Cultivate your English language skills
‘UCELI gave me the opportunity to improve my academic skills and learn about Australian culture at the same time. The mixture of cultures and different people combined with the amazing environment makes UCELI a good place to study. Teachers are professional and gave great support during my study at UCELI. After graduating from my Master degree, I had the opportunity to continue my association with the University of Canberra by becoming a staff member.’

HERWINDU SADEWA - INDONESIA

‘The ELICOS program has lots of fun activities and I learned about Australian culture. The teachers in ELICOS are very wonderful and professional. The University of Canberra is a lovely place.’

KHAJOURNRAT POOLSATITIWAT - THAILAND

‘We have a lot of fun studying English and also activities such as a beach trip, ski trip and Australian BBQs. We also have access to the University’s facilities like the library and computer centre.’

YUJI TOGO - JAPAN
since its establishment in 1969 and is one of the oldest English Language centres in Australia.

DIRECT-ENTRY PATHWAYS TO UNIVERSITY
UCELI courses offer direct entry into University of Canberra and University of Canberra College programs.

No further IELTS Testing is necessary.

HIGHLY QUALIFIED PROFESSIONAL STAFF
Our teachers are well qualified professionals who have graduated from Australian, North American and British universities and have a wide range of international teaching experience.

INNOVATIVE AND INTERACTIVE TEACHING
University of Canberra teaching methods include innovative and interactive teaching approaches. Have fun while you learn.

MODE OF DELIVERY
UCELI instruction is classroom-based and face-to-face. Our International Learning and Teaching Centre (ILTC), the Conversation Club and recreational activities provide valuable learning experiences outside the classroom.

ASSESSMENT METHODS
A number of different methods of assessment will be employed during your UCELI course. Depending on your English level, they may include tests, assignments, research reports, essays, oral presentations, group work and class participation.

CAMPUS LOCATION
UCELI is located on the University of Canberra campus. The park-like atmosphere of the campus, with its native trees and flowers, and its wildlife, adds a uniquely Australian quality to the experience of studying in UCELI. The University of Canberra is located in Belconnen, six kilometres from Canberra City centre.

Buses regularly depart the city centre for Belconnen and it takes 17 minutes to travel from the city by bus. Belconnen town centre and shopping area is one kilometre from the campus.

BEAUTIFUL ENVIRONMENT
The University campus is located amongst a natural, park-like setting of native trees, flowers and wildlife. Students can enjoy a uniquely Australian experience while studying in UCELI.

FACILITIES
UCELI students have access to a self-access centre (the International Teaching and Learning Centre). There is a student common room with microwave ovens and refrigerator. UCELI students have full access to all University facilities such as the computer centre, library, cafes and bookshop. You can also use the University’s sports centre, participate in University events or join one of the many clubs and societies.

FUN LEARNING AND SOCIAL ACTIVITIES
Our school has 200 – 300 students from all over the world. Class sizes are small and our staff create a welcoming and happy atmosphere. We run regular class and whole-school off-campus visits and activities.

RELIGIOUS FACILITIES
Multi-faith prayer facilities are available on campus. Canberra has a number of churches, temples, mosques and spiritual centres where students can practise their faith.

LINKS WITH LOCAL ASSOCIATIONS
There are many associations in Canberra aimed at serving families and students from overseas.

FREE AIRPORT PICKUP
When you arrive in Canberra we will pick you up from the airport free of charge and take you to your accommodation.
ELICOS (English Language Courses for Overseas Students) are accredited, full-time courses for international students who wish to improve their English language skills. Each module commences with an Orientation Program, and concludes with assessment, an excursion and presentation of certificates of completion.

There are 20 hours per week of intensive classroom instruction, plus the extra free options of afternoon IELTS preparation, Conversation Club, and the self-access centre (ILTC).

ELICOS course duration and entry requirements may vary from those stated, depending on the entry levels of the students in the sub-skills of Reading, Writing, Speaking and Listening, and the English language entry requirements for the selected course.

