University of Western Sydney

UWSCOLLEGE

INTERNATIONAL OFFER PACK 2015

CONTENT

Welcome to **UWS**College	3
Our campuses across Greater Western Sydney	4
Services and Facilities	6
Sydney – a unique study destination	8
Plan your arrival in Australia	9
Accommodation at **UWS**College	10
How to accept your **UWS**College offer	12
Orientation	14
Important information	15
Fees Policies	16
Academic important dates	19
Offer Acceptance Agreement – International Students	20
Confirmation of Enrolment (COE) Request and Payment Advice	22
Application for Homestay/Airport Pickup	23

WELCOME TO **UWS**COLLEGE

Congratulations on your offer of admission to **UWS**College.

As an international student of **UWS**College, you will also be known as a member of the UWS community and you will become part of one of the largest universities in Australia, which attracts world-class staff and students from Australia and around the world.

We focus on preparing students for undergraduate and postgraduate study by developing their English and academic, learning and study skills providing a flexible student-centered approach to teaching and learning.

Our reputation for research excellence has placed us 16th among Australia's 39 universities for achievement in the prestigious Australian Research Council major grants.

Everything we do is dedicated to your success. Our commitment to provide you with the best in teaching and course delivery begins with the quality and expertise of our Academic staff. Importantly, we will ensure you are well prepared for your transition to university.

We look forward to welcoming you to **UWS**College and helping you move towards a successful career.

Prof. Greg Whateley
Dean, **UWS**College

OUR CAMPUSES ACROSS

Bankstown – UWS and **UWS**College campus

Situated in the suburb of Milperra within the Bankstown Local Government Area, UWS Bankstown campus is home to both UWS and **UWS**College.

Special facilities include:

- a **UWS**College, 5-star green rated building
- an early childhood centre
- the MARCS Institute
- the Centre for Educational Research (CER)
- psychology laboratories
- the Badanami Centre for Indigenous Education
- the Religion and Society Research Centre
- the Writing and Society Research Centre, and
- the Centre for Positive Psychology and Education.

Campbelltown – UWS campus

Located in the historic Macarthur region of south-west Sydney, and home to the UWS medical hub.

Special facilities include:

- a $52 million purpose-built School of Medicine
- the National Institute for Complementary Medicine (NICM)
- the UniClinic, a state-of-the-art clinical training facility for health science students
- Moot court modelled on the Campbelltown Local Court
- anatomy laboratories
- nursing laboratories
- the Badanami Centre for Indigenous Education
- Biomedical Magnetic Resonance Facility for conducting very high resolution MRI and NMR experiments, and
- the Centre for Health Research.

Hawkesbury – UWS campus

Located in Richmond in the Hawkesbury River Valley, north-west of Sydney, this stunning location is at the foot of the Blue Mountains and is an ideal place to study.

Special facilities include:

- the Crime Scene Facility – a dedicated training facility, which allows students to practise forensic science skills such as detecting and analysing footprints, fingerprints, blood spatters and glass evidence
- the Hawkesbury Institute for the Environment – a cutting-edge facility for climate change and research
- the Food Processing Pilot Plant
- nursing clinical laboratories
- the Badanami Centre for Indigenous Education
- the Confocal Bio-Imaging and Secondary Ion Mass Spectrometry Facility
- animal science facilities – including the reptile house and small marsupial house
- the Solar Energy Research Laboratory, and
- science laboratories.

Parramatta – UWS campus

Located in the suburb of Rydalmere in the Parramatta Local Government Area, the campus consists of two sites: Parramatta South (main campus) and Parramatta North.

It is a new teaching and learning facility located in the heart of the Parramatta CBD.

Special facilities include:

- the Institute for Culture and Society
- purpose-built, state-of-the-art teaching facilities
- nursing laboratories
- Moot court
- computing laboratories
- the Historic Female Orphan School Building
- the Whitlam Institute
- the Badanami Centre for Indigenous Education
- the Centre for Research in Mathematics, and
- state-of-the-art scanning electron microscopes and other complementary research equipment.

GREATER WESTERN SYDNEY

Penrith – UWS and **UWS**College campus

Situated in the suburbs of Kingswood and Werrington, in the Penrith Local Government Area, the Penrith campus consists of three sites: Kingswood, Werrington South and Werrington North. The Penrith campus is renowned for its state-of-the-art facilities and scenic grounds.

Special facilities include:

- the Institute for Infrastructure Engineering
- the Mechatronics and Robotics Facility
- the Industrial Design Centre
- three multi-track recording studios
- a $2 million convergent media studio complex, providing recording, post-production, broadcast and narrowcast facilities
- computing and photographic laboratories and studios
- the Golden Stave Music Therapy Centre
- the Mittiga Centre – a purpose-built disability learning centre
- the Badanami Centre for Indigenous Education, and
- the community TV station, TVS.

Nirimba – **UWS**College campus

Located in the Nirimba Educational Precinct at Quakers Hill in Western Sydney, the Nirimba campus is home to **UWS**College, providing pathways to UWS.

The campus forms part of the Nirimba Education Precinct which is a shared site with **UWS**College, TAFE, Wyndham College and St John Paul II Catholic College.

Special facilities include:

- custom-built learning centre
- tiered and flat-floored lecture theatres
- a well-resourced library
- computer labs
- outstanding recreation facilities
- on-campus accommodation
- the Ngaramada Indigenous Student Centre, and
- 5-star green rated buildings.

Lithgow – **UWS**College campus

In 2014 **UWS**College opened a new learning facility in Lithgow, Central Western NSW, in collaboration with the Lithgow City Council.

The facility offers a range of courses, programs and potential research collaborations linked directly to the employment needs of the council, providing graduates with the skills required locally and in the region.

Special facilities include:

- a dry/physics laboratory
- a wet science laboratory
- a computer lab
- academic support services, and
- social support services.

Westmead – **UWS**College campus

Situated in the suburb of Westmead in the Parramatta Local Government Area, the campus is the main teaching site for English Language Programs, the IELTS testing centre and Professional and Community Programs offered by **UWS**College.

Special facilities include:

- custom-built learning centre
- the IELTS testing centre
- a well resourced self access Learning Centre, and
- computer labs.

Visit the Getting into uni page for more information on how to get to each campus. www.uws.edu.au/campuses_structure/cas/campuses

SERVICES AND FACILITIES

Our highly skilled and dedicated staff members understand the individual needs of each student.

Teaching and learning at **UWS**College

Class sizes at **UWS**College are strictly limited to help guarantee the highest standard of teaching and learning and to help our staff understand and meet your individual needs on a daily basis.

When you arrive at **UWS**College, you may find that our teaching style is different to which you have experienced in your home country. In Australia, for example, you are encouraged to express views that are different from those of your teacher. At the same time, you are also expected to politely explain your views to your teacher and the rest of the class.

At **UWS**College, you need to be able to understand and critically examine the new concepts being taught. You will be expected to participate in class discussions and to present seminars. If you do not understand something, your teacher will expect you to ask questions.

