



— COURSES AND FEES —

ENROLMENT FORM

APPLICATION FOR
SPRINGFIELD CAMPUS
SUNSHINE COAST CAMPUS

THE
EDUCATION
PATHWAY

Send this form to:
The Admissions Officer
Union Institute of Language Pty Ltd
PO Box 4094, Springfield,
Brisbane, Queensland, Australia 4300

Phone +61 7 3470 0011
Fax +61 7 3470 0012
Web Page: www.uil.edu.au
Email Address: enquiry@uil.edu.au
CRICOS CODE: 02529F

PERSONAL DETAILS

Family Name (Surname):

Given Name: Preferred Name:

Date of Birth:/...../..... Country of Birth: Male Female
 (day) (month) (year)

Overseas address:

State/Country Postcode/Zip

Telephone Number: Country code:..... Home:..... Work:.....

Fax: Country code:..... Mobile:.....

Email:

Passport Number:..... Nationality:

Father's Details	Mother's Details
Family Name:	Family Name:
Given Name/s:	Given Name/s:
Home Address (if different from student address above):	Home Address (if different from student address above):
Home Phone Number:	Home Phone Number:
Home Fax:	Home Fax:
Work Phone Number:	Work Phone Number:
Work Fax Number:	Work Fax Number:
Email Address:	Email Address:

COURSE DETAILS There are no additional charges for compulsory excursions or course materials.

Enrolment Fee – all courses (non refundable)			AU\$ 200	A
<input type="checkbox"/> General English (25 hours/week) 5 Levels – maximum 15 weeks per level depending on entry level English Entry Level: Beginner to Advanced	\$285 per week x weeks Preferred start date: Any Monday		AU\$ (Number of weeks X weekly fee)	B
<input type="checkbox"/> English for Academic Purposes English Entry Level: Intermediate / Upper Intermediate	10 weeks (25 hours/week) \$285 per week Preferred start date: Any Monday		AU\$ (Number of weeks X weekly fee)	C
<input type="checkbox"/> Secondary School Prep Program (Yr 8 10 Entry) English Entry Level: Intermediate	20 weeks (25 hours/week) \$285 per week Preferred start date: Any Monday		AU\$ (Number of weeks X weekly fee)	D
<input type="checkbox"/> Secondary School Prep Program (Yr 11 Entry) English Entry Level: Upper Intermediate	10 weeks (25 hours/week) \$285 per week Preferred start date: Any Monday		AU\$ (Number of weeks X weekly fee)	E
<input type="checkbox"/> IELTS Preparation English Entry Level: Intermediate	10 weeks (25 hours/week) \$285 per week + Exam Fee Preferred start date: Any Monday		AU\$ (Number of weeks X weekly fee)	F
<input type="checkbox"/> English for Business Purposes English Entry Level: Intermediate	10 weeks (25 hours/week) \$285 per week Preferred start date: Any Monday		AU\$ (Number of weeks X weekly fee)	G

Cambridge Exam Preparation Courses (FCE, CAE, CPE)

<input type="checkbox"/> FCE - Preparation for Cambridge First Certificate in English (25 hours/week) \$3480 Course starting dates and examination dates advised upon application. 12 week course +Exam Fees Preferred start date		AU\$	H
<input type="checkbox"/> CAE - Preparation for Cambridge Certificate in Advanced English (25 hours/week) \$3480 Course starting dates and examination dates advised upon application. 12 week course +Exam Fees Preferred start date		AU\$	I
<input type="checkbox"/> CPE - Preparation for Cambridge Certificate of Proficiency in English (25 hours/week) \$3480 Course starting dates and examination dates advised upon application. 12 week course +Exam Fees Preferred start date		AU\$	J
SUBTOTAL COURSE FEES & OTHER FEES (amounts A to J)		AU\$	

OTHER FEES (There is no weekly guardianship charge)

