

## INTERNATIONAL APPLICATION FORM

### GENERAL INFORMATION

- All fields must be completed in order for this application to proceed for assessment
- Please print clearly in **BLOCK LETTERS**
- Please tick boxes where appropriate

### 1. WHO MUST USE THIS APPLICATION

- A student who is **not** a citizen of Australia or an Australian permanent resident or a citizen of New Zealand; and
- If you are applying for an INSEARCH English course, UTS Foundation Studies program, and/or INSEARCH diploma course.

All applicants for UTS Foundation Studies or INSEARCH diploma courses must supply the following documents with their application:

- Certified copies\* of your high school results or other academic transcripts including college and university transcripts (if you have undertaken higher education studies)
- Detailed resume (if you are a mature-age applicant)
- A certified\* translation of any document that is not in English
- A certified\* copy of your IELTS or TOEFL results (if required)
- If you have changed your name official documents must be included
- Certified\* copies must be accompanied by an English translation.

\*A certified copy is a photocopy signed by an authorised officer to acknowledge that they have sighted the original document and it matches exactly.

Authorised officers are:

- INSEARCH Student Services staff
- The institution that issued the documents
- A Justice of the Peace or Public Notary
- An Australian Embassy, Consulate or Education Centre
- An INSEARCH representative office or channel partner

You cannot certify your own documents, even if you belong to one of the categories listed above.

#### How should the authorised officer certify each document?

On the document the certifying officer must print *"I certify this to be a true copy of the document shown and reported to me as the original."* They must print their name, address, contact telephone number, profession/occupation or organisation, the certifying officer must date and sign the document copy and include the official stamp or seal of the certifying officer's organisation on the copy, if the organisation has such a stamp.

### 2. COURSE START DATES

FOUNDATION AND DIPLOMA SEMESTER START DATES FOR 2010 - 2011			
INTAKE	START	2 SEMESTER PROGRAM ACCELERATED FINISH	3 SEMESTER PROGRAM STANDARD FINISH
June 2010	7 June 2010	28 Jan 2011	27 May 2011
October 2010	5 Oct 2010*	27 May 2011	23 Sept 2011
February 2011	7 Feb 2011	23 Sept 2011	27 Jan 2012

All international students under the age of 18 must have a carer. The carer can be either an INSEARCH approved over 18 Homestay or a relative approved by the Department of Immigration and Citizenship (DIAC). All students are required to attend Orientation. Please note that if you miss the course commencement date you may not be able to access the English level of your first choice.

INSEARCH closes on Australian public holidays and for two weeks at Christmas. There is a two week break between every 15 week semester of Academic courses. The above course lengths indicate minimum duration. Applications for full-time English courses are only accepted for the full five week terms as per the published dates.

\*INSEARCH courses will not run on Australian public holidays. For more information on INSEARCH dates and Australian public holidays please visit [www.insearch.edu.au](http://www.insearch.edu.au)

ENGLISH LANGUAGE COURSES START DATES 2010		
TERM	START	FINISH
Term 1	4 January	5 Feb
Term 2	8 February	12 March
Term 3	15 March	16 April
Term 4	19 April	21 May
Term 5	24 May	25 June
Term 6	28 June	30 July
Term 7	2 August	3 September
Term 8	6 September	8 October
Term 9	11 October	12 November
Term 10	15 November	17 December

UTS COURSES 2010*		
SEMESTER	START	FINISH
Orientation for international students	15 February	26 February
Semester 1	1 March	2 July
Orientation for international students	26 July	30 July
Semester 2	8 August	3 December

UTS COURSES 2011*		
SEMESTER	START	FINISH
Orientation for international students	14 February	25 February
Semester 1	28 February	1 July
Orientation for international students	25 July	29 July
Semester 2	1 August	2 December

\* Please check the UTS website for up-to-date semester dates.

