

English Language Studies Enrolment Form 2010

Institute of Continuing & TESOL Education (ICTE-UQ) CRICOS Provider No: 00091C



THE UNIVERSITY OF QUEENSLAND AUSTRALIA

INSTRUCTIONS

- ▶ Please complete both sides of this form in CAPITAL letters in English
- ▶ Read and SIGN the conditions of enrolment
- ▶ Return to: **TESOL Enrolments Officer**

Institute of Continuing & TESOL Education
The University of Queensland
Brisbane Qld 4072 Australia

Tel: +61 7 3346 6770 Fax: +61 7 3346 6771
Email: tesol.enrol@icte.uq.edu.au
Web: www.icte.uq.edu.au

My application is through an ICTE-UQ representative Yes No

Representative

Representative Contact

Representative Email

1 PERSONAL DETAILS

Title Mr Ms Mrs Other

Family Name

Given Names

Date of Birth / / Male Female

Country of Birth

Nationality

Passport Number

Home Address

Australian Address (if any)

Telephone Number

Email

Do you take any medication or have a medical condition?

No

Yes ▶ Details

2 VISA INFORMATION

Do you already have a visa that will allow you to study at ICTE-UQ?

No ▶ What type of visa are you applying for?

Student Visa Extension to Student Visa

Tourist Visa Working Holiday Visa

Other (type of visa)

Yes ▶ Type of visa

3 HEALTH INSURANCE

Student Visa applicants MUST have Overseas Student Health Cover (OSHC) for the duration of their studies in Australia. ICTE-UQ will organise OSHC on your behalf with OSHC Worldcare, its preferred provider of OSHC. If you are bringing your family to Australia you must have a family OSHC policy.

I would like ICTE-UQ to arrange: Single OSHC

Family OSHC

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 travel insurance to cover their personal belongings when travelling to, around and from Australia, whilst staying in homestay or other accommodation for the duration of their course of study and time in Australia.

4 COURSE INFORMATION

Preferred course start date: / /

Course duration: 5 weeks 20 weeks 35 weeks

10 weeks 25 weeks 40 weeks

15 weeks 30 weeks 45 weeks

Course name:

General English

English for International Business Communication

Advanced English Communication Skills

English for Academic Purposes (St Lucia Ipswich)

ESP: Bridging English Program

ESP: TESOL (Teaching Knowledge Test [TKT])

ESP: Tourism & Hospitality

5 SPONSORSHIP

Have you received or will you apply for a scholarship to study at ICTE-UQ?

No

Yes ▶ Name of sponsor

Please attach official documentation from your funding organisation, including duration of scholarship, expenses covered by scholarship and details of any restrictions on study.

6 FURTHER STUDIES IN AUSTRALIA

Do you intend to continue your studies at UQ after your ICTE-UQ course?

No Yes ▶ Please complete the questions below

Have you already submitted an application to UQ International?

No Yes

Have you been issued with a UQ Student Number?

No Yes ▶ S

7 ARRIVAL AND HOMESTAY ACCOMMODATION

Do you require an airport pickup on arrival?

No

Yes ▶ please complete the airport pickup application overleaf

Do you require ICTE-UQ homestay accommodation?

No

Yes ▶ please complete the homestay application overleaf

PLEASE TURN FORM OVER

8 AIRPORT PICKUP APPLICATION (if required)

Date of arrival / /

Airport Brisbane International Brisbane Domestic
Gold Coast (Coolangatta)

Flight arrival time Flight number

9 HOMESTAY APPLICATION (if required)

Family Name

Given Name

Date of Birth / / Male Female

Nationality

Religion

Date I would like to move in to homestay / /

Date I would like to move out of homestay / /

What is your level of English? Beginner Elementary
Intermediate Advanced

What other languages do you speak?

Do you smoke? No Yes*

* If yes, you may still be placed in a non-smoking home

Do you like children? No Yes

Do you like pets such as dogs and cats? No Yes

Do you have any special dietary needs (eg vegetarian)? No Yes

Details

Do you have any allergies? No Yes

Details

Do you take medication or have a medical condition? No Yes

Details

Please describe yourself and include something about your hobbies and interests which will help match you with a suitable homestay family.