PLACEMENT TEST
All ELICOS students do a Placement Test on arrival. The results will assist teachers to assess your individual needs and ensure that you are placed in the best class for your level.

COURSES

GENERAL ENGLISH COURSE
Courses are available in Elementary, Pre-Intermediate and Intermediate level English.

There are no pre-requisites for the General English Course. However you will sit the UCELI Placement Test to see if you can enter at a higher competency level.

This course:
• Develops abilities in speaking, listening, reading and writing.
• Introduces students to Australian culture, and provides opportunities to practise conversation skills in class and at the weekly Conversation Club meetings.
• Prepares students for higher level UCELI English classes.
• Provides for continuous assessment throughout the course.
• Allows students to enter at the start of each term.

PRE-ACCESS ENGLISH (UPPER INTERMEDIATE LEVEL ENGLISH)
Required Score: IELTS score of 5.0, or equivalent
Duration: 10 Weeks
Successful completion qualifies students for direct entry to the English Access Program, the Postgraduate Preparation Program or the University of Canberra College Diploma program, at the IELTS 5.5 entry level, with no further IELTS testing needed.

This course:
• Is a full time language and basic study-skills preparation course.
• Offers a direct entry pathway into the University of Canberra College Diploma courses, and the higher level UCELI English programs, English Access Program (Undergraduate) and the Postgraduate Preparation Program.
• Is scheduled several times a year before the start of the University of Canberra College courses, and the UCELI advanced level English programs.

ENGLISH ACCESS PROGRAM
Required Score: IELTS score of 5.5, or equivalent
Duration: 20 Weeks
This course prepares successful students to undertake a University of Canberra Bachelors Award. No further IELTS Test is necessary.
• There are four terms of five weeks duration; the length of the course depends on the student’s English level, and the English language entry requirements of the selected undergraduate program. Please contact UCELI staff for advice on the length of English study required.
• The course builds academic English skills and is based on continuous assessment.
• Students develop confidence in using English for both social and study purposes.

POSTGRADUATE PREPARATION PROGRAM
Required Score: IELTS score of 5.5, or equivalent
Duration: 20 Weeks
This course is designed to prepare students for tertiary study at postgraduate level, and offers comprehensive tuition in advanced English language and academic practice. The course runs from 10 to 20 weeks depending on the entry levels of the students in the sub-skills of Reading, Writing, Speaking and Listening, and the English language entry requirements for the selected postgraduate award course. Please contact UCELI staff for advice on the length of English study and the requirements of particular courses.
IELTS PREPARATION COURSES

Required Score: IELTS score of 5.0, or equivalent

Duration: 3–5 Weeks

The University of Canberra is the only IELTS testing centre in Canberra and one of the first IELTS testing centres in Australia. Regular IELTS preparation classes are offered. Our teachers have extensive experience in IELTS preparation and many instructors are accredited and experienced IELTS examiners and markers.

• Full-time, intensive day courses are offered before the start of each University semester intake, including the Summer School in December and January. This full-time, intensive day course is suitable for Student Visa holders.

• Evening courses are available six hours per week for terms of four weeks.

• Saturday courses are run several times per year.

• IELTS tests are conducted twice each month.

For more information on IELTS in Canberra, please consult the website: www.canberra.edu.au/uceli or

T +612 6201 2982
F +612 6201 5089
E uceli@canberra.edu.au

PROFESSIONAL ENGLISH

These customised programs are designed for groups of participants. Please note that they are not available for individual students. The programs provide:

• practical experience in specific language skills needed in your profession.

• the chance to increase your domestic and international work opportunities.

For example: English for Lawyers, English for Auditors and English for Teachers. Please contact UCELI for more information.

T +612 6201 5026
F +612 6201 5089
E uceli@canberra.edu.au

STUDY ABROAD ENGLISH GROUPS

These programs cater for groups of students from visiting international universities or junior colleges. They provide:

• 20 hours per week intensive English tuition.

• focus on functional language skills e.g. travel, shopping, meeting people.