### 3. COURSE FEES 2010

COURSE	TUITION FEE PER WEEK AU\$	TOTAL COURSE FEE AU\$		UNIT FEES AU\$	PACKAGE FEES AU\$*	UNIT FEES FOR PACKAGES AU\$*
		2 SEMESTER (ACCELERATED)	3 SEMESTER (STANDARD)			
<b>COURSE LENGTH</b>						
<b>ENGLISH</b>						
Academic English Program (AEP)	\$425	-	-	-	-	-
Direct Entry English Program (DEEP)	\$425	-	-	-	-	-
IELTS Preparation	\$425	-	-	-	-	-
<b>FOUNDATION STUDIES</b>						
All Streams	-	\$18,000	\$24,000	-	-	-
<b>DIPLOMA</b>						
Communication (Public Relations)	-	\$20,510	\$20,510	\$2,930.00	\$19,484.50	\$2,783.50
Business	-	\$21,150	\$21,150	\$2,350.00	\$20,092.50	\$2,232.50
Information Technology	-	\$22,500	\$22,500	\$2,500.00	\$21,375.00	\$2,375.00
Design (Visual Communication)	-	\$22,500	\$22,500	\$2,500.00	\$21,375.00	\$2,375.00
Science	-	\$22,500	\$22,500	\$2,500.00	\$21,375.00	\$2,375.00
Engineering	-	\$22,500	\$22,500	\$2,500.00	\$21,375.00	\$2,375.00

The international student processing fee of AU\$250 is only payable once when an international student applies to INSEARCH for the first time.

The above diploma fees are based on no failures. Any diploma subjects that need to be undertaken a second time will require payment of the relevant unit fee.

\* An INSEARCH academic package is comprised of a UTS Foundation Studies program and an INSEARCH diploma course but can also include a preliminary English course. Students undertaking an INSEARCH academic package will receive 5% discount off the total English (if applicable) and diploma tuition fees.



## 7. ACADEMIC COURSE SELECTION DETAILS (CONTINUED)

### Diploma Program

Accelerated (2 semester program)       Standard (3 semester program)

Please select a stream:

- |   |  |
|---|--|
| <input type="checkbox"/> Business (070300G)                         | <input type="checkbox"/> Business (053606J)                        |
| <input type="checkbox"/> Information Technology (70299G)            | <input type="checkbox"/> Information Technology (53604M)           |
| <input type="checkbox"/> Design (Visual Communication) (070306B)    | <input type="checkbox"/> Design (Visual Communications) (053608G)  |
| <input type="checkbox"/> Communication (Public Relations) (070303E) | <input type="checkbox"/> Communication (Public Relations) (53609F) |
| <input type="checkbox"/> Science (70302F)                           | <input type="checkbox"/> Science (70301G)                          |
| <input type="checkbox"/> Engineering (70305C)                       | <input type="checkbox"/> Engineering (70304D)                      |

When do you want to start your diploma program?

June intake 2010       October intake 2010       February intake 2011

### Preferred course at UTS

University course name \_\_\_\_\_

Major \_\_\_\_\_

Course CRICOS Code \_\_\_\_\_

## 8. ACADEMIC HISTORY Full education history required - Attach certified photocopies of school, college, university certificates

LEVEL OF CURRENT AND/OR COMPLETED HIGH SCHOOL	YEARS STUDIED	NAME OF SCHOOL, COLLEGE OR INSTITUTION	QUALIFICATION COMPLETED	COUNTRY IN WHICH STUDY WAS UNDERTAKEN

Are you sitting for end of year examinations?       Yes       No

If yes, when will the results be available? \_\_\_\_\_

## 9. ACCOMMODATION DETAILS

### Accommodation Fees

ITEM	DESCRIPTION	AU\$
Homestay	Booking Fee	\$250
	Single	\$240 per week
	Twin Share	\$270 per week
	Under 18 years of age - Single	\$320 per week
	Under 18 years of age - Twin Share	\$295 per week
Airport Welcome Service	-	\$150

- All accommodation fees are subject to change without notice.
- Accommodation booking fees are non-refundable and payable once only.
- Twin share accommodation is subject to availability.
- Homestay fees include two meals per day.
- Prices include GST where applicable.
- Under 18 years of age single and twin share accommodation fees include a \$30 carer fee.
- Homestay will be arranged for a minimum of five weeks.

