

PERSONAL DETAILS

Family Name _____
 Given Names _____
 Date of Birth ____/____/____ Male Female
D M Y
 Nationality _____
 Country of Birth _____ Passport No _____
 First language _____
 Other languages spoken _____
 Address in Home Country _____

 Tel _____ Fax _____
 Email _____
 Address in Australia (if known) _____

 Tel _____ Fax _____

At present, are you Still in your home country
 Already in Australia. Current visa type _____

On what type of visa will you commence your course?
 Student Visitor Working Holiday Other: _____

Do you suffer from any medical condition/allergies?

How did you hear about us?
 Website Agent _____ Other _____

AIRPORT PICK-UP AND ACCOMMODATION

Do you require Airport Pick-up? No Yes – One way Return

Do you want us to arrange your accommodation? Yes No
 If yes Homestay Hostel/Guesthouse
 For how many weeks? _____ weeks

Accommodation starting date: ____/____/____
D M Y

Accommodation finishing date: ____/____/____
D M Y

Do you smoke? Yes No

Are you willing to stay with a homestay family that has:
 Dogs Yes No Children under 5 y/o Yes No
 Cats Yes No Smokers Yes No

Are there any foods you do not eat? _____

What are your hobbies? _____

FURTHER STUDY IN AUSTRALIA

Will you undertake further study in Australia after your English course? Yes No

Do you need help from us to arrange a place? Yes No

COURSE DETAILS

What is your course starting date? ____/____/____
D M Y

What is the duration of your course? _____ weeks

What is your current level of English?
 Low Medium High Very High

Please give details of any English language examination results (e.g. IELTS, Cambridge, TOEIC etc.) and please attach a copy of your certificate if possible

What is the highest level of education you have achieved?

Secondary College or University

Which course will you undertake? Please tick to show the components of the course you would like to study:

General English Full-time (22.5hrs/wk)
 Part-time* (15hrs/wk)

Academic English (22.5hrs/wk except AE5)
 AE 2 (Preparatory) **AE 3** (Vocational)
 AE 4 (Tertiary)
 AE 5 (Tertiary to Post Grad.) (20hrs/wk)

Cambridge Exam Preparation (22.5hrs/wk)
 PET (Preliminary) **CAE** (Advanced)
 FCE (First Certificate)

Academic Year and Semester (22.5hrs/wk)
 Semester Year Extended Year

Business English (22.5hrs/wk)

IELTS Exam Preparation (22.5hrs/wk)

High School Preparation (22.5hrs/wk)

School Holiday Program (22.5hrs/wk)

Teen Holiday Program* (22.5hrs/wk)

Training for Children's English Teaching (TCET)*

OTHER SERVICES

Internship (Min. 4 weeks English course)

Work Package (Min. 4 weeks English course)

Your entry into AE, Cambridge, IELTS and Business English courses will depend on successful completion of a pre-course test at the college.

* These courses are not available for student visa holders.

Care and Supervision for students under 18

All students under 18 years of age must have an adult carer in Australia.

Will you live with your parent(s) for the duration of your course? Yes No

If no, do you need us to arrange a carer? Yes No

If no, you must appoint a carer who must be a close relative at least 21 years old and of good character (as confirmed by evidence of police clearance).

If relevant, please provide details of carer:

Full Name _____

Relationship _____

Address _____

Tel (Home) _____

Tel (Business) _____

FEES

STANDARD	
Registration fee	A\$ _____
Tuition fee _____ weeks	A\$ _____
Books and materials fee	A\$ _____
Overseas Student Health Cover (OSHC)	A\$ _____
OPTIONAL	
Airport pick-up	A\$ _____
Accommodation placement fee	A\$ _____
Homestay fee _____ weeks	A\$ _____
Carer approval fee	A\$ _____
Carer fee _____ weeks	A\$ _____
Cambridge exam fee	A\$ _____
Further study placement fee	A\$ _____
Internship fee	A\$ _____
Work package fee	A\$ _____
Other fees:	A\$ _____
TOTAL	A\$ _____

PAYMENT DETAILS

Method of Payment

Cash Bank Draft Bank Cheque

OR

Credit Card: Visa Mastercard

Card No:

Amount A\$ _____ Expiry Date ____/____/____

Signature _____

OR

Bank Transfer - Bank details listed below.