10 HOMESTAY PAYMENT INFORMATION

- Homestay check in is available the weekend prior to course commencement.
- Homestay is available for a minimum of five weeks.
- Where possible all homestay fees for the entire period booked should be paid to ICTE-UQ in full and in advance.
- Payments not made in full will incur a AUD\$50 administration fee for each additional payment.
- Where a student wishes to extend their original booking period and is able to remain with the same homestay family a AUD\$50 administration fee per additional payment made to ICTE-UQ will apply.
- Where a student wishes to extend their original booking period and is not able to remain with the same homestay family the Homestay Placement Fee of AUD\$225 will apply to place the student with a new homestay family.
- Where a student wishes to leave homestay early they are required to provide their homestay family with a minimum one week notice period. Any unused homestay fees will be refunded in full to the student within two weeks of submitting a refund request form.

11 REFUND/CANCELLATION POLICY

- A full refund of tuition fees and other charges will be made if an ICTE-UQ course is fully booked, is cancelled, or an application for a Student Visa is rejected (proof of visa rejection is required within two weeks from the date of notice).
- Notification of cancellation of a course must be made using the ICTE-UQ transfer/cancellation form or submitted in writing to the Deputy Director (Administration), ICTE-UQ.
- A written response will be provided within seven working days. Any refund that may be granted will be paid within four weeks from the date of the notice of cancellation. Please note that your course is considered to be the total number of weeks in which you have enrolled.
- Cancellations received more than four weeks before the course commencement will normally receive a refund of tuition fees, OSHC and airport transfer fees less a cancellation administration charge equivalent to one week of the current published tuition fee.
- Cancellations received less than four weeks before the course commencement will normally receive a refund of tuition fees, OSHC, and airport transfer fees less a cancellation fee of up to five weeks of the current published tuition fee.
- Cancellations received after course commencement will not be eligible for a refund of tuition fees.
- The Enrolment Fee and Homestay Placement Fee are not refundable. No Enrolment Fee is charged on re-enrolments (re-enrolment is defined as an extension of the original period of study without break).
- This agreement, and the availability of complaints and appeals procedures, does not remove the right of the student to take action under Australia's consumer protection laws; neither does it remove a student's right to pursue other legal remedies.

12 CONDITIONS OF ENROLMENT

- I understand that I must be 18 years or older at the time of course commencement.
- I understand and accept the terms of the ICTE-UQ Refund/Cancellation Policy and the ICTE-UQ Homestay Payment Information.
- I understand that ICTE-UQ EIBC, AECS, EAP, ESP:BEP, ESP:TESOL and ESP:T&H courses require a prerequisite level of English for entry.
- I understand that I will be tested on commencement of my course and placed in a class at the appropriate English language level.
- I understand that I must complete all class work, assignments, activities and assessments in order to maintain satisfactory progress.
- I understand that I must attend at least 80% of my course and that if I am studying on a Student Visa and I fail to do so I can be reported to the Department of Immigration and Citizenship (DIAC).
- I understand that if I change my Brisbane address I must notify ICTE-UQ within three working days.
- I understand that information provided by me may be made available to Australian, Commonwealth and State agencies pursuant to obligations under the ESOS Act and the National Code. This may include personal and contact details, course enrolment details and changes and circumstances of any suspected breach of my Student Visa conditions.
- I agree that ICTE-UQ can share information about my course and progress with my university or college, my sponsor or educational representative.
- I am aware that school-aged dependants accompanying me will be required to pay full fees at a private or government school in Australia.
- I understand I am fully responsible for my educational and living expenses while studying at ICTE-UQ.
- I understand that if I hold a Student Visa, by signing ICTE-UQ's Enrolment Form, I agree to enter into and be subject to the terms and conditions of the OSHC Worldcare policy (www.oshcworldcare.com.au).
- I acknowledge that ICTE-UQ has the right to change its fees and conditions, cancel or defer courses, and to alter course timetables and class locations at any time without notice.
- I understand that by providing my personal email address on this enrolment form I am giving permission to ICTE-UQ to use this to communicate with me on any matters relating to my enrolment at ICTE-UQ.
- I give consent to ICTE-UQ to make reasonable enquiries to DIAC on my visa and to these details being shared with Government and Health Insurers for the purposes of ensuring that I maintain my visa conditions for staying in Australia.
- I agree to abide by the regulations of ICTE-UQ and The University of Queensland.
- I understand that more information about my student rights and responsibilities under the the Australian Government ESOS Act 2000 and National Code 2007 is available online at: http://aei.dest.gov.au/AEI/ESOS/QuickInfo/ESOS_FrameWork_pdf.pdf
- I understand that by signing this form I am agreeing to the terms outlined above and enter the basis of an agreement between myself and ICTE-UQ.

Name (please print in English)

Signature

Date / /