

CONDITIONS OF ENROLMENT

HOW TO ENROL

1. Send your completed enrolment form directly to the Registrar or enrol online at www.uec.edu.au
2. In accordance with our obligations under the National Code 2007, you must indicate your acceptance of the Conditions of Enrolment either by signing this form or alternative student agreement, or by confirming your acceptance on our online enrolment form before we can accept payment from you to confirm your enrolment.
3. We will acknowledge your signed application and issue an invoice. This acknowledgement normally occurs the next business day after our receipt of your application.
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. When you receive your invoice, send full fees in Australian dollars including all optional service fees. 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 fees in full 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 ELS Universal English College 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, at least 4 weeks' notice is required.
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 College, 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 College, 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 College 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 College 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 College, the parent(s) and/or legal guardian(s) further consent and agree that the College 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 College has been obliged to incur costs on behalf of the student in such circumstances the costs will be repaid to the College 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

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

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 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 will be offered a refund of all the course money paid to date. The refund will be paid to you within 2 weeks. Alternatively, you may be offered enrolment in an alternative course at no extra cost to you. You have the right to choose whether you prefer a full refund of course fees or to accept the offer of a place in another course.
11. We reserve the right to change fees, conditions, course times, timetable, class locations, class size and course commencement dates at any time without notice.
12. 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 College will be made unless required by law.
13. 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 College at their absolute discretion.

STUDENT CODE OF CONDUCT

Students are expected to follow the reasonable instructions of College staff and adhere to College rules as detailed in the Student Handbook. Students will be subject to possible suspension and/or expulsion at the absolute discretion of the College (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 willful damage to the property of the College and/or others
- being convicted of a criminal offence whilst a student at the College
- illegal or unacceptable social behaviour at the College, on a College excursion, activity or in any accommodation arranged by the College
- swearing at, or abusive behaviour towards College 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 College 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 College may initiate a suspension of studies on the grounds of misbehaviour of a student, in accordance with the College's Student Code of Conduct.
3. The College may initiate the cancellation of a student's course:
 - on the grounds of misbehaviour, in accordance with the College'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 College-initiated Suspensions or Cancellations will have access to the College's Complaints and Appeals process.
5. Full details of the College'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 College'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 College 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 Assurance Scheme and the ESOS Assurance Fund Manager. 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 College 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.

TUITION FEES

Registration Fee \$220

GENERAL ENGLISH	Morning	Afternoon	Evening
Full-time			
1 - 2 weeks	\$390 p/w	\$350 p/w	\$280 p/w
3 - 12 weeks	\$370 p/w	\$330 p/w	\$280 p/w
13 - 24 weeks	\$360 p/w	\$320 p/w	\$280 p/w
25 - 36 weeks	\$350 p/w	\$310 p/w	\$280 p/w
37+ weeks	\$335 p/w	\$295 p/w	\$280 p/w
Part-time	\$315 p/w	\$270 p/w	

CAMBRIDGE EXAM PREPARATION	Morning	Afternoon	Evening
FCE 10 weeks	\$3,700		
FCE 12 weeks	\$4,440		
CAE 11 weeks	\$4,070		
CAE 12 weeks	\$4,440		

ACADEMIC ENGLISH	Morning	Afternoon	Evening
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	
AE5 10 weeks*	\$3,700	\$3,300	

IELTS EXAM PREPARATION	Morning	Afternoon	Evening
4 weeks		\$1,320	
8 weeks		\$2,640	
12 weeks		\$3,960	

BUSINESS ENGLISH	Morning	Afternoon	Evening
4 weeks	\$1,480	\$1,320	
8 weeks	\$2,960	\$2,640	

ACADEMIC YEAR °	Morning	Afternoon	Evening
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	Afternoon	Evening
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	Afternoon	Evening
1 - 4 weeks	\$390 p/w		

TEEN HOLIDAY PROGRAM	Morning	Afternoon	Evening
2 weeks	\$2,260		
3 weeks	\$3,100		
4 weeks	\$3,965		
5 weeks	\$4,805		
6 weeks	\$5,645		

START DATES

GENERAL ENGLISH

3 January, 30 January, 27 February, 26 March, 23 April, 21 May, 18 June, 16 July, 13 August, 10 September, 8 October, 5 November, 3 December

Preferred dates but any Monday is possible for GE starts.

