

Education history

If you are currently completing a qualification, please indicate when you expect to complete this study (month/year).

Name and location of institution (e.g. Temasek Junior College, Singapore)

Qualification/Award received (e.g. GCE "A" level)

Years attended (e.g. 2010-2012)

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Current English proficiency

Is English your first language? Yes No

Have you studied at secondary level with English as the language of instruction?

Yes No If yes, please provide evidence of language of instruction.

Do you have an English Language score?

Yes No

If yes, please select one of the following

IELTS TOEFL iBT TOEFL
 Pearson Test of English Other

Test date (d/m/y)

Score

Program selection

Year of entry to the University of Adelaide College: (e.g. 2016, 2017)

Degree Transfer

Degree Transfer Extended (March) Degree Transfer Standard (February)
 Degree Transfer Standard (July) Degree Transfer Standard (July)
 Degree Transfer Extended (October) Degree Transfer Accelerated (October only)

Foundation Studies

Foundation Studies (February)
 Foundation Studies (July)
 Foundation Studies Accelerated (October only)

General Academic English

General Academic English

University Program

Please indicate which Bachelor degree you intend to study at the University of Adelaide (e.g. Bachelor of Engineering [Civil and Structural])
Bachelor of:

Accommodation

Please give your preferred choice of accommodation here (if required).

Accommodation type

Homestay Hostel
 The University of Adelaide Village

Accommodation name

Check-in date (d/m/y)

Check-out date (d/m/y)

Do you have any special requests (e.g. medical requirements, allergies, special diet, no cats/dogs, meals, supplements)?

Yes No If yes, please specify:

Do you smoke?

Yes No

Additional services

Do you wish the University of Adelaide College to organise your Overseas Student Health Cover (OSHC) on your behalf? Yes No

If yes, please indicate: Single Couples Family

If no, please list your current OSHC details

Policy provider:

Policy number:

Start date:

Expiry date:

*Please note that OSHC is mandatory for Student Visa holders and their accompanying family members.

Medical conditions

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

If yes, please provide medical documentation from a relevant treating professional detailing the impact of your condition on your ability to meet academic demands. Disclosure will not disadvantage your application and is confidential. The information you provide will assist us in best catering for your needs.

Privacy notice

The University of Adelaide College understands and respects that privacy is important to you. We collect personal information about you so that we can provide you with the services you have requested. We may also use your information to improve our products and services and offer you our, or our partners' or suppliers', products and services which may be relevant to you. We may disclose personal information about you in accordance with our Privacy Policy (available at www.college.adelaide.edu.au), including to your education agent and the Australian government. Our privacy policy contains information about how you can access and correct the personal information we hold about you, or make a privacy complaint. You may contact the Privacy Officer (privacy@kaplan.edu.au) for more information.

In regard to promotional material, please indicate below.

I do not want to receive communication in any format from the University of Adelaide College sent on behalf of its sponsors, partners or suppliers, or
 I do not want to receive communication in any format from the University of Adelaide College about its own publications, information and events.

Declaration

I have read, understood and agree to be bound by the Terms and Conditions of enrolment. I declare that I have read the instructions on this application form and that, to the best of my knowledge, the information provided by me is true and complete in every particular. I acknowledge that the University of Adelaide College and the University of Adelaide may vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information provided by me. I give permission to the University of Adelaide College to verify or obtain records from other educational institutions that I have attended. I understand that I am seeking temporary entry into Australia for educational purposes only as a fee-paying student. I understand that if I change my visa status, I may be subject to different rules and conditions. I understand the above conditions and am prepared to accept them in full. In particular that I, or my sponsor, will be responsible for the full costs of the academic program for which I am seeking admission, as well as the associated travel and living costs. I give permission to the University of Adelaide College to provide information to my parent(s) or guardian(s) and my agent regarding my application for admission to the program listed above.

I confirm that I have read, understood and agree to be bound by the University of Adelaide College Terms and Conditions to include the full declaration detailed in the attached.

