

THE UNIVERSITY OF CANBERRA  
ENGLISH LANGUAGE INSTITUTE



UNIVERSITY OF  
**CANBERRA**

AUSTRALIA'S CAPITAL UNIVERSITY

# ENGLISH LANGUAGE

2011-2012

# PROGRAMS



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'UCELI played a really important role by helping me adapt to the University of Canberra lifestyle. I improved my academic skills and all the assignments seemed very achievable. The UCELI teachers gave me great support. They were more than teachers, they were and are my friends.'

**MONICA CASACA - PORTUGAL**



'The ELICOS program has lots of fun activities and I learned about Australian culture. The teachers in ELICOS are very wonderful and professional. The University of Canberra is a lovely place.'

**KHAJOURNAT POOLSATITIWAT-THAILAND**

'We have a lot of fun studying English and also activities such as a beach trip, ski trip and Australian BBQs. We also have access to the University's facilities like the library and computer centre.'

**YUJI TOGO-JAPAN**



## CHOOSE UCELI

### THE UNIVERSITY OF CANBERRA ENGLISH LANGUAGE INSTITUTE (UCELI)

UCELI is one of the pathway programs of the University of Canberra College (UCC). UCELI courses prepare and qualify students for study in UCC and UC award course programs (undergraduate and postgraduate).

#### STUDY IN AUSTRALIA'S NATIONAL CAPITAL

Canberra is well suited to university life, offering all the attractions of a big city in a small, safe, multicultural environment. It is easy to get around and is home to some of the country's most historic monuments and national institutions, such as Parliament House, and great cultural, sporting and recreational facilities. With a population of 320,000 Canberra offers a great lifestyle for students of all ages.

#### FIVE STAR GRADUATES

In 2010 the Good Universities Guide awarded the University its maximum Five Star rating for 'Getting a Job' and 'Positive Graduate Outcomes', making our graduates some of the most employable in Australia.

#### HIGH STUDENT SATISFACTION RATE

UCELI scored a very high student satisfaction rate in the 2009 national survey of English centres in Australia. UCELI scored well in all categories and was 13% above the national average on whether students would recommend UCELI to other students.

#### ACCREDITED QUALITY ENGLISH LANGUAGE COURSES

All University of Canberra English Language Institute (UCELI) courses are accredited by the National ELT Accreditation Scheme, (NEAS), Australia. UCELI is a full member of English Australia and the University English Centres Australia.

#### ONE OF THE MOST EXPERIENCED ENGLISH LANGUAGE CENTRES IN AUSTRALIA

UCELI has been running English programs since its establishment in 1969 and is one of the oldest English Language Centres in Australia.

#### IELTS TESTING

UCELI runs the only International English Language Testing System (IELTS) centre in Canberra.

#### DIRECT-ENTRY PATHWAYS TO UNIVERSITY

UCELI courses offer direct entry into University of Canberra and University of Canberra College programs.

No further IELTS Testing is necessary.

#### HIGHLY QUALIFIED PROFESSIONAL STAFF

Our teachers are well qualified professionals who have graduated from Australian, North American and British universities and have a wide range of international teaching experience.

#### INNOVATIVE AND INTERACTIVE TEACHING

University of Canberra teaching methods include innovative and interactive teaching approaches. Have fun while you learn.

#### MODE OF DELIVERY

UCELI instruction is classroom-based and face-to-face. Our International Learning and Teaching Centre (ILTC), the Conversation Club and recreational activities provide valuable learning experiences outside the classroom.

#### ASSESSMENT METHODS

A number of different methods of assessment will be employed during your UCELI course. Depending on your English level, they may include tests, assignments, research reports, essays, oral presentations, group work and class participation.

#### CAMPUS LOCATION

UCELI is located on the University of Canberra campus. The park-like atmosphere of the campus, with its native trees and flowers, and its wildlife, adds a uniquely Australian quality to the experience of studying in UCELI. The University of Canberra is located in Belconnen, six kilometres

from Canberra City centre. Buses regularly depart the city centre for Belconnen and it takes 17 minutes to travel from the city by bus. Belconnen town centre and shopping area is one kilometre from the campus.

