



## Application for Enrolment in 2012

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

Affix one passport size photo here and enclose one passport size photo with this application

### PERSONAL DETAILS

Family Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Given Names: \_\_\_\_\_ Preferred Name: \_\_\_\_\_  
 Male  Female  Date of Birth: / / (dd/mm/yyyy) Country of Birth: \_\_\_\_\_  
 Nationality: \_\_\_\_\_ Passport Number: \_\_\_\_\_ *If possible please attach a photocopy or scan of your current passport ID page*  
 Home Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address in Australia (if known): \_\_\_\_\_  
 Do you have a medical condition that may require additional equipment or support?  Yes  No  
 If yes, please specify: \_\_\_\_\_

### STUDY PLAN

What do you think is your level of English?  Elementary  Pre-intermediate  Intermediate  Upper Intermediate  Advanced  
*(If you have taken a TOEFL, IELTS, Cambridge, or other English test, please attach a copy of your results.)*

#### Which course(s) would you like to apply for?

##### General English, English for Academic Purposes & Business English Courses

General English  English for Academic Purposes  Business English

Applicants for these courses with a Visitors, Working Holiday or Student Visa have the choice of enrolling for a 20 or 25-hour per week course. CELT strongly recommends the 25-hour enrolment for students who have a scholarship, and for those aiming to enrol in a vocational or degree program after their English language studies. Please indicate how many hours per week you wish to study.

20 hours per week  25 hours per week

If you have chosen to enrol in the 25-hour course, please select the *Skills Workshop* you would like to study in your first five-week term:

Communication skills for business and work  Communicating across cultures  
 Communication skills for tertiary studies  Examination preparation  IELTS  TOEFL  TOEIC

I would like to start on...

Term 1 – Jan 9  Term 2 – Feb 13  Term 3 – Mar 26  Term 4 – Apr 30  Term 5 – Jun 11  
 Term 6 – Jul 16  Term 7 – Aug 27  Term 8 – Oct 1  Term 9 – Nov 12

How many weeks will you study English? *Note: Each term = 5 weeks*

5  10  15  20  25  30  35  40  45

##### Cambridge Examination Preparation Courses (25 hours per week)

I would like to start a Preliminary English Test (PET) course on...

Jan 9 (10 Wks)  Mar 26 (10 Wks)  July 16 (10 Wks)  Oct 1 (10 Wks)

I would like to start a First Certificate in English (FCE) course  or Certificate in Advanced English (CAE) course  on...

Jan 9 (10 Wks)  Mar 26 (10 Wks)  Sep 17 (12 Wks)

##### IELTS Preparation Course (25 hours per week)

Jan 9 (5 Wks)  Jun 11 (5 Wks)  Nov 12 (5 Wks)

##### Bridging Course (25 hours per week)

20-week Bridging Course  Semester one (module 1) Jan 27  Semester two (module 1) Jul 13

10-week Bridging Course  Semester one (module 2) Apr 20  Semester two (module 2) Oct 5

## Further Studies in Australia

Do you intend to continue your studies at The University of Western Australia?  Yes  No

Have you already submitted an application to UWA's International Centre?  Yes  No

UWA Student Number: \_\_\_\_\_

## VISA INFORMATION

Do you already have a visa that will allow you to Study at CELT UWA?  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 OSHC Worldcare. If you would prefer to organise your own health insurance with another company, please visit: <http://www.studyinaustralia.gov.au/en/Study-Costs/OSHC/Overseas-student-health-cover>

Would you like to organise OSHC through Worldcare?  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)

## ACCOMMODATION

Do you require accommodation during your studies at CELT?  Yes  No (If no, go to next section)

If yes, length of stay required? \_\_\_\_\_ weeks from: / / to: / /

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

### OPTION 1. University Residential Colleges (please note that rooms are limited and not always available)

Residential colleges provide single rooms and full board. **There is a placement fee of \$195.**

Yes, please find me University Residential Accommodation (**\$380 per week**)  Please place me in a women's only college

Please include airport reception and transportation to accommodation (**\$100**)

### OPTION 2. 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 \$195.** An online homestay application form must be completed at least 2 weeks prior to arrival, otherwise a late fee of \$65 will apply.

