

Application Form 2006



All fees quoted in Australian Dollars, are inclusive of GST and are subject to change without notice. All fees are reviewed annually. Students will be invoiced for each semester at the current rates published for that semester. Repeat subjects will be charged on a per subject basis. Dates and fees are correct at time of publication and maybe changed without notice.

2006 Dates

Dates		Commences	Ends	Dates	Commences	Ends
November Semester 2005 / 2006	Orientation (new students)	3 November 2005	4 November 2005	November Semester 2006 / 2007	2 November 2006	3 November 2006
	Lectures	7 November 2005	3 February 2006		6 November 2006	2 February 2007
	Christmas Break	24 December 2005	1 January 2006		23 December 2006	1 January 2007
	Official Examinations	11 February 2006	17 February 2006		10 February 2007	18 February 2006
	End of Term Break	18 February 2006	12 March 2006		19 February 2007	8 March 2007
March Semester 2006	Orientation (new students)	9 March 2006	10 March 2006	July Semester 2006	6 July 2006	7 July 2006
	Lectures	13 March 2006	2 June 2006		10 July 2006	29 September 2006
	Official Examinations	10 June 2006	18 June 2006		7 October 2006	15 October 2006
	End of Term Break	19 June 2006	5 July 2006		16 October 2006	1 November 2006

2006 Dates For English Programs

ACL & ACE Dates	Commences	Ends	ACL & ACE Dates	Commences	Ends
Certificate III in EAP (10 wks)	23 January 2006	31 March 2006	Introduction to Academic Skills (5 wks) ACL only	23 January 2006	24 February 2006
Certificate IV in EAP (10 wks)	27 February 2006	5 May 2006		27 February 2006	31 March 2006
Diploma in EAP (10 wks)	3 April 2006	9 June 2006	You can start a General English Course any Monday	3 April 2006	5 May 2006
	8 May 2006	14 July 2006		8 May 2006	10 June 2006
	13 June 2006	18 August 2006		13 June 2006	14 July 2006
	17 July 2006	22 September 2006		17 July 2006	18 August 2006
	21 August 2006	27 October 2006		21 August 2006	22 September 2006
	25 September 2006	1 December 2006		25 September 2006	27 October 2006
	30 October 2006	5 January 2007		30 October 2006	1 December 2006
4 December 2006	9 February 2007	4 December 2006	5 January 2006		

2006 Fees

Tuition Fees	AUD	Administration Fees	AUD
Foundation Studies (per subject)	\$1,181.25	Application Fee (non-refundable)	\$150
Foundation Studies (per semester – four subjects)	\$4,725	English Course Enrolment Fee	\$200
Standard Entry (2 semesters)	\$9,450	Materials Fee (for English course only)	\$60 to \$120
Extended (3 semesters)	\$14,175	Homestay Placement Fee	\$190
		Airport Pick up (one way)	\$110
Diploma of Business Administration (per subject)	\$1,181.25	Internship Fee	Contact ACN
Diploma of Business Administration (per semester – four subjects)	\$4,725	Work It Fee	\$165
Standard Entry (4 semesters)	\$18,900	JobReady Program Fee	Contact ACN
Accelerated Entry (3 semesters)	\$14,175		
		Other Fees	AUD
Undergraduate Degree (per subject)	\$1,900	Homestay Single	\$230
Undergraduate Degree (per semester – four subjects)	\$7,600	Homestay Under 18	\$250
Fast Track (2 years, 6 semesters)	\$45,600	Guardianship Under 18 (per week)	\$50
Standard (3 years, 6 semesters)	\$45,600	Overseas Student Health Cover (12 months)	\$324
English course Tuition Fee with ACE or ACL (per week)	\$350		

▶ Personal Details

Family Name: _____

Given Names: _____

Date of Birth: _____ Sex Female Male

Country of Birth: _____ Citizenship: _____

Passport No: _____

Country where you were living when you filled out this form: _____

Are you a Permanent Resident of Australia? Yes No

Postal Address for Notification of this Application and other Correspondence

Agent Name (if applicable): _____

Number and Street: _____

Suburb / Town: _____

Country: _____ Postcode: _____

Telephone: _____ Facsimile: _____

E-mail: _____

Course Details

Commencement eg. MARCH 2006

Foundation Studies (Standard entry) _____

Foundation Studies (Accelerated entry) _____

Diploma of Business Administration (Standard entry) _____

Diploma of Business Administration (Accelerated entry) _____

Bachelor of Business _____

Full Time Part Time Major(s) _____

Standard Track (3yrs) Fast Track (2yrs) _____

Previous Studies

Documentary evidence of qualifications claimed must be attached. Documents not in English must be accompanied by certified translations