#### BEAUTIFUL ENVIRONMENT

The University campus is located amongst a natural, park-like setting of native trees, flowers and wildlife. Students can enjoy a uniquely Australian experience while studying in UCELI.

#### FACILITIES

UCELI students have access to a self-access centre (the International Teaching and Learning Centre). There is a student common room with microwave ovens and refrigerator. UCELI students have full access to all University facilities such as the computer centre, library, cafes and bookshop. You can also use the University's sports centre, participate in University events or join one of the many clubs and societies.

#### FUN LEARNING AND SOCIAL ACTIVITIES

Our school has 250 – 350 students from all over the world. Class sizes are small and our staff create a welcoming and happy atmosphere. We run regular class and whole-school off-campus visits and activities.

#### RELIGIOUS FACILITIES

Multi-faith prayer facilities are available on campus. Canberra has a number of churches, temples, mosques and spiritual centres where students can practise their faith.

#### LINKS WITH LOCAL ASSOCIATIONS

There are many associations in Canberra aimed at serving families and students from overseas.

#### FREE AIRPORT PICKUP

When you arrive in Canberra we will pick you up from the airport free of charge and take you to your accommodation.





## INTENSIVE ENGLISH COURSES (ELICOS)

ELICOS (English Language Courses for Overseas Students) are accredited, full-time courses for international students who wish to improve their English language skills. Each module commences with an Orientation Program, and concludes with assessment, an excursion and presentation of certificates of completion.

There are 20 hours per week of intensive classroom instruction, plus the extra free options of afternoon IELTS preparation, Conversation Club, and the self-access centre (ILTC).

ELICOS course duration and entry requirements may vary from those stated, depending on the entry levels of the students in the sub-skills of Reading, Writing, Speaking and Listening, and the English language entry requirements for the selected course.

### PLACEMENT TEST

All ELICOS students do a Placement Test on arrival. The results will assist teachers to assess your individual needs and ensure that you are placed in the best class for your level.

## COURSES

### GENERAL ENGLISH COURSE

Courses are available in *Elementary*, *Pre-Intermediate* and *Intermediate* level English.

There are no pre-requisites for the *General English Course*. However you will sit the UCELI Placement Test to see if you can enter at a higher competency level.

This course:

- Develops abilities in speaking, listening, reading and writing.
- Introduces students to Australian culture, and provides opportunities to practise conversation skills in class and at the weekly Conversation Club meetings.
- Prepares students for higher level UCELI English classes.
- Provides for continuous assessment throughout the course.
- Allows students to enter at the start of each term.

### PRE-ACCESS ENGLISH (UPPER INTERMEDIATE LEVEL ENGLISH)

**Required Score:** IELTS score of 5.0, or equivalent

**Duration:** 10 Weeks

Successful completion qualifies students for direct entry to the *English Access Program*, the *Postgraduate Preparation Program* or the University of Canberra College Diploma program, at the IELTS 5.5 entry level, with no further IELTS testing needed.

This course:

- Is a full time language and basic study-skills preparation course.
- Offers a direct entry pathway into the University of Canberra College Diploma courses, and the higher level UCELI English programs, English Access Program (Undergraduate) and the Postgraduate Preparation Program.
- Is scheduled several times a year before the start of the University of Canberra College courses, and the UCELI advanced level English programs.

### ENGLISH ACCESS PROGRAM

**Required Score:** IELTS score of 5.5, or equivalent

**Duration:** 20 Weeks

This course prepares successful students to undertake a University of Canberra Bachelors Award. No further IELTS Test is necessary.

- There are four terms of five weeks' duration; the length of the course depends on the student's English level, and the English language entry requirements of the selected undergraduate program. Please contact UCELI staff for advice on the length of English study required.
- The course builds academic English skills and is based on continuous assessment.
- Students develop confidence in using English for both social and study purposes.

### POSTGRADUATE PREPARATION PROGRAM

**Required Score:** IELTS score of 5.5, or equivalent

**Duration:** 20 Weeks

This course is designed to prepare students for tertiary study at postgraduate level, and offers comprehensive tuition in advanced English language and academic practice. The course runs from 10 to 20 weeks depending on the entry levels of the students in the sub-skills of Reading, Writing, Speaking and Listening, and the English language entry requirements for the selected postgraduate award course. Please contact UCELI staff for advice on the length of English study and the requirements of particular courses.