For further information, please contact [homestay@insearch.edu.au](mailto:homestay@insearch.edu.au)

Do you smoke?       Yes       No

Would you prefer Homestay with pets?       Yes       No

Would you prefer Homestay with children?       Yes       No

Do you have any allergies?       Yes       No

If yes, please provide details \_\_\_\_\_

Do you have any special dietary requirements?       Yes       No

If yes, please provide details \_\_\_\_\_

## 10. OVERSEAS STUDENT HEALTH COVER

The Australian Government requires students on a student visa to have Overseas Student Health Cover (OSHC). OSHC cards are arranged by INSEARCH when students are enrolled on arrival at INSEARCH.

Do you have OSHC?       Yes       No

If you currently hold an OSHC through MEDIBANK, card number: \_\_\_\_\_

### 2010 Overseas Student Health Cover Premiums (OSHC)

PERIOD OF STAY IN AUSTRALIA	SINGLE AU\$	FAMILY* AU\$
3 months	<input type="checkbox"/> AU\$97.20	<input type="checkbox"/> AU\$194.40
6 months	<input type="checkbox"/> AU\$194.40	<input type="checkbox"/> AU\$388.80
9 months	<input type="checkbox"/> AU\$291.60	<input type="checkbox"/> AU\$583.20
12 months	<input type="checkbox"/> AU\$388.80	<input type="checkbox"/> AU\$777.60

All premiums are GST inclusive and in Australian dollars. The above fees are payable by students commencing courses after 1 January 2010.

### OSHC is a government requirement.

\*Family includes the student, the spouse of the student and any dependant children of the student up to 18 years of age who have been authorised to enter and remain with the student and who are residing at the same place of residence as the student in Australia.

## 11. HOW DID YOU HEAR ABOUT INSEARCH?

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> School                      | <input type="checkbox"/> College                 | <input type="checkbox"/> Advertisement |
| <input type="checkbox"/> Australian Education Centre | <input type="checkbox"/> Embassy/High Commission | <input type="checkbox"/> Exhibition    |
| <input type="checkbox"/> Agent/Representative Office | <input type="checkbox"/> Friend/Relative         | <input type="checkbox"/> UTS           |
| <input type="checkbox"/> Other (Specify) _____       |  |  |

## 12. AGREEMENT

I understand that this application form, together with the offer or provisional offer letter provided to me as a result of this application, forms a written agreement with INSEARCH. The offer or provisional offer letter identifies the program or programs in which I am to be enrolled and includes any conditions that I need to meet prior to my enrolment. It also provides an itemised account of course fees that I need to pay. By signing this application form, returning the declaration form and either paying the fees as detailed on the offer letter or provisional offer letter provided by INSEARCH, I am confirming my acceptance of the conditions of enrolment as well as any other conditions set out in the offer or provisional offer letter, the student handbook, prospectus and any other information provided by INSEARCH. In particular, I acknowledge agreeing to the conditions of enrolment relating to Cancellation and Refunds and Transfer of Fees to other institutions. I authorise INSEARCH to have access to the Visa Entitlement Verification Online (VEVO) system to check my visa details.

Signature \_\_\_\_\_ Date  /  /

Print Name \_\_\_\_\_

**For students under the age of 18, a parent or guardian signature is required.**

Signature \_\_\_\_\_ Date  /  /

Print Name \_\_\_\_\_

## 13. FOR AGENTS

I declare that the student:

- Understands the Terms and Conditions in the brochure
- Agrees to be bound by the terms and conditions stated on this form and related documents
- Agrees to be bound by all Rules and Regulations of INSEARCH. I declare that all information I have given in this application is true and correct.

Company Name \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Date  /  /

## 17. INTERNATIONAL CONDITIONS OF ENROLMENT – IMPORTANT:

Please read the conditions of enrolment before you sign the application form.

### 1. INSEARCH and the University of Technology, Sydney (UTS)

1.1 All courses are offered by INSEARCH Limited; ABN 39 001 425 065 (CRICOS provider code: 00859D) (INSEARCH). INSEARCH is a controlled entity of the University of Technology, Sydney. Students are enrolled as students of INSEARCH and not of UTS.