• cultural outings to experience and enjoy Australia.

• an assessment statement for each student’s credit transfer.
Sample of ELICOS Orientation Activities

- 9.00am – 11.00am: Welcome Session, Individual Student Interviews, Student ID cards
- 11.00am – 11.30am: Morning Tea
- 11.30am – 1.50pm: Placement Tests
- 1.50pm – 2.50pm: Lunch
- 2.50pm – 5.50pm: Campus Tour: Information Session with UCELI Staff and International Student Advisor (ISA)
- 5.50pm – 4.50pm: Bus Tour of Canberra

Sample of ELICOS Teaching Days (5 days, 20 hours in class, per week)

- 9.00am – 11.00am: Core Class: Includes grammar, reading, writing activities & vocabulary development
- 11.00am – 1.00pm: Private Study Time: Student can use the ILTC, Resource library, computer facilities or consult with teachers
- 1.00pm – 5.00pm: Listening Skills: Focuses on listening skills including conversations, talks and lectures
- 5.00pm – 5.00pm: Private Study Time

Class-free break 10 – 20 February (includes Anzac Day Holiday)

General English – All Levels
IELTS Preparation

INTENSIVE ENGLISH (ELICOS) DATES FOR 2013

<table>
<thead>
<tr>
<th>MODULE</th>
<th>PLACEMENT TEST AND ORIENTATION DATES</th>
<th>TERM DATES</th>
<th>COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1, 2013</td>
<td>2 January 2013</td>
<td>2 January 2013 – 1 February 2013</td>
<td>General English – All Levels</td>
</tr>
<tr>
<td></td>
<td>Australia Day Holiday – 28 January</td>
<td>IELTS Preparation</td>
<td></td>
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<tr>
<td></td>
<td>Class-free break 2 – 10 February</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>7 &amp; 8 February 2013</td>
<td>11 February 2013 – 15 March 2013</td>
<td>General English – All Levels</td>
</tr>
<tr>
<td></td>
<td>Canberra Day Holiday – 11 March</td>
<td>EAP &amp; PPP: IELTS 5.5 entry for UC Sem 2 2013</td>
<td></td>
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<td>3</td>
<td>14 &amp; 15 March 2013</td>
<td>18 March 2013 – 19 April 2013</td>
<td>General English – all levels;</td>
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<tr>
<td></td>
<td>Easter Holiday: 29 March – 1 April (Anzac Day 25 April)</td>
<td>EAP – IELTS 5.5 entry for UCC Diplomas with 6.0 entry</td>
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<tr>
<td></td>
<td>Class-free break 20 – 28 April (includes Anzac Day Holiday)</td>
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<tr>
<td>4</td>
<td>26 April 2013</td>
<td>29 April 2013 – 31 May 2013</td>
<td>General English – All Levels</td>
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<tr>
<td></td>
<td>Anzac Day Holiday 25 April</td>
<td>EAP &amp; PPP: IELTS 6.0 entry for UC Sem 2 2013</td>
<td></td>
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<td>5</td>
<td>30 &amp; 31 May 2013</td>
<td>5 June 2015 – 5 July 2015</td>
<td>General English – All Levels</td>
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<td>Queen’s Birthday Holiday – 10 June</td>
<td>IELTS Preparation</td>
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<td></td>
<td>Class-free break 6 – 21 July</td>
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<td>18 &amp; 19 July 2013</td>
<td>22 July 2013 – 23 August 2013</td>
<td>General English – All Levels</td>
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<td>26 August 2013</td>
<td>EAP &amp; PPP: IELTS 5.5 entry for UC Sem 1 2014</td>
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<td></td>
<td>27 September 2013</td>
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<td></td>
<td>Class-free break 28 September – 6 October (includes Family &amp; Community Day Holiday)</td>
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<tr>
<td>7</td>
<td>22 &amp; 23 August 2013</td>
<td>8 October 2013 – 8 November 2013</td>
<td>General English – All Levels</td>
</tr>
<tr>
<td></td>
<td>Labour Day Holiday – 7 October</td>
<td>EA P – IELTS 5.5 entry for UCC Diplomas with 6.0 entry;</td>
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<tr>
<td></td>
<td>General English – All Levels</td>
<td></td>
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<tr>
<td></td>
<td>Class-free break 14 December 2013 – 1 January 2014</td>
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<tr>
<td>1, 2014</td>
<td>6 January 2014</td>
<td>5 January 2015 – 6 February 2015</td>
<td>General English – All Levels</td>
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<tr>
<td></td>
<td>6 January 2014</td>
<td>IELTS Preparation</td>
<td></td>
</tr>
</tbody>
</table>