## SPECIAL COURSES

UCELI offers special programs and study tours customised for visiting groups. Such groups may be government officials, students, teachers or other special interest groups. Please note that these programs do not constitute the principal course of study for student visa purposes.

### IELTS PREPARATION COURSE

**Required Score:** IELTS score of 5.0, or equivalent

**Duration:** 5 Weeks

The University of Canberra is the only IELTS testing centre in Canberra and one of the first IELTS testing centres in Australia. Regular IELTS preparation classes are offered. Our teachers have extensive experience in IELTS preparation and many instructors are accredited and experienced IELTS examiners and markers.

- Full-time, intensive day courses are offered before the start of each University semester intake, including the Summer School in December and January. This full-time, intensive day course is suitable for Student Visa holders.
- Evening courses are available six hours per week for terms of five weeks.
- IELTS tests are conducted two or three times each month.

For more information on IELTS in Canberra, please consult the website: [www.canberra.edu.au/uceli](http://www.canberra.edu.au/uceli) or

T +612 6201 2982  
F +612 6201 5089  
E [uceli@canberra.edu.au](mailto:uceli@canberra.edu.au)

### PROFESSIONAL ENGLISH

These custom designed programs provide:

- practical experience in specific language skills needed in your profession.
- the chance to increase your domestic and international work opportunities.

For example: English for Lawyers, English for Auditors and English for Teachers. Please contact UCELI for more information.

T +612 6201 5026  
F +612 6201 5089  
E [uceli@canberra.edu.au](mailto:uceli@canberra.edu.au)

### STUDY ABROAD ENGLISH GROUPS

These programs cater for groups of students from visiting international universities or junior colleges. They provide:

- 20 hours per week intensive English tuition.
- focus on functional language skills e.g. travel, shopping, meeting people.
- cultural outings to experience and enjoy Australia.
- an assessment statement for each student's credit transfer.

## INTENSIVE ENGLISH (ELICOS) DATES FOR 2011

| MODULE  | PLACEMENT TEST AND ORIENTATION DATES | TERM DATES   | COURSES   |
|---------|--------------------------------------|--|---|
| 1, 2011 | 4 January 2011                       | 4 January 2011 – 4 February 2011   | General English* – All Levels<br>IELTS Preparation                              |
| 2       | 10 & 11 February 2011                | 14 February 2011 – 18 March 2011<br>Canberra Day Holiday – tba                       | General English – All Levels<br>EAP & PPP: IELTS 5.5 entry for UC Sem 2 2011    |
| 3       | 17 & 18 March 2011                   | 21 March 2011 – 21 April 2011<br>Easter Holiday: 22-25 April<br>(Anzac Day 25 April) | General English – All Levels  |
| 4       | 28 & 29 April 2011                   | 2 May 2011 – 3 June 2011   | General English – All Levels<br>EAP & PPP: IELTS 6.0 entry for Sem 2 2011       |
| 5       | 2 & 3 June 2011                      | 6 June 2011 – 8 July 2011<br>Queen's Birthday Holiday – 13 June                      | General English – All Levels<br>IELTS Preparation;                              |
| 6       | 21 & 22 July 2011                    | 25 July 2011 – 26 August 2011  | General English – All Levels<br>EAP & PPP: IELTS 5.5 entry for Sem 1, 2012      |
| 7       | 25 & 26 August 2011                  | 29 August 2011 – 30 September 2011   | General English – All Levels<br>EAP & PPP: IELTS 5.5 entry level for Sem 1 2012 |
| 8       | 6 & 7 October 2011                   | 10 October 2011 – 11 November 2011   | General English – All Levels<br>EAP & PPP: IELTS 6.0 entry for Sem 1 2012       |
| 9       | 10 & 11 November 2011                | 14 November 2011 – 16 December 2011  | General English – All Levels<br>EAP & PPP: IELTS 6.0 entry for Sem 1 2012       |
| 1, 2012 | 3 January 2012                       | 3 January 2012 – 3 February 2012   | General English – All Levels<br>IELTS Preparation                               |