CAMBRIDGE EXAM PREPARATION

FCE	CAE
3 January - 9 March (10 weeks)	3 January - 16 March (11 weeks)
19 March - 8 June (12 weeks)	19 March - 8 June (12 weeks)
10 September - 30 November (12 weeks)	10 September - 30 November (12 weeks)

ACADEMIC ENGLISH (AE1, 2, 3, 4)

Morning	Afternoon
30 January - 23 March	21 May - 13 July
26 March - 18 May	16 July - 7 September
10 September - 2 November	5 November - 28 December
Afternoon	Evening
27 February - 20 April (<i>not AE3 & AE4</i>)	18 June - 10 August
23 April - 15 June (<i>not AE4</i>)	13 August - 5 October
	8 October - 30 November
	3 December - 25 January

IELTS EXAM PREPARATION

3 January, 30 January, 27 February, 26 March, 23 April, 21 May, 18 June, 16 July, 13 August, 10 September, 8 October, 5 November, 3 December

BUSINESS ENGLISH

3 January, 30 January, 27 February, 26 March, 23 April, 21 May, 18 June, 16 July, 13 August, 10 September, 8 October, 5 November, 3 December

ACADEMIC YEAR °

3 January, 30 January, 27 February, 26 March, 23 April, 21 May, 18 June, 16 July, 13 August, 10 September, 8 October, 5 November, 3 December

Preferred dates but any Monday is possible for GE starts.

HIGH SCHOOL PREPARATION

30 January - 19 April (Thursday) 12 weeks	<i>Preferred dates but any Monday (except the last week of term) is possible. There are no HSP classes 24 Dec - 28 Dec.</i>
23 April - 12 July (Thursday) 12 weeks	
16 July - 4 October (Thursday) 12 weeks	
8 October - 21 December (Friday) 11 weeks	

SCHOOL HOLIDAY PROGRAM

3 January - 27 January

TEEN HOLIDAY PROGRAM

9 July, 16 July, 23 July, 30 July, 6 August, 13 August

Program finishes on 18 August.

ENROLMENT FORM 2012

PUBLIC HOLIDAYS

New Year's Day Holiday	Mon 2 January
Australia Day	Thu 26 January
Good Friday	Fri 6 April
Easter Monday	Mon 9 April
Anzac Day	Wed 25 April
Queen's Birthday	Mon 11 June
Teachers' Holiday <i>(New students to attend college for testing and orientation, THP students to also attend)</i>	Mon 6 August
Labour Day	Mon 1 October
Christmas Day	Tue 25 December
Boxing Day	Wed 26 December

[^] The 8 week AE1 course is awaiting accreditation.

* Please enquire at the college for AE5 start dates.

° Please check which courses are not available in the morning program.

- 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 Teen Holiday Program 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:		\$240
Accommodation changing fee:		\$100
Accommodation fees:		
Homestay - single room (over 18) ¹	\$259/wk	\$37 per extra night
Homestay - single room (under 18) ¹	\$273/wk	\$39 per extra night
Twin share (over 18) ¹	\$231/wk	\$33 per extra night
Twin share (under 18) ¹	\$245/wk	\$35 per extra night
Homestay - Bed & Breakfast (over 18)	\$210/wk	\$30 per extra night
Homestay - no meals (over 18)	\$196/wk	\$28 per extra night
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	\$259/wk	\$37 per extra night
Single standard room	\$287/wk	\$41 per extra night
Twin share room (per person)	\$189/wk	\$27 per extra night
For other accommodation options, please consult the college.		
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
Cambridge exam fee (paper based)		
FCE (First Certificate)		\$362
CAE (Advanced)		\$368
Further studies placement fee		\$660
Internship fee³ 4 - 26 weeks		\$1,500
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	\$32	\$89	\$208
2 months	\$64	\$178	\$415
3 months	\$96	\$268	\$623
4 months	\$128	\$357	\$830
5 months	\$160	\$446	\$1,038
6 months	\$192	\$535	\$1,245
7 months	\$225	\$624	\$1,453
8 months	\$257	\$713	\$1,660
9 months	\$289	\$803	\$1,868
10 months	\$321	\$892	\$2,075
11 months	\$353	\$981	\$2,283
12 months	\$385	\$1,070	\$2,490
13 months	\$418	\$1,188	\$2,776
14 months	\$451	\$1,305	\$3,062

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

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.

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 courses and part-time General 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.

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: NATAAU3302S