Secondary Studies

Name of Qualification (e.g. A levels): _____

School / Institution: _____

Country: _____ Year completed: _____

Are you currently attempting final year high school? Yes No

If yes, when do you expect your results to be released? _____

Post-Secondary Studies

Name of Qualification (e.g. Degree / Diploma) _____

Institution Country Year completed _____

Are you currently enrolled at another institution? Yes No

Institution: _____

Course: _____

Expected graduation date? _____

Are you seeking credit / advanced standing for previous studies?

Yes – Attach details of relevant subjects (e.g. syllabus, curriculum) No

▶ International Students Only

Relative or Guardian in Home Country

Name: _____

Relationship to you: _____ Telephone: _____

Contact Person and Address in Australia (if known)

Number and Street: _____

Suburb / Town: _____

Country: _____ Postcode: _____

Telephone: _____ Facsimile: _____

English Proficiency (Please tick where applicable and attach documentary evidence)

English is my first language

English was the language of instruction during my secondary school studies and I gained a satisfactory pass in final year English

I have obtained a satisfactory mark or score in another examination or test acceptable to the University (e.g. completion of at least the first year of a tertiary course at a College / University where the language of instruction was English)

I have satisfactorily completed an approved ELICOS course at: _____

I have taken an IELTS test

Date of Test: _____ Overall Band Score: _____ Written Score: _____

I have taken a TOEFL test

Date of Test: _____ TOEFL Score: _____ TWE Score: _____

Accommodation Service

Please select the service you require:

Homestay Guesthouse/Lodge Hotel

Type of room: Shared Room Single Room Dormitory

Number of weeks: _____ Start date: _____

If you require Homestay, please complete:

Do you smoke? Yes No Do you like animals? Yes No

Do you enjoy being around children? Yes No

Do you have any medical conditions (e.g. asthma, diabetes etc)?

Do you have any dietary requirements (e.g. vegetarian diet etc)?

Do you have any special requests?

Do you require an Airport Pick-up on arrival? Yes No

Flight Number: _____ Date: _____ Time: _____

Do you already have Overseas Student Healthcover (OSHC)? Yes No

▶ Enrolment Course

I would like to apply for an English course at: ACE ACL

Start Date: _____ Total Course Weeks: _____

Select your course

If choosing more than one course please number the order (e.g. 1,2) in the box

- | | |
|--|----------|
| <input type="checkbox"/> Introduction to Academic Skills | 5 weeks |
| <input type="checkbox"/> Certificate III in EAP | 10 weeks |
| <input type="checkbox"/> Certificate IV in EAP | 10 weeks |
| <input type="checkbox"/> Diploma of EAP | 10 weeks |
| <input type="checkbox"/> Intensive Writing for Further Study | 5 weeks |
| <input type="checkbox"/> General English Full-time weeks | _____ |

All Students – Declaration and Agreement

- I understand I will be enrolled as a student of La Trobe University for a course to be delivered through Australian Campus Network.
- I declare that the information provided on this form is true and complete in every detail. I authorise Australian Campus Network to obtain further information about me from educational and other institutions which I have attended, from Australian Government Authorities such as DIMIA and DETYA.
- I acknowledge that Australian Campus Network reserves the right at any stage to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information.
- I am aware of the conditions relating to my application and have read and understood both the ACN and ACL refund policies.
- I understand that the information I provide on this form will be used to assess my application. I understand that information will be treated as confidential and is available for my review. However, it may be made available to Australian immigration and education authorities in connection with my visa, as required by the National Code and the ESOS Act

Signature: _____ Date: _____

Check List

- Have you answered ALL questions?
- Have you attached certified copies of all necessary documents?
- Have you signed and dated the application?
- Have you kept a copy for yourself?
- If applying for credit, have you attached syllabus / curriculum details?

Send applications to:

Australian Campus Network Pty Limited ABN 85 092 792 133
Level 4, 71 York St, Sydney,
NSW 2000, Australia
Phone: +61 2 9290 1988
Fax: +61 2 9290 1533
Email: info@auscampus.net
Website: www.latrobe.edu.au/acn

Cancellation And Refund Policy

The policy on the refund of tuition fees has been determined in accordance with the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students ("the National Code"), the Education Services for Overseas Students Act 2000 ("ESOS Act 2000") and Education Services for Overseas Student Regulations 2001 ("ESOS Regulations 2001"). This policy applies to all commencing and continuing international and domestic students irrespective of who pays the tuition fees.