Signature of student

Date

Signature of parent/guardian (required if student is under 18 years old)

Date

Application checklist

- Completed all sections of the Application Form.
- Read and understood the Terms and Conditions.
- Attached certified copies of your academic qualifications (translated into English).
If waiting for results then these can be submitted at a later date.
- Attached evidence of English language proficiency (if available).
- Included a copy of your passport (if available).

How to apply

1. Fill out the application form (also available at www.college.adelaide.edu.au/apply)
2. Provide certified copies of:
 - Academic qualifications (school reports)
 - English proficiency document
 - Passport
 - Birth certificate (Domestic students only)
3. Send your completed application form and certified documents by post or email to the University of Adelaide College at the address below or to one of our local representatives
4. We will review your application form and supporting documents. If you are accepted, you will receive a 'Offer of Admission'
5. Sign and return the written acceptance of your offer to the University of Adelaide College Admissions Office together with evidence of payment for the amount specified in the Offer of Admission (Payment options listed in Letter of Offer)

Account Name: Bradford College*
Bank: HSBC Bank Australia Limited
Address: 28 Bridge Street, Sydney NSW 2000
BSB: 342 011
Account Number: 461456 163
SWIFT Code: HKBAU2S

*Pending update, please refer to www.college.adelaide.edu.au/apply/ for latest payment details

6. You will then receive an electronic Confirmation of Enrolment
7. International students may then apply for a student visa to study in Australia

Admissions Office
The University of Adelaide College
 132 Grenfell St, Adelaide, SA 5000
 Telephone: +61 8313 3430
 Fax: +618 8313 3877
college@adelaide.edu.au

Terms and Conditions

1. GENERAL TERMS AND CONDITIONS

These Terms and Conditions are applicable to all students studying at the University of Adelaide College under Kaplan Higher Education Pty Ltd ABN 85 124 217 670 CRICOS 03127E (The University of Adelaide College), including the College English Language Programs delivered by the University of Adelaide College and the Foundation Studies and Degree Transfer programs delivered under agreement with the University of Adelaide CRICOS 00123M.

1.1. Policies and procedures: All the University of Adelaide College students are subject to the policies and procedures that are published on our website (<http://www.college.adelaide.edu.au/policies/>) and in the University of Adelaide College student handbook, including those dealing with student misconduct, assessment, progression, enrolment deferral and cancellation, complaints and appeals, and refund. Students must review these policies and procedures, and ensure they understand and comply with the most up to date version of our policies and procedures.

1.2. Late arrivals, vacations and absences: All students are expected to attend class from the first day of their course. No refund is given for time missed due to arrivals after the published course commencement date, vacations, absences or public holidays. Such periods of absence will not be replaced by a free extension of any course. No refunds or substitutions will be made for classes missed due to exams, excursions, first day orientation or other obligations that fall outside the normal teaching schedule. Classes are not held, and many campus facilities are closed, on public holidays. All published course dates start on a Monday, but if the Monday is a public holiday, the course start will fall on the Tuesday. Students may be given written permission for late arrival up to 2 weeks from their published course commencement date.

1.3. Campus facilities: Students are advised that campus facilities may not be available during study breaks. Details are available from the Student Services Team or Reception.

1.4. Placement: The University of Adelaide College reserves the right to place a student into the most appropriate class, and to postpone subjects to the following semester where there is an insufficient number of students for that subject.

1.5. Course changes: The University of Adelaide College has the right to change course dates, course curricula, tutors and programs at any time at its discretion. However, in cases where the course is rescheduled before the first class and the new date is unacceptable to the student, all unused tuition fees will be refunded.

1.6. Tuition fees: The student or student's family agrees to pay the total tuition fee and any additional charges in accordance with the fee schedule available on our website www.college.adelaide.edu.au. Any refund is made in accordance with the University of Adelaide College refund policy. Tuition fees include lessons, orientation, use of computer facilities and internet quota, placement and progress testing and a University of Adelaide College certificate upon successful completion of the course.

The University of Adelaide College reserves the right to withhold the granting of a certificate attained by a student if tuition fees or any other fees remain outstanding. All fees are published on our website www.college.adelaide.edu.au and tuition fees can be found in the 2017 fee schedules.

