

Please complete ALL the fields in this form and USE BLOCK LETTERS

## Personal Details:

Family name:

Given names:

Date of birth: (day/month/year)

Gender:  Male  Female

Passport No:

Nationality:

## Current DHA Location:

Offshore  Onshore (Please specify current Visa)

Visa Type:  Student  Working Holiday  Tourist  Other

Visa Expiry Date:

Are you applying for a Student Visa:  Yes  No

## Contact Details:

Address:

Suburb:

Postcode: Country:

Home phone:

Mobile phone:

Email address:

## English Proficiency

IELTS / PTE Score:

Other:

## Students with special needs

Do you consider yourself to have any medical conditions, disabilities, mental health or special needs that could impact upon your studies?

Yes  No

If yes, please indicate the area (s) of disability, impairment or long-term conditions (you may indicate more than one area)

Please tick the relevant courses	Course Fee	Duration	Start Date
General English CRICOS Course Code: 099477M	\$400 / week		
English for Academic Purposes / IELTS Exam Preparation CRICOS Course Code: 099479J	\$400 / week		
Active Conversation in English (ACE) CRICOS Course Code: 099478K	\$400 / week		
Cambridge FCE - B2 First CRICOS Course Code: 0100813	\$400 / week		
Cambridge CAE - C1 Advanced CRICOS Course Code: 0100814	\$400 / week		
Barista Master Course	\$2000		
Barista Essentials	\$290		

## Possible fees

Fee Type	Amount	Notes
Enrolment Fee: All courses (Non-refundable)	\$250	Once only
Textbook and Material Fee: All English courses	\$10 per week	\$70 minimum per course \$300 maximum per course
Course change Fee: All courses (Non-refundable)	\$250	Per course

## Health Cover

Do you have current Overseas Student Health Cover (OSHC)?  Yes  No

If yes, please provide following details:

Name of Insurance Provider (Company):

Membership number: Expiry date:

If no, what type of OSHC will you require?

Single (Student Only)
  Dual Family (Student plus spouse or children)
  Multi family (Student plus spouse and children)

## Airport Pickup (Optional)

Arrive / Depart (Melbourne Tullamarine Airport)	\$150	One way
Arrive / Depart (10 PM to 6 AM) (Melbourne Tullamarine Airport)	\$180	One way

## Accommodation Fees (Optional)

Homestay / Shared Placement fee	\$300	Once
Homestay fee (Single) Adult	\$400	Per Week
Shared Accommodation fee (Single)	\$290	Per Week
Shared Accommodation fee (Twin)	\$250	Per Week

## Refund Policy

The full refund policy is available on the website ([www.universallenglish.edu.au](http://www.universallenglish.edu.au)) or can be requested from the college. The key events that will cause a refund are identified below. Please ensure you read this and the notes below before signing this application.

### Refund Situation

	Refund of Course Fees	Refund of Enrolment Fee
<p>1 Provider Default UE does not deliver the program for which the student has paid for the following reasons:</p> <ul style="list-style-type: none"> <li>The course does not begin on the agreed commencement date.</li> <li>The offer is withdrawn by the Institute.</li> <li>The course ceases to be provided, at any time, after it commences but before it is completed.</li> <li>The course is not provided in full to the student because a sanction has been imposed on the registered provider.</li> </ul>	Full refund of unspent fees (if student does not accept alternative course offered by UE)	Yes (only in first two situations)
2 Student (offshore or onshore) is refused an Australian Student Visa (copy of refusal letter required) or illness or disability prevents the student from taking up the course.	All prepaid and enrolment fee, less \$500	No
3 Student default - where UE has not entered into a written agreement with the student that meets the requirements of section 47B of the ESOS Act (refer 47E (1) (b) (i) of the Act) - that is, a compliant agreement.	All prepaid fees, less \$500	No
4 Onshore student is refused an Australian Student Visa but student already commenced his/her course (copy of refusal letter required); includes visa extension & new applications.	Remaining unspent fees, less \$500	No
5 Student defaults or withdraws from course during visa processing but already commenced his/her course.	Remaining unspent fees, less \$500	No
6 Student withdraws from course 10 weeks (70 days) or more prior to eCoE commencement date.*	70% of All prepaid fees	No
7 Student withdraws from course 5 weeks (35 days) or more prior to eCoE commencement date.*	50% of All prepaid fees	No
8 Student withdraws from course less than 5 weeks, on the eCoE commencement date or after that date.*	No	No
9 If a student has also paid a deposit for future courses when enrolling in a package of courses.	Deposit paid less \$500 for each course	No
10 Student defaults due to one or more of the following acts and CoE(s) gets cancelled by college; <ul style="list-style-type: none"> <li>The student failed to pay an amount payable to the provider for the course;</li> <li>The student breached a condition of their student visa; including non-commencement of course</li> <li>Misbehaviour by the student / breach of code of conduct.</li> </ul>	No refund for all courses in package	No
11 Student is granted permanent residency/obtains visa other than student visa, after the course commencement date.	No refund. Full course fees due as per student agreement	No

