

STUDY ABROAD EXCHANGE APPLICATION FORM



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

THIS APPLICATION FORM IS FOR INTERNATIONAL STUDENTS ONLY

This application will not be processed unless all information has been provided. PLEASE PRINT CLEARLY.

Program code		CRICOS Code		Date		OFFICE USE ONLY
(for billing purposes)	10920 – SA Institution	(for DIAC)	039294D – Exchange 1 yr	Entered on IMS		
	10921 – Exchange		039979G – Exchange 6 m	Letter of Offer		
	11279 – SA Direct		039978J – SA 1 yr	COE created		
			013102J – SA 6 m	Matriculated		
				3rd party contact		

SECTION TWO – APPLICATION FOR STUDY PROGRAM

I plan to study in: February July Year
 I plan to study as: Study Abroad student Exchange student
 I will be studying for: One semester One trimester Two trimesters One year

Course code	Course name	Semester		Trimester			OFFICE USE ONLY	
1.		<input type="checkbox"/> Feb	<input type="checkbox"/> July	<input type="checkbox"/> Jan	<input type="checkbox"/> May	<input type="checkbox"/> Sept		<input type="checkbox"/>
2.		<input type="checkbox"/> Feb	<input type="checkbox"/> July	<input type="checkbox"/> Jan	<input type="checkbox"/> May	<input type="checkbox"/> Sept		<input type="checkbox"/>
3.		<input type="checkbox"/> Feb	<input type="checkbox"/> July	<input type="checkbox"/> Jan	<input type="checkbox"/> May	<input type="checkbox"/> Sept		<input type="checkbox"/>
4.		<input type="checkbox"/> Feb	<input type="checkbox"/> July	<input type="checkbox"/> Jan	<input type="checkbox"/> May	<input type="checkbox"/> Sept		<input type="checkbox"/>
5.		<input type="checkbox"/> Feb	<input type="checkbox"/> July	<input type="checkbox"/> Jan	<input type="checkbox"/> May	<input type="checkbox"/> Sept		<input type="checkbox"/>
6.		<input type="checkbox"/> Feb	<input type="checkbox"/> July	<input type="checkbox"/> Jan	<input type="checkbox"/> May	<input type="checkbox"/> Sept		<input type="checkbox"/>
7.		<input type="checkbox"/> Feb	<input type="checkbox"/> July	<input type="checkbox"/> Jan	<input type="checkbox"/> May	<input type="checkbox"/> Sept		<input type="checkbox"/>
8.		<input type="checkbox"/> Feb	<input type="checkbox"/> July	<input type="checkbox"/> Jan	<input type="checkbox"/> May	<input type="checkbox"/> Sept		<input type="checkbox"/>

Campus note: most courses are offered on the main campus at Callaghan. However, some courses are offered on the Ourimbah campus one and a half hours drive south of Newcastle. Please check your course information carefully. Further information regarding course descriptions and timetables is available at: <http://studinfo3.newcastle.edu.au/cts/handbook/handbooksubjectSearch.cfm>

SECTION TWO – PERSONAL DATA

1. Personal details

Title (Mr, Miss, Mrs, Ms, etc.)

Family name

First given name

Other given names

Name as shown in your passport

Date of birth Female Male

Address details (Permanent) International students must provide their overseas home address

Number and street

Suburb/Town/City State

Country Postcode

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2a. Other details

Fax
Email

2b. Country of birth

Please specify

2c. Country of citizenship

Please specify

3. Next of kin (eg. father, mother, relative)

Name
Relationship
Phone (Home) Sex: Female
Phone (Work) Male
Mobile
Name as shown in your passport
Does your next of kin have the same address as you? Yes No If NO, please complete the details below.
Number and street
Suburb/Town/City State
Country Postcode

4. Disabilities

The information provided below will assist the University in monitoring and improving services to assist students with special needs.

Would you like to receive information on support services, equipment and facilities available which may assist you? Yes No

Do you have a disability, impairment or long-term medical condition which may affect you studies? Yes No

If yes, please indicate type of disability that applies (optional)

Hearing Vision Learning Medical Mobility Other _____

5. English language proficiency

If you are applying on the basis of overseas qualifications and/or you are not a permanent resident of Australia, you MUST attach either:

- a certified copy of IELTS, or other English language equivalent test results (eg, TOEFL) taken in the last 24 months; or
- a certified statement from your prior institution stating that English was the language of instruction.

My first language is English

Further information regarding English language proficiency requirements is available at:

http://www.international.newcastle.edu.au/03studyoptions/academic_requirements.html#2

6. Academic record

You must submit with your application:

- Certified academic transcripts of all previous tertiary studies showing all courses attempted, including failures, marks or grades as well as a list of currently enrolled subjects/courses.

(Please send original documents – copies will be accepted only if they are certified); and, if applicable,

- Certified translations of any original documents that are not in English.

Name of institution	Country	Degree	Years studied	Qualification or stage attained	Overall GPA

You are currently: Freshman/1st year Sophomore/2nd year
 Junior/3rd year Senior/4th year Graduate

DECLARATION

I declare that the information I have supplied in this application is correct and complete. I understand that the University may vary or cancel any decision it makes if the information I have supplied is found to be incorrect or incomplete. I recognise that it is my responsibility to provide all documentary evidence requested in this application. I authorise the University to obtain further information where deemed necessary. I agree to comply with the rules governing admission and enrolment of the University. I understand that I am responsible for the prompt payment of any fees related to the program to which I am applying for admission.