Yes, please find me Homestay Accommodation (**\$235 per week**)

Please include airport reception and transportation to accommodation (**\$100**)

### OPTION 3. Demi-Pair Program (work part-time for a family while you study. For students at an intermediate level or higher)

**A placement fee of \$635 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*

## PAYMENT

Please indicate your preferred method of payment.

Cheque/Bank Draft

Credit Card

Bank deposit or transfer

Is your application being made through an agent?

No  Yes – If yes, agent's stamp:

Agent's stamp

Please indicate if you will be sponsored or on scholarship  No  Yes – Name of organisation: \_\_\_\_\_

## DECLARATION

**This application must be signed 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 overleaf.

Signature of the applicant: \_\_\_\_\_ Date: / /

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 CELT's dispute resolution processes circumscribe a student's right to pursue legal remedies.

## START AND FINISH DATES

### Dates for General English, English for Academic Purposes & Business English 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	16 Mar	27 Apr	1 Jun	13 Jul	17 Aug	28 Sep	2 Nov	14 Dec
Term 2: 13 Feb	16 Mar	27 Apr	1 Jun	13 Jul	17 Aug	28 Sep	2 Nov	14 Dec	8 Feb
Term 3: 26 Mar	27 Apr	1 Jun	13 Jul	17 Aug	28 Sep	2 Nov	14 Dec	8 Feb	15 Mar
Term 4: 30 Apr	1 Jun	13 Jul	17 Aug	28 Sep	2 Nov	14 Dec	8 Feb	15 Mar	26 Apr
Term 5: 11 Jun	13 Jul	17 Aug	28 Sep	2 Nov	14 Dec	8 Feb	15 Mar	26 Apr	31 May
Term 6: 16 Jul	17 Aug	28 Sep	2 Nov	14 Dec	8 Feb	15 Mar	26 Apr	31 May	12 Jul
Term 7: 27 Aug	28 Sep	2 Nov	14 Dec	8 Feb	15 Mar	26 Apr	31 May	12 Jul	16 Aug
Term 8: 1 Oct	2 Nov	14 Dec	8 Feb	15 Mar	26 Apr	31 May	12 Jul	16 Aug	27 Sep
Term 9: 12 Nov	14 Dec	8 Feb	15 Mar	26 Apr	31 May	12 Jul	16 Aug	27 Sep	1 Nov

2012 2013

Non-teaching weeks in 2012 • 19 Mar to 23 Mar • 4 Jun to 8 Jun • 20 Aug to 24 Aug • 5 Nov to 9 Nov • 17 Dec to 4 Jan

### Dates for Cambridge Examination Courses

PET	start day	last day	weeks
Intake 1	9 Jan	16 Mar	10 weeks
Intake 2	26 Mar	1 Jun	10 weeks
Intake 3	16 Jul	28 Sep	10 weeks
Intake 4	1 Oct	14 Dec	10 weeks

### Cambridge Examination Dates

PET	FCE	CAE
17 Mar	10 Mar	17 Mar
1 Jun	12 Jun	13 Jun
7 Dec	4 Dec	5 Dec

FCE & CAE	start day	last day	weeks
Intake 1	9 Jan	9 Mar	10 weeks*
Intake 2	26 Mar	1 Jun	10 weeks
Intake 3	17 Sep	7 Dec	12 weeks

### Dates for IELTS Preparation Course

	start day	last day	weeks
Intake 1	9 Jan	10 Feb	5 weeks
Intake 2	11 Jun	13 Jul	5 weeks
Intake 3	12 Nov	14 Dec	5 weeks

\* Participants in this course will study the equivalent number of hours for a 10 week course in 9 weeks (extended class hours Monday to Friday)

### Dates for the Bridging Course

Semester 1 2012	Module 1	start day	last day
	study break	9 Apr	19 Apr
	Module 2	20 Apr	29 Jun

Semester 2 2012	Module 1	start day	last day
	study break	24 Sep	4 Oct
	Module 2	5 Oct	14 Dec