Most course subjects in our Academic Pathway Programs require you to use more than one text book as you are encouraged to read widely for all subjects. In each class, your teacher will give you a list of books that are recommended reading for that subject.

Your timetable

The timetable for your lectures and classes will be given to you at Orientation.

You are required to attend all the lectures and tutorials listed on your timetable. As an international student, you are reminded that under the conditions of your visa, you must attend at least 80% of your classes.

At **UWS**College, we expect you to be able to manage your time – including scheduled lectures and tutorials, study time and recreation activities.

Student Diary

You will receive a **UWS**College Student Diary on Orientation Day. The diary contains important information about **UWS**College, your course and living in Australia.

Student Services

Our dedicated Student Services team offer you help in the following areas:

- Adjusting to life in Australia
- Study and academic issues
- Course enquiries
- Career guidance
- Counselling and support
  - Loneliness and homesickness
  - Illness or disability
  - Bereavement
  - Social Support Services
- Advocacy
- Advice on seeking part-time work (**UWS**College does not find employment for students)
- Accommodation
- Financial matters
- Visa issues
- Student Social Activities.

Facilities

UWSCollege Nirimba, Westmead, Bankstown and Penrith campuses offer the following facilities:

- Lecture and tutorial rooms
- Computer laboratories
- Internet access
- Academic services
- Sport and recreation facilities
- Cafés
- On-campus parking
- Student common rooms
- Prayer rooms

All campuses also feature a well-resourced library with private study rooms.

Guardianship

When a **UWS**College student is under 18 years of age, a responsible adult must be nominated to supervise that student during their stay in Australia. The nomination of a responsible guardian ensures that the student is properly cared for until they are 18 years old.

For more information about Guardianship, visit www.uwscollege.edu.au/how_to_apply/international or contact Student Services by telephone +61 2 9852 4488, or email pathwaystouni@uws.edu.au.

Overseas Student Health Cover (OSHC)

To be granted a Student Visa to enter Australia, international students and their families in Australia must have private health insurance through the Overseas Student Health Cover (OSHC) scheme. You must pay for OSHC in your home country before you receive your Student Visa.

As a student visa holder you will need to have a valid Overseas Student Health Cover (OSHC) for the duration of your student visa. This is a requirement of the Department of Immigration and Border Protection (DIBP). UWS and **UWS**College use Allianz Global Assistance OSHC as their preferred provider. You are responsible for maintaining your health cover by continuing payments directly to the provider during your period of study.

When you pay for OSHC, you receive an OSHC card that you need to present to the health service provider or hospital each time you require a health service. You will receive your OSHC card soon after you arrive in Australia. If you need to see a doctor before you receive your OSHC card, keep your receipts so that you can claim the expenses back as soon as you receive your OSHC card.

Under OSHC, you can be attended by any doctor who has a Provider Number. For example, you may choose to be attended by a doctor who practises near the **UWS**College campus where you are studying, or close to where you are living in Sydney.

OSHC is compulsory even if you have health insurance in your home country. Some Norwegian, Swedish and Belgian students however, may be exempt from the requirement for OSHC if they are already covered by their government's health insurance scheme.

Please note that while OSHC represents excellent value in health insurance, it does not cover every medical circumstance or cost. You should check the exclusions given in your OSHC policy document and benefits. For more information about OSHC, visit the Allianz Global Assistance website www.oshcallianzassistance.com.au.

Work while studying in Australia

You can work up to 40 hours a fortnight while your course is in session and you can work unlimited hours during scheduled course breaks. For further information, visit the Department of Immigration and Border Protection website at www.immi.gov.au.

Tax File Number (TFN)

Every taxpayer in Australia has a Tax File Number (TFN). If you intend to work in Australia, you must have a permission to work included with your visa before you apply for a TFN from the Australian Taxation Office (ATO).

For more information about a TFN visit www.ato.gov.au.

SYDNEY
A UNIQUE STUDY DESTINATION

When you arrive in Sydney, you will discover one of the best qualities of life and education offered anywhere in the world.

Sydney is Australia's oldest and largest city and the commercial capital of Australia. It is also home for 4.3 million people who enjoy a temperate climate and vibrant, multicultural way of life. Sydney's offerings include a spectacular harbour, outstanding education and cultural centres, Olympic sporting facilities, beautiful parklands and ocean beaches and world class shopping centres and restaurants.

For more information please visit the City of Sydney website at www.cityofsydney.nsw.gov.au.

Language

English is the official language spoken in Australia, although more than 100 world languages and nearly 200 indigenous languages are also spoken here. In their homes, about 15% of Australians speak Greek, Italian, Chinese, Arabic or Vietnamese.

Climate

Sydney has a temperate climate which is wonderful for the outdoor way of life that many Australians enjoy. Typical seasonal temperatures (°Celsius) are:

Season	Month	Min °C	Max °C
Summer	December January February	18 - 19	26 - 27 35 - 40 26 - 27
Autumn (Fall)	March April May	18	28
Winter	June July August	11	17
Spring	September October November	15	28

Currency

The Australian currency is decimal. Paper money is in $100, $50, $20, $10 and $5 notes. Coins are in $2, $1, 50c, 20c, 10c and 5c pieces. You should bring some Australian currency with you for when you arrive in Australia.

Postage

The Australian postage system operates through Australia Post. There are Australia Post shops in most suburbs and shopping centres offering weekday services that include lettergram, facsimile, letter and parcel post and money orders (similar to bank cheques). Australia Post shops also provide a bill paying service for electricity, telephone, gas and water bills and limited banking services for the Commonwealth Bank of Australia. Mail deliveries are made on all weekdays except public holidays.

Transport

Australians drive on the left side of the road and by law, all drivers and passengers must wear a seat belt. Strict drink-driving laws also apply. The main forms of transport in Sydney are by motor car, bus, train, ferry, motor cycle and bicycle.

The NSW Government has announced public transport fare discounts for international students, providing better access to safe and affordable public transport options.

For further information please visit www.transportnsw.info/international-students.

Food

Australia has a fantastic variety of food available in supermarkets, local stores and at farmers' produce markets. The diverse multicultural community in Sydney also ensures that you will not have any difficulty in finding food here that you are used to eating at home. As well as exporting our top quality meat, fish, vegetables and fruit to international markets, Sydneysiders enjoy good food at reasonable prices. Our restaurants, bistros and cafes are world-class and if you like takeaway food, most of the global fast food chains are here too.

Cost of living

The cost of living in Sydney depends on your lifestyle and how much commuting you have to do. The cost of living in Sydney is generally similar to that of other large, cosmopolitan cities. A student typically spends approximately $25,000 for one year's living expenses. International students are required to have genuine access to sufficient funds while studying in Australia. Funds should be sufficient to contribute to the cost of travel, tuition, school costs of any dependants, and living costs. This rough estimate does not include tuition fees, text books or other education materials. www.immi.gov.au/students/student-visa-living-costs.htm.