INTENSIVE ENGLISH (ELICOS) DATES FOR 2014

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</thead>
<tbody>
<tr>
<td>1, 2014</td>
<td>6 January 2014</td>
<td>6 January 2014 – 7 February 2014</td>
<td>General English – All Levels;</td>
</tr>
<tr>
<td></td>
<td>Australia Day Holiday: 27 January</td>
<td>IELTS Preparation</td>
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<td></td>
<td>Class-free break 8 – 10 February</td>
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<tr>
<td>2</td>
<td>15 &amp; 14 February 2014</td>
<td>17 February 2014 – 21 March 2014</td>
<td>General English – all levels;</td>
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<tr>
<td></td>
<td>Canberra Day Holiday: 10 March</td>
<td>EAP &amp; PPP – 5.5 entry for UC Sem 2/2014</td>
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<tr>
<td>3</td>
<td>20 &amp; 21 March 2014</td>
<td>24 March 2014 – 24 April 2014</td>
<td>General English – all levels;</td>
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<tr>
<td></td>
<td>Class-free break 26 April – 4 May (includes Anzac Day Holiday and Easter)</td>
<td>EAP – IELTS 5.5 entry for UCC Diplomas with 6.0 entry</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>1 &amp; 2 May 2014</td>
<td>5 May 2014 – 6 June 2014</td>
<td>General English – all levels;</td>
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<tr>
<td></td>
<td>Labour Day Holiday: 7 October</td>
<td>EA P – IELTS 5.5 entry for UC Sem 2/2014</td>
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<tr>
<td>5</td>
<td>5 &amp; 6 June</td>
<td>10 June 2014 – 11 July 2014</td>
<td>General English – all levels;</td>
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<tr>
<td></td>
<td>Class-free break 12 – 27 July</td>
<td>IELTS Preparation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Labour Day Holiday: 6 October, Family and Community Day 15 October</td>
<td>EAP &amp; PPP – 6.0 entry for UC Sem 1/2015</td>
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<tr>
<td>7</td>
<td>28 &amp; 29 August 2014</td>
<td>1 September 2014 – 3 October 2014</td>
<td>General English – all levels;</td>
</tr>
<tr>
<td></td>
<td>Labour Day Holiday: 6 October</td>
<td>EAP &amp; PPP – 5.5 entry for UC Sem 2/2014</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>9 &amp; 10 October 2014</td>
<td>14 October 2014 – 14 November 2014</td>
<td>General English – all levels;</td>
</tr>
<tr>
<td></td>
<td>Labour Day Holiday: 6 October, Family and Community Day 15 October</td>
<td>EAP &amp; PPP – 6.0 entry for UC Sem 1/2015</td>
<td></td>
</tr>
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<td></td>
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<td>Class-free break 20 December 2015 – 5 January 2015</td>
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<td>General English – All Levels;</td>
</tr>
<tr>
<td></td>
<td>6 January 2014</td>
<td>IELTS Preparation</td>
<td></td>
</tr>
</tbody>
</table>

SAMPLE TIMETABLES

Sample of ELICOS Orientation Activities (over two days)
Sample of ELICOS Teaching Days (5 days, 20 hours in class, per week)
PATHWAYS AND FEE TABLES

ENGLISH LANGUAGE PATHWAYS FOR UNDERGRADUATE COURSES

IELTS 5
Pre-Access (10 weeks)

IELTS 5.5
English Access Program Term A (10 weeks)

IELTS 6
English Access Program Term B (10 weeks)
University of Canberra Undergraduate Course
Graduation

NOTE: Higher English entry levels are required for Education and some Health courses.

