

course information and fees

Academic, General & Business English - term dates

* These dates apply to all Academic, General and Business English classes from Beginner to Advanced.	2007	2008	
	16 July - 17 Aug	07 Jan - 08 Feb	21 Jul - 22 Aug
	20 Aug - 21 Sep	11 Feb - 14 Mar	25 Aug - 26 Sep
	08 Oct - 09 Nov	17 Mar - 18 Apr	13 Oct - 14 Nov
	12 Nov - 14 Dec	05 May - 06 Jun	17 Nov - 19 Dec
	10 Jun - 11 Jul		

Other Courses - term dates

	2007	2008	
University English Entry Course	08 Oct - 14 Dec, 12 Nov - 08 Feb '08	05 May - 11 Jul, 13 Oct - 19 Dec, 17 Nov - 06 Feb '09	
Tertiary Orientation Program		07 Jan - 08 Feb, 10 Jun - 11 Jul	
Pre-Foundation Year English	16 Jul - 21 Sep, 08 Oct - 14 Dec	07 Jan - 14 Mar, 05 May - 11 Jul, 21 Jul - 26 Sep, 13 Oct - 19 Dec	

Test Preparation Courses

	2007	2008	
IELTS (*Cambridge, CULT, TOEIC, TOEFL test preparation courses are offered during these times. Please check with Student Services for course dates.)	16 July - 17 Aug	07 Jan - 08 Feb	21 Jul - 22 Aug
	20 Aug - 21 Sep	11 Feb - 14 Mar	25 Aug - 26 Sep
	08 Oct - 09 Nov	17 Mar - 18 Apr	13 Oct - 14 Nov
	12 Nov - 14 Dec	05 May - 06 Jun	17 Nov - 19 Dec
		10 Jun - 11 Jul	
English for Medical Professionals EMP (OET Preparation)	16 Jul - 07 Sep	21 Jan - 14 Mar	14 Jul - 5 Sep
	24 Sep - 16 Nov	17 Mar - 16 May	08 Sep - 01 Nov
		19 May - 11 Jul	

Test Dates

IELTS		TOEIC		CULT		OET (English for Medical Professionals)		TOEFL & Cambridge Please check TOEFL & Cambridge websites or contact Student Services for test dates and more details.
2007	2008	2007	2008	2007	2008	2007	2008	
21 Jul	12, 19, 26 Jan	15 Aug	06 Feb	14 Jul	19 Jan	8, 15 Sep	19 Jan	
26 Jul	02, 16, 23 Feb	19 Sep	12 Mar	24 Nov	02 Feb	10, 17 Nov	15 Mar	
16 Aug	08, 29 Mar	07 Nov	16 Apr	08 Dec	09 Feb		17 May	
25 Aug	12, 19 Apr	12 Dec	04 Jun	15 Dec	07 Jun		12 Jul	
08 Sep	10, 22, 31 May		09 Jul		28 Jun		06 Sep	
22 Sep	14, 28 Jun		20 Aug		05 Jul		01 Nov	
06 Oct	12, 26 Jul		24 Sep		22 Nov			
20 Oct	09, 30 Aug		12 Nov		06 Dec			
03 Nov	06, 27 Sep		17 Dec		13 Dec			
15 Nov	11, 25 Oct							
01 Dec	08, 15, 20 Nov							
15 Dec	06, 13 Dec							

Course Fees 2007 - 2008 (\$AUD)

Course Fees 2007 - 2008 (\$AUD)		Part-time Course Fees 2007 - 2008 (\$AUD)	
Course enrolment fee (\$200 for online applications)	\$220	English & Translation / Interpreting skills (2 modules available)	\$550 per module
Academic, General, Business English - 5 week term	\$1850	Introduction to Language Teaching	\$700
Academic, General, Business English - 10 week term	\$3700	English for Medical Professionals (part-time day or evening classes are available)	
University English Entry Course	\$3700		
Tertiary Orientation Program	\$1850		
Pre-Foundation Year English	\$3700		
Test Preparation Courses	\$3700		
English for Medical Professionals - 8 weeks (full-time)	\$3628		

Test Fees 2007 - 2008 (\$AUD)

IELTS	\$280	TOEFL test fees: (check TOEFL website for more details)
TOEIC	\$145	Cambridge test fees: (check Cambridge website for more details)
CULT	\$215	OET test fees: (check OET website for more details)

(note: prices and dates may be subject to change)

UNSW Institute of Languages

APPLICATION FORM

1 Personal Details *(Please print clearly)*

Official Family Name (as in passport) _____

Given names _____

Other names (ie your English name, if any) _____

Birthdate

Day	Month	Year
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* Please note, if you are under 18 years of age on commencement of study, certain visa regulations apply.