Please note that each module of the Bridging Course commences on a Friday, to allow a full day's orientation prior to the start of the intensive study program

\* Please note BC Semester 1, Module 1 2012 ends on a Thursday because of the Good Friday public holiday on Friday 6th April

### Public Holidays in 2012

The University is closed for a two-week period over **Christmas** and **New Year** and the following public holidays: • Australia Day: 26 Jan • Good Friday: 6 April • Easter Monday: 9 April • ANZAC Day: 25 April

## FEES

	Total AUD\$ 20 hours per week	Total AUD\$ 25 hours per week	Enrolment fee AUD\$ (non-refundable)	Course texts AUD\$ (mandatory)	Overseas Student Health Cover (OSHC) Mandatory for student visa holders*		
					single	family (dual)	family (multi)
<b>General English, Business English &amp; English for Academic Purposes</b>							
5 weeks	\$1,450	\$1,800	\$200	\$90	\$99	\$248	\$494
10 weeks	\$2,900	\$3,600	\$200	\$90	\$132	\$330	\$658
15 weeks	\$4,350	\$5,400	\$200	\$180	\$165	\$413	\$823
20 weeks	\$5,800	\$7,200	\$200	\$180	\$197	\$495	\$987
25 weeks	\$7,250	\$9,000	\$200	\$270	\$263	\$660	\$1,317
30 weeks	\$8,700	\$10,800	\$200	\$270	\$296	\$743	\$1,481
35 weeks	\$10,150	\$12,600	\$200	\$360	\$329	\$825	\$1,646
40 weeks	\$11,600	\$14,400	\$200	\$360	\$362	\$908	\$1,810
45 weeks	\$13,050	\$16,200	\$200	\$450	\$428	\$1,091	\$2,193
<b>Bridging Course</b>							
20 weeks		\$8,400	\$200	\$200	\$197	\$495	\$987
10 weeks		\$4,200	\$200	\$200	\$132	\$330	\$658
<b>Examination Preparation Courses</b>							
5 weeks**		\$1,800	\$200	\$90	\$99	\$248	\$494
10 weeks		\$3,600	\$200	Please see below	\$132	\$330	\$658
12 weeks		\$4,320	\$200		\$132	\$330	\$658

\*\* For IELTS only (exam fee = \$330)

### Cambridge Examination and Course Text Fees

* to be paid directly to Cambridge Coordinator	Course Texts	Exam Fee*
Preliminary English Test (PET)	\$90	\$242
First Certificate in English (FCE)	\$125	\$362
Certificate in Advanced English (CAE)	\$110	\$368

See <http://www.studyinaustralia.gov.au/en/Study-Costs/OSHC> if you wish to take OSHC with another provider.

\*Students arriving on a Visitor 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.

The UWA Student Guild provides many benefits to members including a variety of discounts both on campus and throughout Perth. The Centre encourages students to purchase UWA Student Guild membership, please ask for details on arrival.

## TERMS AND CONDITIONS OF ENROLMENT

---

### Changes

CELT reserves the right to change its timetables, classes and their location where necessary.  
The fees quoted are valid from 1 January 2012. The Centre reserves the right to change these fees without notice.

---

### Attendance and Progress

CELT requires that all students attend at least 80% of all classes. In accordance with Australian student visa regulations CELT must keep attendance records and academic files, and must report students with unsatisfactory attendance or 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.
- 