Important Note: In the event that –

- (a) Australian Campus Network (ACN) does not start the course on the agreed starting date; or
- (b) the course ceases to be provided by La Trobe University through ACN at any time after it starts but before it is completed; or
- (c) the course is not provided in full to the student because a sanction has been imposed on La Trobe University under Part 6 of the ESOS Act 2000 and the student has not withdrawn before the day of default, all tuition fees paid by the student are fully refundable within two weeks after the default day in accordance with the provisions of the ESOS Act 2000 and the ESOS Regulations 2001.

1. Refunds

- 1.1 A student who fails to meet degree/diploma progression rules and who is not permitted to re-enrol will be eligible for a refund of fees paid in advance of notification of exclusion.
- 1.2 In the event that an offer of a place is withdrawn because the offer was made by La Trobe University on the basis of incorrect or incomplete information being supplied by the applicant/student the tuition fees paid for the semester are refundable less an administrative fee of up to 10% of the tuition fee for one semester.

- 1.3 Where a student, after accepting an offer of a place or enrolling for the next semester, gives a minimum of four weeks written notice before the commencement of the semester of an inability to undertake the course, the tuition fees paid for the semester are refundable less an administrative fee of up to 10% of the tuition fee for one semester.
- 1.4 Where a student gives less than four weeks written notice before the commencement of the semester of an inability to undertake the course, 50% of the tuition fees paid for the semester are refundable and the student is liable for 50% of any fees charged.
- 1.5 Where a student withdraws from a course after the commencement of the course but within the first four teaching weeks of the semester, 50% of tuition fees paid for the semester are refundable and the student is liable for 50% of any fees charged.

2. Refunds in exceptional circumstances

Where a student or the student's personal representative in the case of the death of a student gives written notice prior to the end of the Friday of the fourth week of the semester that he or she is withdrawing from a course due to exceptional circumstances being:

- (i) inability to obtain a student visa; or
- (ii) illness or disability; or
- (iii) death of the student or a close family member (parent, sibling, spouse or child) or;
- (iv) a political, civil or natural event which prevents full payment of fees or the student's attendance;

La Trobe University, as applicable, may in its sole discretion having regard to the exceptional circumstances grant a total or partial refund of tuition fees subject to the provision of documentary evidence in support of the application for a refund which is acceptable to La Trobe University.

3. Deferral of studies

Subject to paragraph 4 of this policy, where a student, after accepting an offer of a place, gives written notice before or after the commencement of the course up to and including the Friday of the fourth week of the semester of their intention to defer their place in the course to the next available intake, all tuition fees will be transferred to the next available intake. The "next available intake" may be the following semester, or the following year, depending on the course. A place may be deferred for up to 12 months. If, after deferring, a student gives written notice that they do not intend to take up their deferred place, 50% of the tuition fees paid are refundable.

4. No refunds

A student who withdraws or defers from a course for whatever reason after the Friday of the fourth week of the semester shall not be eligible for a refund of tuition fees paid for that semester and will be eligible for any fees charged. Note: This also applies to continuing students.

5.1 An international student who is granted Permanent Resident status in Australia is liable to pay the Domestic Student fees. Permanent Resident status is recognised from the date stamped on the student's passport, not the date on which the application for status is made. If the student has already paid the tuition fees applying to international students for the semester, a total refund of these fees will be payable to the student if the student has obtained Permanent Resident status by the Friday of the fourth week of the semester.

5.2 If the student obtains Permanent Resident Status after the first four teaching weeks of a semester, the student will be classified as an international student for the remainder of that semester.

The student will be liable to pay the tuition fees applying to international students for that semester. From the following semester, the student will be classified as a Permanent Resident and will be liable to pay the Domestic Student fees.

6. Agreement

When La Trobe University accepts an international student's application for enrolment this policy on the refund of tuition fees will constitute a written agreement between La Trobe University, as applicable, and the international student for the purposes of the ESOS Act 2000 and the National Code.

7. Payment of refunds

7.1 Students seeking a refund must apply in writing to the Admissions Manager of ACN no later than four weeks after the commencement of the semester.

