/> student	<input type="checkbox"/> other	Do you currently hold a student visa?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have OSHC (Overseas Student Health Cover)?		<input type="checkbox"/> No	<input type="checkbox"/> Yes	If yes – Card No.	
OSHC Provider	I require	<input type="checkbox"/> Single Cover	<input type="checkbox"/> Family Cover		
Address in Australia				Postcode	
Telephone No.			Mobile No.		
E-mail			Fax No.		

ENGLISH LANGUAGE COURSE SELECTION

- Package Program (English & Academic Course) Direct Entry English Program* (DEEP)
 Academic English Pathway* (AEP) IELTS Preparation*
 General English (GE)

Starting Date	Starting Term	Finishing Date	Finishing Term	No. of weeks applied for
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* Only available for students who have reached the level required.

Please note that you may be scheduled for a morning or afternoon class. This will be determined after you arrive.

ACADEMIC COURSE SELECTION

I wish to enrol in the:

- | | |
|---|--|
| <input type="checkbox"/> Diploma of Business and Commerce (advanced standing) (053606J) | <input type="checkbox"/> Diploma of Information Technology (extended) (053610B) |
| <input type="checkbox"/> Diploma of Business and Commerce (053606J) | <input type="checkbox"/> Diploma of Communication (053609F) |
| <input type="checkbox"/> Diploma of Business Studies (053607G) | <input type="checkbox"/> Diploma of Design - Visual Media (053608G) |
| <input type="checkbox"/> Diploma of Business Studies (extended) (053611A) | <input type="checkbox"/> Diploma of Design (part one) (053608G) |
| <input type="checkbox"/> Diploma of Information Technology (fast-track) (053604M) | <input type="checkbox"/> Diploma of Science and Engineering (056286G) |
| <input type="checkbox"/> Diploma of Information Technology (053605K) | <input type="checkbox"/> Diploma of Science and Engineering (part one) (056286G) |

COMMENCEMENT DATES

I wish to begin on: 11 February 2008 10 June 2008 7 October 2008

*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.

EDUCATION BACKGROUND DETAILS (ACADEMIC COURSES ONLY)

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

Name of examination	Year	Name of school/college/university
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Other relevant information e.g. work experience

PLEASE SIGN BACK (APPLICATION NOT VALID WITHOUT SIGNATURE) →

ENGLISH LEVEL DETAILS

<input type="checkbox"/> IELTS	Score Overall	Score Writing	Score Reading	TRF [Test Report Form] no	Test date
<input type="checkbox"/> TOEFL	Overall	TWE/Essay	<input type="checkbox"/> Education conducted in English medium:	years	place
<input type="checkbox"/> Other (details)					

ACCOMMODATION DETAILS

Do you wish INSEARCH to arrange: Single homestay Twin share homestay Budget accommodation

Do you require airport welcome service? Yes No

If you require homestay, please fill in this section

Do you smoke? Yes No Would you prefer a homestay with pets? Yes No Would you prefer a homestay with children? Yes No

Do you have any allergies? Yes No If yes, please give details

Do you have any special dietary requirements? Yes No If yes, please give details

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"/> Friend/Relative
<input type="checkbox"/> UTS	<input type="checkbox"/> Australian education centre	<input type="checkbox"/> Embassy/High Commission
<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, 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 or guardian 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

- Please pay in Australian dollars
- Payment to be made by bank draft or bank cheque
- Please make cheques payable to INSEARCH

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

Please complete this form and send it to:

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 Student Number _____

Accept Reject Other Placement Offer _____

Letter sent _____

Assessed by: _____

Representative's Details