I understand that the University may be required to release the information supplied to Commonwealth and State agencies, pursuant to obligations under the Education Services for Overseas Students Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students and I hereby authorise the release of information contained in the Application Form to such agencies.

I understand that the University is required by law to inform the Department of Education, Science and Training of changes to my enrolment and any breach of a student visa condition relating to satisfactory academic performance.

Signature _____

Date / / _____

Send your completed application form to:

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

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Friedrichstrasse 95
10117 Berlin
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1180 Wien
Österreich
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wien@ranke-heinemann.at
www.ranke-heinemann.at



TUITION FEES

The fees listed are in Australian dollars (AU\$) and are the average price of the program per year. The tuition fee each semester may vary according to course selection. The fees do not include international and domestic travel, accommodation and meals, books, living costs or Overseas Health Cover charges.

The fee deposit and, where applicable, the Overseas Student Health Cover are payable on acceptance of an offer of a place in a course or a program. Fees are then payable before the beginning of each new semester. All fees must be paid in full and on time. Non payment of tuition fees by the due date will result in the termination of a student's enrolment.

ENGLISH LANGUAGE INTENSIVE COURSES FOR OVERSEAS STUDENTS (ELICOS)

Full refund of tuition fees

(Payable within two weeks of request or course* start date, whichever first occurs)

The University will make a full refund of tuition fees in the following circumstances:

- Application for a student visa is unsuccessful; or
- The University is unable to provide the tuition for which the offer has been made; or
- An offer of a place is withdrawn by the University; or
- Applicant is unable to satisfy prescribed conditions stipulated in the Offer Conditions.

In the case of either (c) or (d), the University reserves the right to retain an administration charge of AU\$500 and, where applicable, any agent's fee, if the applicant has provided incomplete or incorrect information.

Partial refund of tuition fees

(Payable within four weeks of receipt of notice of withdrawal)

The University may make a partial refund of tuition fees in the following circumstances:

- If written notice of withdrawal is received from a candidate at least 28 days prior to the commencement of a course* all fees are refundable, less an administration charge of AU\$500 and, where applicable, any agent's fee; or
- If written notice of withdrawal is received from a candidate less than 28 days prior to the commencement of a course* all fees are refundable, less an administration charge of AU\$750 and, where applicable, any agent's fee; or
- If the University is unable to offer a specific element of a course* after the student arrives owing to insufficient numbers enrolled, a pro-rata refund will be made; or
- If a student passes the English for Academic Purposes course* earlier than the length of period for which the student initially enrolled, a pro-rata refund will be made.

No Refund of Tuition Fees

The University will not refund tuition fees if written notification of withdrawal from a course* is received after the commencement of the course*. This includes instances where a student may, prior to completion of a course*, sit for an IELTS test, and be successful.

* NOTE: For ELICOS, a course is the period for which tuition has been pre-paid.

Undergraduate, postgraduate, Study Abroad and International Foundation Programs

The University will make a refund of the tuition fees deposit for international students in the circumstances described below.

After the first term of enrolment, students receive a 100 per cent refund if they withdraw before the census date in a term and no refund if they withdraw after the census date.

Refund amount	Circumstances	Time frame for payment of refunds	How to apply for a refund
Full refund of tuition fees	<ul style="list-style-type: none"> ▪ Your application for a student visa is not successful. ▪ The University cancels the program after you have started but before you have completed it. ▪ The program does not commence on the date the University said it would. ▪ The program cannot be completed because the University's registration as an education provider for overseas students is cancelled. ▪ The University withdraws an offer of a place. If you have provided incomplete or incorrect information, the University will retain an administration charge of AU\$500 plus any agent's fees, if applicable. ▪ You are not able to satisfy the conditions set out in your Offer Conditions. If you have provided incomplete or incorrect information, the University will retain an administration charge of AU\$500 plus any agent's fees, if applicable. 	Refunds are paid within two weeks of your request, or by the program start date, whichever occurs first.	<p>Complete an Application for Refund of Tuition Fees form. Forms can be collected from Revenue, Level 3, Student Services Centre, Callaghan campus or by telephoning +61 2 4921 8876 or by email: revenue@newcastle.edu.au</p> <p>Any refunds will be sent to you in your home country and in the local currency, unless you are transferring to another institution in Australia. If you are transferring to another institution, any refund may be paid directly to that institution.</p>
Partial refund of tuition fees	<ul style="list-style-type: none"> ▪ If you notify the University of your intention to withdraw at least 28 days before the start of term, all fees are refundable except an AU\$500 administration fee, plus any agent's fees, if applicable. Notification must be in writing. ▪ If you notify the University of your intention to withdraw less than 28 days before the start of term, or within 28 days after the start of term, the University will retain AU\$3,000 plus any agent's fees, if applicable. The remainder of the fees will be refunded. Notification must be in writing. 	Within four weeks of your request.	<p>Complete an Application for Refund of Tuition Fees form. Forms can be collected from Revenue, Level 3, Student Services Centre, Callaghan campus or by telephoning +61 2 4921 8876 or by email: revenue@newcastle.edu.au</p> <p>Any refunds will be sent to you in your home country and in the local currency, unless you are transferring to another institution in Australia. If you are transferring to another institution, any refund may be paid directly to that institution.</p>
No refund	If you withdraw from a program or course after the census date in a term, the University will not refund any of the fees paid for that program or course for that term.		