ENGLISH LANGUAGE PATHWAYS FOR POSTGRADUATE COURSES

IELTS 5
Pre-Access (10 weeks)

IELTS 5.5
Postgraduate Preparation Program Term A (10 weeks)

IELTS 6
Postgraduate Preparation Program Term B (10 weeks)
University of Canberra Postgraduate Course
Graduation

NOTE: Higher English entry levels are required for some postgraduate courses.

ENGLISH LANGUAGE PATHWAYS FOR UNIVERSITY OF CANBERRA DIPLOMA COURSES

IELTS 5
UCELI Pre-Access (10 weeks)

IELTS 5.5
UCC Extended Diploma Term 1 (15 weeks)

IELTS 6
UCC Diploma Term 2 (15 weeks)
UCC Diploma Term 3 (15 weeks)
University of Canberra Undergraduate Course (2nd year entry)

NOTE: Higher English entry levels are required for Education and some Health courses.

DISCLAIMER

Students please note that the number of weeks of study may vary according to your IELTS sub-scores and the UC award program you choose. EAP courses generally run for 10—20 weeks.

Please seek the advice of UCELI staff: uceli@canberra.edu.au

FEES*

<table>
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<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
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<tr>
<td>Tuition fee (per week)</td>
<td>$385</td>
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<tr>
<td>Enrolment fee (once only)</td>
<td>$200</td>
</tr>
<tr>
<td>Overseas student health cover (per month)</td>
<td>$43</td>
</tr>
<tr>
<td>Homestay fee (per week)</td>
<td>$210–$285**</td>
</tr>
<tr>
<td>Airport pick-up (optional)</td>
<td>Free</td>
</tr>
<tr>
<td>Text books and materials (depending on level)</td>
<td>$120</td>
</tr>
</tbody>
</table>

* For information on fees for 2014, please contact UCELI staff: uceli@canberra.edu.au
** Please refer to the Homestay information on page 8.
On campus

Living on campus can enhance your university experience, allowing you to become part of a close knit campus community. The University Residences or ‘Ressies’ as they are known, are home to more than 1400 students from Australia and around the world. About 40% of our population come from overseas. Living on Ressies has a number of advantages including the comprehensive support network, easy access to campus facilities, regular residential-life events, local shops, and public transport.

There is a counsellor for residential students, activities and sports convenors, and academic assistants. Security staff patrol the Ressies grounds and provide 24-hour telephone contact, providing you with a safe living environment.

The University of Canberra Village also considers the needs of students from different countries on request, for example women only accommodation, graduate/mature age only accommodation.

The demand for on campus accommodation is high, so the earlier you apply online the better your chance of securing a place.

Welfare arrangements for Under-18 students:

Students who are at least 17 years of age may study in UCELI if appropriate guardianship and welfare arrangements are in place. One of the following must be organised, (1) living with a parent or legal custodian; or (2) living with a relative over 21 years of age in Canberra who is nominated by a parent or legal guardian; or (3) the appointment of a carer provided by the University’s approved guardianship provider, the International Student Alliance (ISA).

Information on ISA and how to apply for guardianship services can be found at www.studentguardians.com

Group house

A group house is set up by a group of people, who take the responsibility of renting a house from a landlord. They share all expenses and the maintenance of the home. The cost is approximately $170 to $200 per student, per week. Food, electricity, and telephone will be an additional cost. This type of accommodation cannot be organised before you arrive.

HomE RENTAL

For students studying at the University who have brought their families with them, there is a wide range of houses and apartments for rental in Canberra, priced from $380 to $450 per week for two to three bedroom apartments. Visit the following sites for private rental listings:

- www.allhomes.com.au
- www.canberra.edu.au/residences/off-campus/share-accommodation

WELFARE ARRANGEMENTS FOR UNDER-18 STUDENTS:

Students who are at least 17 years of age may study in UCELI if appropriate guardianship and welfare arrangements are in place. One of the following must be organised, (1) living with a parent or legal custodian; or (2) living with a relative over 21 years of age in Canberra who is nominated by a parent or legal guardian; or (3) the appointment of a carer provided by the University’s approved guardianship provider, the International Student Alliance (ISA).

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<table>
<thead>
<tr>
<th>Residence House</th>
<th>Weekly Rate</th>
<th>Security Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLV</td>
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<td></td>
</tr>
<tr>
<td>College House*</td>
<td>$233.00</td>
<td>$1,024.00</td>
</tr>
<tr>
<td>International House*</td>
<td>$170.00</td>
<td>$772.00</td>
</tr>
<tr>
<td>New Ressies*</td>
<td>$161.00</td>
<td>$736.00</td>
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<tr>
<td>Old Ressies*</td>
<td>$147.00</td>
<td>$680.00</td>
</tr>
<tr>
<td>University Village*</td>
<td>$36.00</td>
<td>$636.00</td>
</tr>
<tr>
<td>Five Bedroom Apartment*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Residents, single occupancy</td>
<td>$201.00</td>
<td>$896.00</td>
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<tr>
<td>Two Bedroom Apartment*</td>
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<tr>
<td>One Bedroom Apartment*</td>
<td>$318.00</td>
<td>$1,364.00</td>
</tr>
<tr>
<td>One Bedroom Apartment – dual occupancy*</td>
<td>$350.00</td>
<td>$1,584.00</td>
</tr>
</tbody>
</table>

| UniLodge @ UC                                 | Weekly NRAS Rate |                  |
| Single Studio*                                | $230.00        | $1,088.00        |
| Double Studio*                                | $360.00        | $1,088.00        |
| Studio Twin Share*                            | $180.00        | $720.00          |
| Studio Twin Share Large*                      | $190.00        | $832.00          |
| 3 Bedroom Apartment*                          | $212.00        | $800.00          |
| 4 Bedroom Apartment*                          | $212.00        | $800.00          |
| 7 Bedroom Apartment*                          | $202.00        | $760.00          |
University Bachelor or Masters courses
Are you intending to study an award course at UC after your English course?
☐ Yes ☐ No

If yes, please do not complete this form. Visit the URL below and apply directly to the University of Canberra.
www.canberra.edu.au/int-future-students/apply

Have you previously studied at, or applied to, the University of Canberra (UC) or University of Canberra College (UCC)? (Tick one)
☐ Yes
☐ No

Please indicate your previous student ID No. (If known)

Family name or surname

Given names

Previous or former surname

Date of Birth / / Female Male

Address for correspondence

Telephone (work) ( )

Telephone (home) ( )

Email

Country of residence
What is your country of permanent residence?

Have you applied for a Permanent Resident Visa to Australia? (Tick one)
☐ Yes ☐ No

Nationality

Course preferences (ELICOS)
Which ELICOS program do you want to study?
☐ Postgraduate Preparation Program
(subject to satisfactory performance in UCEL English entry test)

☐ English Access Program (Undergraduate entry)
(subject to satisfactory performance in UCEL English entry test)

☐ General English or Pre-Access

☐ IELTS Preparation

When do you want to start your English course?

Number of weeks

How many weeks do you intend to study English?
I declare that the information I have supplied on this form is, to the best of my understanding and belief, complete and correct. I understand that the giving of false or incomplete information may lead to the refusal of my application or cancellation of enrolment. I give permission to the University to obtain official records from any educational institution attended by me. If my application is successful, I authorise the University to provide my name, address and course name to the relevant on-campus student associations.

I also authorise the University to supply any relevant official University records to educational institutions to which I am seeking admission and to government and other Australian university bodies. If my fees are being paid by a sponsoring organisation I also consent to the University liaising with that organisation regarding my academic progress. I understand that information supplied by me to the University of Canberra may be made available to Australian Commonwealth and State government agencies in accordance with the University’s obligations under the ESOS Act 2002 and the National Code, available from www.dest.gov.au. These obligations include the requirement to advise the appropriate Commonwealth Department of changes to my enrolment and any breach of my student visa conditions relating to my attendance or academic progress. I understand that I will be required to comply with all student visa regulations imposed by the Department of Immigration and Citizenship.

I accept liability for payment of all fees as explained in Course Dates and Fees Outline. I have read and understood the Refund Policy*, and agree to abide by it. I understand that living expenses in Australia may be higher than in my own country and I confirm that I am able to meet these costs.

*Available at www.canberra.edu.au/ucoli
REFUND POLICY

RELATING TO STUDENTS OF THE UNIVERSITY OF CANBERRA ENGLISH LANGUAGE INSTITUTE (UCELI)

Before your arrival and course start date

1. If your application for a student visa is unsuccessful, you should inform UCELI of this as soon as possible and include the original rejection letter that you received from the Australian diplomatic mission. You will receive a 100% refund of the tuition fees you paid.

2. If you change your mind about studying in UCELI before getting your visa, you should advise UCELI in writing of this decision and return the Confirmation of Enrolment (if it has not already been lodged with the Australian diplomatic mission). You will receive a 100% refund of the tuition fees you paid.

3. If you change your mind within 4 weeks leading up to the commencement of your course, 20% of the tuition fees will be deducted for administration costs.

4. If after you get your visa, you are unable to travel to Australia because of family illness or other compelling circumstances, you should advise the immigration office of this and arrange for your visa to be cancelled, and then provide UC with evidence of this cancellation. You will receive a 100% refund of the tuition fees you paid.

5. If UCELI is unable to provide the course for which you have been accepted or the course does not commence on the agreed date, UCELI will refund 100% of your tuition fees.

After your arrival and course commencement:

6. There are no refunds after the commencement of a module. If special circumstances arise or you do not wish to continue, it is not possible to receive a refund for fees after you have commenced the term. For consideration of a refund for later terms, please contact UCELI administrative staff.

7. If at any time during your English course you qualify according to academic requirements and under student visa regulations to move on to academic studies, any further tuition fees held by UCELI may not be refunded but will be transferred to your new course.

Late arrivals:

8. If you arrive late, you will be permitted to commence class up to two weeks after the start date depending on the duration of your course. You are not eligible for a refund for the weeks that you missed. Teaching staff will assist you to catch up.

9. If UCELI or its articulation partners are deemed at fault for your late arrival, you will be eligible for a refund for the weeks that you missed.

10. Request for a refund should be in writing, addressed to the Administrative Officer, UCELI. The letter should be delivered by mail or in person, or faxed to +61 2 6201 5089. The refund will be processed within four weeks.

11. If UCELI is unable to provide the course for which you have been accepted or the course does not commence on the agreed date, UCELI will refund 100% of your tuition fees.

12. Refunds will be reimbursed in AUD only and the payment will be made by bank draft or direct bank account deposit to the same name as the original payment.

STUDENT GRIEVANCE RESOLUTION

On your arrival at UCELI you will be informed of the Student Grievance Resolution Procedure which operates in UCELI. Use of these Student Grievance Procedures however does not prevent you from exercising your rights to other legal remedies or remove the right to take further action under Australia’s consumer protection laws.

Please note that UCELI is required to advise the Department of Immigration and Citizenship (DIAC) of changes to your study program, and a withdrawal of your application may result in changes to your entitlement to enter or remain in Australia.

ADDITIONAL INFORMATION FOR STUDENTS

For the following information, please refer to the UCELI website:

- grounds for deferment, suspension or cancellation of a student’s enrolment;
- a web link to the National Code of Practice under the Education Standards for Overseas Students (ESOS) Act;
- information on schooling options for school-aged dependants of intending students, including that school fees may be incurred.

www.canberra.edu.au/uceli