GLOBAL VILLAGE SYDNEY (UNIVERSAL ENGLISH COLLEGE)

Bank Name: National Australia Bank **Branch:** Pitt & Hunter Streets, Sydney, NSW 2000 Australia

Branch No: 082067 **Account No:** 69-531-8719 **Swift Code:** NATAAU33025

Account Name: Universal Education Centre Pty Ltd Trust Account

DECLARATION

I hereby confirm that my payment of the fees as invoiced, in conjunction with my signing of this form, constitutes my acceptance of the terms of my agreement with GV Sydney (Universal English College) in relation to my enrolment. I have read and agree to be bound by all of the Conditions of Enrolment as detailed overleaf.

Student's Signature _____ Date: ____/____/____

Full Name (please print) _____

Parent or Legal Guardian must sign where student is under eighteen (18) years of age.

Parent/Guardian's Signature _____ Date ____/____/____

Full Name (please print) _____

NOTE: If you do not read or understand English well, we strongly suggest you have an interpreter/translator explain this form prior to signing.

CONDITIONS OF ENROLMENT

HOW TO ENROL

- 1 If you are a student from a country where a Pre-Visa Assessment (PVA) is required, contact the Australian Embassy for advice. After compliance with Embassy requirements proceed as indicated below.
- All Students:
- 2 Send your completed enrolment form directly to the Registrar at GV Sydney or enrol on-line at www.uec.edu.au
 - 3 In accordance with our obligations under the National Code 2007, you must indicate your acceptance of the Conditions of Enrolment either by signing this form or by confirming your acceptance on our on-line enrolment form before we can accept payment from you to confirm your enrolment.
 - 4 We will acknowledge your signed application and issue an invoice. This acknowledgement normally occurs the next business day after our receipt of your application.
 - 5 It is strongly suggested that all students obtain relevant insurance cover prior to travelling to Australia. If you will study on a Student Visa you must pay the compulsory OSHC (Overseas Student Health Cover) fee at the time of enrolment, to ensure coverage from your course commencement date.
 - 6 When you receive your invoice, send full fees in Australian dollars including all optional service fees. Payment may be made by bank transfer, bank draft, bank cheque or credit card. Personal cheques cannot be accepted.
 - a Student Visa students - you must pay fees in full before we will issue your Confirmation of Enrolment (CoE). When selecting a commencement date, allow at least 4 weeks for visa processing.
 - b Students on other visas – you must pay fees in full no later than 2 weeks before your course commencement date to confirm your place in the course.
 - 7 Apply for your visa from the Australian Embassy or Consulate, taking your CoE with you if you are applying for a Student Visa.
 - 8 Advise us immediately if there is a change to your proposed course start date. To be effective, any changes to enrolment details must be notified to GV Sydney in writing.

HOMESTAY, CARER AND AIRPORT PICKUP SERVICES

- 1 If you wish to use our Homestay service, you should apply at least 4 weeks before your intended arrival in Australia, to allow us adequate time to find the most suitable accommodation for you.
- 2 If you require us to arrange or approve a carer for a student under 18 years of age, at least 4 weeks' notice is required.
- 3 Provide us with your flight details (flight number, date and time of arrival) 3 weeks before you arrive.
- 4 We will aim to confirm your homestay details (and Airport Pick-up if requested) 2 weeks before you arrive in Australia provided your fees have been received.
- 5 If you give us less than 48 hours' notice of any changes to your flight details, we cannot guarantee that we will be able to make the necessary changes to your airport pickup and/or homestay arrangements.
- 6 We do not guarantee that homestay accommodation can be arranged at short notice. We reserve the right to temporarily place you in hotel accommodation at your own cost on your arrival in Australia, until such time as we are able to secure a homestay placement.

INDEMNITY DECLARATION

By signing this Declaration the student, or in the case of a student under the age of 18, the parent(s) and/or legal guardian(s) agree that the College, its officers, teachers, employees, representatives and agents shall not be held responsible and/or be under liability as far as permitted by the law of the Country of Australia and/or will not make any claim against them for the student's death, bodily injury, disability, loss, damages and/or property damage which may be sustained by the student and/or which may be caused by the student in connection with or during the period of the student's attendance at any premises owned/leased, operated or controlled by the College, the student attending activities and/or excursions and/or in any accommodation arranged for the student. Further, the student, or in the case of a student under the age of 18, the parent(s) and/or legal guardian(s), agrees to pay any direct and/or indirect costs incurred by the College in relation to these activities where a student attends and participates in activities and/or excursions (whether sporting, cultural, social, educational, recreational or otherwise) organised by or on behalf of or with the assistance of the College or of which we have knowledge.