Recreation

In general, Australians lead very active lifestyles. Commercial and suburban sports clubs are scattered throughout Sydney where you can participate in golf, tennis, cricket, rugby, soccer, bowling, squash and touch football.

Surfing, kayaking, sailing and swimming are also popular in Sydney due to our wonderful climate and famous beaches – including Bondi, Manly and Coogee. Bushwalking, hiking, rock-climbing, caving, canoeing and horse-riding are also popular here and all within an hour or two drive from the city.

As well as offering great views of Sydney Harbour, Taronga Park Zoo gives visitors the opportunity to see Australia's native animals and animals from around the world. Featherdale Wildlife Park in Western Sydney only 12 minutes' drive from the Nirimba campus at Quakers Hill – the unique opportunity to hand feed a kangaroo, wallaby or emu, and enjoy a face-to-face introduction with a koala.

PLAN YOUR ARRIVAL IN AUSTRALIA

By making essential arrangements before you leave your home country, you will be able to quickly settle into your new life in Australia.

Some of the things you need to arrange before you leave your country are:

- Accommodation – where will you live?
- Airport Pick Up – who will meet you at Sydney Airport?
- Health Cover – what type of Overseas Student Health Cover do you need? How do you get it?
- Visa – do you have the correct visa for entry into Australia?
- Money – do you have enough money for living in Australia and **UWS**College fees?
- Family contact – how will you contact your family when you are in Australia and how will they contact you?

Documentation

Before you leave for Australia make sure you have all your essential documents with you. These documents may include:

- Education information, e.g. original or certified copies of academic records of the secondary school or tertiary education courses you have completed
- Your Offer of Admission and Confirmation of Enrolment from **UWS**College and UWS (if applicable)
- English language test certificate (if you have one), e.g. IELTS, TOEFL
- Valid passport and correct visa
- Documents for personal identification, e.g. birth certificate, driver's license.

If your documents are in a language other than English, you must provide an officially certified translation of each document, together with certified copies of the original documents.

For more information, visit the Australian Government Department of Immigration and Border Protection (DIBP) at www.immi.gov.au

Prohibited items and Customs

Australian quarantine laws are very strict. Many types of food, plants, animal products and some medicines cannot be brought into Australia.

If you are carrying any of these items on your flight to Australia, you must declare them on the Incoming Passenger Card that you receive on the aeroplane, before you go through Customs.

These restrictions also apply to material posted to Australia so you should tell your family and friends about them. A quick guide to prohibited items www.dfat.gov.au.

Foot-and-mouth disease

Please cooperate with Quarantine Officers at Customs if they ask to inspect your footwear and clothing for soil, straw or any other material that could carry the foot-and-mouth virus.

Luggage limits

Airlines usually limit each passenger to 20kg of luggage. Some airlines charge a fee for excess luggage weight. Please check with your airline for their luggage limit and fees.

A well-planned arrival will help you get off to a happy and successful start in Australia.

ACCOMMODATION

Accommodation is one of the most important arrangements you will make in Australia. It will affect your ability to study, sleep, relax and socialise.

As a student of **UWS**College, you have good choices of accommodation in Australia. You can live by yourself, share accommodation with fellow students, live on-campus or off-campus in housing owned by UWS, or choose Homestay accommodation with an Australian family.

Suitable accommodation can be difficult to find at short notice, so please arrange your accommodation at least six weeks before your arrival in Australia.

If possible, you should arrive in Australia at least one week before classes start, to give yourself time to settle into your new accommodation.

On-campus Accommodation

Enjoy your own fully furnished room in a vibrant student community. With over a hundred potential friends and access to our unique Live, Learn and Grow resident life program, you'll have everything you need to experience student life to the fullest!

- Early furnished apartments
- Exclusive events
- 24 hour support
- a fantastic social scene
- BBQ area.

Live with exciting social and recreational events like themed parties, movie nights and sporting competitions.

Learn with academic support, educational facilities, workshops to improve study skills and more.

Grow with events to support personal development, including multicultural food festivals, cooking classes and charity initiatives.

Nirimba campus

The Nirimba village has a small, close-knit community of residents from all over the world. With only 60 residents, we offer a friendly atmosphere with plenty of great opportunities to get to know your neighbours!

Apply online at www.uwsvillage.com.au/nirimba

Westmead campus

UWSVillage is truly unique, with a community of students from all over the world. For our Westmead students we provide accommodation at UWS's Parramatta campus, a 10 minute bus ride to Parramatta CBD and one of Australia's largest shopping centres. From studying to socializing, we offer everything you need to make the most of your student experience!

Apply online at www.uwsvillage.com.au/parramatta

Bankstown campus

At Bankstown we've got something for everyone, from quiet villas to brand new, modern apartments. While you're here, check out our HUGE common area that we're sure is the envy of all the other campuses!

Apply online at www.uwsvillage.com.au/bankstown

Penrith campus

From townhouses to modern studios and apartments, we've got something to suit all budgets. We're a short walk from the main academic area of the campus, which means you can wake up and be in class in minutes! Students on the Penrith campus may also choose to live on the Hawkesbury campus, just 25 minutes away. A free shuttle bus between the two campuses make it easier to get around!

Apply online at: www.uwsvillage.com.au/penrith

Off-campus Accommodation

UWSCollege and UWS acknowledge that finding affordable and appropriate accommodation can make all the difference to your university experience!

If you are interested in living close to the campus, but not on campus, check out popular real estate listing websites in Australia, including www.domain.com.au and www.realestate.com.au. These sites are not run by UWS.

If you need further assistance in locating the information, please talk to the **UWS**College Student Adviser on your campus.

AT UWSCOLLEGE

Homestay accommodation

Homestay accommodation is pre-arranged for students on request by the **UWS**College Student Services. You should request Homestay accommodation before you arrive in Australia, but if you want to arrange Homestay after your arrival in Sydney, please talk to your **UWS**College Student Adviser.

Homestay involves living with an Australian family. On each weekday, your Homestay family provide you with two meals, and on weekends you receive three meals a day. Single or shared rooms are available. Your bedroom will be furnished with a bed, desk, wardrobe and heating. Sheets and blankets are also provided.

To book Homestay accommodation:

- Complete the Application for Homestay/ Airport Pick-up form on page 23 of this brochure.
- Fax the completed form to **UWS**College Student Services at +61 2 9685 9700 or email to pathwaystouni@uws.edu.au.
- You will be notified of fees and payment options by email. For more information, contact Student Services by telephone +61 2 9852 4488 or email pathwaystouni@uws.edu.au.

Airport Pick-up

To book your Airport Pick-up, follow the same steps described for booking Homestay Accommodation.

If you book Airport Pick-up, you should confirm all pick-up details with **UWS**College before you leave your home country.

If you do not book Airport Pick-up, you must make your own arrangements for transport from Sydney Airport to your accommodation. **UWS**College cannot arrange an Airport Pick-up on the day of your arrival in Sydney.

A range of bus, train, coach and taxi services are available at Sydney Airport. More information is available at www.sydneyairport.com.au.

