

# ICTE-UQ Application Form

## INSTRUCTIONS

- ▶ Please complete both sides of this form in CAPITAL letters in English
- ▶ Read and SIGN the Terms and Conditions
- ▶ Return to: **TESOL Enrolments Officer**  
**Institute of Continuing & TESOL Education**  
**The University of Queensland**  
**Brisbane Qld 4072 Australia**  
**Email: tesol.enrol@icte.uq.edu.au**  
**Fax: +61 7 3346 6771**

## 1. PERSONAL DETAILS

### 1. STUDENT NUMBER/S (if known):

ICTE-UQ Student Number .....

UQ Student Number .....

UQ Foundation Year Student Number .....

### 2. NAME, GENDER, DATE OF BIRTH AND NATIONALITY

Please write your name EXACTLY AS IT APPEARS ON YOUR PASSPORT

Title Mr  Ms  Mrs  Other .....

Family Name/s .....

Middle Name/s .....

Given Name/s .....

Preferred name .....

Gender Male  Female

Date of Birth / /  Current Age .....

Country of Birth .....

Nationality .....

Passport Number .....

### 3. CONTACT DETAILS

You must provide an email address for your application to be processed

Email Address .....

#### Home Country Postal Address

Number and Street .....

Suburb/Town .....

State ..... Postcode .....

Country .....

#### Home Country Telephone Numbers

Home: Country Code.....Phone Number .....

Mobile: Country Code.....Phone Number .....

#### Australian Address

Number and Street .....

Suburb/Town .....

State ..... Postcode .....

#### Australian Telephone Numbers

Home: .....

Mobile: .....

## Representative/Partner Organisation Details

Representative/Partner .....

Name of contact person .....

Email Address .....

Telephone Number .....

## 2. COURSE SELECTION

Course start date / /

Course length 5 weeks  10 weeks  15 weeks  20 weeks  25 weeks  30 weeks  35 weeks  40 weeks  45 weeks

Course name  General English  
 Advanced English Communication Skills  
 English for Academic Purposes  
 Bridging English Program  
 English for International Business Communication  
 ESP: TESOL (Teaching Knowledge Test )  
 ESP: Tourism & Hospitality

**Go Global applicants only:** Please select your preferred English course from the list above and write up to 4 preferred internship positions below.

1.....  
2.....  
3.....  
4.....

Preferred internship location: Brisbane  Melbourne  Sydney   
Other .....

Go Global applicants must include the following with their application:

IELTS or other recognised test  CV/Resume  
 Internship Objectives Statement  Academic Transcripts

## 3. IELTS TEST

**Do you want to take an IELTS test when you finish your ICTE-UQ English course?**

Yes  (the test fee will be included in your Letter of Offer)

## 4. UQ DEGREE PROGRAM STUDIES

**After your ICTE-UQ English course, do you want to continue to UQ?**

No (or not sure yet)  
 Yes, I want to study a UQ undergraduate or postgraduate program  
 Yes, I want to study a UQ Foundation Year program (FYP:EBPP )

**Have you already applied to UQ International or UQ Foundation Year?**

No  Yes  > please write your student number at Question 1.1

## 5. SPONSORSHIP

Have you received/will you apply for a scholarship to study at ICTE-UQ?

No  Yes  Name of sponsor .....

Please attach official documentation from your funding organisation, including duration of scholarship, expenses covered by scholarship and details of any restrictions on study.

## 6. VISA INFORMATION

Do you already have a visa that will allow you to study at ICTE-UQ?

Yes  Type.....

If you are already in Australia on a Student Visa, where are you studying?  
.....

No  What type of visa will you apply for?

Student Visa       Extension to Student Visa  
 Tourist Visa       Working Holiday Visa

Other.....

## 7. INSURANCE

### 1. STUDENT VISA APPLICANTS

Student Visa applicants **must** have Overseas Student Health Cover (OSHC) for the duration of their Student Visa. ICTE-UQ can organise OSHC for you with 'Overseas Student Health Cover' provided by Allianz Global Assistance. If you are bringing your family to Australia you must have a family policy.