## INTENSIVE ENGLISH (ELICOS) DATES FOR 2012

| MODULE  | PLACEMENT TEST AND ORIENTATION DATES | TERM DATES   | COURSES   |
|---------|--------------------------------------|--|---|
| 1, 2012 | 3 January 2012                       | 3 January 2012 – 3 February 2012   | General English* – All Levels<br>IELTS Preparation                              |
| 2       | 9 & 10 February 2012                 | 13 February 2012-16 March 2012<br>Canberra Day Holiday – 12 March                | General English – All Levels<br>EAP & PPP: IELTS 5.5 entry for UC Sem 2 2012    |
| 3       | 15 & 16 March 2012                   | 19 March 2012 – 20 April 2012<br>Easter Holiday: 6-9 April<br>Anzac Day 25 April | General English – All Levels  |
| 4       | 26 & 27 April 2012                   | 30 April 2012 – 1 June 2012  | General English – All Levels<br>EAP & PPP: IELTS 6.0 entry for Sem 2 2012       |
| 5       | 31 May & 1 June 2012                 | 4 June 2012 – 6 July 2012<br>Queen's Birthday Holiday – 11 June                  | General English – All Levels<br>IELTS Preparation;                              |
| 6       | 19 & 20 July 2012                    | 23 July 2012 – 24 August 2012  | General English – All Levels<br>EAP & PPP: IELTS 5.5 entry for Sem 1, 2013      |
| 7       | 23 & 24 August 2012                  | 27 August 2012 – 28 September 2012   | General English – All Levels<br>EAP & PPP: IELTS 5.5 entry level for Sem 1 2013 |
| 8       | 4 & 5 October 2012                   | 9 October 2012 – 9 November 2012<br>Family & Community Day – 8 October           | General English – All Levels<br>EAP & PPP: IELTS 6.0 entry for Sem 1 2013       |
| 9       | 8 & 9 November 2012                  | 12 November 2012 – 14 December 2012  | General English – All Levels<br>EAP & PPP: IELTS 6.0 entry for Sem 1 2013       |
| 1, 2013 | 2 January 2013                       | 2 January 2013 – 1 February 2013   | General English – All Levels<br>IELTS Preparation                               |

## SAMPLE TIMETABLES

Sample of ELICOS Orientation  
Activities (over two days)

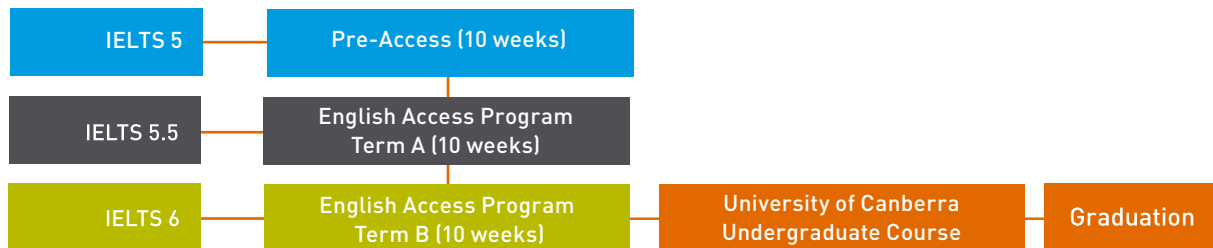
| TIME              | ACTIVITY   |
|-------------------|--|
| 9.00am – 11.00am  | Welcome Session<br>Individual Student<br>Interviews<br>Student ID cards                              |
| 11:00am – 11:30am | Morning Tea  |
| 11.30am – 1.30pm  | Placement Tests  |
| 1.30pm – 2.30pm   | Lunch  |
| 2.30pm – 3.30pm   | Campus Tour<br>Information Session<br>with UCELI Staff<br>and International<br>Student Advisor (ISA) |
| 3.30pm – 4.30pm   | Bus Tour of Canberra   |