1.2 The UTS Foundation Studies Program (CRICOS course code: 068815K (Accelerated) and CRICOS course code: 068814M (Standard)) is a University of Technology, Sydney [UTS] (CRICOS provider code: 0009F) Course, delivered by INSEARCH (CRICOS provider code: 00859D) on behalf of UTS at its campus in Haymarket.

### 2. Package programs

- 2.1 International students may be offered a package program, which consists of a UTS Foundation Studies program plus a diploma course. A package may also include some preliminary INSEARCH English course. Students must satisfactorily complete the English course before proceeding to the Academic course.
- 2.2 A student may be required to repeat the English language course if they did not complete it satisfactorily. The student will be required to pay an additional fee for the repeat course.

### 3. Attendance

3.1 Australian government regulations state that it is a condition of a student visa that a student must attend 80% of the course.

### 4. International student processing fee and course fees

- 4.1 Course fees must be paid at least 28 days before the first day of each course.
- 4.2 International students who have not studied full-time with INSEARCH before must also pay a one-off international student processing fee.
- 4.3 Fees must be paid in Australian dollars by bank cheque, bank draft, cash or credit card. INSEARCH will not be responsible for any monies paid to any authorised representative.
- 4.4 INSEARCH reserves the right to vary fees and/or course dates at any time.
- 4.5 The international student processing fee and course fees do not cover the cost of accommodation, living expenses, textbooks, stationery or other equipment.

### 5. Course duration and additional fees

- 5.1 A course commences on the first day of orientation of the course.
- 5.2 If a student defers their course after payment of tuition, the course commencement date is the first day of orientation of the course in which the student had originally enrolled.
- 5.3 Students will be advised of the course duration prior to enrolment. Students who require extra semesters to complete their course will be required to pay additional fees.

### 6. Change of address

6.1 Students are required by government legislation to immediately notify INSEARCH Student Services of any changes of address while enrolled in the program.

### 7. Accommodation

7.1 INSEARCH requires at least 14 days notice to arrange Homestay and Airport Welcome Service. Additional terms and conditions and fees

apply. Accommodation booking fees and airport welcome fees are not refundable under any circumstances.

7.2 Students who wish to use the UTS housing list must pay a fee of \$80 on arrival. This must be paid directly to the UTS Housing Office when applying for this service and not INSEARCH.

### 8. Cancellation and refunds

Course Commencement Date is the day on which the course was scheduled to start and in the case of package programs, it is the starting date of any preceding English course.

8.1 The international student processing fee will be refunded only if INSEARCH cancels the course for which the student is admitted and will not be refunded under any other circumstances.

8.2 Full course fees and Homestay-Airport Welcome Services fees will be refunded in the following circumstances:

- (1) INSEARCH cancels the course;
- (2) The student provides written evidence that an application for a student visa has been rejected by the Australian government (this does not include where a student visa renewal is rejected or a student visa has been cancelled because of a breach of visa conditions)
- 8.3 A partial refund of course fees will be given in the following circumstances:

(1) 80% of tuition fees will be refunded if INSEARCH receives written notice of cancellation of enrolment from the student at least 28 days prior to the course commencement date for which the student is admitted.

(2) 50% of tuition fees will be refunded if INSEARCH receives written notice of cancellation of enrolment from the student 28 days or less before the course commencement date for which the student is admitted.

8.4 Course fees will not be refunded if:

- (1) The student cancels their enrolment on or after the course commencement date except in compassionate or compelling circumstances
- (2) The student arrives in Australia after the course has commenced.
- 8.5 In addition to the circumstances listed in 8.2, Homestay fees will be refunded in the following circumstances:

- (1) If INSEARCH is unable to provide Homestay accommodation.
- (2) If the host family has violated the terms and conditions of their Homestay provision agreement and a suitable replacement family cannot be found
- (3) If the student lodges a serious grievance about their Homestay agreement and it is found to have merit.
- (4) If the student paid for more than five weeks and gives two weeks written notice of departure.

### 9. Applying for a refund

9.1 Students wishing to apply for a refund need to apply in writing. Onshore students should complete an Application for Refund of Fees Form available from the INSEARCH Student Services office and submit this to Student Service staff. Students who have not yet arrived in Australia should forward their written request for a refund to the Registrar.

