



CURTIN ENGLISH LANGUAGE CENTRE APPLICATION FORM

SUMMER ENGLISH PROGRAM 2011

- Students must send a copy of their passport with this application form
- Please complete all sections in BLOCK LETTERS in English
- Return all pages of the completed form to:

CELC 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

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

Summer English Program 2011

Orientation day: 4 November
 Course dates: 7 November - 9 December

The Summer English Program is inclusive of 5 weeks of English language tuition in a class suitable for each students' level, at 20 hours per week, 5 weeks of Homestay (full board), text book, social program and activities schedule and airport pick-up.

Additional Courses

General English No. of weeks

Please note: Additional weeks of English will be charged at the full tuition fee.

Section Four - Airport Pickup

Flight Number Arrival Date Arrival Time

Section Five – Homestay Accommodation

Homestay (with meals)

Accommodation Start Date Number of weeks

Please note: The Summer English Program package is inclusive of 5 weeks of Homestay Accommodation (4th November - 9th December 2011). If you wish to purchase additional accommodation the cost will be \$34 per night, or \$240 per week.

To assist us in finding you a suitable 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 Six – How did you hear about CELC?

Agent (which one?) Curtin Website Other website
 Brochure Friend or family Advertisement Education Fair

Section Seven – Fees

Summer English program package fee \$A Please note: Total package fee is \$2,999 including Homestay accommodation. \$1,765 is the amount paid to CELC for tuition, books, activities, airport pick-up and other fees. The Homestay component of \$1,234 is to be paid direct to the Homestay family. Total \$A

Additional General English tuition fee \$A Additional General English tuition is charged at \$390 (2012) per week.

Additional Homestay Accommodation \$A Additional Homestay Accommodation is charged at \$34 per night or \$240 per week.

Section Eight – Payment of Fees

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

1. Bank Draft – send to:	2. Telegraphic Transfer	
Curtin University, CELC, Building 208 GPO Box U1987 Perth WA 6845 Australia	Bank Name: Bank West Bank Branch: Bentley West Curtin Address: Curtin University Bentley WA 6102 Australia	BSB Number: 306 065 Account Number: 464 33 33 Account Name: Curtin General Number 1 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 <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> AMEX	Cardholder name <input type="text"/>
Credit Card Number <input type="text"/>	Expiry Date <input type="text"/>
Amount to be charged A\$ <input type="text"/>	Validation Code (last 3 digits located on the back of card) <input type="text"/>
Signature of Cardholder <input type="text"/>	Date: <input type="text"/>

Section Nine – 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 Ten – 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
- A full refund of all fees will be paid if CELC withdraws the offer or fails to provide the course offered and the provider default provisions of the Commonwealth ESOS Act 2000 (section 27.1) 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 Eleven – Statement

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.