<p>Secondary School Placement Secondary School Placement Fee \$550* (Only payable if not attending UIL) Do you require secondary school placement? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you completed an application form for a Secondary School <input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' please specify the name of the School</p>	AU\$	K
<p>Activity Fee Compulsory to all students under 18 years of age \$30/week</p>	AU\$	L
<p>ACCOMMODATION</p>		
<p>Students under 18 must stay in approved Homestay or Boarding School accommodation. Accommodation placement fee \$220*</p> <p>Please select: <input type="checkbox"/> Homestay <input type="checkbox"/> Boarding (For Boarding refer to Boarding School Accommodation Information)</p>	AU\$	M
<p>Home stay: \$230 per week (3 meals per day and transport costs to campus.) Total number of weeks From/...../..... to/...../..... Please complete the following to assist us to choose a suitable Homestay family for you: Do you suffer from any illness or disability? <input type="checkbox"/> No <input type="checkbox"/> Yes If 'yes', please specify Are you allergic to pets? <input type="checkbox"/> No <input type="checkbox"/> Yes If 'yes', please specify Are there any foods you are allergic to? What are your hobbies? List any special requests?</p>	AU\$	N
<p>Airport Transfer Airport transfer each way (Brisbane Airport) \$93.50* Do you require airport transfer? <input type="checkbox"/> Yes <input type="checkbox"/> No (Compulsory if aged under 18) If 'Yes', Date of arrival:/...../..... Flight Time of arrival: am/pm Date of departure:/...../..... Flight Time of departure: am/pm</p>	AU\$	O
<p>Overseas Student Health Cover (OSHC) Students travelling on a student visa are required by the Australian Government to pay OSHC^. Course Length: 0-3months 3-6 months 6-9 months 9-12months Cost: <input type="checkbox"/> \$88.50 <input type="checkbox"/> \$177.00 <input type="checkbox"/> \$265.50 <input type="checkbox"/> \$354.00 ^ Please note that these OSHC fees are adjusted in October of each year.</p>	AU\$	P
<p align="center">SUBTOTAL COURSE FEES & OTHER FEES (amounts K to P)</p>		AU\$

* Indicates amounts that include GST.

OTHER DETAILS

<p>Guardianship Are you under 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No – If Yes, will you be living in Australia with either (please select): <input type="checkbox"/> A parent or a person who has legal custody of you. <input type="checkbox"/> A relative nominated by a parent or legal custodian who is aged 21 years or older and not an overseas student. Please provide your guardian's details in Australia. Full Name: Relationship to Student Address: Telephone Number: (Home) (Business) Fax Number: Email:</p>												
<p>Education History You must submit with this enrolment a certified copy of your academic records translated into English for the previous 2 years. When transferring from an ELICOS institution you must attach your Certificate of Attendance and Letter of Release. Please summarise details below.</p> <table border="1"> <thead> <tr> <th data-bbox="133 1444 186 1470">Year</th> <th data-bbox="321 1444 495 1470">Education Level</th> <th data-bbox="682 1444 792 1470">Institution</th> <th data-bbox="1123 1444 1214 1470">Country</th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table> <p>Are you currently studying in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No – If Yes, please indicate: Education Institution Visa Type..... Visa Number: Expiry date/...../..... (day) (month) (year) Course name Date commenced/...../..... Date finished/...../..... (day) (month) (year) (day) (month) (year)</p>	Year	Education Level	Institution	Country
Year	Education Level	Institution	Country									
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.....									

PAYMENT OF FEES

The Invoice to be sent to you will provide detail's of the UIL Bank Account for direct deposit of the fees due.

FEES DUE:	SUBTOTAL COURSE FEES (amounts A to J)	AU\$
	SUBTOTAL OTHER FEES (amounts K to P)
	TOTAL FEES DUE	AU\$
	
		AU\$
	

REFUND

Course Tuition Fees*

Courses in the following policy refer:

General English – 10 wks; SSPP – 20wks, Preparation for Cambridge – 12 wks; EAP, BEP and IELTS Prep – 10 wks.

