

Application Form 2009/10

Please print clearly



Centre for
English Language

Student details

Family name

Other names

Date of birth / / (Day/Month/Year)

Male Female

Contact details

Postal address

Postcode

Home telephone

Mobile telephone

Fax number

Email

Country of birth

Nationality

Passport number

Which embassy will you apply to for your visa?

What visa will you apply for? Student Tourist Other (please specify)

Programs

Which programs are you interested in? (Please tick)

General English (GE) Academic English (AE)

Start date

(please enter your preferred term or module start date)

/ / 20

(Day/Month/Year)

Total study weeks

Your study path

Accommodation service

Do you want accommodation arranged for you?

Yes No

If 'Yes', an accommodation processing fee is applicable, with airport pick-up service included.

Have you completed an IELTS or TOEFL test?

Yes No

If 'Yes', please give score obtained and attach a certified copy:

IELTS (Score)

TOEFL (Score)

Reading (Score)

Writing (Score)

Date obtained / / 20

(Day/Month/Year)

If 'No', students applying for the AE program can take the CELUSA English Test as evidence of English Language level.

Visit www.unisa.edu.au/celusa/CET for further information.

Overseas Student Health Cover (OSHC) for student visas

All study visa holders, and their dependants, must pay for OSHC before they enter Australia. Firstly refer to the CELUSA website and then indicate what form of health cover you require:

Single Family

APPLICANT TO COMPLETE Declaration

I declare that the information I have provided is correct and I have read and agree to accept the CELUSA Conditions of Enrolment and Refund Policy overleaf.

Family name

Other names

Applicant's signature

Date

Parent's signature (if applicant under 18 years of age)

Date

Representative agency

Counsellor's name

Fax number

Email

Packaged offers

CELUSA can arrange packaged offers with a number of other education providers. Please indicate if you intend to study at:

UniSA Yes* No

If yes, please attach your UniSA Offer of Admission.

University of South Australia

Email: international.office@unisa.edu.au
Website: www.unisa.edu.au

SAIBT Yes* No

South Australian Institute of Business and Technology

Email: info@saibt.sa.edu.au
Website: www.saibt.sa.edu.au

Le Cordon Bleu Yes* No

Le Cordon Bleu Australia

Email: australia@cordobleu.edu
Website: www.lecordobleu.com.au

* You will need to contact the above institutions before applying to CELUSA

Checklist

Check that you have

- completed all sections of the application form
- answered the accommodation service question
- read and understood the conditions of enrolment and refund policy
- attached a UniSA Offer of Admission or IELTS/TOEFL Certificate if you have one
- signed the declaration

Send completed applications to:

Admissions Manager
CELUSA, GPO Box 2471
Adelaide SA 5001, Australia

Admissions enquiries: +618 8302 2343
Fax number: +618 8302 1557
Email: celusaadmissions@unisa.edu.au

CONDITIONS OF ENROLMENT

1. CELUSA reserves the right to vary the course starting dates and course fees.
2. Course fees cover all tuition, handout materials, the use of the library and resource centre, and the reasonable use of computing printing, internet access and audio-visual equipment. The fees do not cover the cost of prescribed or recommended texts.
3. All cancellations and requests for refunds or transfers must be submitted to the Program Support Officer in writing and on the appropriate form.
4. Cancellations will take effect from the date the form is received.
5. The administration fee and accommodation service fee are non-refundable.
6. The first day of new term is devoted to assessment of new students. Continuing students will undertake self directed study.
7. There is no fee reimbursement for Australian public holidays or staff development sessions.
8. When an applicant accepts a place offered by CELUSA by paying the fees, a

binding contract is created between the student and CELUSA.

9. A student who is expelled by CELUSA will not be entitled to any refund of fees.
10. By signing the declaration on the CELUSA Application Form you are agreeing to abide by CELUSA's Conditions of Enrolment and Refund policies. This will not, however, prevent you taking action under Australian Consumer Protection laws.
11. CELUSA's dispute processes do not limit a student's right to pursue other legal remedies. That is, students dissatisfied with grievance procedure outcomes may take other legal advice or action.

PRIVACY POLICY

CELUSA's Privacy Policy Statement can be viewed on the CELUSA website www.unisa.edu.au/celusa

Personal information may be made available by CELUSA to Commonwealth and State agencies and the ESOS Assurance Fund.

REFUND POLICY

Situation	Refund	Notes
No visa issued	100%	Administration fee not refunded
Program cancelled	100%	All fees refunded
Withdrawal before start of program		Orientation Day is regarded as program commencement date for refund purposes
• More than 28 days	90%	Administration fee not refunded
• 28 days or less	80%	
Withdrawal after start of program	No refund of fees paid for next 10 weeks, 75% of remaining fees refunded	10 week period calculated from date of receipt of Request for refund form Administration fee not refunded
Transfer to SAIBT	100% of balance of fees paid can be transferred to SAIBT	
Transfer to another provider		
• ELICOS provider	No refund	
• Other provider	75%	Must provide evidence of meeting English language prerequisites
Transfer to another CELUSA program	100% refund of any difference in fees	
Non-use of accommodation service or guardianship fee	100%	
Deferring after program starts	Fees can be transferred to a later start date	Must be within 12 months
Student expelled	No refund	
Visa cancellation	No refund	
Late arrival	No refund	

Applications for refunds should be made on the Request for refund form supplied in the CELUSA Student Guide or from CELUSA Reception. The form should be handed to the CELUSA Student Services Centre as soon as possible after the reason for a refund arises. Refunds will be paid within 4 weeks in the case of student default, and 2 weeks in the case of CELUSA default.