## 14. CHECKLIST FOR APPLICANTS

Please attach the following documents to this application:

- Certified copies of your final high school results
- Detailed resume (if you are a mature-age applicant)
- All certified copies of your college, university transcript (if you have undertaken higher education studies)
- All certified copies of your IELTS or TOEFL results (if required)
- All certified translation of any documents that are not in English

Have you read the student handbook, guide and policies and procedures at [www.insearch.edu.au](http://www.insearch.edu.au)?

## 15. PAYMENT

- Please pay in Australian dollars (AU\$)
- Payment to be made by bank cheque, bank draft or credit card (cash may be paid at INSEARCH Student Services – Ground Floor, 10 Quay Street, Sydney)
- Please make cheques payable to UTS:INSEARCH
- Personal cheques are not acceptable
- The signed declaration form must be forwarded with payment to INSEARCH when accepting an offer of a place

**Please note applications cannot be processed without a signature and full applicant contact details on this form.**

## 16. HOW TO APPLY

FORWARD YOUR APPLICATION TO:

### Postal Address

The Registrar – UTS:INSEARCH  
PO Box K1085 Haymarket  
NSW 1240 Australia

[T] +61 2 9218 8666

[F] +61 2 9281 9875

[E] [Registrar@insearch.edu.au](mailto:Registrar@insearch.edu.au)

[www.insearch.edu.au](http://www.insearch.edu.au)

### Street Address (in person)

INSEARCH Student Services – UTS:INSEARCH  
Ground Floor, 10 Quay St (Corner Quay & Valentine St)  
Sydney NSW 2000

UTS:INSEARCH CRICOS provider code: 00859D

UTS CRICOS provider code: 00099F

INSEARCH Limited is a controlled entity of the University of Technology, Sydney.

Company ABN: 39 001 425 065

### 10. Termination

10.1 INSEARCH reserves the right to expel students for serious breach of discipline. Fees will not be refunded.

### 11. Transfer of fees to other institutions

- 11.1 If a student wishes to transfer prepaid course fees from INSEARCH to another institution, they may apply at Student Services for permission to do so. INSEARCH has absolute discretion in determining whether an application for transfer or fees will be approved.
- 11.2 If a transfer is approved, it will be made payable to the new provider, unless the student can provide evidence that fees have already been paid to that institution.
- 11.3 If a transfer of fees is approved, INSEARCH reserves the right to retain a percentage of those fees to cover administrative costs.

### 12. Grievance resolution

- 12.1 INSEARCH has policies and procedures in place for the hearing of student difficulties and grievances. If you are not satisfied with the outcome, INSEARCH has an independent dispute resolution process available.
- 12.2 This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

### 13. Student Privacy

- 13.1 INSEARCH acknowledges and respects the privacy of students. It is required under the Privacy Act 1988 (Cth) to comply with the National Privacy Principles in respect of the collection, use and disclosure of personal information from individuals.
- 13.2 INSEARCH collects personal information from students for the purposes of processing applications and providing services to students. This information will be disclosed to INSEARCH, the student's agent and UTS where applicable.
- 13.3 INSEARCH has an obligation under Commonwealth and State legislation to provide information to certain government departments.
- 13.4 Provision of personal information is voluntary, but if it is not provided, INSEARCH may be unable to process the student's application.
- 13.5 Students have a right to access and alter their personal information.
- 13.6 Please direct any privacy enquiries you may have to:  
The Privacy Officer, INSEARCH Limited PO Box K1085, Haymarket NSW 1240 [T] + 61 2 9218 8600 [E] [privacy@insearch.edu.au](mailto:privacy@insearch.edu.au) [W] [www.insearch.edu.au](http://www.insearch.edu.au)

### 14. Definition

- In these conditions, course means:
- 14.1 the number of terms of full-time English Language study that has been paid for;
- 14.2 for Academic courses, one semester of study in a UTS Foundation Studies or diploma course; and
- 14.3 for Package programs, the English language course plus one semester of study in an Academic course.
- 14.4 Academic course – UTS Foundation Studies or diploma programs.