



CURTIN ENGLISH LANGUAGE CENTRE APPLICATION FORM 2012/2013

Is your application through a CELC/Curtin agent? Y N

Agent's Name:

Agent Contact:

Email address:

Section One - Personal Details

Student number (if any)

Title (Dr, Mr, Mrs, etc.) Male Female Date of Birth

Family Name Given Name/s

Nationality Passport Number

Home address

City Country

Telephone: Email

Aust. address (if known)

City Telephone

Emergency Contact Telephone

Section Two - Visa Information

What type of visa will you apply for? Tourist Visa Working Holiday Visa Student Visa Other Visa

Section Three - Enrolment of Course

Course/s I would like to enrol in: General English EIBC ETYL EAP ELB

No. of weeks weeks

No. of weeks weeks

5 wks 10 wks

5 wks 10 wks 15 wks 20 wks 25 wks 30 wks 35 wks 40 wks 45 wks 50 wks

Semester 1 Semester 2 Summer

Commencement Date

Note: EIBC and ETYL have minimum entry requirements, if you do not meet them you can study General English first.

Note: Your application will be assessed as to which ELB you are qualified to enter.

Section Four - Further Study

After completing your course at CELC, are you planning further study at Curtin University? Y N If yes, please complete below:

Start Date Course

Have you submitted an application to Curtin's International Office for your University course? Y N

Section Five - Arrival in Australia and Accommodation

Do you require pickup from the airport in Perth? Y N If yes, please complete section 6:

Do you require CELC to organise your accommodation? Y N If yes, please complete section 7:

Section Six - Airport Pickup

Flight Number Arrival Date Arrival Time

Section Seven - Accommodation and Airport Pickup

If required, which accommodation would you like? Homestay (with meals) Homestay (self catering) University Residence

Short Term Accommodation Share House House Rental

Accommodation Start Date Number of weeks

Section Seven - Accommodation and Airport Pickup (continued)

If you want homestay, please answer the following

Do you smoke? Y N Do you like children? Y N

Are you allergic to cats? Y N Are you allergic to dogs? Y N

Do you have any dietary requests (e.g. halal, vegetarian, etc.) _____

Do you have any medical conditions? _____

Do you have any special requirements? _____

Please write any information about your hobbies and interests to help CELC find a suitable homestay

Section Eight - How did you hear about CELC?

Agent (which one?) _____

Curtin Website Other website _____

Brochure Friend or family Advertisement Education Fair

Section Nine - Fees

Enrolment Fee - ELICOS A\$ _____ ELICOS Course Tuition Fee A\$ _____ EL Bridging Course Tuition Fee A\$ _____ Accommodation Placement Fee A\$ _____

Airport Pickup Fee A\$ _____ Overseas Health Cover Fee A\$ _____ Carer Fee (Under 18s) A\$ _____ Other Fee A\$ _____ **Total** _____

Section Ten - Payment of Fees

Payment can be made by Bank Draft, Telegraphic Transfer or Credit Card

1. Bank Draft - send to:

Curtin University, CELC, Building 208
GPO Box U1987
Perth WA 6845 Australia

2. Telegraphic Transfer

Bank Name: Bank West BSB Number: 306 065
Bank Branch: Bentley West Curtin Account Number: 464 33 33
Address: Curtin University Account Name: Curtin General Number 1
Bentley WA 6102 Australia Department: CELC
Important - please include: CELC, student's name and number (if applicable)

3. Credit Card Payment - I authorise Curtin University to make the following transaction:

Card type Visa Mastercard AMEX Cardholder name _____

Credit Card Number _____ Expiry Date _____

Amount to be charged A\$ _____ Validation Code (last 3 digits located on the back of card) _____

Signature of Cardholder _____ Date: _____

Section Eleven - Homestay Conditions

- Homestay is available for a minimum of 4 weeks
- Students must always give two weeks notice to leave
- Curtin English Language Centre, Curtin University will not be responsible for any liability or loss whatsoever from any actions undertaken on your behalf in arranging of accommodation.

Section Twelve - Refund Policy

For the purpose of the Refund Policy a 'course' is defined as the total period of pre-paid tuition at Curtin English Language Centre (CELC) as described in Acceptance of Offer.

- The enrolment fee is payable once only and is non refundable. The accommodation application fee and airport reception fee are also non refundable
- If a student cancels their course in writing 28 days or more before the course commences, a full refund of tuition fees will be paid (less an administration charge of \$230)
- If a student cancels their course in writing less than 28 days before the course commences, a refund of 70% of tuition fees will be paid (less an administration charge of \$230)
- If a student withdraws and leaves the course (greater than 10 week in duration) 0 to 28 days after the course commences, a refund of 30% of tuition fees will be paid (less an administration charge of \$230)
- If a course is 10 weeks duration or less, no refund is payable after a student commences studying at CELC
- If a visa application is denied, CELC will give a full refund of tuition fees provided CELC receives a copy of the Australian Embassy Visa rejection letter
- If CELC withdraws the offer or fails to provide the course offered, a full refund of all fees will be paid within 14 days of the advertised commencement date of the course and the provider default provisions of the Commonwealth ESOS Act 2000 (section 27.1) will apply
- No refund is payable if CELC withdraws the student from a course because the student has seriously breached international student visa conditions or CELC's rules.

Appeal Against Refund

If a student is dissatisfied with the outcome of an application for a refund, a written appeal may be submitted to the Centre Manager by emailing celc-refunds@curtin.edu.au.

The Department of Education Services of Western Australia has appointed a Conciliator for international students studying in Western Australia. The Conciliator has an independent grievance handling/dispute resolution role and can be contacted on (Tel) +61 8 9441 1953, (Fax) +61 8 9441 1950 or (Email) anne.duncan@des.wa.gov.au.

This agreement does not remove the student's right to take further action under Australia's consumer protection laws.

Application for refund

The Application for Refund Form can be obtained from the CELC website on www.celc.curtin.edu.au. Please submit the form either in person to CELC Reception in Building 208 Room 129C or email celc-refunds@curtin.edu.au. No refund will be processed if the Application for Refund form is received after 6 months of the last module attended.

How long does the process take?

Refunds will be paid within 28 days of CELC receiving the completed Application for Refund Form with supporting documents.

How will I receive my refund?

Refunds will be paid to the person who entered into the contract or, if you enrol through a representative and give us written permission, the refund can be paid through your representative

Section Thirteen - Statement

- Students must send a copy of their passport with this application form
- Students must send a copy of their Curtin University Letter of Offer
- Students must send a copy of their IELTS, TOEFL, CUTE results
- Please complete all sections in BLOCK LETTERS in English
- Return all pages of the completed form to:

Curtin English Admissions

Curtin English Language Centre
Curtin University
GPO Box U1987 Perth WA 6845 Australia
Tel: +61 8 9266 7331
Fax: +61 8 9266 2605
Email: celc-admissions@curtin.edu.au
Web: www.celc.curtin.edu.au
CRICOS Provider Code 00301J (WA) 02637B (NSW)

I undertake to abide by the conditions of my visa including the requirement to study on a full time basis and attend all classes. I understand and accept the terms and conditions and the Refund Policy of Curtin English Language Centre as stated on the Fees Schedule and web site www.curtin.edu.au. I authorise CELC to use this information in accordance with the principles of the national Privacy Act and I understand that information supplied in this application may be made available to a Curtin overseas representative and the overseas student health cover provider for administrative purposes.

Name:

Signature:

Date:

The information provided by the student to the provider may be made available to commonwealth and state agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code.