Sample of ELICOS Teaching Days (5 days, 20 hours in class, per week)

| TIME             | CLASS  | TIME             | CLASS   |
|------------------|--|------------------|---|
| 9.00am – 11.00am | <b>Core Class</b><br>Includes grammar,<br>reading/writing<br>activities & vocabulary<br>development                            | 9.00am – 11.00am | <b>Private Study Time</b>   |
| 11.00am – 1.00pm | <b>Private Study Time</b><br>Student can use the<br>ILTC, Resource library,<br>computer facilities or<br>consult with teachers | 11.00am – 1.00pm | <b>Writing</b><br>Focuses on skills for<br>writing sentences,<br>paragraphs, essays                                 |
| 1.00pm – 3.00pm  | <b>Listening Skills</b><br>Focuses on listening<br>skills including<br>conversations, talks<br>and lectures                    | 1.00pm – 3.00pm  | <b>Private Study Time</b>   |
| 3.00pm – 5.00pm  | <b>Private Study Time</b>  | 3.00pm – 5.00pm  | <b>Speaking</b><br>Focuses on speaking<br>skills including class<br>discussions, presentations<br>and pronunciation |

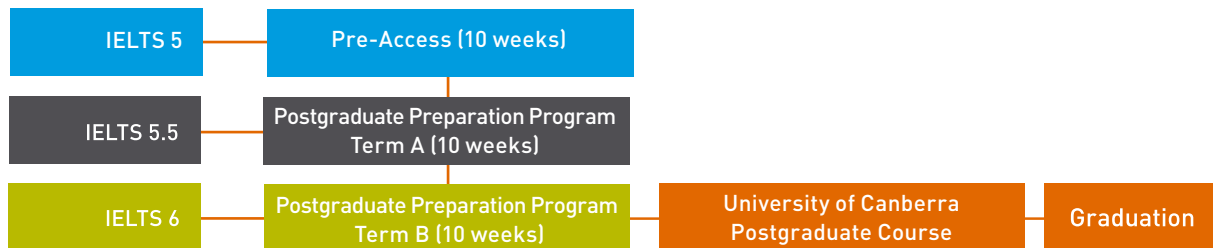
## PATHWAYS AND FEE TABLES

### ENGLISH LANGUAGE PATHWAYS FOR UNDERGRADUATE COURSES



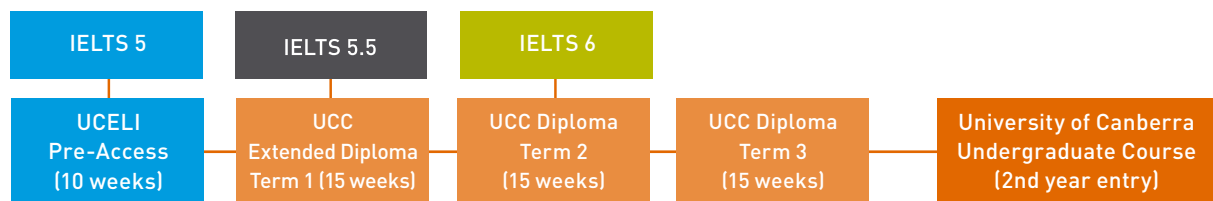
NOTE: Higher English entry levels are required for Education and some Health courses.

### ENGLISH LANGUAGE PATHWAYS FOR POSTGRADUATE COURSES



NOTE: Higher English entry levels are required for Education and some Health courses.

### ENGLISH LANGUAGE PATHWAYS FOR UNIVERSITY OF CANBERRA COLLEGE DIPLOMA COURSES



NOTE: Higher English entry levels are required for Education and some Health courses.

#### DISCLAIMER

Students please note that the number of weeks of study may vary according to your IELTS sub-scores and the UC award program you choose. EAP courses generally run for 10–20 weeks.

Please seek the advice of UCELI staff: [uceli@canberra.edu.au](mailto:uceli@canberra.edu.au)

#### FEES\*

|   |         |
|---|---------|
| Tuition fee (per week)                        | \$360   |
| Enrolment fee (once only)                     | \$200   |
| Overseas student health cover (per month)     | \$36    |
| Homestay fee (per week)                       | \$250** |
| Airport pick-up (optional)                    | Free    |
| Text books and materials (depending on level) | \$100   |

\* For information on fees for 2012, please contact UCELI staff: [uceli@canberra.edu.au](mailto:uceli@canberra.edu.au)

\*\* Subject to a small rise in 2011.