Where a student who is under 18 years of age is accepted for enrolment as a student at the College, the parent(s) and/or legal guardian(s) further consent and agree that the College at its absolute discretion may when it considers it desirable and/or essential seek and provide medical and/or optical and/or dental treatment for the student. In such cases, such costs whether direct and/or indirect will be met by the parent(s) and/or legal guardian(s). If the College has been obliged to incur costs on behalf of the student in such circumstances the costs will be repaid to the College by the parent(s) and/or legal guardian(s) on demand.

The aforementioned shall also extend to executors, administrators and assigns of the signatory.

CANCELLATION AND REFUND POLICY

GV Sydney (Universal English College) is hereinafter referred to as the College.

- 1 Your course is defined as the total period of study for which you have enrolled and paid fees.
- 2 In the absence of any agreement to the contrary, your place in a course will not be confirmed until fees are received and our bank has confirmed your payment.
- 3 Cancellations are not effective until they are received in writing.
- 4 The Registration Fee is not refundable.
- 5 All fees, except the Registration Fee, will be refunded if you are not granted a visa. If you cancel your course 28 days or more before your course commencement date all fees, except the Registration Fee, will be refunded. If you cancel your course LESS than 28 days before your course commencement date, a cancellation fee of 20% of tuition fees will apply. Except as indicated under Clause 8, all other fees, except the Registration Fee will be refunded. No tuition fees will be refunded if you advise cancellation on or after your course commencement date.
- 6 Refunds will only be paid in the same currency in which they were collected, and paid to the person with whom we have made the contract, unless that person gives written direction for the refund to be paid to another party.
- 7 If you defer the date of commencement of your course, then later cancel your course prior to its new commencement date, the cancellation policy will apply from your original course start date, not the deferred start date.
- 8 The Accommodation Placement Fee and/or Airport Transfer Fee are not refundable if you advise us less than 2 weeks before your commencement date that you will not be using the service. You may also be liable for 2 weeks' Homestay Fees if a replacement student cannot be found. No refund of the initial 4 weeks' Homestay Fees will be made if you leave homestay during that period. Cancellation and refund policies that apply to providers of other forms of accommodation will be notified at the time of booking.
- 9 Applications for refunds must be in writing, addressed to The Registrar, GV Sydney. Any refunds payable under this policy (with the exception of those payable under Clause 10) will be made within 4 weeks of receiving the written refund application.
- 10 Where we do not offer an advertised course, or withdraw the delivery of the course prior to its completion, and are unable to offer a suitable alternative course, you will be refunded within 2 weeks of such occurrence, the full amount of fees paid for the course.
- 11 We reserve the right to change fees, conditions, course times, timetable, class locations, class size and course commencement dates at any time without notice.
- 12 In all cases of suspension and/or expulsion due to non-compliance with the Student Code of Conduct, no refund of monies paid to the College will be made unless required by law.

These regulations may be waived only in exceptional circumstances by the directors of the College at their absolute discretion.

STUDENT CODE OF CONDUCT

Students are expected to follow the reasonable instructions of College staff and adhere to College rules as detailed in the Student Handbook. Students will be subject to possible suspension and/or expulsion at the absolute discretion of the College (subject to natural justice, and except as otherwise implied by law) for persistent and/or serious infringement of the student code of conduct including but not limited to:

- verbally or physically threatening others, physical or sexual assault, bullying, intimidation, extortion, or other dangerous behaviour
- possession or use of weapons
- theft
- use or distribution of alcohol or illegal drugs
- causing willful damage to the property of the College and or others
- being convicted of a criminal offence whilst a student with the College

- illegal or unacceptable social behaviour at College, on a College excursion or in any accommodation arranged by the College
- swearing at, or abusive behaviour towards College staff

