



## CURTIN ENGLISH APPLICATION FORM 2013/2014

Is your application through a CE/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—course enrolment

**Course/s I would like to enrol in:** Commencement date

General English  5 wks  10 wks  15 wks  20wks  25 wks  30 wks  35 wks  40 wks  45 wks  50 wks

General Professional English  5 wks  10 wks  (Please note there are minimum entry requirements for this course)

EAP  5 wks  10 wks  15 wks  20 wks  25 wks  30 wks  35 wks  40 wks  45 wks  50 wks

ELB  Semester 1  Semester 2  Summer

Note: your application will be assessed as to which ELB you are qualified to enter.

### Section four—level of English (complete where applicable and provide certified evidence)

Do you have English test results?  Yes  No if yes, please provide the following details:

IELTS score:  Date:  TOEFL score:  Date:  Other (Test name):  Score:  Date:

\*Important Note: If you have not taken any of these tests, please contact Curtin English for a Password Test.

### Section five—further study

After completing your course at Curtin English, are you planning further study at Curtin University?  Y  N If yes, please complete below:

Start date  Course

Have you submitted an application to Curtin's International Office for your University course?  Y  N

### Section six—arrival in Australia and accommodation

Do you require pickup from the airport in Perth?  Y  N If yes, please complete Section 6.

Do you require CE to organise your accommodation?  Y  N If yes, please complete Section 7.

### Section seven—airport pickup

Flight number  Arrival date  Arrival time

### Section eight—accommodation and airport pickup

If required, which accommodation would you like? Homestay (with meals)  Homestay (self catering)  University residence

Short-term accommodation  Share house  House rental

Accommodation start date  Number of weeks



## Section nine—accommodation and airport pickup (continued)

If you would like to apply for 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 find a suitable homestay.  
 \_\_\_\_\_

## Section ten—how did you hear about Curtin English?

Agent (please indicate name) \_\_\_\_\_ Curtin website  Other website \_\_\_\_\_  
 Brochure  Friend or family  Advertisement  Education fair

## Section eleven—fees

Enrolment fee—ELICOS A\$ \_\_\_\_\_ ELICOS course tuition fee A\$ \_\_\_\_\_ ELB course tuition fee A\$ \_\_\_\_\_ Accommodation placement fee A\$ \_\_\_\_\_  
 Airport pickup fee A\$ \_\_\_\_\_ Overseas Health Cover fee A\$ \_\_\_\_\_ Carer Fee (under 18s) A\$ \_\_\_\_\_ Other fee A\$ \_\_\_\_\_ **Total** \_\_\_\_\_

## Section twelve—payment of fees

Payment can be made by bank draft, telegraphic transfer or credit card

### 1. Bank draft—send to:

Curtin University, CE, Building 208  
 GPO Box U1987  
 Perth WA 6845 Australia

### 2. Telegraphic transfer

Bank name: BankWest BSB number: 306 065  
 Bank branch: Bentley West Curtin Account number: 464 33 33  
 Address: Curtin University Account name: Curtin General Number 1  
 Bentley WA 6102 Australia Department: CE  
 Important: please include CE, student's name and number (if applicable)

### 3. Credit Card Payment—I authorise Curtin University to make the following transaction:

Card type  Visa  Mastercard  AMEX Cardholder name \_\_\_\_\_  
 Credit card number \_\_\_\_\_ Expiry Date \_\_\_\_\_  
 Amount to be charged A\$ \_\_\_\_\_ Validation code (last 3 digits located on the back of card) \_\_\_\_\_  
 Signature of cardholder \_\_\_\_\_ Date: \_\_\_\_\_

## Section thirteen—homestay conditions

\*Important note: Curtin English outsources this service to an external provider

- Homestay is available for a minimum of 4 weeks.
- Curtin English, Curtin University will not be responsible for any liability or loss whatsoever from any actions undertaken on your behalf in arranging of accommodation.
- Students must always give two weeks' notice to leave.

## Section fourteen—refund policy

For the purpose of the refund policy a 'program' is defined as the total period of pre-paid tuition at Curtin English as described in the Acceptance of Offer. English Language Bridging constitutes a separate programme from other English language study. A 'course' is one study period within a program, usually of 10 weeks' duration.

### Terms of Policy

- The enrolment fee is payable once only and is non-refundable. The accommodation application fee and airport reception fee is also non-refundable.
- If a student cancels their program in writing 28 days or more before the program commences, a full refund of tuition fees will be paid (less an administration charge of \$230).
- If a student cancels their program in writing more than 7 days, but less than 28 days before the program commences, a refund of 70% of tuition fees will be paid (less an administration charge of \$230).
- If the program is greater than 10 weeks in duration and a student withdraws and leaves from 7 days before the program commences 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 program is 10 weeks' duration or less, no refund is payable if the students withdraws less than 7 days before the program commences or after a student commences studying at Curtin English.
- If a visa application is denied, Curtin English will give a full refund of tuition fees provided Curtin English receives a copy of the Australian visa rejection letter.
- A full refund of all fees will be paid within 14 days of the advertised commencement of the program if Curtin English 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 Curtin English withdraws the student from a program because the student has seriously breached international student visa conditions or Curtin English's rules.

### Application for refund

The Refund Application Form can be obtained from the Curtin English website on [english.curtin.edu.au](http://english.curtin.edu.au). Please submit the form either in person to Curtin English Customer Service Desk in Building 208 Room 129C or email: [ci.ce.refunds@curtin.edu.au](mailto:ci.ce.refunds@curtin.edu.au). No refund will be processed if the Application for Refund form is received more than 6 months after the last module attended.

### How long does the process take?

Refunds will be paid within 28 days of Curtin English receiving the completed Refund Application 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.

### Refund decision appeal process

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: [ci.ce.refunds@curtin.edu.au](mailto:ci.ce.refunds@curtin.edu.au).

The Department of Education Services (Western Australia) provides a free and independent grievance handling/mediation service for conflicts between international students and their institutions. You can contact the International Education Conciliator on: Tel: +61 8 9441 1900 Fax: +61 8 9441 1901 Email: [conciliation@des.wa.gov.au](mailto:conciliation@des.wa.gov.au)

This agreement does not remove the student's right to take further action under Australia's consumer protection laws.

### Deferrals

- Any deferral will incur a \$230 administration fee.
- If Curtin English is informed of the deferral less than 7 days before the commencement of the relevant course there will be a penalty fee of \$1,170.
- If the deferral is because of a delay in the issuance of a visa, there will be no penalty subject to evidence of the late issuance and evidence that an application was made within a reasonable time.

## Section fifteen—statement

- Students must send a copy of their passport with this application form
- Students must send a copy of their Curtin University Letter of Offer
- Students must send a copy of their IELTS/TOEFL results
- Please complete all sections in BLOCK LETTERS in English
- Return all pages of the completed form to:

### Curtin English Admissions

Curtin English  
 Curtin University  
 GPO Box U1987 Perth WA 6845 Australia  
 Tel: +61 8 9266 7617  
 Fax: +61 8 9266 3186  
 Email: [english.admissions@curtin.edu.au](mailto:english.admissions@curtin.edu.au)  
 Web: [www.english.curtin.edu.au](http://www.english.curtin.edu.au)  
 CRICOS Provider Code 003013 (WA) 02637B (NSW)

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 as stated on the fees schedule and website [curtin.edu.au](http://curtin.edu.au). I authorise CE 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.

