

PERSONAL DETAILS

Family name _____

Given names _____

Date of birth _____ / _____ / _____ ☐ Male ☐ Female
D M Y

Nationality _____ Passport number _____

Country of birth _____

First language _____

Other languages spoken _____

Address in home country _____

Tel _____ Fax _____
(Include country and area code) (Include country and area code)

Mobile _____

Email _____

Emergency contact person's name _____

Emergency contact person's tel _____
(Include country and area code)

Your address in Australia (if known) _____

Your phone number in Australia _____

At present, are you ☐ Still in your home country
☐ Already in Australia. Current visa type _____

On what type of visa will you commence your course?

☐ Student ☐ Visitor ☐ Working Holiday ☐ Other _____

Do you suffer from any medical conditions/allergies?

FURTHER STUDY IN AUSTRALIA

Will you undertake further study in Australia after your English course? ☐ Yes ☐ No

☐ High school ☐ College ☐ University
☐ Government ☐ Private

HOW DID YOU HEAR ABOUT US?

☐ Website ☐ Agent _____ ☐ Other _____

(Agent stamp here)

COURSE DETAILS

What is your course starting date? _____ / _____ / _____
D M Y

What is the duration of your course? _____ weeks

What is your current level of English?

☐ Low ☐ Medium ☐ High ☐ Very High

Please give details of any English language examination results (e.g. IELTS™, Cambridge, TOEFL, PTE Academic etc.) and **please attach a copy of your certificate** if possible.

What is the highest level of education you have achieved?

☐ Secondary ☐ College ☐ University

Which course will you undertake? Please tick ✓ to show the components of the course you would like to study:

☐ General English

- ☐ Full-time (morning 22.5hrs/wk)
☐ Full-time (evening 20hrs/wk)
☐ Part-time* (15hrs/wk)

☐ Academic English (22.5hrs/wk)

- ☐ AE 1 (Introductory) ☐ AE 2 (Preparatory)
☐ AE 3 (Vocational) ☐ AE 4 (Tertiary to Post Grad.)

☐ Cambridge Exam Preparation (22.5hrs/wk)

- ☐ FCE (First Certificate)
☐ CAE (Advanced)

☐ Academic Year and Semester (22.5hrs/wk)

- ☐ Semester ☐ Year ☐ Extended Year

☐ IELTS™ Preparation (22.5hrs/wk)

☐ High School Preparation (22.5hrs/wk)

☐ School Holiday Program (22.5hrs/wk)

☐ Junior Holiday English* (22.5hrs/wk)

Which timetable will you study on? Please tick ✓

☐ Morning ☐ Afternoon ☐ Evening

OTHER SERVICES

☐ **Internship** (Min. 4 weeks' full-time English course)

☐ **Work Package*** (Min. 4 weeks' full-time English course)

Your entry into Academic English, Cambridge and IELTS™ courses will depend on successful completion of a pre-course entry test at the Centre.

*These courses/services are not available for Student Visa holders.

AIRPORT PICK-UP AND ACCOMMODATION

Do you require airport pick-up? ☐ No ☐ Yes - ☐ One way ☐ Return

Do you want us to arrange your accommodation? ☐ Yes ☐ No

If Yes ☐ Homestay **OR** ☐ Hostel/Guesthouse - ☐ Single Room **OR** ☐ Twin Room

For how many weeks? _____ weeks - Starting date _____ / _____ / _____
Finishing date _____ / _____ / _____
D M Y D M Y

Do you smoke? ☐ Yes ☐ No

Are you willing to stay with a homestay family that has:

Dogs ☐ Yes ☐ No Children under 5 y/o ☐ Yes ☐ No
Cats ☐ Yes ☐ No Smokers ☐ Yes ☐ No

Are there any foods you do not eat? _____

What are your hobbies? _____

Care and supervision for students under 18

All students under 18 years of age must have an adult carer in Australia.

Will you live with your parent(s) for the duration of your course? ☐ Yes ☐ No

If No, do you need us to arrange a carer?
☐ Yes ☐ No

If No, you must appoint a carer who must be a close relative at least 21 years old and of good character (as confirmed by evidence of police clearance).

