



INTERNATIONAL ENROLMENT FORM



**UNIVERSITY
SENIOR
COLLEGE**
ADELAIDE

HOW TO ENROL

If you are serious about achieving success, University Senior College (USC) is here to help you. We deliver the nationally recognised South Australian Certificate of Education (SACE) and our graduates have the advantage of being able to choose which Australian university they attend and which career path to pursue. Intensive English is provided by the Adelaide Independent Schools Alliance on behalf of USC.

1. FILL OUT THE FORM

Complete the Enrolment Form.

2. INCLUDE YOUR DOCUMENTS

You will need to include the following items with the enrolment form:

- Certified copies of school reports for the last 2 years
- Certified copies of results for any English language examinations or English language study program that has been undertaken in the last 2 years
- Certified copy of Passport details if available
- Certified copy of Birth Certificate
- A testimonial reference letter from your principal/teacher
- A Homestay profile if required

Important: certified copies need to be stamped and witnessed.

3. SEND ENROLMENT FORM AND REQUIRED DOCUMENTS

Send your completed enrolment form and documentation to your educational agent or via usc.international@adelaide.edu.au attention to the International Registrar.

4. RECEIVE LETTER OF OFFER

Successful applicants will be emailed a 'Letter of Offer' within 7 days.

5. ENROL

To accept the offer, payment is required. Payment may be made by bank cheque, Visa, MasterCard, American Express, electronic transfer or BPAY. Payment can be sent directly to:

University Senior College Inc.
National Australia Bank, 22 King William Street, Adelaide
BSB: 085-005 Account: 53-966-2622

6. APPLY FOR VISA

When payment has been received you will receive an electronic Confirmation of Enrolment. This will enable you to apply for a student visa to enter Australia. A student Homestay profile form will also be sent to you at this time so we can arrange Homestay accommodation.

7. ENTRY TO AUSTRALIA

Once your student visa is approved, you can enter Australia to commence the Intensive English Program with the Adelaide Independent Schools Alliance or your academic study.

STUDENT DETAILS

Family Name (as in passport):

Given Names (as in passport):

Preferred Name:

Date of Birth:

Gender: Male Female Other

Current Country of Residence:

Citizenship: Religion:

Address:

.....

.....

City:

Province: Country:

Home Telephone:

Student Mobile:

Student Email:

.....

Student mobile and email must be different to parents. Email must also not be from their current education institution.

Passport Number:

Expiry Date:

EDUCATION DETAILS

Present/Last School/Institution:

.....

Highest Level of Study Attempted:

Year of Attempt:

If you are currently completing a course of study, please indicate when you expect to complete this study:

Language of Instruction:

ENGLISH LANGUAGE SKILLS

Please provide evidence of your English language qualifications:

IELTS AEAS

TOEFL Other

*** Please enclose a certified copy of your results.**

WHICH STUDY PROGRAM ARE YOU SEEKING ENROLMENT?

Students whose first language is not English must undertake the USC English Proficiency Test.

Intensive English at the Adelaide Independent Schools Alliance

Year 10 Semester 1/Semester 2 – Year: 20 _____

Year 11 Semester 1/Semester 2 – Year: 20 _____

Year 12 – Year: 20 _____

Study Abroad Program – Number of weeks: _____

Number of terms: _____

PARENT/CAREGIVER DETAILS

FATHER'S DETAILS

Family Name of Father:
Given Names:
Preferred Name:
Address:
.....
.....
Home Telephone:
Mobile Telephone:
Email:

MOTHER'S DETAILS

Family Name of Mother:
Given Names:
Preferred Name:
Address:
.....
.....
Home Telephone:
Mobile Telephone:
Email:

ACCOMMODATION

Do you require Homestay accommodation? Yes No
If no, please supply details of accommodation in Australia.
Name:
Relationship to Student:
Address:
.....
.....
Home Telephone:
Mobile Telephone:
Email:
.....
Do you require an airport welcome? Yes No

GUARDIAN OR RELATIVES IN AUSTRALIA

Family Name:
Given Names:
Preferred Name:
Address:
.....
Relationship to Student:
Home Telephone:
Email:

EMERGENCY MEDICAL TREATMENT (ENGLISH SPEAKING)

Name:
Occupation:
Home Telephone:
Email:

I hereby consent to allow USC to obtain treatment for the above student in an emergency as deemed by an officer of the school and agree to pay any medical or ambulance costs incurred.

Signature of Parent/Guardian:
.....
Date:

DECLARATION

- I give permission for my child to be photographed, videoed or audio taped for marketing purposes and that this material may be published. Yes No
- I hereby apply for enrolment at USC. I have read, understood and agree with the Terms and Conditions in this application.
- I agree to pay fees by the due date and have read and understood the cancellation and refund policy.
- I declare that the information supplied by me is true and correct. Yes No

PRIVACY

- I understand that some personal information about my son/daughter may be made available to Commonwealth and State Agencies and the Education Services for Overseas Students (ESOS) Assurance Fund Manager.

Signature of Parent/Guardian:
.....
Date:

TERMS AND CONDITIONS

This application is for any program delivered by University Senior College (USC). This application is for the intake stated on the application form. Any variation in the terms and conditions set out in this document may only be varied by written agreement. Please ensure that you have read the Academic Progress Policy on our website.