I would like ICTE-UQ to arrange:

- A single OSHC policy for me  
 A family OSHC policy for me and my:  
 Spouse (or de-facto)     Children → how many?.....  
 I will arrange my own OSHC

### 2. TOURIST, WORKING HOLIDAY AND OTHER NON-STUDENT VISA APPLICANTS

Tourist, Working Holiday or other non-Student Visa holders are advised to arrange their own health insurance prior to travel.

### 3. GO GLOBAL INTERNSHIP PLACEMENT INSURANCE

All Go Global Applicants must purchase personal liability insurance for the duration of their internship. Australian Internships (AI) will organise this insurance on your behalf with its preferred provider. The fees will be included in your Letter of Offer.

## 8. MEDICAL INFORMATION

Do you have any allergies (including food allergies), have a medical condition or take any medication that ICTE-UQ (and your homestay family) should know about?

No  Yes  (Please provide details below)

## 9. AIRPORT RECEPTION

Do you want to book ICTE-UQ Airport Reception?

No  Yes  (Please provide details below)

### Arrival Flight Details (if known):

Arrival Date...../...../..... Time..... Flight Number.....

Airport: Brisbane Domestic  Brisbane International  Gold Coast (Coolangatta)

## 10. HOMESTAY ACCOMMODATION

Do you want to book ICTE-UQ Homestay Accommodation?

No  Yes  (Please complete the questions below)

### Dates you would like to Check In and Check Out of Homestay:

Check in: DD./MM./YYYY Check out: DD./MM./YYYY

### Your English Language Level:

Beginner  Elementary  Intermediate  Advanced

Do you smoke? No  Yes\*

Do you want to live in a home with pets? No\*  Yes

Do you want to live in a home with children? No  Yes

Do you need any special food (eg vegetarian)? No  Yes

Details.....

What languages do you speak?.....

.....

What is your religion? (if any).....

Please describe yourself and include something about your hobbies and interests that will help match you with a suitable homestay family.

\*You may still be placed in a non-smoking home or in a home with pets

## 11. DECLARATION AND PRIVACY STATEMENT

### Declaration

- I declare that the information I have provided on this form is true and correct.
- I have read and agree to the ICTE-UQ Enrolment Terms and Conditions as outlined in the Enrolment, Refund, Cancellation/Suspension & Deferral/Transfer and Homestay policies available at [www.icte.uq.edu.au/policies-procedures](http://www.icte.uq.edu.au/policies-procedures) (and on Page 20 of this brochure)
- I agree to abide by the regulations of The University of Queensland.
- I agree for The University of Queensland to confirm my visa status through the Visa Entitlement Verification Online (VEVO) Website or the VEVO Business Service to confirm visa eligibility to study the requested period.

### Privacy Statement

The information collected by ICTE-UQ is for the primary purpose of processing your application and enrolment for study at ICTE-UQ. Information that is collected now and during your enrolment, is done so in order to meet ICTE-UQ's obligations as legislated by Education Services for Overseas Students (ESOS) Act 2000 and the National Code 2007 and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the ESOS Act and Amendments, the ESOS Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on enrolment and during your enrolment, including your visa and health insurance status, can be provided to your Homestay family and, in certain circumstances, to the Australian Government and designated authorities. Information about your course and academic progress may also be disclosed to your university or college, your sponsor, or educational representative. In other instances information collected on enrolment or during your enrolment can be disclosed without your consent where authorised or required by law. When on any University campus your movement and access to buildings and services may be recorded by closed circuit television cameras (CCTV); swipe card proximity readers and other University systems. This Information is collected for audit and security purposes and may be disclosed to third parties as required by University policy or law. For further information please consult the UQ Privacy Management Policy at: <http://ppl.app.uq.edu.au/content/1.60.02-privacy-management>

Name (in English).....

Signature..... Date.....