If relevant, please provide details of carer:

Full name _____

Relationship _____

Address _____

Tel (home) _____

Tel (business) _____

DECLARATION

I have read and agree to be bound by all of the Conditions of Enrolment as detailed overleaf.

Student's signature _____ Date _____ / _____ / _____

Full name (please print) _____

Parent or legal guardian must sign where student is under eighteen (18) years of age.

Parent/guardian's signature _____ Date _____ / _____ / _____

Full name (please print) _____

Parent's address _____

Tel _____ Email _____

NOTE: If you do not read or understand English well, we strongly suggest you have an interpreter/translator explain this form prior to signing.

FEES

STANDARD

Registration fee _____ A\$

Tuition fee _____ weeks _____ A\$

Books and materials fee _____ A\$

Overseas Student Health Cover (OSHC) _____ A\$

OPTIONAL

Airport pick-up _____ A\$

Accommodation placement fee _____ A\$

Homestay/accom fee _____ weeks _____ A\$

Carer approval fee _____ A\$

Carer fee _____ weeks _____ A\$

Cambridge exam fee _____ A\$

High School placement fee _____ A\$

Internship fee _____ A\$

Work package fee _____ A\$

Other fees: _____ A\$

TOTAL _____ **A\$**

CONDITIONS OF ENROLMENT

HOW TO ENROL

ELS Universal English College is hereinafter referred to as the Centre.

1. Send your completed enrolment form directly to the Registrar or enrol online at www.uec.edu.au
2. We will acknowledge your signed application and issue a Letter of Offer and an invoice. This acknowledgement normally occurs the next business day after our receipt of your application.
3. In accordance with our obligations under the National Code 2007, if you are on a Student visa you must indicate your acceptance of the Conditions of Enrolment by signing and returning the written student agreement (which we will forward to you with your letter of offer and invoice), before we can accept payment from you to confirm your enrolment.
4. It is strongly suggested that all students obtain relevant insurance cover prior to travelling to Australia. If you will study on a Student Visa you must pay the compulsory OSHC (Overseas Student Health Cover) fee at the time of enrolment, to ensure coverage from your arrival in Australia.
5. You are required to pay your tuition fees by the due dates indicated on the invoice. Payment may be made by bank transfer, bank draft, bank cheque or credit card. Personal cheques cannot be accepted.
 - a. Student visa students – you must pay the fees as invoiced before we will issue your Confirmation of Enrolment (CoE). When selecting a commencement date, allow at least 4 weeks for visa processing.
 - b. Students on other visas – you must pay fees in full no later than 2 weeks before your course commencement date to confirm your enrolment.
6. Apply for your visa from the Australian Embassy or Consulate, taking your CoE with you if you are applying for a Student Visa.
7. Advise us immediately if there is a change to your proposed course start date. To be effective, any changes to enrolment details must be notified to the Centre in writing.

HOMESTAY, CARER AND AIRPORT PICKUP SERVICES

1. If you wish to use our homestay service, you should apply at least 4 weeks before your intended arrival in Australia, to allow us adequate time to find the most suitable accommodation for you.
2. If you require us to arrange or approve a carer for a student under 18 years of age, please provide us with as much notice as possible. We will not issue your CoE until your carer arrangements have been finalised and approved by the Centre.
3. Provide us with your flight details (flight number, date and time of arrival) 3 weeks before you arrive.
4. We will aim to confirm your homestay details (and Airport Pick-up if requested) 2 weeks before you arrive in Australia provided your fees have been received.
5. If you give us less than 48 hours' notice of any changes to your flight details, we cannot guarantee that we will be able to make the necessary changes to your airport pickup and/or homestay arrangements.
6. We do not guarantee that homestay accommodation can be arranged at short notice. We reserve the right to temporarily place you in hotel accommodation at your own cost on your arrival in Australia, until such time as we are able to secure a homestay placement.