- The application fee is non-refundable.
- UIL will refund tuition fees in full if your visa application is rejected.
- If you cancel more than 28 days before your course starts, UIL will make a full refund of tuition fees. You are required to make your request for a refund in writing to the Principal.
- If you cancel your application for a course within 28 days before commencement of the course, a cancellation fee up to 50% of fees paid will be charged. The balance of pre-paid tuition fees, if any, will be refunded.
- No refund will be given after the commencement of your course.
- Fees are not refunded if the student arrives late or departs before the end of the programme. UIL will provide the opportunity for the student to complete the hours of tuition of the course.
- All monies are refunded to only the person who has paid and will be paid within 4 weeks of student default.
- If for any unforeseen circumstances UIL is unable to deliver the course you have enrolled in, enrolment in a similar course at a suitable institution will be offered.
- This agreement does not remove the right to take further action under Australia's consumer protection laws.
- In the case of provider default, all monies will be refunded within 2 weeks.

*Union Institute of Language – Springfield Campus fees are determined by the Board of Union Institute of Language – Springfield Campus Pty Ltd and are subject to alteration without notice. All fees will be subject to variation as a result of any changes in Australian Government laws, regulations and charges.

OTHER FEES AND CHARGES

Homestay:

- If you cancel more than 28 days before your course starts, and before a homestay placement has been made, UIL will refund the pre-paid amount in full.
- If you cancel within 28 days before your course starts, or after a homestay placement has been made, including after you have started your course, UIL will refund the balance of the pre-paid amount less 2 weeks' homestay fees and less the Homestay Placement Fee.
- Two weeks notice is required to UIL prior to a homestay change or 2 weeks homestay payment in lieu and an additional placement fee will be charged for requests to change homestay.
- You are required to pay for any damages or repairs to furniture and fittings of your host family's home, and phone/internet charges, incurred during your stay. Your host family is required to submit any claims and details to UIL within one month of your departure. You will be invoiced by UIL, payable on receipt of invoice.

Overseas Health Cover.

- Students will be required to apply directly to Medibank Private for a refund of Overseas Health Cover.

Airport Transfer

- If you cancel 28 days before arrival UIL will refund the pre paid amount.

GRIEVANCE POLICY In the event that students encounter any problems or have any grievance during their period of study at UIL, the following individuals and organizations will be available to assist them:

- Classroom Teacher(s)
- Director of Studies
- Student Services
- Principal Administrator
- The ultimate authority in grievance matters is the Chief Executive Officer of Education Queensland (Director-General of Education), who has power under the Education (Overseas Students) Act to suspend or cancel the registration of a provider of an ELICOS course. Students concerned about the conduct of UIL should in the first instance contact officers of the Office of Non-State Education, who deal with the day to day matters relating to management and administration of the Act.

Students have the right to pursue remedies through legal action.

INDEMNITY

- If my/our son/daughter is accepted as a student at UIL, I/we hereby give permission for my/our son/daughter to take part in all activities associated with attending UIL.
- I/We agree that the Principal of UIL may take whatever reasonable disciplinary action is deemed necessary to ensure the safety, well-being and successful conduct of the students of UIL as a group or individually.
- I/We authorise the Principal Administrator of UIL to obtain such medical assistance as is required, and to make all such decisions as they deem necessary to preserve the health and well-being of the student, provided that every reasonable effort is made to contact me/us beforehand.
- I/We submit the attached medical information regarding the above student and include detail of limitations which apply for any activities. I/We declare that I/we am/are not aware of any other conditions which may affect the above student's ability to study or live in Australia or to take part in UIL activities.

DECLARATION

- I/We declare that to the best of my/our knowledge the information supplied is correct and complete. I/We recognise that it is my/our responsibility to provide all necessary documentary evidence of my/our child's studies and hereby authorise UIL to obtain further information where necessary.
- I/We am/are aware of the conditions of enrolment of UIL, including the Refund Policy and Grievance Policy.
- I/We understand and accept the conditions of these Policies.

NOTES:

- Information provided by the student and family may be made available to Commonwealth State Agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code.
- Refunds if the School defaults are covered by the provision of ESOS Act 2000 and the ESOS Regulations 2001.

I hereby agree to abide by the terms and conditions of enrolment, including the Refund Policy, outlined on this enrolment form.

Student Name

Student Signature

Date

Name of Parent or Legal Guardian

Signature of Parent or Legal Guardian

Date

(Parents or Legal Guardian must sign if student is under 18 years of age)

Agent Information (If an Agent is not being used for this enrolment, please write n/a)

Name of Agent/Organisation Name of representative

Address

Telephone Number Fax number

Email Address Contact Person