## ACCOMMODATION OPTIONS

Whichever option you choose, it is essential that you investigate and confirm arrangements as much as you can before departure.

### ON CAMPUS

Living on campus can enhance your university experience, allowing you to become part of a close-knit campus community. The University Residences or 'Ressies' as they are known, are home to more than 1500 students from Australia and around the world. Living on Ressies has a number of advantages including a comprehensive support network and easy access to campus facilities, local shops and public transport.

University of Canberra Village life includes residential student activities as well as sports, and residential assistants (RAs) on-hand afterhours. Security staff patrol the Ressies grounds afterhours and RAs are contactable 24-hours, providing you with a safe living environment.

The University of Canberra Village can at times consider the needs of students from different countries upon request;

for example, women-only accommodation, graduate or mature-age-only accommodation, and substance-free areas where alcohol is not to be consumed. The demand for on-campus accommodation is high, so the earlier you apply the better your chance of securing a place. Applications are available online. [www.canberra.edu.au/residences](http://www.canberra.edu.au/residences)

### ON-CAMPUS

#### University of Canberra Village

T +61 2 6206 3500  
E [info@canberraucv.com.au](mailto:info@canberraucv.com.au)  
W [www.canberraucv.com.au](http://www.canberraucv.com.au)

Student accommodation is also available at:

#### Arcscott House

T +61 2 6201 2000  
E [arcscott@theucsa.org.au](mailto:arcscott@theucsa.org.au)

## ALTERNATIVE ACCOMMODATION HOMESTAY

Homestay means you have a room in a home with a family, a couple, or sometimes a single person.

It gives you the chance to learn about everyday life, customs and culture in Australia. You will be able to practise and improve your English.

Placement Fee: \$200

You have two options for homestay:

**FULL BOARD** - The approximate cost is \$250 per week and usually includes three meals a day and electricity costs.

**ROOM ONLY** - The approximate cost is \$165 per week, electricity, gas and water are included. You will have to pay extra for other expenses, including food.

Payment for internet access is usually negotiated separately.

[www.canberra.edu.au/residences/off-campus/homestay](http://www.canberra.edu.au/residences/off-campus/homestay)

### GROUP HOUSE

A group house is set up by a group of people, who take the responsibility of renting a house from a landlord. They share all expenses and the maintenance of the home. The cost is approximately \$170 to \$200 per student, per week. Food, electricity and telephone will be an additional cost. This type of accommodation cannot be organised before you arrive.

### HOME RENTAL

For students studying at the University who have brought their families with them, there is a range of houses and apartments for rental in Canberra, priced from \$300 to \$500 per week. Visit the following sites for private rental listings:

[www.canberra.edu.au/residences/off-campus/accommodation-listings](http://www.canberra.edu.au/residences/off-campus/accommodation-listings)

[www.allhomes.com.au](http://www.allhomes.com.au)

### PLEASE NOTE:

All fees quoted are in AUD.

## UNIVERSITY OF CANBERRA VILLAGE ACCOMMODATION RATES\*

| Residence            | 45 week contract Residential Fees | Utility Fees | 45 week contract Semester Fees |
|----------------------|-----------------------------------|--------------|--------------------------------|
| 1 Bedroom apartments | \$285.00pw                        | \$18.00pw    | \$6817.50                      |
| 2 Bedroom apartments | \$208.50pw                        | \$18.00pw    | \$5096.25                      |
| 5 Bedroom apartments | \$180.50pw                        | \$18.00pw    | \$4466.25                      |
| College House        | \$210.00pw                        | \$18.00pw    | \$5130.00                      |
| International House  | \$149.00pw                        | \$18.00pw    | \$3757.50                      |
| New Ressies          | \$141.50pw                        | \$18.00pw    | \$3588.75                      |
| Old Ressies          | \$130.50pw                        | \$18.00pw    | \$3341.25                      |
| University Village   | \$120.00pw                        | \$18.00pw    | \$3105.00                      |

\* These are 2010 rates for a 45 week contract. The rates will increase a small amount in 2011 according to the cost of living increase (CPI). Contracts for 18 weeks will also incur a slightly higher residential fees rate.