Airport Link

Sydney's Airport Link Rail Service offers a direct link from Sydney Airport to Sydney's Central Station, with trains running every 10-15 minutes. From Central Station, you can catch a train to Parramatta, Westmead and Quakers Hill.

For more information, visit www.airportlink.com.au

Your accommodation options

Services (see also www.uwscollege.edu.au) 2015 Fees	
Accommodation Placement Fee (non-refundable)	$260 inl.GST
Homestay Single Room (18 years and above), shared bathroom	$275 per week
Homestay Single Room (under 18 years of age), shared bathroom	$285 per week
Airport pick up fee	$150 incl.GST

Please note that all homestay pricing is based upon a minimum four week stay. The first four weeks homestay rent is payable before you leave your home country as is accommodation placement fee and the Airport pick-up fee.

HOW TO ACCEPT

There are six easy steps for accepting your Offer of Admission to **UWS**College and booking your Sydney accommodation and airport pickup service.

Step 1

Apply for your visa

You can use an **UWS**College authorised overseas agent to help you apply for your Student Visa, or you can apply for your visa independently.

Student Visa

You must obtain a Student Visa before you leave your home country. The Australian Diplomatic Mission in your home country will explain the visa requirements for Australia. For more information visit the Australian Government Department of Immigration and Border Protection (DIBP) at www.immi.gov.au

Overseas Student Health Cover (OSHC)

Health insurance is compulsory for every visitor to Australia who holds a Student Visa. You must include the initial payment for OSHC when you accept our offer to study at **UWS**College and pay your tuition fee. UWS and **UWS**College use Allianz Global Assistance OSHC as their preferred provider.

For more information, visit the Australian Government Department of Immigration and Border Protection on health insurance at www.immi.gov.au/students/health-insurance.htm

Step 2

Read UWSCollege policies

It is your responsibility to carefully read all **UWS**College policies. Policies are available at www.uwscollege.edu.au

General Information

For international students, **UWS**College policies are subject to the ESOS Act, the *Migration Act 1958* and other relevant legislation as well as the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007*. If there is any inconsistency between the requirements of any such legislation or the Code and **UWS**College policies, the legislation and the Code prevail over **UWS**College policies.

The agreement between **UWS**College and the student embodied in **UWS**College policies does not remove the right to take further action under Australia's consumer protection laws. **UWS**College's dispute resolution processes do not circumscribe students' rights to pursue other legal remedies.

The Australian Government has produced a description of the ESOS framework which all prospective students should read. It is available from the **UWS**College website at www.uwscollege.edu.au or Australian Government Department of Education at www.internationaleducation.gov.au.

Step 3

Complete and sign the UWSCollege form

Offer Acceptance Agreement – International Students

The 'Offer Acceptance Agreement – International Students' form is provided on pages 20 and 21 of this brochure. Read this form carefully before you complete it and sign it.

Your payment for **UWS**College fees cannot be accepted until we have received your 'Offer Acceptance Agreement – International Students' form.

YOUR **UWS**COLLEGE OFFER

Step 4

Pay the total up-front fees listed in your Offer of Admission letter

To accept your Offer of Admission, you must pay the total up-front fees listed in the Offer of Admission letter. Your payment must be:

- payable to the University of Western Sydney (UWS)
- include your name and Student Identification Number.

Your payment options to UWS

Western Union Telegraphic Transfer

You can transfer your payment to the University's bank account via Western Union.

The University of Western Sydney has partnered with Western Union Business Solutions to provide international students with a reliable and simple online payment service. This telegraphic transfer service allows you to:

- Pay your tuition fees from your home country in your own currency or the currency of your choice
- Avoid delays with payment delivered directly to UWS on the same day or within two working days, and for the full payment amount
- Avoid expensive bank charges – you will not need to worry about double conversions or extra bank fees
- Make a payment that is guaranteed for 72 hours – so you will know the final cost of fees
- Receive dedicated support – Western Union will answer all your questions and provide payment receipts.

To make your online payment please visit www.geoforeducation.com/UWS. For more information, please read Western Union's User Guide and FAQ's at uws.edu.au/international/admissions/payment_methods

Credit Card

UWS accepts Mastercard and visa only. Payment can be made at https://ipay.uws.edu.au/pgrp_show.asp>UWSInternational>TuitionFees

Enquiries regarding these payment methods (but not the amounts billed) should be directed to UWS International at uwsifinance@uws.edu.au or call +61 2 9685 9288.

Payment methods are provided on the 'Confirmation of Enrolment (CoE) Request and Payment Advice' form, provided on page 22 of this brochure. A copy of the receipt for your telegraphic transfer or credit card payment must be attached to your completed 'Offer Acceptance Agreement – International Students' form and 'COE Request and Payment Advice' form.

Step 5

Submit your documentation

An authorised agent for **UWS**College can help you compile your documents and lodge them for you or you can submit your documents independently.

To accept your Offer of Admission, the following documents must be faxed, posted or emailed to UWS International Admissions:

- completed 'Offer Acceptance Agreement – International Students' form on pages 20 and 21 of this brochure
- proof of payment (make sure your payment includes the UWS Student Identification Number quoted on the Offer of Admission)
- the 'Confirmation of Enrolment (CoE) Request and Payment Advice' form, provided on page 22 of this brochure.

The preferred method of communication with UWS International is by email. Your forms can be sent to us by replying to the email account from which you received your Offer of Admission at uwsiadmissions@uws.edu.au

Alternatively, you can post or fax your documents to:

UWS International Admissions
Academic Registrar's Office
Building ES, Parramatta Campus
Locked Bag 1797
Penrith NSW 2751
Australia

Or scan to uwsiadmissions@uws.edu.au.

You can also provide your documents to your Agent who will forward them to UWS International (except Homestay Accommodation/ Airport Pick-up form. They must be sent directly to **UWS**College).

Confirmation of Enrolment (CoE)

A Confirmation of Enrolment (CoE) letter will be sent to you to confirm details of your course enrolment at **UWS**College.

You should take the CoE to the relevant Australian Embassy or Diplomatic Post to obtain your Student Visa.

You must also bring your CoE to Orientation at **UWS**College.

Step 6

Book accommodation and airport pick-up

Information about your choices of student accommodation in Sydney and conditions for the **UWS**College Airport Pick-up service are available on page 10 and 11 of this brochure.

A 'Homestay Accommodation/Airport Pick-up' form is (if required) available on page 23 of this brochure (NB: This form must be sent to **UWS**College Student Services directly).

ORIENTATION

It is compulsory that you attend Orientation at **UWS**College.

Our Orientation program is designed to help you settle into your course and study routine. You will be given a **UWS**College Student Diary which contains information on support services, programs, workshops and important dates.

At Orientation we will also tell you about **UWS**College and the teachers. We will give you your academic timetable and explain what is expected of you during your time here with us. You will meet some of your future classmates and you will have the chance to look at your classrooms and campus facilities.

Orientation for English students

Orientation for English students starts at 9:00 am on the first day of your course.