Signed by Student or Parent/Guardian (if student under 18)

# ENROLMENT TERMS & CONDITIONS

## ENROLMENT POLICY

- Students are strictly bound by all Policies and Procedures of ICTE-UQ and The University of Queensland <http://ppl.app.uq.edu.au/>
- Students must be 18 years or older at the time of course commencement. An IES UQ Foundation Year Program package student who is under 18 may be enrolled if IES has a signed agreement with the student to provide the appropriate welfare and guardian arrangements as detailed in the National Code.
- Where an ICTE-UQ course requires academic or English pre-requisites as a condition of entry, students should provide the relevant documents. Students may be tested on course commencement, or assessed prior to an offer being made, and then placed in a class at the appropriate English language level. Class sizes have a maximum capacity of 18 students. Students who arrive after their course has commenced, or who return late from holidays, may be allocated to a course and class based on availability of individual class places rather than language level or course preference.
- Course credit is not applicable for CRICOS Registered courses and students are expected to have read and understood the assessment and certification requirements specific to the course in which they are enrolled.
- All ICTE-UQ CRICOS Registered English language courses (other than ESP:T&I) include 25 hours of class teaching each week. Student Visa holders must attend at least 80% of their course and will be reported to the Department of Immigration and Border Protection (DIBP) if this condition is not met.
- Students are expected to complete all class work, assignments, activities and assessments in order to maintain satisfactory progress as determined by course specific regulations.
- Students must notify ICTE-UQ within three (3) working days if they change their Australian address.
- Students are responsible for their educational and living expenses while studying at ICTE-UQ and for the state or private school fees of any accompanying school-aged dependents.
- For International students studying on a Student Visa, it is a condition of their visa that they have Overseas Student Health Cover (OSHC) for the duration of their Student Visa in Australia. ICTE-UQ can only arrange cover through its preferred provider 'Overseas Student Health Cover' provided by Allianz Global Assistance – [www.oshcallianzassistance.com.au](http://www.oshcallianzassistance.com.au). OSHC coverage, including out of hospital and in hospital medical services, are detailed in the policy document. However, it is important to understand that for non-emergency hospital care, including maternity (pregnancy) services, access to some medical services in some public hospitals may be limited. This means that public hospital services for non-emergency care, including maternity (pregnancy) services, may not be available when students need them. In these instances, students may be required to access medical services through a private hospital. Private hospital health care will typically incur some out of pocket costs that are not covered by the OSHC policy and will be the student's responsibility. Please note that for maternity (pregnancy) services, these out of pocket costs could range from \$4,000 to \$10,000, depending on the level of maternity service/care provided. Therefore, students who are female and who are considering falling pregnant whilst studying in Australia are recommended to discuss this further with their doctor and OSHC health provider to look at the services available and the anticipated costs involved.
- Students who elect for ICTE-UQ to arrange OSHC on their behalf agree to the terms and conditions of the 'Overseas Student Health Cover' provided by Allianz Global Assistance policy [www.oshcallianzassistance.com.au](http://www.oshcallianzassistance.com.au).
- Students who choose another OSHC provider will need to provide evidence of payment for their alternative OSHC.
- ICTE-UQ will use the email details provided to communicate matters including those relating to a student's enrolment and course progress at ICTE-UQ.

- ICTE-UQ approved persons may occasionally visit classrooms to observe or record teachers and students for quality control, training, standardisation, teaching or publicity purposes.
- More information about student rights and responsibilities under the Australian Government ESOS Act 2000 and National Code 2007 is available online at: [www.aei.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx](http://www.aei.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx)

## CANCELLATION POLICY

- A course is considered to be the total number of weeks in which a student is enrolled.
- Subject to the terms and conditions in the Enrolment Agreement, a student may cancel an enrolment in an ICTE-UQ course.
- All applications for cancellation must be made in writing prior to the date of cancellation and addressed to the Deputy Director Administration, ICTE-UQ.
- Prior to cancelling an enrolment, students should seek advice regarding financial implications, enrolment obligations and visa requirements agreed to in the signed Enrolment Agreement to ensure that the implications of cancelling are fully understood. Student Visa holders should also contact the Department of Immigration and Border Protection (DIBP) to discuss any implications a course cancellation may have on their Student Visa.
- ICTE-UQ has the right to change its fees and conditions, cancel or defer a course and alter course timetables and class locations.
- If a student defaults on payment of tuition or other related fees by the specified due date, ICTE-UQ has the right to cancel a student's enrolment and must report the student default to the appropriate authority within five (5) business days. If a student default on payment occurs, the student may be denied access to teaching and learning and other services until the required fee is paid in full. This may lead to the cancellation of the student's electronic Confirmation of Enrolment (eCoE).