DEFERMENT, SUSPENSION OR CANCELLATION OF STUDY

- 1 Students may apply for a deferment of commencement of study due to compassionate or compelling circumstances. The College may initiate a deferment of commencement of study on the grounds that it is not able to offer a suitable class for a student at the time of the student's initial commencement date.
- 2 Students may apply for a suspension of studies due to compassionate or compelling circumstances. The College may initiate a suspension of studies on the grounds of misbehaviour of a student, in accordance with the College's Student Code of Conduct.
- 3 The College may initiate the cancellation of a student's course:
 - on the grounds of misbehaviour, in accordance with the College's Student Code of Conduct.
 - due to the student's failure to pay course fees.
 - due to a student under 18 years of age failing to maintain approved welfare and accommodation arrangements.
- 4 Students who are the subject of College-initiated Suspensions or Cancellations will have access to the College's Complaints and Appeals process.
- 5 Full details of the College's policies and procedures for deferment, suspension and cancellation of studies are available on the following link: www.uec.edu.au

NOTES

Your agreement to be bound by these Conditions of Enrolment does not remove your right to take action under the College's Complaints and Appeals process or Australia's consumer protection laws, or to pursue other legal remedies.

If you have school-aged dependants who will accompany you to Australia, you may be required to pay full fees for their schooling, whether they enrol in a government or a non-government school.

In accordance with the laws of Australia:

- the personal information you provide to us or is obtained about you prior to or during your period of enrolment with us, will be regarded as confidential and will be used for the purpose of processing your enrolment and providing you with the services you request. However, in this process, it may be disclosed to relevant third parties including but not limited to your family, homestay families, agents, external service providers, further studies institutions, the Australian and NSW Governments and other designated bodies, the Fund Manager of the ESOS Assurance Fund pursuant to our obligations under the ESOS Act 2000 and the National Code 2007, and various employees of the College as required.
- we are obliged to advise the government of changes to a student's enrolment and any breach of Student Visa conditions.
- Student Visa students must advise us of any changes to their address in Australia.
- Student Visa students under 18 years of age not accompanied by their parents or living with close family members whilst in Australia, must have their proposed accommodation and carer arrangements approved by the College prior to their enrolment being accepted. We can make suitable carer arrangements if required.
- Student Visa students must study in a CRICOS registered full-time course.
- Student Visa students may do part-time work or work experience of up to 20 hours per week and only in addition to full-time study.
- Students who enrol in pre-packaged programs that include a free transfer between GV campuses within Australia should note that the day and time of travel will be at the College's discretion.

START DATES

Registration Fee \$220			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		
GENERAL ENGLISH																
	Full time	Part time														
1 - 2 weeks	\$380/wk	\$305/wk														
3 - 12 weeks	\$360/wk		4	1	1	29	27	24	21	19	16	13	11	8		
13 - 24 weeks	\$350/wk															
25 - 36 weeks	\$340/wk															
37+ weeks	\$330/wk															
CAMBRIDGE PREPARATION - Full time																
PET 11 weeks	\$3,960		PET: 4 Jan			PET: 22 Mar						PET: 13 Sep				
FCE 10 weeks (Jan)	\$3,600		FCE: 4 Jan			FCE: 22 Mar						FCE: 13 Sep				
12 weeks (Mar/Sep)	\$4,320															
CAE 9 weeks (Jan)	\$3,240		CAE: 4 Jan			CAE: 22 Mar						CAE: 13 Sep				
12 weeks (Mar/Sep)	\$4,320															
ACADEMIC ENGLISH (AE) - Full time																
AE2 8 weeks	\$2,880		AE 2, 3 & 4: 1 Feb			AE 2, 3 & 4: 24 May			AE 2, 3 & 4: 13 Sep							
AE3 8 weeks	\$2,880					AE 2, 3 & 4: 29 Mar			AE2, 3 & 4: 19 Jul			AE2, 3 & 4: 8 Nov				
AE4 8 weeks	\$2,880											AE5: 11 Oct				
AE5 10 weeks	\$3,600					AE5: 12 Apr										
ACADEMIC YEAR AND SEMESTER - Full time																
Academic Semester	23 weeks + 4 weeks' holiday	\$7,705	4	1	1	29	27	24	21	19	16	13	11	8		
Academic Year	33 weeks + 6 weeks' holiday	\$10,725														
Extended Academic Year	46 weeks + 5 weeks' holiday	\$14,490														
IELTS EXAM PREPARATION - Full time																
4 weeks	\$1,440															
8 weeks	\$2,880		4	1	1	29	27	24	21	19	16	13	11	8		
12 weeks	\$4,320															
BUSINESS ENGLISH - Full time																
4 weeks	\$1,440		4 Jan	1 Feb				27 Apr	24 May				13 Sep	11 Oct		
8 weeks	\$2,880		4 Jan				27 Apr				13 Sep					
HIGH SCHOOL PREPARATION - Full time																
1 - 12 weeks	\$380/wk															
13 - 24 weeks	\$370/wk		25 Jan			19 Apr			12 Jul			5 Oct				
25 - 36 weeks	\$360/wk															
37+ weeks	\$350/wk															
SCHOOL HOLIDAY PROGRAM - Full time																
1 - 3 weeks	\$380/wk		4 Jan													
TEEN HOLIDAY PROGRAM - Part time																
2 weeks	\$2,170											5	12	26		
4 weeks	\$3,810											(till Friday August 20th) On these starting dates, homestay can be guaranteed; on other start dates it cannot.				
6 weeks	\$5,450															
7 weeks	\$6,270															

