

Representative's Stamp

2012 International Application for Admission to study in Australia

Applications should be lodged four to six months prior to intake. However late applications may be given special consideration. If you are currently studying in Australia you should lodge your application at least four weeks prior to the intake.

PERSONAL DETAILS

Title	Gender: Male <input type="checkbox"/>	Female <input type="checkbox"/>
Surname or Family Name		
Given Names		
Date of Birth (day/month/year)	Passport Number	
What is your first language?		
What is your country of citizenship?	What is your country of birth?	

If you are currently living in Australia but do not have permanent residence, please indicate your current visa status:

If you currently hold an Australian Student Visa, please provide details of the:

Visa Subclass Expiry Date Visa Number

If you have previously been enrolled at Charles Sturt University, please provide your student number

If you have a disability or ongoing medical condition which will require you to seek special assistance from the University please provide details: (e.g. hearing/visual impairment, mobility requirements)

YOUR CONTACT DETAILS

Home Address	
<input type="text"/>	
Town/City	State/Province
Postal/Zip Code	Country
Telephone	Fax
Email	

COURSE DETAILS

Location – please refer to the current International Fees List (available at csu.edu.au/division/internat/courses/index.htm) to determine the location of your course

Albury-Wodonga Bathurst Canberra Melbourne Orange Parramatta Sydney Wagga Wagga

First Preference

Name of course		
Year	Intake (month)	Course Major/Stream

Second Preference

Name of course		
Year	Intake (month)	Course Major/Stream

Do you intend to study a further course at Charles Sturt University – if so which course?

ENGLISH LANGUAGE PROFICIENCY

All international students must demonstrate an acceptable level of English proficiency to gain admission to Charles Sturt University. Please provide evidence of your English language proficiency by submitting your English language test results taken in the last two years:

Academic IELTS (score)

Overall	Reading	Writing	Listening	Speaking
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TOEFL (score)

Overall	Test for Written English
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Other (please specify)

If you do not have test results, please indicate when you sat, or intend to sit the test

It should be noted that IELTS (Academic) is the preferred test as many students must provide an IELTS test to the Australian Embassy in order to obtain their student visa.

EDUCATIONAL BACKGROUND (please attach original or certified transcripts and final results)

Secondary Studies

School	Country
Highest level completed	Year completed

Tertiary Studies

Course	
Institution	Country
Duration	Year completed

Course	
Institution	Country
Duration	Year completed

If you have not yet completed your course, please indicate when you expect to qualify for your award

RELEVANT EMPLOYMENT EXPERIENCE (if required for your chosen course of study)

Please attach a written statement and evidence of your employment history including:

- Date of employment (from – to)
- Job title
- Main duties

Full-time Part-time

EXEMPTIONS/CREDIT

Do you wish to apply for exemption/credit based on previous relevant studies? Yes No

If YES, you must provide a certified copy in English of your transcript of results; a description of the grading system used; and a description of all subjects completed from the institution's official handbook/calendar for the appropriate year, or other appropriate evidence. Applications for exemption/credit cannot be assessed without this information.

HOW DID YOU LEARN ABOUT CHARLES STURT UNIVERSITY?

Agent <input type="checkbox"/>	Internet <input type="checkbox"/>	Friend/Relative <input type="checkbox"/>	Exhibition <input type="checkbox"/>	Other <input type="checkbox"/>
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DECLARATION AND SIGNATURE This application must be signed; otherwise it will not be accepted.

I wish to be considered for admission to the course(s) I have shown on this application form. I declare that to the best of my knowledge the information supplied within this application and the documentation supporting it is correct and complete. I acknowledge that the provision of false or misleading information may result in non-acceptance of this application or immediate exclusion from Charles Sturt University (CSU). I authorise CSU, where necessary, to obtain from any other educational institution evidence of my academic record or seek other corroborating evidence with respect to my application. I also declare that I have provided certified copies in English of the documents required for admission and will meet the conditions of my student visa. I also understand that CSU is required under Section 19 of the ESOS Act 2000, to inform the Department of Immigration and Citizenship (DIAC) about changes to my course enrolment and any breach of my student visa condition relating to satisfactory academic performance. I also understand that under the provisions of the ESOS Act 2000, CSU may release information provided in this application to Australian Commonwealth and State agencies.