# ELICOS application form

English Language Intensive Courses for Overseas Students

Please print clearly using block letters;  
tick boxes where appropriate.



UNIVERSITY OF  
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## University Bachelor or Masters courses

Are you intending to study an award course at UC after your English course?

Yes  No

If yes, please do not complete this form. Visit the URL below and apply directly to the University of Canberra.

[www.canberra.edu.au/int-future-students/apply](http://www.canberra.edu.au/int-future-students/apply)

Have you previously studied at, or applied to, the University of Canberra (UC), University of Canberra College (UCC)? (Tick one)

Yes  
please indicate your previous student ID No. (if known)

No

## Personal details

Miss  Ms  Mrs  Mr  Other

Family name or surname

Given names

Previous or former surname

Date of Birth  /  /   Female  Male

## Address for correspondence

-----

Telephone (work) (  )

Telephone (home) (  )

Email

## Permanent address in your home country

-----

Telephone (work)

Telephone (home)

Email

## Country of residence

What is your country of permanent residence?

Have you applied for a Permanent Resident Visa to Australia? (Tick one)

Yes  No

Nationality

## Course preferences (ELICOS)

Which ELICOS program do you want to study?

Postgraduate Preparation Program  
(subject to satisfactory performance in UCELI English entry test)

English Access Program (Undergraduate entry)  
(subject to satisfactory performance in UCELI English entry test)

General English or Pre-Access

IELTS Preparation

When do you want to start your English course?

Please refer to the Term Dates on the Intensive English Dates table on page 5.

/  /

How many weeks do you intend to study English?

Number of weeks

## Travel and Accommodation arrangements

### Which accommodation options are you applying for?

(refer to page 7 for application procedures)

- Homestay
- UC campus accommodation
- I will arrange my accommodation

### Do you want a representative of the University to meet you at Canberra Airport? This is a free service.

- Yes  No

### What type of visa will you be applying for?

- Student
- Tourist
- Other (please specify)

## IELTS Test

### Have you taken the IELTS test before?

- Yes If yes, what was your score?
- No

### Do you need to sit for the IELTS test in Australia?

- Yes What score do you require?
- No

## Other information

### How did you hear about the University?

(you may tick more than one)

- Australian Education Centre in your home country
- Recommended by a friend or relative
- Exhibition/seminar
- Recommended by a school counsellor
- Direct enquiry
- Recommended by an agent (specify which agent)
- 
- Other (please specify)
- 

### Which factors most affected your decision to study at the University of Canberra (you may tick more than one)

- Recommendation
- Location (ie. in Canberra)
- Course
- Price
- Other (please specify)

## DECLARATION AND SIGNATURE

I declare that the information I have supplied on this form is, to the best of my understanding and belief, complete and correct. I understand that the giving of false or incomplete information may lead to the refusal of my application or cancellation of enrolment. I give permission to the University to obtain official records from any educational institution attended by me. If my application is successful, I authorise the University to provide my name, address and course name to the relevant on-campus student associations.

I also authorise the University to supply any relevant official University records to educational institutions to which I am seeking admission and to government and other Australian university bodies. If my fees are being paid by a sponsoring organisation I also consent to the University liaising with that organisation regarding my academic progress. I understand that information supplied by me to the University of Canberra may

be made available to Australian Commonwealth and State government agencies in accordance with the University's obligations under the ESOS Act 2002 and the National Code, available from [www.dest.gov.au](http://www.dest.gov.au). These obligations include the requirement to advise the appropriate Commonwealth Department of changes to my enrolment and any breach of my student visa conditions relating to my attendance or academic progress. I understand that I will be required to comply with all student visa regulations imposed by the Australian Department of Immigration and Multicultural Affairs.

I accept liability for payment of all fees as explained in Course Dates and Fees Outline. I have read and understood the Refund Policy\*, and agree to abide by it. I understand that living expenses in Australia may be higher than in my own country and I confirm that I am able to meet these costs.