Country of Birth _____

Nationality _____

Sex Female Male

Passport No. _____

Please attach a copy of the first page of your passport which shows your photograph.

Will you be under 18 on arrival? Yes No

2 Citizenship

Are you a citizen of

Australia Yes No*

New Zealand Yes No*

Are you a permanent resident of

Australia Yes No*

New Zealand Yes* No*

If you ticked a box with an asterisk (*), you will need overseas student health cover. This can be arranged by UNSW Institute of Languages (see Overseas Student health cover section).

If you have already paid this, please quote no. _____ Expiry Date / /
Day Month Year

3 Home/Postal Address

Address in Home Country (compulsory)

Home Number and Street Name: _____

City: _____ State: _____

Postcode: _____ Country: _____

Tel: _____ Fax: _____ Email: _____

Address in Australia (if available)

Home Number and Street Name: _____

City: _____ State: _____

Postcode: _____ Country: _____

Tel: _____ Fax: _____ Email: _____

4 Course enrolment *(see page 10 for course dates and fees)*

Academic English:

- Academic English
- University English Entry Course (UEEC)*
- Pre-Foundation Year English (PFY)*
- Tertiary Orientation Program (TOP)

General & Business English:

- General English (beginner to advanced)
- Business English
- English for Medical Professionals

Part-time Courses:**

- English & Translation / Interpreting Skills
- Introduction to Language Teaching
- EMP available part-time

**part-time courses are available concurrently with full-time courses for international students

Please indicate your preferred enrolment date: 1. _____ 2. _____
(for Academic English / General & Business English / Part-time courses)

Test preparation courses:

IELTS TOEFL Cambridge CULT TOEIC EMP Course date _____

Preferred tests:

IELTS CULT TOEIC Preferred test date _____ (For Cambridge, TOEFL & OET tests, please refer to websites listed on page 10.)

5 Previous Study

Highest level of education completed _____

Level of English Beginner Intermediate Advanced

Office Use Only:

Student ID: _____ Starting Date: _____ Authorised: _____

6 English Language

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

IELTS Score Cambridge Score TOEIC Score
TOEFL Score TWE Score

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

If yes, where UNSW Foundation Year (UFY) UNSW Other

Name of program / course _____

7 Accommodation

Complete this section ONLY if you need accommodation or airport pick-up.

Accommodation 2007:

- \$170* accommodation booking
- \$920 part-board (4 wks)
- \$680 room only (4 wks)
- \$960 under 18 yrs old** (4 wks)

* includes GST

** under 18 yrs old: Guardianship fees may apply

Date: from / / to / /

Airport pick-up: \$130* (please provide details prior to departure)

airport pick-up: yes no

arrival date: _____

arrival time: _____ airline / flight number: _____

Accommodation 2008:

- \$200* accommodation booking
- \$960 part-board (4 wks)
- \$700 room only (4 wks)
- \$1000 under 18 yrs old** (4 wks)

- do you smoke?
- prefer a family with children?
- prefer a family with pets?
- any food you cannot eat?
- any allergies / health problems?
- special requests?

8 Overseas Student Health Cover

Overseas student health cover is compulsory for student visas

Single(2007):

- \$88 3 months
- \$175 3 to 6 months
- \$262 6 to 9 months
- \$349 9 to 12 months

Family(2007):

- \$185 3 months
- \$349 3 to 6 months
- \$524 6 to 9 months
- \$698 9 to 12 months

Single(2008):

- \$93 3 months
- \$185 3 to 6 months
- \$278 6 to 9 months
- \$370 9 to 12 months

Family(2008):

- \$186 3 months
- \$370 3 to 6 months
- \$556 6 to 9 months
- \$740 9 to 12 months

9 Payment Details (we are unable to accept cash payments)

Program fee: _____

Enrolment fee: \$ 220 _____

OSHC fee: _____

Airport pick-up fee: _____

Accommodation booking: _____

Accommodation: _____

Total: _____

I authorise payment from my credit card:

Master card Visa Bankcard Amex

Security code: Expiry date: _____

Cardholder's name: _____

Signature: _____ Date: _____

Other forms of payment: Bank draft or bank cheque made payable to "UNSW Institute of Languages"
Electronic funds transfer (please contact the Institute for further details)

10 Additional Information

How did you hear about UNSW Institute of Languages? _____

Name of any family member or friend who has attended
or is currently attending UNSW Institute of Languages (optional) _____ 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). I understand that by signing this Declaration or by paying the course fees, I accept the Conditions of Enrolment.