Orientation for Academic Pathway Program students

Orientation for Academic Pathway Program students starts at 9:00 am on the Friday of the week before your course starts.

On the day of your Orientation, you should arrive at 8:30 am so that you can have sufficient time for registration and get assistance with your enrolment.

Orientation checklist

Please bring the following documents with you to Orientation:

- ☐ your passport
- ☐ a copy of your Offer of Admission
- ☐ a copy of your Confirmation of Enrolment (CoE)
- ☐ the original transcript of your English test result (if you have one), e.g. IELTS and/or TOEFL.

IMPORTANT INFORMATION

Change of address

You must notify **UWS**College if you change your address or contact details.

Application

By signing your application form you:

- Authorise **UWS**College to obtain official records from any educational institution previously attended by you.
- Accept that enrolment at **UWS**College will require compliance with the provisions established by the Australian Government for fee-paying overseas students which include the following:
  - temporary entry to Australia will be for study purposes only
  - satisfactory course progress
  - inform **UWS**College of any change to address and/or contact details
  - understand that temporary entry as a student confers no right to permanent residency
  - return to country of residence on completion of study.
- Undertake to pay the prescribed tuition fee and other fees for which you are liable. Failure to pay the fees when due may result in course termination.
- Understand that **UWS**College has the right to vary any decision regarding admission or enrolment made on the basis of incorrect or incomplete information.
- Understand that information is collected on **UWS**College administration forms and during your enrolment in order to meet our obligations under the *ESOS Act and the National Code 2007*; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the *Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001* and the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007*. Information collected about you on **UWS**College administration forms and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

Conditional Offer

You may receive a Conditional Offer of Admission from **UWS**College if you have applied for a formal course of study but are still waiting on your final academic and/or English results. UWS International Admissions will send you a Final Offer of Admission as soon as we receive certified copies of your final results.

Cancellation of a program of study

It is an offence to submit fraudulent documentation in support of an application. Where fraudulent documents are detected the application will be rejected, any offer of enrolment will be withdrawn and any student already studying at **UWS**College will have their enrolment terminated. The matter may be reported to Independent Commission Against Corruption (ICAC), the police and DIBP

Deferring your commencement of study

Your commencement of study may be deferred for a maximum period of 12 months and you will be subject to the admission requirements and fees applying at the time to which you defer. Please note that not all courses permit a mid-year commencement. If you wish to commence study at a later date and you do not request a deferment, you may be required to lodge a new application for admission with associated fees. You will need to write to UWS International Admissions requesting a deferment.

Suspension of Enrolment

A student's enrolment may be deferred or temporarily suspended on the grounds of compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student is unable to attend classes) or misbehaviour by the student. Enrolment may be cancelled for reasons including unsatisfactory course progress, unsatisfactory attendance, and non payment of fees or misbehaviour by the student.

Fee/ Payment

Payment Information

UWSCollege will provide commencing students with a 'Offer of Admission' letter containing an invoice.

FEES POLICY

Section 1 – Purpose and Scope

(1) The objectives of this policy are:

a. To ensure staff are aware of the obligations and parameters under which fees will be charged and refunds made, and when students may transfer to another educational provider.

b. To ensure students understand the circumstances under which a fee will be charged and refunds made, and when they may transfer to another educational provider.

c. To ensure compliance with relevant legislation including those listed under the Guidelines and Reference Section in this policy.

Section 2 – Definitions

(2) For the purpose of this policy, the following definitions apply:

a. "Local Students" - are Australian citizens, New Zealand citizens (including a diplomatic or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependent relative of such a representative) or holders of an Australian permanent visa.

b. "International Student" - means a student studying in Australia on a student visa.

c. "Pathways Programs" - means courses offered under the heading of Pathways to University and includes University Foundations Studies, Diplomas and English Language courses.

d. "Professional and Community Programs" - means VET (Vocational Education and Training) courses offered by the College in its capacity as a Registered Training Organisation and professional development programs for industry, government and professional associations.

Section 3 – Policy Statement

Part A – Course Type

(3) The College delivers a variety of programs under different academic regimes which is a major factor in how fees are administered.

a. Academic Pathway courses include Foundation Studies and Diploma programs, and are awards of UWS, delivered under the University's CRICOS provider code. For these courses, while the fees are set by the College, all other fee administration processes, including invoicing, payment, and refunds, must follow UWS policy. Refer to Section 5 Guidelines and References for relevant UWS policies.

b. English Programs are courses offered under the College's own CRICOS provider code. The fee and refund processes of these courses are fully covered by this policy.

c. Professional and Community Programs are courses taught under the College's Registered Training Organisation (RTO), and must comply with conditions of registration as stipulated in the Australian Quality Training Framework (AQTF). The fees and refund processes of these courses are fully covered by this policy.

Part B – Fees

Setting of Fees – All Programs

(4) Any proposals to set, review or discontinue fees shall be approved by the Board of Directors on the recommendation of the Chief Executive Officer in accordance with the College's Pricing Policy.

(5) Any proposal must be compliant with all relevant legislation and regulations.

(6) The Chief Executive Officer may vary fees for any student or group of students within delegated limitations.

(7) Fees to be charged to students shall be set out in the schedule of fees to be issued from time to time and listed on the **UWS**College website.

Charging of Fees – English Programs

(8) The College will provide prospective students with a letter of offer containing an invoice indicating tuition and other fees payable.

(9) If College approval is given for the student to extend any program, the College will provide the continuing students with a new invoice for the extension of the course.

(10) The College will honour the fees stated in a letter of offer, provided that the student enrols by the date specified in the letter of offer.

(11) Students on leave approved by the College will be charged the fee stated in the original letter of offer on return to study. Students who return to the College after withdrawing from or completing study shall pay fees at the then applicable rate.

(12) A student who commences studies at the College after the commencement of a teaching period, must pay the total fee for the teaching period.

Charging of Fees – Professional & Community Programs

(13) The College will provide prospective students with an enrolment notification and an invoice/receipt indicating tuition and other fees payable/paid.

(14) If College approval is given for the student to extend any program, the College will provide the continuing student with a new invoice including applicable fees.

(15) The College will honour the advertised fees stated in the application provided that the student enrols in the year to which the fees apply.

(16) Within one week of the course starting date, students may request to defer their studies and the applicable course fees, for a college approved period (to a maximum of a year).

(17) A student who commences studies at the College after the commencement of a teaching period, must pay the total fee for the teaching period.

Payment of Fees – All Programs

(18) Students must pay fees by the date and in the manner specified in the letter of offer or invoice or other document containing information on payment terms.

(19) Instructions on payment of tuition fees shall be provided in the student's letter of offer and/or invoice or other document containing information on methods of payment.

(20) Any bank fees shall be the responsibility of, and must be paid by, the student.

(21) A student who pays with a cheque that is subsequently dishonoured, may be charged an administration fee in addition to all bank fees.