PAYMENT OF FEES

The student or student's family agrees to pay the annual tuition fee in accordance with the payment terms set out in the payment schedule in this brochure, for the program as stated on the application form. The student or student's family agrees to pay additional charges and fees as set out in this brochure and in accordance with the payment terms set out in these conditions. Fees are subject to change without notice. Students will not be permitted entry to the College unless all fees are paid and the appropriate Government requirements are met. All students are required by law to have health cover. Proof of cover must be supplied or payment will be made by USC and invoiced against the school account. Upon receipt of the Application Form and completed Entry Test, if successful, USC will provide a Letter of Offer, subject to normal conditions. Payment of all fees shown in the Letter of Offer is then required.

MEDICAL COSTS

International students must pay overseas health cover. USC is hereby authorised to seek medical treatment should USC, or a staff member acting on behalf of USC, deem such action necessary. The student agrees to indemnify USC for any expense, loss, damage or liability of whatsoever nature occasioned as a result of authorising and arranging such emergency treatment.

ACCOMMODATION

USC is partnered with Australian Homestay Network (AHN). USC recommends that students stay with a homestay family until they have completed their SACE.

Homestay placement requires:

- a signed Application form
- payment of Homestay fees
- a returned and completed Student Homestay Profile form

USC will pay the Homestay fee to AHN for the four weeks' accommodation in advance. After this time payment is made independently through the student and AHN. Two weeks' notice is required if a student chooses to move, or two weeks' payment in lieu of rent is charged to compensate the Homestay family. The Homestay placement fee will be charged again to reorganise another Homestay family if this becomes necessary. The Homestay placement fee is non-refundable. Homestay

enquiries, arrangements and changes can be arranged only by negotiation.

OTHER CONDITIONS

The student is required to attend all scheduled classes unless otherwise negotiated with USC or where there is a legitimate reason (e.g. doctor's certificate) in accordance with Australian Government visa regulations.

All lesson materials supplied by USC are copyright and remain the property of USC. The student will at all times strive to achieve the academic goals of the course and agrees to abide by the rules and Code of Conduct of USC. If there is serious breach of such rules and Code of Conduct USC reserves the right to cancel the enrolment without refund. Students may be required to attend organised school excursions and activities, view films and other multimedia presentations as part of a program of study.

USC takes no responsibility for the loss or theft of student's property. This agreement does not remove the right to take further action under Australia's consumer protection laws. The registered provider's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.

CANCELLATION AND REFUND POLICY

a) Tuition fees are not refundable if a student fails to:

- comply with the performance conditions of the school and attendance; or
- meet the visa requirements imposed by the Commonwealth Government

b) A refund of all monies will only be given if a visa is rejected. This must be supported by documentary evidence.

c) Tuition fees and Homestay fees are refundable in full if USC is notified 28 days before the starting date. Less than 28 days, 80% of the tuition fee is refundable.

d) Should a student become sick, unable to complete the course and need to return to their home country, a pro-rata refund less 10% will apply provided a doctor's certificate and return air ticket is produced.

e) If a student cancels Homestay accommodation with less than two weeks' notice they may be liable for the first period of rent unless USC can find a replacement student for the Homestay family.

f) No refund is payable after a student commences studying the Intensive English course according to their Letter of Offer. No refund is payable if a student arrives after the start date shown on the Letter of Offer.

g) Course fees are not transferable to another person or institution.

h) A full school term (10 weeks) notice must be given before withdrawal from year 11 and 12 as

shown on the Letter of Offer. Failing this, 50% of the full semester's fee will be charged.

i) Any refunds applicable in the case of a student default will be provided within 4 weeks after receiving a written claim by the student and within 2 weeks in the case of any default by USC.

GRIEVANCE PROCEDURES

USC views complaints as an opportunity for continuous improvement in the partnership formed with our parent and student body.

Successful partnerships depend on:

- mutual respect;
- understanding and appreciating the perspectives of each party;
- two-way communication;
- common goals;
- realistic expectations;
- teamwork;
- defined roles, rights and responsibilities;
- shared decision making.

A written record will be kept of all actions taken in relation to resolving conflict. Procedures are in place in the event of a dispute between an individual student and USC.

Step 1 The complainant is advised to communicate directly with the staff member involved or responsible for the matter of the complaint OR if the complainant does not wish to discuss the problem with the staff member directly involved, the complainant should discuss the complaint with their mentor or another staff member they trust. If the problem is resolved, the staff member will confirm the resolution action in writing. This report will be distributed to all parties involved in the complaint and the Principal.

Step 2 If the complaint remains unresolved the staff member will refer the matter, together with all documentation, to the Principal for further action. The Principal will confer with the parties in dispute and will convey the decision in writing to the parties.

Step 3 If the dispute is not satisfactorily resolved within the school, either party may request the involvement of an external review panel by contacting The Department of Education and Training by email on esoscomplianceandregistration@education.gov.au. USC will maintain a list of external authorities willing to provide this conciliatory service.

This agreement does not remove the right to take further action under Australia's Consumer Protection laws. The information provided in this form may be made available to Commonwealth and State agencies in Australia in accordance with Australian Government regulations.



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Disclaimer

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