1.7. Late payment: A fee of AUD 100 applies on unpaid accounts 30 days after the date the payment was due.

1.8. Books and learning materials: Students may be required to purchase textbooks, workbooks, stationery, software and other required learning materials at an additional cost. Details of any additional costs are in the University of Adelaide College Student Handbook or the relevant course or unit outline.

1.9. Additional services: Any additional services (such as travel, telephone costs, excursions, medical costs, special diet, non-the University of Adelaide College exams and enrolment amendments) are not included in any fees unless specifically stated on a valid invoice from the University of Adelaide College. Students wishing to arrange homestay accommodation and/or airport transfer can obtain further information at <http://www.college.adelaide.edu.au/accommodation/>.

1.10. Privacy: Personal information collected by the University of Adelaide College which identifies a student and information regarding a student's course progress and attendance may be shared by the University of Adelaide College with the Australian government, or State and Territory governments, and their designated authorities, the Tuition Protection Scheme, the agent that recruited the student (unless specifically excluded), the students' parents (if under 18), College staff and contractors, the University of Adelaide and related body corporates of the College and their staff and contractors. This information may include personal and contact details, course enrolment details and changes, course results, and the circumstance of any suspected breach by the student of a visa condition. The University of Adelaide College's Privacy Policy complies with the Privacy Act 1988 (Cth) when dealing with personal information. For further information please review the Privacy Policy (at <http://www.college.adelaide.edu.au/privacy/>) or contact our Privacy Officer at privacy@kaplan.edu.au.

1.11. Medical costs: The University of Adelaide College is hereby authorised to seek medical treatment should the college or a staff member acting on their behalf consider such action necessary for a student. The student agrees to indemnify the University of Adelaide College for any expense, loss, damage or liability whatsoever suffered or incurred as a result of authorising and arranging such emergency medical treatment.

1.12. Photography, filming and sound recording: The University of Adelaide College or its representatives may arrange to photograph or shoot video footage of students for promotional or marketing purposes, in print and/or online, at any time. Any student who does not wish to participate should advise us at the time of booking and state at the time of the photographing or video shooting their wish not to participate.

2. THE UNIVERSITY OF ADELAIDE FEES

2.1. The University of Adelaide course fees will depend on the student's choice of undergraduate degree course and point of entry. Further information is available on the University of Adelaide website: www.adelaide.edu.au.

3. DEFERRAL POLICY

3.1. A student may apply to defer their studies on the grounds of exceptional circumstances such as their own ill health or that of a very close relative. All applications for deferral from a course of study must be made in writing or using the Deferral Form available from the University of Adelaide College. Students should refer to the deferral policy (available at www.college.adelaide.edu.au/policies) for details of the circumstances in which their enrolment may be deferred, suspended or cancelled, before submitting their application. An administration fee of AUD 250 is required for processing a deferral application.

4. REFUND POLICY

4.1. The University of Adelaide College's refund policy is available at www.college.adelaide.edu.au/policies. All students must read the refund policy before accepting an offer of admission from the University of Adelaide College. For the purposes of the refund policy only, a course is defined as one semester of study, or for English programs, maximum 24 weeks of study. Students requesting a refund are required to do so in accordance with the University of Adelaide College refund policy. Refunds, where applicable, will be made only to the bank details specified in the refund form (the refund form is available by emailing college@adelaide.edu.au). All refund requests will be responded to in writing within 14 days, and approved refunds will be paid in Australian dollars within 14 days of written notification by the College.

For students under the age of 18, refunds will be paid to the parent(s) or guardian(s) of the student unless the University of Adelaide College receives written approval from a parent or guardian consenting for the refund to be paid directly to the student. Tuition fees are not transferable to other students.

4.2. Students should note, under the University of Adelaide College refund policy, that certain other fees are non-refundable before their course commences including any accommodation placement fee and airport pick up fee. Students should also note certain other fees are not refundable after the course commences including library or facility fees, health insurance fees and administration fees such as courier fees, course transcript reprint fees and late fees. In all cases, the enrolment fee, medical insurance and/or health cover costs (to date), accommodation placement fee (if the accommodation has already been arranged), courier and any other service fees are non-refundable.