(22) A student who has not paid the full tuition fee for the teaching period by the date specified in the letter of offer or invoice (whichever is the later) may be charged a late fee. Regardless of whether a late fee is charged, one or more of the following penalties may be applied in consultation with the Chief Executive Officer if fees remain unpaid:

a. the student may be excluded from class;

b. the student's results for the relevant study period may be withheld;

c. the student may not be permitted to re-enrol;

d. the student may not be allowed to graduate; and

e. the student's enrolment may be terminated.

Requests for Extension of time to pay Fees – applicable to International Students in English Programs and Academic Pathway Programs.

(23) **UWS**College only approves extensions of time to pay fees under exceptional circumstances.

(24) **UWS**College considers requests for an extension of time to pay fees on an individual basis. Students may request an extension of time to pay their fees, and are to submit their request in writing to the Manager, Finance and include documentation explaining the exceptional circumstances.

(25) **UWS**College will not consider requests for extensions received after the due date of the fees.

Part C – Refunds

Refund of Fees – English Programs

Full Refunds

(26) All course related fees are refunded if the prospective student's application for a student visa is rejected by the Department of Immigration and Border Protection (DIBP). Appropriate documentary evidence must be supplied.

(27) In the unlikely event that the course is not delivered in full, then the student has the option of a refund of course related fees or be placed in an alternative course within the College at no extra cost. If the student chooses a refund, then the unused portion of the prepaid fees will be required to be paid within two weeks of the day on which the course ceased to be provided.

(28) Should the offer of a place be withdrawn due to incomplete or incorrect information provided by the student or their agent in the application, then the College has the right to retain up to 10% of the course fee.

(29) If at completion of a course, a student has a credit balance of tuition fees, the credit balance will be refunded in full.

(30) Enrolment fees and any accommodation placement, airport pick up or other expenses incurred by the College are not refundable.

Partial Refunds

(31) Where a student, after accepting the offer of a place, gives a minimum of four weeks written notice before the commencement of the course of an inability to undertake the course, all course fees paid are refundable less an administrative fee of 10% of the initial course fee, and any other agent or third party fees that may have been incurred in the recruitment of that student.

(32) Where a student gives less than four weeks written notice before the commencement of the course of an inability to undertake the course, all course fees are refundable less 50%.

(33) Where the student withdraws from the program after commencement of the program, then no refund is payable for that teaching period, and 100% of any subsequent teaching period will be refunded.

Permanent Residence Status

(34) If an international student obtains permanent residence status prior to the teaching period commencement date, they will be classified as a permanent resident and required to pay the local student fee rate. A change in status from temporary resident to permanent resident is recognised from the date the permanent resident visa is stamped in the student's passport, not the date on which the application for permanent residency was lodged.

(35) If an international student commences a course of study and obtains permanent residence status during the teaching period, the student will be classified as an international student for the remainder of the current period. From the following teaching period the student will be entitled to enrol as a local student and will be liable for local student fees.

(36) Where the student has already paid student fees at the international student fee rate to the College, the student must apply in writing for a refund of the difference between the international and local student fees.

Student Transfers, Deferment and Suspension

(37) Refunds arising from the transfer of a student to another registered provider, deferment or suspension of studies shall be determined in accordance with this Fees Policy.

Refund of Fees – Professional and Community Programs

(38) Refunds apply where:

a. the College fails to provide a course of study, or

b. an offer of admission is withdrawn, unless the offer was made on the basis of incomplete or incorrect information supplied by the applicant, in which case the College may retain an administration fee of 10% of the course fee, or

c. a registrant notifies his/her intention to withdraw in writing, seven days prior to course commencement in which case a refund, less 10% of the course fee, applies; or

d. an application for recognition or advanced standing received three weeks prior to course commencement results in a reduction of the fees paid.

(39) Transfers to a later offering apply where a registrant has paid all fees owing and is unable to attend the current course due to extended illness or extreme circumstances, or a course is cancelled by the College.

(40) Payments made for applications for Recognition of Prior Learning (RPL) will not be refunded.

Exceptional Circumstances – applicable to International Students in English Programs and Academic Pathway Programs.

(41) **UWS**College will consider fee refunds, payment extensions or adjustments other than those outlined in this policy only under exceptional circumstances.

(42) For continuing students, any application for a refund, payment extension or other adjustment due to exceptional circumstances must be made in writing and addressed to the Manager, Finance. Appropriate documentary evidence must be provided with any such application.

(43) **UWS**College may consider applications for refunds, payment extensions or other adjustments not specifically covered by this policy or an external requirement at the discretion of the Manager, Finance.

Section 4 – Procedures

All Programs

(44) All applications for refund of fees, including Overseas Student Health Cover charge (OSHC) must be made in writing and sent to:

Manager, Finance
UWSCollege
PO Box 224
Quakers Hill NSW 2763
AUSTRALIA
Email: pathwaystouni@uws.edu.au

(45) Payment of refunds will be made in Australian dollars and will only be made by direct deposit or bank transfer into the bank account from which the original payment to the College was made (unless the original payer gives written instruction to the College to otherwise pay the refund).

(46) Refunds in respect of an international student will only be made when the student provides evidence satisfactory to the College that arrangements have been made to leave Australia (unless the student provides evidence satisfactory to the College as to a change of visa status).

(47) If a student is dissatisfied with a decision made by the College in reference to their fees, they may seek redress. The complaint process is covered in the College's Student Complaint Handling and Resolution Policy.

(48) Students may also access external avenues of resolution through processes under Australian consumer protection legislation, at minimal or no cost. These details are also covered in the Student Complaint Handling and Resolution Policy.

Section 5 – Guidelines and References

Related Legislation/Policies/ Procedures

- *Education Services to Overseas Students Act 2000.*
- *Education Services to Overseas Students Regulations 2001.*
- *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (National Code 2007).*
- UWS Admissions Policy
- UWS Enrolment Policy
- UWS International Student Fees and Refund Agreement
- Australian Quality Training Framework 2007
- **UWS**College Pricing Policy

2015 IMPORTANT DATES

JANUARY	
5	AAES Module A commences

FEBRUARY	
13	AAES Module A concludes
16	AETS and Communicating in English commence
16-20	Term 1 Orientation
23	Term 1 commences (APP)

APRIL	
24	AETS and Communicating in English conclude
27	AETS, AAES Module A and Communicating in English commence
27	Master of Teaching Direct Entry English Program commences

MAY	
31	Term 1 concludes (APP)

JUNE	
5	AAES Module A concludes
9	AAES Module A and Module B commence
19	Term 2 Orientation
22	Term 2 commences (APP)

JULY	
3	AETS, AAES Module B and Communicating in English conclude
13	AETS and Communicating in English commence
17	AAES Module A concludes
17	Master of Teaching Direct Entry English Program concludes
24	AETS 5 ONLY concludes

SEPTEMBER	
18	AETS and Communicating in English conclude
21	AETS, AAES Module B and Communicating in English commence
21	Master of Teaching Direct Entry English Program commences
27	Term 2 concludes (APP)

OCTOBER	
16	Term 3 Orientation
16	AAES Module B concludes
19	AAES Module A commences
19	Term 3 commences (APP)