Signature of Student _____

Date

Day	Month	Year
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Signature of Parent/Guardian _____
(if student is under 18 years of age)

Correspondence

Lodge the completed form with a UNSW Institute of Languages representative in your country or post to:
UNSW Institute of Languages, UNSW Sydney NSW 2052 Australia CRICOS Provider No. 01020K
Telephone: +61 2 9385 5396 Facsimile: +61 2 9662 2651 Email: institute.languages@unsw.edu.au
UNSW International CRICOS Provider No. 00098G (for UEEC course only)



conditions of enrolment

By signing the Application Form the student (or where applicable a parent/guardian who has signed this contract) agrees to adhere to these Conditions of Enrolment and in return UNSW Global Pty Limited (UNSWG) (represented by UNSW Institute of Languages) agrees to provide the student with tuition in the relevant courses. Please note entry to the University English Entry Course (UEEC) or the Pre Foundation Year English course (PFY) are subject to eligibility placement tests on arrival.

Enrolment

- The student agrees to pay UNSWG the appropriate fee(s) as stated in the current prospectus / brochure.
- Students will not be permitted to commence their course until all fees or charges are paid and any eligibility placement tests have been successfully completed.
- The student agrees to abide by the rules and regulations as set out in the Student Handbook which will be supplied on arrival.
- An ELICOS course is 5 weeks in duration except in the case of the University English Entry Course (UEEC) and Pre Foundation Year (PFY) course which are 10 weeks in duration.

Satisfactory Attendance

- The student agrees to attend all classes unless prevented by a legitimate reason, e.g. illness, in which case a doctor's certificate should be presented if requested by UNSWG.
- The Australian Government Immigration Department insists that students on student visas attend 80% or more of their classes. Renewal of a student's visa depends on this.

Student Welfare

- The student agrees to authorise UNSWG to obtain medical treatment if required and to indemnify UNSWG for any expense, loss, damage or liability as a result of authorising emergency medical treatment.
- Parents/guardians of students under 18 years of age agree that students 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 students under 18 years of age agree that students may attend occasional course-related and supervised excursions and field trips, or supervised sports activities, as part of the UNSWG programs.
- The student agrees that he/she is responsible for his/her 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.

Withdrawal and Refund Policy

- The enrolment fee is non-refundable.
- The student is entitled to a full refund of tuition fees and other fees 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 rejection to receive the full refund.
- 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), he or she will receive a refund of 75% of the tuition fees paid for that course plus any airport pick-up fee paid and any homestay placement fee paid if this service has not yet been provided.
- If the student cancels his or her course less than 28 days before the course commencement date or the course has commenced, the tuition fees, any airport pick-up fee or homestay placement fee will not be refunded.
- Fees paid, other than the enrolment fee and tuition fees, are subject to refund conditions of the providers of the relevant services.
- The student is not entitled to any refund of tuition or other fees if their enrolment is cancelled by UNSWG due to non-compliance with visa or enrolment conditions.
- Approved refunds will be made within four (4) weeks.
- If in the unlikely event UNSWG cancels a course, the student will be entitled to a full refund of the enrolment fee and tuition fee.
- 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.

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 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 the Education Services for Overseas Students (ESOS).

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 relevant course provider's website. Students can access personal information held by UNSWG, in accordance with the Commonwealth Privacy Act 1988. Consent is given to UNSWG using and disclosing personal details for the purpose of informing the Recruitment Representative or family of the student on progress during the course.
- The student agrees to authorise UNSWG to communicate to parents, guardians or 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

- Personal information may be shared with other sections of UNSWG, 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 our 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.

Guardianship for International Students less than 18 years of age

- The Australian Commonwealth Department of Immigration and Citizenship (DIAC) has established special immigration requirements relating to the care of international students under age 18. The law specifies that the only person who may be nominated as a guardian or carer of an under 18 student is a relative of the student who is over 21 years of age with a police clearance to establish good character.
- If a student under 18 years of age cannot nominate a relative as a carer who is over 21 years and acceptable to DIAC, UNSWG will sign the Confirmation of Appropriate Accommodation and Welfare (CAAW) form required for student visa processing. The CAAW form confirms to DIAC that appropriate arrangements have been made for the student's accommodation, support and general welfare.
- Our Welfare and Accommodation staff will arrange suitable accommodation for students under the age of 18 and will meet regularly to discuss any concerns about accommodation, academic progress and any other personal issues that may be affecting their well being. If you require this service please request the CAAW form when completing your application. 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.

Variations of these Conditions of Enrolment

- UNSWG reserves the right to vary these conditions of enrolment at any time.