

Application for Enrolment in 2016

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 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

What do you think is your level of English?

- Beginner
 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 courses would you like to apply for?

General English, English for Academic Purposes, Business English & IELTS Examination Preparation Courses

- General English
 English for Academic Purposes
 Business English
 IELTS Examination Preparation

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

Course Duration (number of weeks): _____ *(five week blocks only)*

Cambridge Examination Preparation Courses

- Preliminary English Test (PET)
 First Certificate in English (FCE)
 Certificate in Advanced English (CAE)

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

Note: These courses run in 10 week blocks only

Bridging Course (25 hours per week)

- | | |
|--|---|
| <input type="checkbox"/> 20-week Bridging Course starting: | <input type="checkbox"/> 10-week Bridging Course starting: |
| <input type="checkbox"/> Semester 1, Module 1 (22 January) | <input type="checkbox"/> Semester 1, Module 2 (15 April) |
| <input type="checkbox"/> Semester 2, Module 1 (8 July) | <input type="checkbox"/> Semester 2, Module 2 (30 September) |
| | <input type="checkbox"/> Summer Bridging Course (11 November) |

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 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)

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. 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.

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: _____

FOR OFFICE USE ONLY

AUD\$200 Enrolment fee. **Office use only fee waiver**

Signature _____

Date

Name of officer _____

Event (if applicable) _____

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 2016. 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.
-

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 is indicative only and the results of your placement test upon commencement will take precedence.
-

Refund Policy

- An enrolment includes all courses of study and the orientation day.
 - The enrolment, airport transfer and accommodation placement fees are not refundable.
 - An administration fee of \$500 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 Centre Manager and should include supporting documents.
 - **No refund** will be given once your enrolment has commenced, even if you meet the English entry requirement into your next course of studies at CELT.
 - **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 being advised of cancellation.
 - Normal processing time for refunds will be 2-4 weeks and bank charges, agent's commission, enrolment, airport transfer, accommodation placement and the cancellation fee will be deducted.
-

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.
 - A late placement fee of \$280 will be incurred for homestay applications submitted with less than 2 weeks notice of arrival.
-

Transfer Policy

- If you meet the University's English language requirement before the end of your studies at CELT, you may request a transfer of fees towards your degree level studies. Only fees for a course of studies 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 ELICOS institution.
 - If you transfer to another non-ELICOS 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 will be transferred after the deduction of a \$500 transfer fee and other fees where applicable.
 - You must give CELT notice of one term if you wish to transfer to another institution.
 - Please note – by law, CELT is not obliged to agree to a transfer of money. Please see refund policy above.
-

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.
 - Students returning to complete deferred terms must do so within 12 months of the deferment.
 - Failure to do so will result in cancellation of course 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, CELT has the right to cancel the student's enrolment and must report the student default to the appropriate authority within five (5) 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).

Administration

- 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 and contact details, course enrolment details and changes, and circumstances of any suspected breach by the student of a student visa condition.
 - You must notify CELT of your Australian address within seven days of arriving in Australia, and within seven days of any change of address.
-

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 purchase.
-

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>

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:** / / _____

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.

◆ If completing this form online, please type your name in lieu of signature.

START AND FINISH DATES

Dates for General English and English for Academic Purposes

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: 11 Jan	12 Feb	18 Mar	22 Apr	27 May	8 Jul	12 Aug	23 Sep	28 Oct	9 Dec	
Term 2: 15 Feb	18 Mar	22 Apr	27 May	8 Jul	12 Aug	23 Sep	28 Oct	9 Dec	10 Feb	
Term 3: 21 Mar	22 Apr	27 May	8 Jul	12 Aug	23 Sep	28 Oct	9 Dec	10 Feb	17 Mar	
Term 4: 26 Apr	27 May	8 Jul	12 Aug	23 Sep	28 Oct	9 Dec	10 Feb	17 Mar	21 Apr	
Term 5: 6 Jun	8 Jul	12 Aug	23 Sep	28 Oct	9 Dec	10 Feb	17 Mar	21 Apr	26 May	
Term 6: 11 Jul	12 Aug	23 Sep	28 Oct	9 Dec	10 Feb	17 Mar	21 Apr	26 May	7 Jul	
Term 7: 22 Aug	23 Sep	28 Oct	9 Dec	10 Feb	17 Mar	21 Apr	26 May	7 Jul	11 Aug	
Term 8: 26 Sep	28 Oct	9 Dec	10 Feb	17 Mar	21 Apr	26 May	7 Jul	11 Aug	22 Sep	
Term 9: 7 Nov	9 Dec	10 Feb	17 Mar	21 Apr	26 May	7 Jul	11 Aug	22 Sep	27 Oct	