NOVEMBER	
27	AETS, AAES Module A and Communicating in English conclude
30	AETS, AAES Module B and Communicating in English commence

DECEMBER	
11	Master of Teaching Direct Entry English Program concludes
24	AAES Module B concludes

JANUARY 2016	
4	AAES: Module A commences

FEBRUARY 2016	
7	Term 3 concludes (APP)
12	AETS, AAES Module A and Communicating in English conclude

AAES = Advanced Academic English Skills
APP = Academic Pathway Programs
AETS = Academic English for Tertiary Studies

University of Western Sydney
UWSCOLLEGE

Offer Acceptance Agreement – International Students

Please complete and return to:

UWS International Admissions
Academic Registrar's Office
Building ES, Parramatta Campus
Locked Bag 1797
Penrith NSW 2751
Australia

Email: uwsiadmissions@uws.edu.au

Personal details and offered courses

Name	
Student ID	

Courses	Commencement date	Expected completion date	Duration (eg weeks/terms)	Estimated total course fee*
				$
				$
				$

*Payment arrangement for each teaching session:

- English Language Programs — full upfront payment is required for studies if up to 24 weeks duration. For a course longer than 24 weeks, you are required to pay up to 50% of tuition fee upfront before commencement. Fees thereafter are invoiced before each teaching session.
- University Foundation Studies and Diploma Programs — you are required to pay the tuition fee for the first term. Fees thereafter are invoiced for enrolled units prior to each term.

Course money payable

Compulsory fees	
Total up-front tuition fees for accepted courses	$
Enrolment fee (non-refundable)	$
Overseas Student Health Cover	$
Optional fees	
Airport pick-up fee	$
Accommodation placement and four weeks accommodation fees	$
Total fees payable for acceptance of offered courses	**$**

Refunds of course money

Student Default

English Language Programs

All course-related fees are refunded if your application for a student visa is rejected by the Department of Immigration and Border Protection (DIBP). Appropriate documentary evidence must be supplied.

Should the offer of a place be withdrawn due to incomplete or incorrect information provided by you or your agent in the application, **UWS**College has the right to retain up to 10% of the course fee.

If, at completion of a course, you have a credit balance of tuition fees, the credit balance will be refunded in full.

Enrolment fees and any accommodation placement, airport pick-up or other expenses incurred by **UWS**College are not refundable.

Where, after accepting the offer of a place, you give a minimum of four (4) weeks written notice before the commencement of the course of your inability to undertake the course, all course fees paid are refundable less an administrative fee of 10% of the initial course fee and any other agent or third party fees that may have been incurred in your recruitment.

Where you give less than four (4) weeks written notice before the commencement of the course of your inability to undertake the course, all course fees are refundable less 50%.

Where you withdraw from the program after commencement of the program, no refund is payable for that teaching period; however, 100% of any subsequent teaching period will be refunded.

Academic programs

University Foundation Studies and Diploma programs are awards of the University of Western Sydney and delivered under their CRICOS Provider Code (00917K). While the fees for these courses are set by **UWS**College, all other fee administration processes, including invoicing, payment, and refunds, must follow UWS policy as per the information available on the website at www.uws.edu.au.

Provider Default

In the unlikely event that **UWS**College is unable to deliver your course in full, you will have the option of a refund of course-related fees or being placed in an alternative course within **UWS**College at no extra cost to you. If you choose a refund, the unused portion of the prepaid fees will be paid to you within two (2) weeks of the day on which the course ceased to be provided.

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, you will be asked to sign a document to indicate that you accept the placement.

If **UWS**College is unable to provide a refund or place you in an alternative course, the Tuition Protection Service (TPS) will assist you to find another course. The TPS will use an online placement service to give you all the information you need to ensure that you understand your options and can choose an alternative course that best suits you. You will still have to meet all the course entry requirements of another provider and any extra costs if the provider is more expensive than the one you originally enrolled with. If you are unable to find an alternative course after a reasonable period of time set by the TPS, the TPS will refund you the tuition fees you have paid for the part of the course that you haven't yet received.

Refund Process

All applications for refunds must be made in writing and sent to:

Manager, Finance
UWSCollege
PO Box 224
Quakers Hill NSW 2763 Australia
Email: pathwaystouni@uws.edu.au

Refunds arising out of student default will be paid within four (4) weeks of receiving a written claim from you, and those arising out of provider default including visa refusal will be paid within two (2) weeks of the default day.

This agreement, and the availability of complaints and appeals processes, does not remove your right to take action under Australia's consumer protection laws.

Disclosure of Personal Information

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; to ensure the student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

Declaration

- I hereby accept the offer of admission to **UWS**College in the above named course(s), as indicated on the official **UWS**College Offer of Admission Letter.
- I am aware that the deferment of a course, for whatever reason, will require completion of a new Offer Acceptance Agreement — International Students and payment of tuition fee and other fees at the time of course commencement.
- I understand that this agreement is subject to the policies of **UWS**College available on the College website at www.uwscollege.edu.au
- I have read and I understand the current policies and procedures of **UWS**College as per the information available on the website at www.uwscollege.edu.au
- I have read and I understand the conditions of Overseas Student Health Cover as per the information available on the website at www.oshcallianzassistance.com.au
- I understand that course progression is dependent upon satisfactory academic progress, attendance and the payment of tuition fees prior to commencement of a subsequent teaching period or courses.
- I am aware that English Language Programs consists of 20 hours per week of face-to-face teaching.
- I am aware that I am required to notify **UWS**College of any change to my address and/or contact details while enrolled in the course.

Student's signature (For students under the age of 18, a parent or guardian signature is required)
Date (dd/mm/yyyy)

Parent/guardian signature
Date (dd/mm/yyyy)

*In providing my personal information to **UWS**College, I understand that, other than as authorised by law, **UWS**College will only use this information for the purposes for which it is being collected in accordance with the College's functions and activities associated with my enrolment. In some instances, the College may need to disclose information to any government department which administers or has authority regarding education or immigration policy and law and any other government agencies (state, territory or federal), an affiliated entity of the College, or to third parties for the purposes of recovering unpaid **UWS**College fees or other debts owed to the College, and I consent to such disclosure. I also understand that all information will be collected, stored, accessed and disseminated or destroyed in accordance with privacy, records management and other relevant laws, and the **UWS**College policies.*

The University of Western Sydney is a registered provider under the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) Provider Code 00917K. **UWS**College is a division of UWS Enterprises Pty Ltd ABN 44 003 474 468 (CRICOS Code 02851G) - a wholly owned entity of the University of Western Sydney (CRICOS Code 00917K). **UWS**College Academic Pathway programs are delivered by **UWS**College under arrangement with the University of Western Sydney.