7.2 Refunds will be reimbursed in the same currency as the fees were originally paid in and will normally be made in the student's home country.

7.3 Refunds (including any discretionary refund granted under paragraph 2) will be paid to the student within 4 weeks after receipt of a written claim from the student.

8. Review process related to fees refund

8.1 Any decision made by La Trobe University through ACN relating to the refund of fees is subject to review by the University Ombudsman pursuant to the University's Statutes and Regulations.

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

9. Privacy statement

The University without using and disclosing personal information provided by students is unable to effectively process applications for enrolment and arrange health insurance cover for overseas students.

The University may disclose personal information provided by students:

- to its service providers such as organisations which assist students with their applications and the finalisation, processing and administration of those applications;
- where disclosure is required or allowed by law; and
- where the student has otherwise consented.

The University may disclose personal information provided by students relating to the student and any other members of the student's family who are covered under the student's overseas student health cover membership, to the University's Overseas Student Health Care provider, for the purpose of the provider communicating with the student in regard to managing the student's overseas student health cover.

Subject to the provisions of the Information Privacy Act 2000 (Vic.), a student may access personal information collected about him/her and held by ACN and/or La Trobe University by contacting the ACN Admissions Manager.

Refund of Accommodation Fees

Where a student gives written notice to the Admissions Manager up to 4 weeks before the commencement of the semester, the Accommodation Placement and Homestay Fees are refundable in full, unless an Accommodation placement has been made.

Where a student gives written notice to the Admissions Manager less than 4 weeks before the commencement of the semester, or in the event that an Accommodation Placement has been made, a cancellation fee will apply, equal to the Accommodation Placement Fee and the first two weeks accommodation payment.

If a student wishes to leave Homestay Accommodation at any time, the student is required to give two weeks notice in writing to the Admissions Manager. Special cancellation fees may apply for other accommodation arrangements.

Registered Provider: La Trobe University – CRICOS Code: 02218K (NSW)

ACL Terms & Conditions of Enrolment

Please read the following conditions carefully and contact enquiry@acl.edu.au if you need any further information:

1. Enrolment, Accommodation Placement and Airport Pick-up fees are not refundable.
2. Tuition fees are refundable in full if a visa application is rejected and the official Embassy rejection advice is made available to ACL. Cancellation and refund requests to ACL should be made immediately after receipt of the visa rejection advice and in writing.
3. If you cancel your enrolment more than 28 days before your start date, then all tuition fees will be refunded. All cancellation requests should be made in writing.
4. If you cancel your enrolment less than 28 days before your start date, then 75% of the tuition fees will be refunded, subject to a maximum cancellation fee of 12 weeks' tuition fees. All cancellation requests should be made in writing.
5. If you cancel your enrolment on or after your start date the tuition fees will not be refunded or transferred.
6. Refunds are not paid direct to you in Australia but in your home country, and will be paid within one month of receipt by ACL of the written cancellation request. If you enrol through a representative, the refund will be paid through that representative.
7. Where ACL cancels or defers a course before the start date, and no suitable replacement course can be provided, all fees will be refunded. Where ACL cancels or suspends a course which has already begun, the proportion of the tuition fees paid to ACL will be refunded equivalent to the proportion of the course which has not been delivered. In such cases refunds are not paid to you in Australia but in your home country, and will be paid

within two weeks of the day on which the course ceased to be provided. If you enrol through a representative, the refund will be paid through that representative.

8. If you cancel your homestay request with less than 2 weeks' notice you may be liable for payment of the first 2 weeks. You are required to give 2 weeks' notice if you wish to cancel your homestay after commencement. Special cancellation fees may apply for other accommodation arrangements.
9. ACL reserves the right to change its fees, conditions, cancel or defer courses, and to alter course timetables and class locations at any time without notice.
10. Provisions are made in accordance with the ESOS Act 2000 and ESOS Regulations 2001 for any default by ACL.
11. The Terms & Conditions of Enrolment as stated above do not remove the right to take further action under Australia's consumer protection laws.
12. Information provided on this Enrolment Form, your academic results and/or attendance may be made available to parents, representatives, further studies institutions, 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.
13. ACL offers different timetables and courses and/or classes may be offered in the morning or afternoon.
14. Photographs, videos and testimonials provided by you and/or taken by ACL may be used for marketing and promotion purposes.
15. Any school-aged dependants accompanying overseas students to Australia will be required to pay full fees if they are enrolled in either a government or non-government school.