INDEMNITY DECLARATION

By signing this Declaration the student, or in the case of a student under the age of 18, the parent(s) and/or legal guardian(s) agree that the Centre, its officers, teachers, employees, representatives and agents shall not be held responsible and/or be under liability as far as permitted by the law of the Country of Australia and/or will not make any claim against them for the student's death, bodily injury, disability, loss, damages and/or property damage which may be sustained by the student and/or which may be caused by the student in connection with or during the period of the student's attendance at any premises owned/leased, operated or controlled by the Centre, the student attending activities and/or excursions and/or in any accommodation arranged for the student. Further, the student, or in the case of a student under the age of 18, the parent(s) and/or legal guardian(s), agrees to pay any direct and/or indirect costs incurred by the Centre in relation to these activities where a student attends and participates in activities and/or excursions (whether sporting, cultural, social, educational, recreational or otherwise) organised by or on behalf of or with the assistance of the Centre or of which we have knowledge.

Where a student who is under 18 years of age is accepted for enrolment as a student at the Centre, the parent(s) and/or legal guardian(s) further consent and agree that the Centre at its absolute discretion may when it considers it desirable and/or essential seek and provide medical and/or optical and/or dental treatment for the student. In such cases, such costs whether direct and/or indirect will be met by the parent(s) and/or legal guardian(s). If the Centre has been obliged to incur costs on behalf of the student in such circumstances the costs will be repaid to the Centre by the parent(s) and/or legal guardian(s) on demand.

The aforementioned shall also extend to executors, administrators and assigns of the signatory.

CANCELLATION AND REFUND POLICY

1. Your course is defined as the total period of study for which you have enrolled.
 2. In the absence of any agreement to the contrary, your enrolment will not be confirmed until fees are received as invoiced and our bank has confirmed your payment.
 3. Cancellations are not effective until they are received in writing.
 4. The Registration Fee is not refundable.
 5. All fees, except the Registration Fee, will be refunded if you are not granted a visa. If you cancel your course 28 days or more before your course commencement date all fees, except the Registration Fee, will be refunded. If you cancel your course LESS than 28 days before your course commencement date, a cancellation fee of 20% of tuition fees will apply. Except as indicated under Clause 8, all other fees, except the Registration Fee will be refunded. No tuition fees will be refunded if you advise cancellation on or after your course commencement date.
 6. Refunds will be paid in the same currency in which they were collected, and only paid to the student, unless the student gives written direction for the refund to be paid to another party.
 7. If you defer the date of commencement of your course, then later cancel your course prior to its new commencement date, the cancellation policy will apply from your original course start date, not the deferred start date.
 8. The Accommodation Placement Fee and/or Airport Transfer Fee are not refundable if you advise us less than 2 weeks before your commencement date that you will not be using the service. You may also be liable for 2 weeks' Homestay Fees if a replacement student cannot be found. No refund of the initial 4 weeks' Homestay Fees will be made if you leave homestay during that period. Cancellation and refund policies that apply to providers of other forms of accommodation will be notified at the time of booking.
 9. Applications for refunds must be in writing, addressed to The Registrar. Any refunds payable under this policy (with the exception of those payable under Clause 10) will be made within 4 weeks of receiving the written refund application.
 10. Where we do not offer an advertised course, or withdraw the delivery of the course prior to its completion, you may be offered enrolment in an alternative course at no extra cost to you. If there is no suitable alternative course available, you will be offered a refund of all course money that relates to the period of tuition not received. The refund will be paid to you within 2 weeks.
 11. In all cases of suspension and/or expulsion of students due to non-compliance with the Student Code of Conduct, no refund of monies paid to the Centre will be made unless required by law.
 12. Students whose visas are cancelled due to unsatisfactory attendance or academic progress will not be entitled to a refund of fees.
- These regulations may be waived only in exceptional circumstances by the directors of the Centre at their absolute discretion.

