

Application Form

Please print clearly



Centre for
English Language

Student details

Family name

Given names

Date of birth / / (Day/Month/Year) Male Female

Contact details

Postal address

Postcode

Home telephone

Mobile telephone

Facsimile

Email

Country of birth

Nationality

Passport number

Which embassy will you apply to for your visa?

What visa will you apply for? Student Tourist Other (please specify)

Program

This application form is for Academic English (AE).
Programs are 20 hours per week.

Program dates

Start date

(please enter your preferred term or module start date)

/ / (Day/Month/Year)

Total study weeks

Your study path

Accommodation service

Do you want accommodation arranged for you?

Yes No

If 'Yes', an accommodation processing fee is applicable, with airport pick-up service included.

Have you completed an IELTS or TOEFL test?

Yes No

If 'Yes', please attach a certified copy

If 'No', students can take the CELUSA English test or provide other evidence of English Language level.

Visit www.unisa.edu.au/celusa/CET for further information.

Overseas Student Health Cover (OSHC) for student visas

All study visa holders, and their dependants, must pay for OSHC before they enter Australia. Firstly refer to the CELUSA website and then indicate what type of health cover you require:

Single Family

Packaged offers

CELUSA can arrange packaged offers with a number of other education providers. Please indicate if you intend to study at:

UniSA Yes No

If 'Yes', please attach the UniSA Offer of Admission to this CELUSA Application Form.

University of South Australia

Email: international.office@unisa.edu.au

Website: www.unisa.edu.au

SAIBT Yes No

South Australian Institute of Business and Technology

Email: saibtadmissions@unisa.edu.au

Website: www.saibt.sa.edu.au

LCB Yes No

If 'Yes', please contact LCB directly.

Le Cordon Bleu

Email: australia@cordobleu.edu

Website: www.lecordobleu.com.au

UCL Yes No

UCL, School of Energy & Resources, Australia

Email: uclseraus@ucl.ac.uk

Website: www.ucl.ac.uk/australia

If 'Yes', please attach the UCL Offer of Admission to this CELUSA Application Form

Continued overleaf

Checklist

Check that you have

- completed all sections of this application form
- answered the accommodation service question
- read and understood the conditions of enrolment and refund policy
- attached a University Offer of Admission or IELTS/TOEFL Certificate if you have one
- signed the declaration below

Send completed applications to:

Institut Ranke-Heinemann
Schnutenhausstrasse 44
45136 Essen
Deutschland
Tel.: 0049-201-252552
info@ranke-heinemann.de
www.ranke-heinemann.de

Institut Ranke-Heinemann
Theresiengasse 32
1180 Wien
Österreich
Tel.: 0043-1-4060224
wien@ranke-heinemann.at
www.ranke-heinemann.at

Representative's stamp



CONDITIONS OF ENROLMENT

1. CELUSA reserves the right to vary the course starting dates and course fees.
2. Course fees cover all tuition, handout materials, the use of the library and resource centre, and the reasonable use of computing printing, internet access and audio-visual equipment. The fees do not cover the cost of prescribed or recommended texts.
3. All cancellations and requests for refunds or transfers must be submitted to the Program Support Officer in writing and on the appropriate form.
4. Cancellations will take effect from the date the form is received.
5. The administration fee and accommodation service fee are non-refundable.
6. The first day of new term is devoted to assessment of new students. Continuing students will undertake self-study.
7. There is no fee reimbursement for Australian public holidays or staff development sessions.
8. When an applicant accepts a place offered by CELUSA by paying the fees, a binding contract is created between the student and CELUSA.
9. A student who is expelled by CELUSA will not be entitled to any refund of fees.
10. Written agreement to abide by the Refund Policy is done by signing the Declaration on the CELUSA Application Form. Agreeing to abide by the Conditions of Enrolment and Refund Policy does not remove the right to take further action under Australian consumer protection laws.
11. CELUSA's dispute processes do not circumscribe the student's right to pursue other legal remedies. That is, students dissatisfied with grievance procedure outcomes may take other legal advice or action.

PRIVACY POLICY

CELUSA's Privacy Policy Statement can be viewed on the CELUSA website www.unisa.edu.au/celusa

Personal information may be made available by CELUSA to Commonwealth and State agencies and the ESOS Assurance Fund.

APPLICANT TO COMPLETE Declaration

I declare that the information I have provided is correct and I have read and agree to accept the CELUSA Conditions of Enrolment and Refund Policy overleaf.

Family name _____

Given names _____

Applicant's signature _____

Date _____

Parent's signature (if applicant under 18 years of age) _____

Date _____

REFUND POLICY

Notification period	Refund
Withdrawal	
More than 28 days before start date	90% of fees*
28 days or less before start date	80% of fees*
Any time after start date	No refund paid for next 10 weeks, 70% of remaining fees refunded*
Visa cancelled or renewal rejected	
Visa refused (proof of refusal necessary)	100% of fees*
Visa cancelled (for any reason)	No refund and liability of any outstanding tuition fees
Non-arrival refund request	
Within 12 months of expected start date	30% of fees*
More than 12 months after expected start date	No refund
Late arrival	No refund of missed classes
Other reasons	
Deferral (prior to commencement)	Fees can be transferred to a later start date within 12 months
Leave of absence (after commencement)	Fees can be transferred to a later start date within 12 months
Transfer to SAIBT or packaged institution	100% of balance of fees paid can be transferred to SAIBT or packaged institution e.g. UniSA, LCB, UCL
Transfer to university other than UniSA	70% of balance of fees paid for future courses*
Transfer to another CELUSA program	100% refund of any difference in fees for future courses*
Non-use of guardianship or accommodation service	100%
Student expelled	No refund
Program cancelled	100%
*Application fee not refunded	
Applications for refunds should be made on the <i>Request for refund form</i> available from the Student Services Centre and CELUSA website. The completed form should be forwarded to the Student Services Centre as soon as possible after the reason for a refund arises. Refunds will be paid within 4 weeks in the case of student default, and 2 weeks in the case of CELUSA default.	