## DEFERRAL AND SUSPENSION POLICY

- ICTE-UQ will assess Student Visa holder applications for a deferral or suspension of enrolment on a case by case basis and in accordance with the ESOS Act 2000 and National Code Standard 13.
- Except on the grounds of compassionate or compelling circumstances or misbehaviour by a Student Visa holder, which impacts on their course progress or wellbeing, Student Visa holders will not normally be permitted to defer or suspend studies after commencing the course.
- Deferral and suspension requests from other visa holder categories and non-visa holders will be assessed on a case by case basis. ICTE-UQ reserves the right to temporarily suspend or cancel a student's enrolment for academic misconduct, misbehaviour, non-payment of fees, incorrect visa status or based on medical advice.

## TRANSFER POLICY

- Student Visa holder applications to transfer to another provider will be assessed by ICTE-UQ in accordance with the ESOS Act 2000 and National Code Standard 7.
- Except where certain specified conditions under the Standard are met, Student Visa holders cannot enrol with or transfer to another provider before completing six months of the principal course of study.

*For all cancellation, suspension, deferral and transfer requests received, a written decision will be given within seven (7) working days and will include the reasons for the decision and to whom a student can appeal the decision [www.ictu.edu.au/policies-procedures](http://www.ictu.edu.au/policies-procedures)*

## HOMESTAY AND AIRPORT RECEPTION POLICY

- Homestay 'check in' is only available the weekend prior

to course commencement.

- Students who arrive on flights after 8pm will need to make alternative accommodation arrangements for the night of their arrival and check into Homestay the next day.
- Homestay is available for a minimum booking period of five (5) weeks. Refunds will not be considered for early departure except in exceptional circumstances.
- Homestay fees must be paid to ICTE-UQ in full and in advance.
- Students who extend their original booking and who are able to remain with the same family must provide full payment for the extension before their original check out date.
- Each payment not made by this deadline will incur a late payment fee.
- Students who extend their original booking and who are not able to remain with the same family must pay the Homestay Placement Fee to be placed with a new family.
- Students who leave homestay early are required to provide their homestay family with a minimum of one week notice. Unused homestay fees will be refunded in full (the first five (5) weeks are non-refundable).
- Homestay accommodation is only available while a student is enrolled in an ICTE-UQ course.
- ICTE-UQ may remove a student from homestay with no notice for misbehaviour, wilful damage, or failure to comply with host family expectations.
- Where a student has booked an airport transfer and fails to advise of a delay or change of flight a \$30-\$60 additional 'no-show' fee will be charged.

## REFUND POLICY

- A full refund of tuition fees will be made if an ICTE-UQ course is fully booked, is cancelled, or an application for a visa is rejected. Proof of the visa rejection is required within two weeks from the date of notice.
- Any student who cancels an enrolment in an ICTE-UQ course more than four (4) weeks prior to the commencement of that course will have the tuition fees refunded, less a cancellation charge equivalent to one week of the current year's published tuition fee. Airport transfer, weekly Homestay fees and un-booked IELTS test date fees will be refunded in full.
- Any student who cancels less than four (4) weeks prior to commencement of the course will receive a refund of tuition fees less a cancellation charge of up to five (5) weeks of the current published tuition fee. Airport transfer, weekly Homestay fees and un-booked IELTS test date fees will be refunded in full.
- Any student who cancels an enrolment after the commencement of a course is not eligible for a refund of tuition fees.
- The Enrolment Fee, Homestay Placement Fee, Teaching Knowledge Test (TKT) and Internship Application Fees are not refundable. The IELTS fee is refundable (less a \$70 cancellation fee) if the test place is cancelled no later than five (5) weeks before a booked test date.
- Any refund that may be granted will be paid within four (4) weeks from the date of the refund decision.
- OSHC fees are refunded at the discretion of 'Overseas Student Health Cover' provided by Allianz Global Assistance.
- Any outstanding fees owed to ICTE-UQ will be deducted from any approved refund.
- All bank, foreign exchange and transaction fees will be incurred by the student.

## AUSTRALIAN COMPETITION AND CONSUMER COMMISSION

The ICTE-UQ Enrolment Agreement, and the availability of complaints and appeals procedures, does not remove the right of the student to take action under Australia's Consumer Protection laws; or remove a student's right to pursue other legal remedies. Further Information is available from the Australian Competition and Consumer Commission (ACCC).