4.3. Full tuition fee refunds are payable if:

- The University of Adelaide College is unable to provide the course before, or on the day of, the published course commencement date;
- The offer of enrolment is withdrawn for reasons other than incorrect or incomplete information supplied by the student at the time of enrolment;
- An Australian visa application is refused; Where a student visa application is rejected, all tuition fees paid will be refunded in full, less the enrolment fee, once proof of the visa refusal has been provided to the University of Adelaide College; or
- Approval of an Australian student visa is delayed beyond the student's control.

4.4. Partial tuition fee refunds are payable in the following manner:

- 90% of the tuition fee is refundable when the offer of enrolment is withdrawn because of incorrect or incomplete information supplied by the student at the time of enrolment;
- 80% of the tuition fee is refundable when the student notifies the college of their decision not to enrol at least 4 weeks before the published course commencement date; or
- 50% of the tuition fee is refundable when the student notifies the college of their decision not to enrol less than 4 weeks before the published course commencement date.

4.5. No tuition fee refund is payable if:

- The University of Adelaide College receives written notification of cancellation of enrolment for a student after the published commencement date of the student's course;
 - The student withdraws after commencing their course.
- In this case, the student is liable to pay the full tuition fee of the first semester and any expenses, costs or disbursements incurred in recovering the tuition fee;
- These Terms and Conditions, including an applicable requirement of a University of Adelaide College policy, are breached by the student; or
 - The student's enrolment is cancelled by the University of Adelaide College.

If the University of Adelaide College has to cancel an international student's enrolment caused by a serious breach of student visa conditions or serious misconduct, no refund of course fees will apply.

4.6. Protection of student fees: In the unlikely event that the College is unable to deliver a course in full, students will be offered a refund of all unspent tuition fees. This refund will be paid within 14 days of the day on which the course ceased being provided. Alternatively, students may be offered enrolment in an alternative course at no extra cost. Students have the right to choose whether they would prefer a refund of unspent tuition fees or to accept a place in another course. If they choose placement in another course, students will need to sign documentation to indicate their acceptance of the placement. In the unlikely event that the College is unable to provide a refund or place a student in an alternative course, the Tuition Protection Service (TPS) will assist the student in finding an alternative course or to get a refund if a suitable alternative is not found. Further information concerning the TPS can be found at www.tps.gov.au.

4.7. Students that cancel their enrolment may not be eligible to receive a certificate for a partially completed course from the University of Adelaide College.

5. INTERNATIONAL STUDENTS

5.1. Visa information: It is the responsibility of the student to arrange all applicable travel permits or visas and to have a valid passport for the whole period of study. The student may be asked to make payment for the first study period before any of their visa documentation is issued. Visa application forms (Confirmation of Enrolment) may not be issued by the University of Adelaide College until payment for the first study period has been received and the enrolment agreement has been signed and returned by the student. The enrolment agreement includes reference to the pre-arrival information and grievance procedures information and can be found on our website www.college.adelaide.edu.au.

5.2. Student visa obligations: Student visa holders are required to maintain compliance with all applicable visa conditions including providing the University of Adelaide College with a current residential address and telephone number at all times, maintaining satisfactory academic progress

and attending a minimum of 80% of their course. Students that fail to commence their enrolled course or fail to meet the requirement for 80% attendance or satisfactory academic progress will be reported to the Department of Immigration and Border Protection (DIBP). Any school-aged dependants accompanying overseas students to Australia will be required to pay full fees if they are enrolled in either a government or non-government school.

5.3. Health insurance: Health insurance is compulsory for student visa holders and their accompanying family members. Students are required to provide proof of health insurance at the time of their enrolment. Students will not receive Confirmation of Enrolment until they have obtained satisfactory health insurance for the length of their visa. The Australian government requires all students on student visas to join the Overseas Student Health Cover (OSHC) scheme, a health insurance plan for overseas students in Australia. Students must ensure that payment is made for compulsory OSHC before their visa is issued and that the insurance provides adequate coverage for the duration of the student's visa.

