

# International Student Enrolment Form English Language Studies

Institute of Continuing & TESOL Education (ICTE-UQ)



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA

CRICOS Provider Number 00091C

## Instructions

- Please complete both sides of this form in BLOCK 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  
Phone +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:  No  Yes

Representative:.....

Representative contact:.....

Representative email:.....

## Official Educational Representative use only

AGENT STAMP

## 1 Personal details

Mr  Mrs  Ms  Other.....

Family name:..... Given names:.....

Date of birth: DD/MM/YYYY Gender:..... Nationality:..... Passport number:.....

Applicant's permanent home address outside Australia:

Number and street:.....

Suburb/town:..... State:.....

Post/zip code:..... Country:.....

Australian address (if any):

Number and street:.....

Suburb/town:..... State:.....

Post/zip code:..... Country:.....

Phone:..... Mobile:..... 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

Yes

If no, what type of visa are you applying for?

If yes, type of visa:.....

Student visa  Tourist visa  Working holiday visa

Other 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 rate OSHC for myself **or**  Family rate OSHC for myself and my dependant/s

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: DD/MM/YYYY.....

Number of weeks I wish to enrol for:

5 weeks  10 weeks  15 weeks  20 weeks  25 weeks  30 weeks  35 weeks  40 weeks  45 weeks

Course I wish to enrol in:  General English  ESP: Bridging English Program  
 English for International Business Communication  ESP: TESOL ( Teaching Knowledge Test [TKT])  
 Advanced English Communication Skills  ESP: Tourism and Hospitality  
 English for Academic Purposes >  St Lucia  Ipswich

## 5 Further studies in Australia

Do you intend to continue your studies at The University of Queensland after completion of your English language course?  No  Yes

If yes, have you already submitted an application to UQ International?  No  Yes

## 6 Airport pickup

Do you require an airport pickup on arrival?  No  Yes

If yes, please provide details of your arrival: Date of arrival: DD/MM/YYYY Flight arrival time: ..... Flight number: .....

Arriving at (airport):  Brisbane International  Brisbane Domestic  Gold Coast (Coolangatta)

## 7 Homestay accommodation

Do you require ICTE-UQ homestay accommodation?  No  Yes If yes, please provide details below:

Family name: ..... Given names: .....

Date of birth: DD/MM/YYYY Gender: ..... Nationality: ..... Religion: .....

Date you would like to move in to homestay: DD/MM/YYYY Date you would like to move out of homestay: DD/MM/YYYY

What is your level of English?  Beginner  Elementary  Intermediate  Advanced

What other languages do you speak? .....

Do you smoke?  No  Yes Note: if you are a smoker, you may still be placed in a non-smoking home.

Are you agreeable to staying in a home which has children?  No  Yes

Are you agreeable to staying in a home which has pets (e.g., dogs and cats)?  No  Yes

Do you have any special dietary needs (e.g., vegetarian)?  No  Yes Details .....

Do you have any allergies?  No  Yes Details .....

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

Please describe your family and include something special about yourself (for example, hobbies and interests) which may help match you with a suitable homestay family:

.....  
.....

### Homestay payment information

- Homestay 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 an administration fee for each additional payment made.
- If you wish to extend your original booking period and can remain with the same homestay family, an administration fee per additional payment made to ICTE-UQ will apply.
- If you wish to extend your original booking period and can not remain with the same homestay family, the Homestay Placement Fee will apply to place you with a new homestay family.
- If you wish to leave homestay early, you must provide your homestay family with a minimum one week notice period. Any unused homestay fees will be refunded in full to you within two weeks of submitting a refund request form.

## 8 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.
- A deferment or temporary suspension of a course will only be considered when you provide documented compassionate or compelling circumstances.
- The Enrolment Fee and Homestay Placement Fee are not refundable. No Enrolment Fee is charged on re-enrolments.
- 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.

## 9 Conditions of enrolment and declaration

- 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.
- I understand and accept the terms of the ICTE-UQ Homestay payment information.
- I understand that ICTE-UQ courses, ESP:BEP, EAP, EIBC, ESP:TESOL, ESP:T&H and AECS, require a prerequisite level of English for entry.
- All ICTE-UQ CRICOS Registered full-time English language courses include 25 hours of class teaching each week.
- 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 ICTE-UQ reserves the right to defer, temporarily suspend, or cancel my enrolment for misbehaviour.
- 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 that 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](http://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 Australian Government *ESOS Act 2000* and *National Code 2007* is available online at [www.studyinaustralia.gov.au/Sia/en/WhatToStudy/Vocation/ESOSFrameWork\\_pdf.pdf](http://www.studyinaustralia.gov.au/Sia/en/WhatToStudy/Vocation/ESOSFrameWork_pdf.pdf)

Name (please print in English): ..... Signature: ..... Date: DD/MM/YYYY