STUDENT CODE OF CONDUCT

Students are expected to follow the reasonable instructions of Centre staff and adhere to Centre rules as detailed in the Student Handbook. Students will be subject to possible suspension and/or expulsion at the absolute discretion of the Centre (subject to natural justice, and except as otherwise implied by law) for persistent and/or serious infringement of the student code of conduct including but not limited to:

- verbally or physically threatening others, physical or sexual assault, bullying, intimidation, extortion, or other dangerous behaviour
- possession or use of weapons
- theft
- use or distribution of alcohol or illegal drugs
- causing wilful damage to the property of the Centre and/or others
- being convicted of a criminal offence whilst a student at the Centre
- illegal or unacceptable social behaviour at the Centre, on a Centre excursion, activity or in any accommodation arranged by the Centre
- swearing at, or abusive behaviour towards Centre staff

DEFERMENT, SUSPENSION OR CANCELLATION OF STUDY

1. Students may apply for a deferment of commencement of study due to compassionate or compelling circumstances. The Centre may initiate a deferment of commencement of study on the grounds that it is not able to offer a suitable class for a student at the time of the student's initial commencement date.
2. Students may apply for a suspension of studies due to compassionate or compelling circumstances. The Centre may initiate a suspension of studies on the grounds of misbehaviour of a student, in accordance with the Centre's Student Code of Conduct.
3. The Centre may initiate the cancellation of a student's course:
 - on the grounds of misbehaviour, in accordance with the Centre's Student Code of Conduct.
 - due to the student's failure to pay course fees.
 - due to a student under 18 years of age failing to maintain approved welfare and accommodation arrangements.
4. Students who are the subject of Centre-initiated Suspensions or Cancellations will have access to the Centre's Complaints and Appeals process.
5. Full details of the Centre's policies and procedures for deferment, suspension and cancellation of studies are available on our website under the Enrol tab: www.uec.edu.au

NOTES

Your agreement to be bound by these Conditions of Enrolment does not remove your right to take action under the Centre's Complaints and Appeals process or Australia's consumer protection laws, or to pursue other legal remedies.

If you have school-aged dependants who will accompany you to Australia, you may be required to pay full fees for their schooling, whether they enrol in a government or a non-government school.

In accordance with the laws of Australia:

- The personal information you provide to us or is obtained about you prior to or during your period of enrolment with us, is regarded as confidential and will be used for the purpose of processing your enrolment and providing you with the services you request. However, in this process, it may be disclosed to relevant third parties including but not limited to your family, homestay families, agents, external service providers, further studies institutions, and various employees of the Centre as required. Information is also collected in order to meet our obligations under the ESOS Act and the National Code 2007, to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. 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 you can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service. In other instances information can be disclosed without your consent where authorised or required by law.
- we are obliged to advise the Australian Government of changes to a student's enrolment and any breach of Student Visa conditions.
- Student Visa students must advise us of any changes to their address in Australia.
- Student Visa students under 18 years of age not accompanied by their parents or living with close family members whilst in Australia, must have their proposed accommodation and carer arrangements approved by the Centre prior to their enrolment being accepted. We can make suitable carer arrangements if required.
- Student Visa students must study in a CRICOS registered full-time course.
- Fees, conditions, course times, timetable, class locations, class size and course commencement dates may change from time to time without notice. We will advise you of any changes that may have an impact on your enrolment.

TUITION FEES

Registration Fee \$240

GENERAL ENGLISH	Morning	Evening
Full-time		
1 - 2 weeks	\$390 p/w	\$280 p/w
3 - 12 weeks	\$370 p/w	\$280 p/w
13 - 24 weeks	\$360 p/w	\$280 p/w
25 - 36 weeks	\$350 p/w	\$280 p/w
37+ weeks	\$335 p/w	\$280 p/w
Part-time	\$315 p/w	
ACADEMIC ENGLISH	Morning	Afternoon
AE1 8 weeks	\$2,960	\$2,640
AE2 8 weeks	\$2,960	\$2,640
AE3 8 weeks	\$2,960	\$2,640
AE4 8 weeks	\$2,960	\$2,640
CAMBRIDGE EXAM PREPARATION	Morning	
FCE 10 weeks	\$3,700	
FCE 12 weeks	\$4,440	
CAE 10 weeks	\$3,700	
CAE 12 weeks	\$4,440	
IELTS™ PREPARATION	Morning	
4 weeks	\$1,480	
8 weeks	\$2,960	
12 weeks	\$4,440	
ACADEMIC YEAR		
Academic Semester	\$7,935	23 weeks + 4 weeks' holiday
Academic Year	\$11,055	33 weeks + 6 weeks' holiday
Extended Academic Year	\$14,720	46 weeks + 5 weeks' holiday
HIGH SCHOOL PREPARATION	Morning	
1 - 12 weeks	\$390 p/w	
13 - 24 weeks	\$380 p/w	
25 - 36 weeks	\$370 p/w	
37+ weeks	\$360 p/w	
SCHOOL HOLIDAY PROGRAM	Morning	
1 - 4 weeks	\$390 p/w	
JUNIOR HOLIDAY ENGLISH	Morning	
1 week	\$390	
2 weeks	\$780	
3 weeks	\$1,170	
4 weeks	\$1,560	
5 weeks	\$1,950	

Tuition fees only.

Additional fees required for weekend excursions.

START DATES

GENERAL ENGLISH

31 December 2012*, 29 January*, 25 February, 25 March, 22 April, 20 May, 17 June, 15 July, 12 August, 9 September, 8 October*, 4 November, 2 December

These are preferred dates but any Monday is possible for General English starts.

ACADEMIC ENGLISH (AE1, 2, 3, 4)

Morning

31 December 2012, 25 February, 22 April, 17 June, 12 August, 8 October*, 2 December

Afternoon

29 January*, 25 March, 20 May, 15 July, 9 September, 4 November, 30 December

CAMBRIDGE EXAM PREPARATION

FCE

7 January - 15 March (10 weeks)

18 March - 7 June (12 weeks)

9 September - 29 November (12 weeks)

CAE

7 January - 15 March (10 weeks)

18 March - 7 June (12 weeks)

9 September - 29 November (12 weeks)

IELTS™ PREPARATION

31 December 2012, 29 January*, 25 February, 25 March, 22 April, 20 May, 17 June, 15 July, 12 August, 9 September, 8 October*, 4 November, 2 December

ACADEMIC YEAR

31 December 2012, 29 January*, 25 February, 25 March, 22 April, 20 May, 17 June, 15 July, 12 August, 9 September, 8 October*, 4 November, 2 December

Preferred dates but any Monday is possible for General English starts.

HIGH SCHOOL PREPARATION

29 January* - 19 April (12 weeks)

22 April - 12 July (12 weeks)

15 July - 4 October (12 weeks)

8 October* - 20 December (11 weeks)

Preferred dates but any Monday (except the last week of term) is possible.

There are no HSP classes 23 Dec to 27 Dec.

SCHOOL HOLIDAY PROGRAM

31 December 2012 - 25 January 2013

JUNIOR HOLIDAY ENGLISH

15 July, 22 July, 29 July, 5 August, 12 August *Program finishes 16 August.*

ENROLMENT FORM 2013

PUBLIC HOLIDAYS

New Year's Day Holiday	Tuesday 1 January
Australia Day	Monday 28 January
Good Friday	Friday 29 March
Easter Monday	Monday 1 April
Anzac Day	Thursday 25 April
Queen's Birthday	Monday 10 June
Teachers' Holiday (New students to attend the Centre for testing and orientation)	Monday 5 August
Labour Day	Monday 7 October
Christmas Day	Wednesday 25 December
Boxing Day	Thursday 26 December

* Classes start on Tuesday on these dates because Monday is a public holiday.

There will be no evening classes 31 December 2012. New students will come in for testing in the morning of that day.

- All fees are in Australian dollars and include 10% Goods and Services Tax where applicable.
- Student Visa students may enrol in part-time courses only in addition to full-time study.
- All courses except for part-time General English and Junior Holiday English are NEAS accredited and available to Student Visa holders.
- Students enrolling in more than one full-time program will pay the weekly fee that applies to the combined length of the programs.

ELS UNIVERSAL ENGLISH COLLEGE

Level 1, 17 O'Connell Street Sydney NSW 2000 Australia

TEL: +61 2 9283 1088 • FAX: +61 2 9283 1760

EMAIL: enquiries@uec.edu.au • WEBSITE: www.uec.edu.au

Universal Education Centre Pty Ltd • ABN 19 003 525 764

CRICOS Provider Code 00053J

OTHER PROGRAMS AND FEES

Accommodation placement fee:		\$250
Accommodation changing fee:		\$100
Accommodation fees:		
Homestay - single room (over 18) ¹	\$266/wk	\$38 per extra night
Homestay - single room (under 18) ¹	\$280/wk	\$40 per extra night
Twin share (over 18) ¹	\$238/wk	\$34 per extra night
Twin share (under 18) ¹	\$252/wk	\$36 per extra night
Homestay - Bed & Breakfast (over 18)	\$217/wk	\$31 per extra night
Homestay - no meals (over 18)	\$203/wk	\$29 per extra night
<i>Twin share homestay is only available for two people travelling and studying together at ELS Universal English College.</i>		
Cranbury House low season (Apr - Aug)		
Single economy room	\$238/wk	\$34 per extra night
Single standard room	\$266/wk	\$38 per extra night
Twin share room (per person)	\$161/wk	\$23 per extra night
Cranbury House high season (Sep - Mar)		
Single economy room	\$266/wk	\$38 per extra night
Single standard room	\$294/wk	\$42 per extra night
Twin share room (per person)	\$196/wk	\$28 per extra night
<i>For other accommodation options, please consult staff at ELS UEC.</i>		
Airport transfer, one way per person		\$135
Carer approval fee		\$230
Carer fee		\$45.50/wk
Books and materials fee²		
1 - 3 weeks		\$70
4 - 8 weeks		\$95
9 - 17 weeks		\$150
18 - 24 weeks		\$210
25 - 32 weeks		\$270
33 - 44 weeks		\$310
45 + weeks		\$350
Materials fee Junior Holiday English		\$50
Cambridge exam fee (paper based)		
FCE (First Certificate)		\$270
CAE (Advanced)		\$270
High School placement fee		\$660
Internship fee³ 4 - 26 weeks		\$2,200
Work Package fee⁴		\$420

Overseas Student Health Cover (OSHC)

Compulsory for Student Visa holders	SINGLE	DUAL FAMILY ⁶	MULTI FAMILY ⁷
Payable for the length of the visa ⁵			
1 month	\$42	\$106	\$247
2 months	\$84	\$213	\$495
3 months	\$127	\$319	\$742
4 months	\$169	\$425	\$989
5 months	\$211	\$531	\$1,237
6 months	\$253	\$638	\$1,484
7 months	\$296	\$744	\$1,731
8 months	\$338	\$850	\$1,979
9 months	\$380	\$957	\$2,226
10 months	\$422	\$1,063	\$2,473
11 months	\$464	\$1,169	\$2,721
12 months	\$507	\$1,275	\$2,968
13 months	\$550	\$1,416	\$3,309
14 months	\$593	\$1,556	\$3,650

A full list of single, dual family and multi family rates is available on our website.

All fees are in Australian dollars and include 10% Goods and Services Tax where applicable.

- Includes 2 meals/day Monday to Friday and 3 meals a day on weekends.
- Payable at the time of enrolment on all full-time and part-time courses except Junior Holiday English.
- Minimum 4 weeks' full-time study required. Student Visa students may only undertake a 4 week internship in the period between their course completion and visa expiry.
- Minimum 4 weeks' full-time study required. Not available for Student Visa holders.
- For courses of 10 months or less, students pay one month more than period of study. For courses longer than 10 months, students pay two months more than period of study, but if the course finishes October - December, the visa will usually be granted up to 15 March of the next year.
- Dual family covers one valid Student Visa holder plus either one adult spouse or recognised de facto partner OR one or more dependant children.
- Multi family covers one Student Visa holder plus more than one dependant which can only include one adult spouse or recognised de facto partner AND one or more dependant children.

PAYMENT DETAILS

Method of payment

☐ Cash ☐ Bank draft ☐ Bank cheque

OR

Credit card: ☐ Visa ☐ Mastercard

Card no:

Name of card holder _____

Amount AUD\$ _____ Expiry date ____ / ____

Signature _____

OR

☐ Bank transfer - Bank details listed to the right.

BANK DETAILS

Account Name:

Universal Education Centre Pty Ltd

Bank Name:

National Australia Bank

Branch:

Pitt & Hunter Streets

Sydney NSW 2000 AUSTRALIA

Branch No (BSB number): 082067

Account No: 69-531-8719

Swift Code: NATAAU3303M