\*Available at [www.canberra.edu.au/uceli](http://www.canberra.edu.au/uceli)

## Applicant's Signature

## Date

# UNIVERSITY OF CANBERRA COLLEGE REFUND POLICY

RELATING TO STUDENTS OF THE UNIVERSITY OF CANBERRA ENGLISH LANGUAGE INSTITUTE (UCELI)

The University of Canberra English Language Institute (UCELI) will make a decision on the refund of your fees based on the University of Canberra College Refund Policy.

## Before your arrival and course start date

1. If your application for a student visa is unsuccessful, you should inform UCELI of this as soon as possible and include the original rejection letter that you received from the Australian diplomatic mission. You will receive a 100% refund of the tuition fees you paid.
2. If you change your mind about studying in UCELI before getting your visa, you should advise UCELI in writing of this decision and return the Confirmation of Enrolment (if it has not already been lodged with the Australian diplomatic mission). You will receive a 100% refund of the tuition fees you paid.
3. If you change your mind within 4 weeks leading up to the commencement of your course, 20% of the tuition fees will be deducted for administration costs.
4. If after you get your visa, you are unable to travel to Australia because of family illness or other compelling circumstances, you should advise the immigration office of this and arrange for your visa to be cancelled, and then provide UC with evidence of this cancellation. You will receive a 100% refund of the tuition fees you paid.

## After your arrival and before course starts:

1. If after arriving in Australia, you are required to return to your home country because of illness or other compelling circumstances, UCELI will refund your tuition fees, less 20% for administration costs
2. If UCELI is unable to provide the course for which you have been accepted or the course does not commence on the agreed date, UCELI will refund 100% of your tuition fees.

## After your arrival and course commencement:

1. There are no refunds after the commencement of a module. If special circumstances arise or you do not wish to continue, it is not possible to receive a refund for fees after you have commenced the term. For consideration of a refund for later terms, please contact UCELI administrative staff.
2. If at any time during your English course you qualify according to academic requirements and under student visa regulations to move on to academic studies, any further tuition fees held by UCELI may not be refunded but will be transferred to your new course.

## Late arrivals:

1. If you arrive late, you will be permitted to commence class up to two weeks after the start date depending on the duration of your course. You are not eligible for a refund for the weeks that you missed. Teaching staff will assist you to catch up.
2. If UCELI or its articulation partners are deemed at fault for your late arrival, you will be eligible for a refund for the weeks that you missed.

Request for a refund should be in writing, addressed to the Administrative Officer, UCELI. The letter should be delivered by mail or in person, or faxed to +61 2 6201 5089. The refund will be processed within four weeks.

Refunds will be reimbursed in AUD only and the payment will be made by bank draft or direct bank account deposit to the same name as the original payment.

## STUDENT GRIEVANCE RESOLUTION

On your arrival at UCELI you will be informed of the Student Grievance Resolution Procedure which operates in UCELI. Use of these Student Grievance Procedures however does not prevent you from exercising your rights to other legal remedies or remove the right to take further action under Australia's consumer protection laws.

Please note that the UCELI is required to advise the Department of Immigration and Citizenship (DIAC) of changes to your study program, and a withdrawal of your application may result in changes to your entitlement to enter or remain in Australia.

## ADDITIONAL INFORMATION FOR STUDENTS

For the following information, please refer to the UCELI website:

- grounds for deferment, suspension or cancellation of a student's enrolment;
- a web link to the National Code of Practice under the Education Standards for Overseas Students (ESOS) Act;
- information on schooling options for school-aged dependants of intending students, including that school fees may be incurred.

[www.canberra.edu.au/uceli](http://www.canberra.edu.au/uceli)

## HOW TO APPLY FOR ENGLISH ONLY

### PLEASE FOLLOW THESE STEPS

1. Read this brochure
  - ii) by fax to +61 2 6201 5089
2. Complete the application form
  - iii) by email attachment as a PDF file to [uceli@canberra.edu.au](mailto:uceli@canberra.edu.au)
3. Submit the application form
  - i) by mail to

UCELI Enrolments Officer  
Building 16A  
University of Canberra ACT  
2601  
Australia

You will be sent an Offer Letter within five working days.





UNIVERSITY OF CANBERRA

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