2016 2017 Please note that Term 4, 2016 starts on Tuesday 26th April because of the ANZAC Day Public Holiday on Monday 25th April

Non-teaching weeks in 2016 • 30 May to 3 Jun • 15 Aug to 19 Aug • 31 Oct to 4 Nov • 12 Dec to 6 Jan

Dates for the IELTS Examination Preparation Course (5 weeks)

	start day	last day
Intake 1	11 Jan	12 Feb
Intake 2	26 Apr	27 May
Intake 3	6 Jun	8 Jul
Intake 4	26 Sep	28 Oct
Intake 5	7 Nov	9 Dec

Dates for Business English (5 weeks)

	start day	last day
Intake 1	15 Feb	18 Mar
Intake 2	6 Jun	8 Jul
Intake 3	22 Aug	23 Sep
Intake 4	7 Nov	9 Dec

Dates for Cambridge Examination Preparation Courses (10 weeks)

PET, FCE & CAE	start day	last day
Intake 1	11 Jan	18 Mar
Intake 2	21 Mar	27 May
Intake 3	26 Sep	2 Dec

Dates for the Bridging Course

	start day▲	last day	
Semester 1 2016	Module 1	22 Jan	1 Apr
	study break	4 Apr	14 Apr
	Module 2	15 Apr	24 Jun
Semester 2 2016	Module 1	8 Jul	16 Sep
	study break	19 Sep	29 Sep
	Module 2	30 Sep	9 Dec
Summer BC 2016 - 2017	Term 1	11 Nov 2016	16 Dec 2016
	study break	19 Dec 2016	6 Jan 2017
	Term 2	9 Jan 2017	10 Feb 2017

▲ 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.

Public Holidays in 2015

The University is closed for a two-week period over **Christmas** and **New Year** (25 Dec - 4 Jan 2017) and on the following public holidays:

• Australia Day: 26 Jan • Good Friday: 25 Mar • Easter Monday: 28 Mar • Anzac Day: 25 Apr

FEES 2016

	per week AUD\$	Enrolment fee AUD\$ (non-refundable)	Course texts AUD\$ (mandatory)
General English, English for Academic Purposes, Business English, Cambridge Examination Preparation, and IELTS Examination Preparation*	\$370	\$200	\$100 per term
Bridging Course	\$490	\$200	\$250

*IELTS exam fee = \$350

Overseas Student Health Cover (OSHC) Mandatory for student visa holders ♦			
Enrolment period	single	family (dual)	family (multi)
5 weeks	\$161	\$425	\$633
10 weeks	\$214	\$566	\$844
15 weeks	\$268	\$708	\$1,055
20 weeks	\$322	\$850	\$1,266
25 weeks	\$412	\$1,114	\$1,643
30 weeks	\$458	\$1,246	\$1,831
35 weeks	\$503	\$1,378	\$2,020
40 weeks	\$548	\$1,511	\$2,208
45 weeks	\$644	\$1,813	\$2,666

Cambridge Examinations	Exam Fee (to be paid directly to Cambridge Coordinator)
Preliminary English Test (PET)	\$270
First Certificate in English (FCE)	\$315
Certificate in Advanced English (CAE)	\$315

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

if you wish to take OSHC with another provider.

♦ 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.

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 a UWA Student Guild membership, please ask for details on arrival.



To send your application, or for more information:
Centre for English Language Teaching,
M429, The University of Western Australia
35 Stirling Highway, Perth
Western Australia 6009 Australia

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