All fees are in Australian Dollars and include 10% Goods and Services Tax where applicable. Student Visa students may enrol in part-time courses only in addition to full-time study. All full-time courses are NEAS accredited. Students enrolling in more than one full-time program will pay the weekly fee that applies to the combined length of the programs.

GLOBAL VILLAGE SYDNEY (UNIVERSAL ENGLISH COLLEGE)
 Level 12, 222 Pitt Street Sydney NSW 2000 Australia TEL: +61 2 9283 1088
 FAX: +61 2 9283 1760 EMAIL: enquiries@uec.edu.au or sydney@gvenglish.com
 WEBSITE: www.uec.edu.au
 Universal Education Centre Pty Ltd ABN 19 003 525 764 **CRICOS Code 000531**

OTHER PROGRAMS AND FEES

Accommodation placement fee:	\$220
Accommodation changing fee:	\$100
Accommodation fees:	
Homestay - single room (over 18) ¹	\$245/wk
Homestay - single room (under 18) ¹	\$266/wk
Twin share (over 18) ¹	\$217/wk
Twin share (under 18) ¹	\$238/wk
Homestay - Bed & Breakfast (over 18)	\$196/wk
Homestay - no meals (over 18)	\$182/wk
Cranbury House	
Single economy room	\$220/wk
Single standard room	\$250/wk
Twin share room (per person)	\$170/wk
For other accommodation options, please consult the college.	
Airport transfer, one way per person	\$125
Carer approval fee	\$230
Carer fee	\$45.50/wk
Books and materials fee³	
1 to 8 weeks	\$60
9 to 17 weeks	\$105
18 to 24 weeks	\$145
25+ weeks	\$185
Cambridge Exam fee	
PET (Preliminary)	\$242
BEC (Vantage)	\$375
FCE (First Certificate)	\$362
CAE (Advanced)	\$368
Cambridge Study Retreat ⁴	\$95 approx.
Further studies placement fee	\$660
Internship fee⁵ - 4 weeks	\$750
- 8 to 12 weeks	\$975
- 16 + weeks	\$1225
Work Package fee⁶	\$395

Overseas Student Health Cover (OSHC)²

Compulsory for student visa holders	
Payable for the length of the visa	
1- 3 months	\$98
4 months	\$130
5 months	\$163
6 months	\$195
7 months	\$228
8 months	\$260
9 months	\$293
10 months	\$325
11 months	\$358
12 months	\$390
13 months	\$423

A full list of single and family rates is available on our website

All fees are in Australian dollars and include 10% Goods and Services Tax where applicable.

- Includes 2 meals/day Monday to Friday and 3 meals a day on weekends.*
- Compulsory for Student Visa students. DIAC requires OSHC to be paid for length of Visa, not length of course. Therefore, students pay one month more than period of study.*
- Payable at the time of enrolment on all full-time courses and part-time General English.*
- Offered in March and September programs only, payable after arrival.*
- Minimum 4 weeks' full-time study required.*
- Minimum 4 weeks' full-time study required.*

Student Visa students may only undertake up to 20 hours per week of Work or an Internship and only in addition to full-time study.

PUBLIC HOLIDAYS

New Year's Day	1 January
Australia Day	26 January
Good Friday	2 April
Easter Monday	5 April
Anzac Day	26 April
Queen's Birthday	14 June
Teachers' Holiday <i>(New students to attend college for testing and orientation, THP and TCET students to also attend)</i>	3 August
Labour Day	4 October
Christmas Day Holiday	27 December
Boxing Day Holiday	28 December



www.uec.edu.au

Global Village
ENGLISH CENTRES