Signed	Date
Signed (Parent, Legal Guardian*)	Date

* if applicant is under the age of 18

Melbourne and Sydney applications to:
Admissions Office, Charles Sturt University Study Centres
PO Box 126, Darlinghurst NSW 2010, Australia
Phone: +61 2 9291 9300 Fax: +61 2 9291 9303
E-mail: studycentre@csu.edu.au

Albury-Wodonga, Bathurst, Canberra, Orange, Parramatta, Wagga Wagga applications to:
CSU Admissions, Charles Sturt University
Locked Bag 676, Wagga Wagga NSW 2678, Australia
Phone: +61 2 6933 4334 Fax: +61 2 6933 2063
E-mail: admissions@csu.edu.au

Terms and conditions



Before applying to study at Charles Sturt University students need to understand the terms and conditions of their application



Refunds

The following policy applies to all overseas students studying at CSU. Please note that this general policy applies when it is not in conflict with an individual course's refund policy. Some course fees, for example, include a "non-refundable" amount.

Inability to start

CSU will give you a full refund of paid tuition fees if:

- you are unable to obtain a visa
- political or civil unrest or natural disasters prevent you leaving your home country or paying fees in full
- you are unable to commence your course because of a serious and prolonged illness, disability or death of you or a parent, sibling, spouse or child
- your offer of a place is withdrawn (unless the offer was made on the basis of incorrect or incomplete information supplied by the student, in which case CSU will retain 10% of the fee for one session)
- the course for which you enrolled is no longer offered
- CSU refuses to enrol you in a course.

To seek a refund in these circumstances, you (or your agent) should write to the Student Administration Claims Committee (see address details on the back cover), supplying copies of relevant documentation (such as a visa refusal letter or medical certificates).

Your refund will be based on the Australian dollar fee for the course (rather than the foreign currency amount you paid). The amount will be paid within four weeks by telegraphic transfer to a bank in your home country. CSU cannot pay your refund into an Australian bank.

Withdrawal from one or more subjects after commencement

There are two separate processes that must be completed.

a) Change your enrolment to withdraw from the subject (or subjects)

Enrolment variations can be made at any time prior to the Census Date using the online Enrolment Variation form on CSU's Student Administration website.

After the Census Date has passed you must make the enrolment change in writing to CSU's Student Administration office.

Once the variation has been submitted, your request will be passed to the relevant faculty that teaches the subject (or subjects) who will decide whether an Academic Withdrawal (or AW) should be

awarded. The Academic Withdrawal Policy is explained in Section 13 of the enrolment regulations.

Please note that if you are an on-campus student, Australia visa requirements require you to study full-time.

Visit www.csu.edu.au/acad_sec/regulations.htm#7

b) Seek a refund of tuition fees paid for the subject (or subjects)

If you wish to seek a refund of tuition fees after withdrawing from a subject or subjects, you must make your request in writing – and follow this with an appointment to see the Course Director at the CSU Study Centre.

Refund schedule

If you withdraw from a subject less than four weeks after the commencement of session, you may request that 100 per cent of that course fee be credited to your account for use in later subjects.

Otherwise, CSU will refund your tuition fees according to the following schedule:

DATE REQUEST TO WITHDRAW LODGED WITH STUDENT ADMINISTRATION	PORTION OF TUITION FEE REFUNDABLE
4 weeks (28 days) or more before the start of session	90%
Less than 4 weeks (28 days) before the start of session	75%
At the start of session, or less than 4 weeks (28 days) after the start	50%
4 weeks (28 days) or more after the start of session	0%

In the case where your request for a refund is 28 days before the start of session and related to the first session, an administrative fee of up to AU\$500 may be charged. The non-refundable portion of the tuition fee, plus the administrative fee, will not exceed AU\$2,500.

Your refund will be credited to your student account. If you are terminating your course, your credit balance will be paid by telegraphic transfer into a bank account in your home country.

Note: if you withdraw from a subject prior to payment, a charge will be made against your account as per the above schedule.

Exceptional circumstances

The Student Administration Claims Committee may consider written requests for refunds due to exceptional circumstances and may increase the amount of refund provided.

Applications for exceptional circumstances must provide details and appropriate verifiable evidence of the circumstances why a refund beyond the stated policy should apply.

No refund

A refund will *not* be provided if the application includes fraudulent or forged documentation.

Appeals of decisions

If after 30 days from receipt of an application you have not been notified of an outcome, or if you are unhappy with the decision, you may appeal to the Campus Director at the CSU Study Centre.

Change of visa status

If you are granted Australian Permanent Resident status, your fee-paying structure changes.

You should provide CSU's Student Administration office with written evidence before 31 March or 31 August of any calendar year. You will receive a refund of all tuition fees for courses you have paid for after the date.