\*In the event student defers commencement date of the course and subsequently withdraws from the course, refund would be calculated based on the original start date for 6, 7 & 8 situations.

## Declaration

I authorise the Universal English (UE) to obtain enrolment and academic information from any of my previous or current education providers. I understand that UE will take remedial and corrective measures if the information provided is false and misleading.

I declare that I have genuine access to sufficient funds whilst in Australia, to meet my financial commitments to UE and cover all tuition, Overseas Student Health Cover and living expenses for any dependents and myself.

I understand that I may be contacted by a UE representative and asked a series of questions in relation to this application and that the Department of Home Affairs (DHA) will undertake their own determination of any criterion for visa purposes. I am aware that information relating to my application may be provided to DHA. I understand that upon accepting an offer of admission from UE, that I am required to complete a minimum 6 months of study in the principal course.

I declare that the information I have supplied on this form and any documentation supporting this form is true and correct. I understand that the giving of false or incomplete information may lead to the refusal of my application or cancellation of enrolment. I have read and understood the published course information in the brochure or website and I have sufficient information about the UE fees and charges policy, its deferral, suspension and cancellation policy and its refund policy (either posted or downloaded from website).

I understand that information is collected on the application form and during my enrolment in order to meet the Institute's obligations under the Education Services for Overseas Students Act (ESOS Act) and the National Code 2018 and ELICOS Standars 2018 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 ESOS Act. Information collected about me on this form and during my enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and if relevant, The Tuition Protection Services (TPS) initiative. In other instances information collected on this form or during my enrolment can only be disclosed with my consent or required by law.

I understand that if I have applied through an approved UE agent all correspondence relating to my application will go to that agent. I also understand that fees may rise. I accept liability for payment of all fees and I agree to abide by the Fee Refund Policy which is current at the time of my studies at UE. I understand that living expenses in Australia may be higher than in my own country and I confirm that I am able to meet these costs.

This agreement and the availability of a complaints and appeals processes does not remove the right to take action under Australia's Consumer Protection Laws.

### PRIVACY

UE will only collect personal information by fair and lawful means which are necessary for it to perform its functions. UE respects students' right to privacy and any personal information provided by students will be held in confidence and is protected by the Privacy Act 1988 (Cth) and the Information Privacy Act 2000.

UE is required to collect certain personal information on applicants to meet its obligations under the ESOS Act 2000 and the National Code 2018 and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws. The information you provide in this application will be used to process your enrolment at UE and may be made available to Australian Immigration and education authorities in relation to your visa (if applicable), as required by the National Code and the ESOS Act.

UE may also send you information about our centre or other courses. You may request in writing to not receive further information at any time. You acknowledge and agree that any testimonials by you or photos of you which are used by UE are property of the UE and may be used for the college's promotional material, unless otherwise indicated in a written request. Your information may also be disclosed to facilitate statistics and research relating to education, including surveys. All records containing personal information will be stored securely and all reasonable security measures taken to protect them.

## Application Checklist

- Have you completed all sections of this application form?
- Attached certified true copy of your visa (if applicable)
- Attached certified true copy of your passport
- Attached certified true copy of your English proficiency (if applicable)
- Attached any other relevant documentation
- Read and signed the declaration

## Student's Signature:

Date: (day/month/year)

## Parent's/ Guardian's Signature: (If under 18\*)

Date: (day/month/year)

\* Please note: student must be 18 years or older by start date of eCOE

## Agent Details

Please complete this section if you are using an education agent or representative

Agent Name:

Agent Email:

Phone Number: