



# English Language Courses

## Application Form

**English for Academic Preparation (EAP) (060007G) – Caulfield campus**

**IELTS Preparation Course (057853F) – City (Queen Street)**

**TOEFL iBT Preparation Course (057852G) – City (Queen Street)**

### Course dates

Start dates for the above courses are the same. You can commence any level on any of these dates.

2008	Start	Finish	Number of weeks
	4 September	10 October	5
	9 October	14 November	5
	13 November	19 December	5
2009	Start	Finish	Number of weeks
	5 January	6 February	5
	9 February	13 March	5
	16 March	17 April	5
	20 April	22 May	5
	25 May	26 June	5
	29 June	31 July	5
	3 August	4 September	5
	7 September	9 October	5
	12 October	13 November	5
	16 November	18 December	5

Interested students should refer to [www.monash.edu/englishcentre/dates](http://www.monash.edu/englishcentre/dates) for course dates or contact Monash University English Language Centre who will advise you when the next course is scheduled to commence.

### Fees

#### • English for Academic Preparation (EAP)

Course duration	Enrolment fee (AUS)	Tuition fee per week (AUS)
5 – 50 weeks	\$200	\$370

#### • IELTS Preparation

Course duration	Enrolment fee (AUS)	Tuition fee per week (AUS)
5 – 30 weeks	\$200	\$370

#### • TOEFL iBT Preparation

Course duration	Enrolment fee (AUS)	Tuition fee per week (AUS)
5 – 10 weeks	\$200	\$370

[www.monash.edu/englishcentre/fees](http://www.monash.edu/englishcentre/fees)

Information in this Application Form is correct as of September 2008.

Course dates and fees are subject to change.

Visit [www.monash.edu/englishcentre](http://www.monash.edu/englishcentre) for the latest information

### Health insurance

While in Australia, international students must have Overseas Student Health Cover (OSHC). Immediate family members who join you must also be covered. Your OSHC fee must be paid before your visa can be issued, and you will need to renew it annually.

**Note: Students on a packaged offer are required to purchase 12 months OSHC cover.**

Duration	Single (\$AUD)	Family (\$AUD)
Up to 3 months	\$93	\$186
Up to 6 months	\$185	\$370
Up to 9 months	\$278	\$556
Up to 12 months	\$370	\$740

Telephone (+61 3) 9627 4852  
Email [study@monash.edu](mailto:study@monash.edu)  
[www.monash.edu/englishcentre](http://www.monash.edu/englishcentre)

# Application Form

Please print boldly using BLOCK letters. All sections must be completed.

## Section A – Visa-related information

### Are you currently in Australia?

**Yes** Please state your visa type (eg. students, tourist, working holiday, etc): \_\_\_\_\_  
Expiry date:

**No** Please state the type of visa you will apply for (eg. Students, tourist, working holiday, etc): \_\_\_\_\_

## Section B – Personal details

Family name: (as in passport)	Given names: (as in passport)
Date of birth: Day / Month / Year	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Nationality: (as in passport)	Country of birth: (as in passport)
Passport number:	Home address:
Postal address:	
Country: Postcode:	Country: Postcode:
Telephone: ( ) Fax: ( )	Mobile:
Email: (mandatory)	

## Section C – Parent /Guardian details: please complete this section if you will be under 18 years of age at the time of enrolment.

Refer to [www.monash.edu/international/u18](http://www.monash.edu/international/u18) for more information.

Family name:	Given names:
Relationship to student:	
Postal address:	
City:	Country: Postcode:
Home telephone: ( )	Fax: ( )
Business telephone: ( )	Fax: ( )
Email: (mandatory)	Mobile:

## Section D – Application details

Have you previously applied to Monash University or Monash College?  Yes  No

Please state Monash ID number (if known):

This application form is submitted by:

- Self (direct applicant)  
 Monash registered agent. Name: \_\_\_\_\_  
 Other (eg. sponsor, AUSAID, etc.) Name: \_\_\_\_\_ Attach supporting documentation.

## Section E – Course preference

Please select your preferred Monash University English Language Centre (MUELC) course you are applying for:

- English for Academic Preparation (EAP) – Caulfield campus  
 IELTS Preparation Course – City campus (Queen Street)^  
 TOEFL iBT Preparation – City campus (Queen Street)^

Number of weeks:	Start date: Day / Month / Year (Refer to "Course dates" listed on the cover of this application form or go to <a href="http://www.monash.edu/english-centre/dates">www.monash.edu/english-centre/dates</a> )
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^City campus at Queen Street is subject to availability; where all available places have been filled the student will be offered the Caulfield campus location.

# Application Form

Please print boldly using BLOCK letters. All sections must be completed.

## Section F – English language proficiency

<input type="checkbox"/> IELTS Attach original results or documents or arrange for results to be sent to Monash by your testing centre. If you have not yet sat an IELTS exam but intend to do so, please indicate when you will sit the test. Date of exam <input type="text" value="Day / Month / Year"/> Results attached? <input type="checkbox"/> Yes <input type="checkbox"/> No Overall score <input type="text"/> Listening score <input type="text"/> Reading score <input type="text"/> Writing score <input type="text"/> Speaking score <input type="text"/>	<input type="checkbox"/> TOEFL Attach original results or documents or arrange for results to be sent to Monash by your testing centre. If you have not yet sat a TOEFL exam but intend to do so, please indicate when you will sit the test. Date of exam <input type="text" value="Day / Month / Year"/> Results attached? <input type="checkbox"/> Yes <input type="checkbox"/> No Score <input type="text"/> TWE/ER score <input type="text"/>	<input type="checkbox"/> TOEFL iBT Attach original results or documents or arrange for results to be sent to Monash by your testing centre. If you have not yet sat TOEFL iBT exam but intend to do so, please indicate when you will sit the test. Date of exam <input type="text" value="Day / Month / Year"/> Results attached? <input type="checkbox"/> Yes <input type="checkbox"/> No Overall score <input type="text"/> Listening score <input type="text"/> Reading score <input type="text"/> Writing score <input type="text"/> Speaking score <input type="text"/>
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Please note, IELTS is the only English proficiency test currently accepted by the Australian Government for visa applications from certain countries. The test must be taken within 2 years of course commencement. Exemptions apply. For further information visit [www.immi.gov.au/students/index.htm](http://www.immi.gov.au/students/index.htm)

## Section G – Privacy

The information on this form is primarily used to assess your application for entry to a Monash University English Language Centre (MUELC) course. It is also used to create an enrolment record on the application management system and the student database, to prepare statistical analysis, and to inform you about your course and other English/university courses/events. If you do not complete all the questions on this form, it may not be possible for Monash University to process your application for enrolment in a MUELC course. Personal information may be collected from, or disclosed to, relevant bodies for the verification of your previous qualifications, and it may be disclosed to government agencies, as required by legislation (e.g. DIAC) for your visa application and to MUELC for assessment of your application. The information on this form will be disclosed to Hobsons Australia Pty Ltd to assist in the processing, administration and management of applications for MUELC courses. Information may also be shared with the registered agent you appoint to assist with your application for entry or visa processing. You have a right to access personal information that Monash University holds about you, subject to legislation. If you wish to access or inquire about the handling of your personal information, please contact the University privacy officer at: [privacyofficer@adm.monash.edu.au](mailto:privacyofficer@adm.monash.edu.au) Privacy legislation only applies to students who study in Australia.

## Section H – Conditions of Enrolment

Monash University English Language Centre will provide tuition to me in the course/s for which I am enrolled, subject to my working regularly and systematically through the course/s in accordance with instructions and provided that all fees and charges are paid by the due dates.

I acknowledge that:

- Any variation in these Conditions of Enrolment must be in writing and be signed on behalf of Monash University English Language Centre (MUELC).
- It is a condition of enrolment that I attend all scheduled classes except where there is a legitimate reason for non-attendance acceptable to MUELC. If my enrolment is terminated due to a breach of this condition, I understand and agree that I am not entitled to a refund of any fees or other charges paid under these Conditions of Enrolment.
- All lessons and any materials supplied by MUELC are copyright and remain the property of MUELC. Any unauthorised copying may constitute a breach of the Copyright Act 1968 (as amended).
- I am required to use my best endeavours to meet the requirements of the program and to abide by the rules and regulations of MUELC in respect to the running of MUELC and the conduct of its students. If I breach any of these rules or my behaviour is deemed unacceptable by MUELC, my enrolment may be cancelled, and I agree that I will not be entitled to a refund of any fees or other charges paid under these Conditions of Enrolment.
- I may be required to attend organised activities as part of my course.
- I authorise MUELC to obtain medical treatment for me should MUELC deem such action necessary. I agree to indemnify MUELC for any expenses, loss, damage or liability of any nature occasioned as a result of authorising and arranging any emergency medical treatment.
- I agree that I am responsible for my own books, equipment and personal items and I hereby release and indemnify MUELC from all liability and claims for any loss or damage of such items, however caused.
- I understand the conditions under which I may become entitled to a refund of any fees or other charges paid, as detailed in these Conditions of Enrolment, and agree that MUELC may retain any monies paid.
- Overseas Student Health Cover (OSHC) is compulsory for all international students while they are in Australia on a student visa. I understand that I am required to pre-pay the correct amount in accordance with the length of my stay in Australia.
- If I am in Australia on a Tourist or other Visa I must provide MUELC with evidence of adequate medical and travel insurance upon arrival.
- I must provide MUELC with my address and inform MUELC of all changes of my address. I understand that my personal information may be made available by MUELC to Australian government authorities, namely, Department of Immigration and Citizenship (DIAC) or Department of Education, Employment and Workplace Relations (DEEWR).
- I understand that MUELC is required by law to inform the Department of changes to my enrolment and any breach of my student visa conditions relating to attendance or unsatisfactory academic performance.
- I understand that MUELC has an approved grievance policy (see [www.monash.edu/englishcentre/resources/muelc-grievancepolicy-feb08.pdf](http://www.monash.edu/englishcentre/resources/muelc-grievancepolicy-feb08.pdf)), a copy of which is available on enrolment or earlier by request. I understand that MUELC's dispute resolution processes do not prevent me from taking further action under Australia's consumer protection laws.

## Section I – Student Fees, Refunds and Transfers

### 1 Transfer of Fees

- Tuition fees are only transferable to formal award courses. Evidence of acceptance into the award course by the new institution must be provided when transfer of fees is requested.
- No transfers will be made to another ELICOS Centre or to another student.
- MUELC will retain an administration fee of no more than 30% of the cancelled portion of fees paid.
- The enrolment fee will not be transferred.

### 2 Refund of Fees

**Full Refund** – MUELC agrees to a full refund of tuition fees paid in Australian dollars to the original fee paying party within 28 days:

- of MUELC refusing the application for enrolment;
- on presentation of certified evidence that the Australian immigration authority has rejected the student's application for a student visa;
- where written notice of cancellation is received more than 28 days prior to commencement of the course; or
- where MUELC is unable to provide the course.

**Partial Refund** – MUELC agrees to refund in Australian dollars to the original fee paying party, within 28 days of receipt of written notice of cancellation by the student, all tuition fees paid less the amounts to be retained as detailed in the circumstances below:

- If written notice of cancellation is received less than 28 days prior to the commencement of the course, MUELC will retain a non-refundable amount equivalent to 5 weeks of the tuition fee.

**No Refund** – The enrolment fee will not be refunded.

A refund will not be given if:

- written notice of withdrawal is received after enrolment or the commencement date of the course; or
- the student fails to enrol.

**Refund of Overseas Student Health Cover (OSHC)** – Where a student has not arrived and has never resided in Australia, Monash University Fees Unit will claim the OSHC refund from the insurer on behalf of the student. Monash University Fees Unit will forward the OSHC refund to the student upon receiving the refund from the insurer.

### 3 Procedure for Requesting Transfer or Refund of Fees

All requests must be made on the Transfer of Fees / Refund Form ([http://monash.edu.au/englishcentre/forms/muelc\\_refund.pdf](http://monash.edu.au/englishcentre/forms/muelc_refund.pdf)) and must be accompanied by supporting documentation.

### 4 Complaints and Appeals

In the event that the student or fee paying party wishes to contest MUELC's rejection of their request for a refund, the student or fee paying party may access the Centre's dispute resolution procedures (<http://monash.edu.au/englishcentre/resources/muelc-student-complaint-procedure>).

This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take further action under Australian consumer protection laws.

In the unlikely event that MUELC is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by MUELC at no extra cost to you. You have the right to choose whether you would prefer a refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement. Finally, should MUELC be unable to provide a refund or place you in a suitable alternative course, the ESOS Assurance Fund Manager (<http://esosassurancefund.com.au/>) will attempt to place you in a suitable alternative course or if this is not possible, you will be eligible for a refund as calculated by the Fund Manager.

For more information visit, [www.monash.edu/englishcentre](http://www.monash.edu/englishcentre)

## Declaration

I declare that I have read the instructions on this Application Form and that the information provided by me is true and complete. I recognise that it is my responsibility to provide all necessary documentation to support my application and I authorise Monash University and the Monash University English language Centre (MUELC) to obtain further relevant documentation where necessary. I acknowledge that Monash University and the Monash University English language Centre reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect, fraudulent or incomplete information. I accept that information provided by me will be retained by Monash University and will be made available to Monash University English Language Centre, and Commonwealth and State agencies, pursuant to obligations under the ESOS Act 2000 and the National Code. I have read and understand the above conditions and am prepared to accept them in full.

Signed  
(student)

Signed  
(parent, legal  
guardian\*)

\* If student is under the age of 18

Date

Day / Month / Year

Date

Day / Month / Year

### Return this form to:

Monash University English Language Centre  
International Recruitment Services  
871 Dandenong Road  
Caulfield East, Victoria 3145  
Australia

CRICOS provider: Monash College Pty Ltd 01857J

### Help with this application:

Telephone (+61 3) 9627 4852  
Email [study@monash.edu](mailto:study@monash.edu)  
[www.monash.edu/international](http://www.monash.edu/international)