Confirmation of Enrolment (CoE) Request and Payment Advice

University of Western Sydney
UWSCOLLEGE

Please complete and return to:
UWS International Admissions,
Academic Registrar's Office
Building ES, Parramatta Campus
Locked Bag 1797
Penrith NSW 2751, Australia
Email: uwsiadmissions@uws.edu.au

CoE request

Family name
Given name
Gender ☐ Male ☐ Female
Date of birth (dd/mm/yyyy)
Country of birth
Overseas Student Health Cover (OSHC)
Do you require OSHC? ☐ Yes ☐ No ☐ Single ☐ Dual family ☐ Multi family
Duration (please tick) ☐ 3 months ☐ 6 months ☐ 9 months ☐ 12 months
English Test Score (IELTS or TOEFL)
Passport number (if known)
Email
Fax
DIBP office/country where visa application will be lodged
Course name(s)
Course date(s)

Payment advice

Payment method

☐ Credit card ☐ Western Union ☐ Sponsor

Amount
Payment date (dd/mm/yyyy)

Your acceptance will not be processed until payment is confirmed.

The following options are available for commencing students to make payment to UWS (please choose one option and complete the required information):

☐ Credit card

UWS accepts Mastercard and visa only. Payment can be made at http://ipay.uws.edu.au/pgrp_show.asp > International Students > Tuition Fees (commencing students)

Please attach a copy of your payment receipt to this form.

☐ Western Union Telegraphic Transfer

Payment can be made at www.geoforeducation.com/UWS

Please attach a copy of your Western Union payment confirmation to this form.

☐ Payment is being made by a sponsorship body/sponsoring organisation

Please attach a letter or other document from your sponsor detailing payment arrangements.

I declare that the information provided by me on this form is true and correct. I also agree to release of personal information about me for the purpose of processing this application.

Student's signature (For students under the age of 18, a parent or guardian signature is required)
Date (dd/mm/yyyy)

Parent/guardian signature
Date (dd/mm/yyyy)

*In providing my personal information to **UWS**College, I understand that, other than as authorised by law, **UWS**College will only use this information for the purposes for which it is being collected in accordance with the College's functions and activities associated with my enrolment. In some instances, the College may need to disclose information to any government department which administers or has authority regarding education or immigration policy and law and any other government agencies (state, territory or federal), an affiliated entity of the College, or to third parties for the purposes of recovering unpaid **UWS**College fees or other debts owed to the College, and I consent to such disclosure. I also understand that all information will be collected, stored, accessed and disseminated or destroyed in accordance with privacy, records management and other relevant laws, and the **UWS**College policies.*

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Application for Homestay/Airport Pick-up

University of Western Sydney
UWSCOLLEGE

Please complete and return to:
UWSCollege Student Services
PO Box 406
Westmead NSW 2145 Australia
Fax: +61 2 9685 9700
Email: pathwaystouni@uws.edu.au

Personal details

Family name	
Given names	
Student ID	
Campus	
Date of birth (dd/mm/yyyy)	
Gender	☐ Male ☐ Female
Nationality	
Address in home country	
Name of father	
Name of mother	
Telephone	Mobile
Email	

Emergency contact person in Australia

Name
Relationship to student
Contact number

Homestay requirements

Start date (dd/mm/yyyy)	
Number of weeks	
Do you enjoy being around children?	☐ Young children ☐ Older children ☐ No children ☐ Don't mind
Your hobbies (optional)	
Your religion (optional)	
Do you like animals?	☐ Yes ☐ No
Your favourite food	
Foods you do not eat	
Do you smoke	☐ Yes ☐ No
Special requests	
Do you take medication? If Yes, please describe	☐ Yes ☐ No
Do you suffer from allergies? If Yes, please describe	☐ Yes ☐ No

Arrival details

These details are required even if you don't require airport pick-up as we must inform your homestay of your arrival time and date

Do you require airport pick-up?	☐ Yes ☐ No
Arrival date	Arrival time
Flight number	
Course start date	
Course duration	

Conditions and cancellation policy

- Homestay accommodation and airport pick-up will not be confirmed until the following fees are paid in advance; accommodation placement fee, first 4 weeks of homestay accommodation and/or airport pick-up fees.
- Request for homestay accommodation must be received at least 4 weeks prior to student arrival.
- Homestay accommodation booking is for a minimum of 4 weeks, or the student's length of study if shorter than 4 weeks.
- Students should commit to stay in their homestay accommodation for the first 4 weeks. In exceptional circumstances **UWS**College can make alternative arrangements upon request.
- Accommodation placement fee and airport pick-up fees are not refundable.
- Full homestay fees are only refundable if cancellation is received 48 hours prior to commencement of homestay.
- Homestay fees will incur a 2 week cancellation fee (50% of homestay accommodation fees initially paid) if cancellation is received within 48 hours prior to commencement of homestay.
- Refunds may be subject to a 10% administration fee
- If students want to leave or change the homestay, they must notify the family 2 weeks in advance.
- If students choose to leave without giving a 2 weeks' notice, 2 weeks homestay fees still apply unless otherwise agreed.
- Students should pay directly to the homestay agent office if they want to extend their homestay after the first 4 weeks.

I have read and agree to all the conditions outlined above and I declare that the information provided by me on this form is true and correct. I also agree to the release of personal information about me for the purpose of processing this application.

Student's signature
Date (dd/mm/yyyy)

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

Parent/Guardian's signature
Date (dd/mm/yyyy)

*In providing my personal information to **UWS**College, I understand that, other than as authorised by law, **UWS**College will only use this information for the purposes for which it is being collected in accordance with the College's functions and activities associated with my enrolment. In some instances, the College may need to disclose information to any government department which administers or has authority regarding education or immigration policy and law and any other government agencies (state, territory or federal), an affiliated entity of the College, or to third parties for the purposes of recovering unpaid **UWS**College fees or other debts owed to the College, and I consent to such disclosure. I also understand that all information will be collected, stored, accessed and disseminated or destroyed in accordance with privacy, records management and other relevant laws, and the **UWS**College policies.*

The University of Western Sydney is a registered provider under the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) Provider Code 00917K. **UWS**College is a division of UWS Enterprises Pty Ltd ABN 44 003 474 468 (CRICOS Code 02851G) - a wholly owned entity of the University of Western Sydney (CRICOS Code 00917K). **UWS**College Academic Pathway programs are delivered by **UWS**College under arrangement with the University of Western Sydney.

in person

UWSCollege Nirimba campus
Nirimba Education Precinct
Eastern Road
Quakers Hill, New South Wales 2763
Australia

UWSCollege Bankstown campus
UWS Bankstown campus,
Building 17
Corner of Horsley Road and Bullecourt Avenue,
(entrance is via Bullecourt Avenue)
Bankstown, New South Wales 2200
Australia

UWSCollege Lithgow campus
Charles Hoskins Memorial Institute
Corner of Mort and Bridge Streets
Lithgow, New South Wales 2790
Australia

UWSCollege Westmead campus
St Vincent's Building J
158–160 Hawkesbury Road
Westmead, New South Wales 2145
Australia

UWSCollege Penrith (Kingswood) campus
UWS Kingswood campus
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Corner of O'Connell Street and Second Ave,
Kingswood, New South Wales 2747
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