5.4. Codes of practice: The College abides by the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (the National Code) and the Educational Services for Overseas Students Act 2000 (Cth) (ESOS Act). Further information about the National Code can be obtained at <https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOS-Regulations/Pages/default.aspx>.

5.5. Living expenses: Migration regulations in Australia require international students to show evidence that they can contribute to the cost of living and studying in Australia. Further information can be obtained at www.studyinaustralia.gov.au/en/Study-Costs or www.immi.gov.au.

6. CONSUMER PROTECTION

6.1. Agreement to these Terms and Conditions, and the availability of complaints and appeals processes, does not remove the right of a student to take action under Australia's consumer protection laws, or their right to pursue other legal remedies under Australian law.

6.2. Students will be advised of any changes to these Terms and Conditions that may result from a directive of the governing body of the University of Adelaide College or government legislation. Any dispute, claim or other matter arising will be subject to the laws of South Australia.

7. DECLARATION

Upon submitting an application to the University of Adelaide College, and subsequently undertaking any study at the University of Adelaide College, the student (or their authorised representative on the student's behalf – if the student is under 18 years of age):

7.1. Declares that the information provided in their application form is true and complete in every detail.

7.2. Understands that giving false or incomplete information may lead to the refusal of their application or cancellation of their enrolment.

7.3. Has read and understood the published information in the University of Adelaide College brochure and on the University of Adelaide College (and University of Adelaide) website and has sufficient information about the University of Adelaide College to enrol.

7.4. Authorises the University of Adelaide College to retain their photo image for identification purposes and consents to the use of any photographs or video footage taken of the student for promotional or marketing purposes, without further consent or notification.

7.5. Authorises the University of Adelaide College to provide the University of Adelaide, or any other educational institutions to which the student is seeking admission, any required relevant official records. The student also gives the University of Adelaide College permission to obtain official records from any educational institution the student has attended and from the University of Adelaide once their studies at the University of Adelaide College have finished.

7.6. For international students, the student understands that the University of Adelaide College will collect information during their enrolment in order to meet its obligations under the ESOS Act and the National Code, and to ensure the student complies with the conditions of their visa and the student's obligations under Australian immigration laws. The authority to collect information is contained in the ESOS Act, ESOS Regulations and the National Code. The international student authorises the University of Adelaide College to provide information including personal and contact details, course enrolment details, and the circumstances of any suspected breach of their student visa conditions to the Australian Government, the Tuition Protection Service (if relevant) and any other designated authorities. The student also understands that this information can be disclosed without their consent where the University of Adelaide College is authorised to or required to by law.

7.7. Understands that information collected during their enrolment will be handled in accordance with the Privacy Policy, and may be stored on a server controlled by a third party whether in Australia or otherwise (<http://www.college.adelaide.edu.au/privacy/>).

7.8. Accepts liability for payment of all relevant fees identified in these Terms and Conditions, the University of Adelaide College brochure and on the University of Adelaide College (or University of Adelaide) website. The student also understands the circumstances in which refunds will not be applicable as set out in these Terms and Conditions, including the University of Adelaide College refund policy, and that fees may increase with written notification from the University of Adelaide College during the course. For international students, the student has also read the information provided in relation to living expenses and they understand that the cost of living in Australia may be higher than in their own country, and the student confirms that they can meet those costs.

7.9. Understands and agrees to abide by all the University of Adelaide College policies and procedures (available at <http://www.college.adelaide.edu.au/policies/>).

7.10. Agrees to notify the College of their change of address in writing within 7 days of moving.

The following websites may be of use for international students:

- Education Services for Overseas Students (ESOS): <https://internationaleducation.gov.au>
- Australian Quarantine and Inspection Service: www.agriculture.gov.au
- Australian Department of Foreign Affairs and Trade: www.dfat.gov.au
- Department of Immigration and Border Protection: www.immi.gov.au
- The Bureau of Meteorology: www.bom.gov.au
- Office of the Training Advocate: www.trainingadvocate.sa.gov.au