You are eligible for HECS-HELP if you are enrolled as a commonwealth supported student and you are either: an Australian citizen or a permanent "Humanitarian" visa holder resident in Australia for the duration of your unit. Permanent visa holders (non-humanitarian subclass) are not eligible to access a HECS-HELP loan.global (Permanent Resident status is recognised from the date stamped on your passport, not the date on which you applied). Your refund will be credited to your student account.

If you are not satisfied with the application of this policy, you may take action through the University Ombudsman. You are also entitled to take legal action under Australia's consumer protection laws.

Permanent residency

The offer of admission to CSU is made to you as an international fee-paying student. It is important that you are aware that CSU does not currently have any domestic undergraduate places at CSU Study Centres in Sydney or Melbourne. There are places available for domestic postgraduate students in some courses.

If you obtain Australian permanent residency before enrolling in a study program your offer of a place (or your enrolment) as an international student will lapse.

Your application for admission as a local student will then be assessed. Please note that, because of government controls on the number of local students that can be enrolled, you may not qualify for a local place.

If you obtain permanent residency before you enrol, you must notify CSU in writing as soon as possible, enclosing certified documentary evidence of your residency status. If you obtain Australian permanent residency prior to the Census Date of any enrolment session, your enrolment status will change to that of Australian student.

If you obtain Australian permanent residency after the Census Date of your enrolment session, your enrolment will continue as an international fee-paying student until the end of that session. Thereafter your status will change to that of local (Australian) student.

Orientation program is compulsory

International students must arrange to be on campus a week before the start of the first session in order to take part in a compulsory orientation program.

If you are going to arrive after the commencement of session, you must seek approval from CSU Admissions Office by e-mailing studycentre@csu.edu.au. Please advise your expected date of arrival when applying for late enrolment approval. Students will *not* be allowed to enrol after the end of the second week of session.

Airport pick-up refunds

For cancellations less than 48 hours before arrival, *no* refund will apply.

If a student arrives at the airport and the Airport Pick-Up service provider cannot be located, students should contact the 24-hour phone number provided. If a student is then compelled to make alternative arrangements, a full refund of the Airport Pick-Up service fee will apply.

Student visa requires full-time study

It is a requirement of your student visa that you undertake studies on a full-time basis. Changes to your enrolment and any breach of the student visa conditions in relation to academic performance must be reported to the Department of Immigration and Citizenship.

Publicity

Students and their parents or guardians agree that students may be photographed on campus, and these photographs may be used for promotional purposes without a student's written consent or notification. If you do *not* agree, please inform the University in writing at the time of application.

Disclosure of information

CSU reminds you that the information provided in your application may be made available to Australian Commonwealth and State Agencies pursuant to obligations under the ESOS Act 2000 and the National Code.

A description of the ESOS framework is available electronically at the following site: aei.dest.gov.au/AEI/ESOS/QuickInfo/ESOS_FrameWork_pdf.pdf

For more about the National Code, visit aei.gov.au/AEI/ESOS/NationalCodeOfPractice2007/default.htm

CSU is required under Section 19 of the ESOS Act 2000 to inform the Department of Immigration and Citizenship about changes to your course enrolment and any breach of your Student Visa condition relating to satisfactory academic performance.

Homestay/Lodge refunds (all campuses)

- (a) Students who cancel their accommodation less than seven days before arrival will be charged the Accommodation/Homestay Placement Fee (if applicable), plus a cancellation fee equivalent to one week of accommodation.
- (b) Students who cancel their accommodation after arrival are required to give four weeks' notice. Any accommodation fees in excess of the notice period will be refunded, less a 10% cancellation fee.

UniLodge

If the Resident cancels the Occupancy Agreement more than 60 days prior to the commencement date of the Occupancy Period, the Security Deposit will be refunded in full.

If the Resident cancels the Occupancy Agreement between 30 and 60 days prior to the commencement date, the Resident will be entitled to a refund of 70%. If the Resident cancels the Occupancy Agreement less than 30 days prior to the commencement date, the Resident will be entitled to a refund of 50%.

Termination of Occupancy Agreement

Permanent Residents

1. Permanent residents must give *not less than 60 days'* notice [in writing] to terminate the UniLodge on A'Beckett Occupancy Agreement.
2. If the permanent resident terminates in the first six (6) months of the Occupancy Period, occupancy fees must be paid in full for the six-month period.
3. If the Resident gives notice to terminate after the first six (6) months of the Occupancy Period, and has fully complied with all the terms and conditions of the Agreement, the Resident is entitled to a refund of the Security Deposit.
4. In all cases of termination prior to expiration of the License Period, an Administration Fee of AU\$220 will be charged.