### Refund Policy

- The enrolment, airport transfer and accommodation placement fees are not refundable.
  - An administration fee of \$200 will be charged for all cancellations, other than those resulting from a visa refusal.
  - If your visa application is refused, all your tuition fees will be refunded. You should notify CELT **in writing within 7 days** of your visa being refused by the Australian immigration authorities. Please enclose a copy of the letter of refusal.
  - If you cancel your enrolment **in writing 28 or more days** before the course commences, all your tuition fees will be refunded.
  - If you cancel your enrolment **in writing between 27 and 14 days** before the course commences, 90% of your tuition fee will be refunded.
  - If you cancel your enrolment **in writing less than 14 days** before the course commences, 70% of your tuition fees will be refunded.
  - **No refund** will be given once your enrolment has commenced, however in extenuating circumstances up to 50% of your remaining tuition fees for any un-commenced terms may be refunded. The management of CELT reserves the right to assess the seriousness of each case. Applications for refunds must be made **in writing at least 5 weeks in advance** to the Director and should include supporting documents.
  - **No refund** will be given if your studies are discontinued as a result of unsatisfactory conduct, including non-attendance.
  - In the unlikely event that the course for which you have enrolled is cancelled, your fees will be refunded within two weeks of the advertised starting date of the course.
  - Refunds cannot be made to students in Australia. Normal processing time will be 2-4 weeks and bank charges, agent's commission, enrolment, airport transfer, accommodation placement and the cancellation fee will be deducted.
- 

### Transfer Policy

- Tuition fees will not be transferred to another ELICOS institution.
  - If you transfer to another institution you must have written approval from both institutions, if you have a student visa.
  - Applications for transfer to another institution must be made in writing and must be accompanied by a letter from the other institution giving full details of the course into which you have been accepted.
  - All applications for transfer are subject to satisfactory attendance.
  - If your applications for transfer to another non-ELICOS institution and for the transfer of your fees are approved, fees may be transferred after the deduction of a \$300 transfer fee and other fees where applicable.
  - You must give CELT notice of one term (five weeks) if you wish to transfer to another institution.
  - Please note – by law, CELT is not obliged to agree to a transfer of money. See refund policy above.
- 

### Accommodation Fees and Refund Policy

- Four (4) weeks homestay fee and the placement fee are payable in advance.
  - After this all homestay fees are paid directly to the host family in advance on the same day every second week.
  - Two (2) weeks notice or two (2) 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 homestay is cancelled after a place has been confirmed, 50% of the placement fee will be forfeited.
  - If cancellation occurs two (2) weeks or less before arrival, the full placement fee and one week's homestay fee will be forfeited.
  - Fees paid in advance for residential college bookings are only refundable if a replacement occupant has confirmed and paid.
  - Total fees for residential colleges must be paid in advance.
  - A late placement fee of \$260 will be incurred for homestay applications submitted with less than 2 weeks notice of arrival.
- 

### Prerequisites

- Some courses require a prerequisite level of English language for entry.
  - All students will be tested upon commencement of the course and placed in a class at the appropriate English language level.
  - Any placement test conducted prior to commencing at the UWA Centre for English Language Teaching are indicative only and our placement test results upon commencement will take precedence.
- 

### Personal Information

- Personal information may be shared with the Australian Government, designated authorities, the tuition assurance scheme and the ESOS Assurance Fund Manager, or Tuition Protection Service (TPS) as appropriate. This information may include personal and contact details, course enrolment details and changes, and circumstances of any suspected breach by the student of a student visa condition.
- 

### Deferments

- Students may only defer complete terms within their course, and only if permitted by the conditions of their visa. Applications for deferment must be submitted in writing to the Centre Manager.
  - Students returning to complete deferred terms must do so within 12 months of the deferment.
- 

### Overseas Student Health Cover (OSHC)

- OSHC is mandatory for all student visa holders and must be for the whole period of the student visa. The fee is calculated by adding four (4) weeks to the period of enrolment.
  - If another insurance provider is selected, CELT is required to see evidence of OSHC purchase.
- 



THE UNIVERSITY OF  
WESTERN AUSTRALIA

*Achieve International Excellence*



To send your application, or for more information, the contact details are:

Centre for English Language Teaching, M429

The University of Western Australia

35 Stirling Highway, Crawley

Western Australia 6009 Australia

Telephone: (61 8) 6488 3539

Fax: (61 8) 6488 1077

Enquiries: [celt@uwa.edu.au](mailto:celt@uwa.edu.au)

Enrolments: [enrolments@celt.uwa.edu.au](mailto:enrolments@celt.uwa.edu.au)

Internet: [www.celt.uwa.edu.au](http://www.celt.uwa.edu.au)