English for Professionals **Application Form**

The English Language Centre The University of Adelaide, South Australia 5005, Australia
Tel: +61 8 8313 4777 Fax: +61 8 8313 4411 Email: elc@adelaide.edu.au Web: www.adelaide.edu.au/elc

THE UNIVERSITY of ADELAIDE

1 COURSE DATES AND FEES

15 Week Part Time Intensive Course 21 February - 31 May 2012 **Fee:** $2250 (tick box) ❑
15 Week Part Time Intensive Course 24 July - 1 November 2012 **Fee:** $2250 (tick box) ❑

Once you have enrolled into the program, we will advise you on how to enrol into your chosen Professional and Personal Development courses.

2 PERSONAL DETAILS Please note that your name, as provided on this application, is the name that will appear on all printed documentation.

Dr/ Mr/ Mrs/ Miss/ Ms ..... Given Names:..... Family Name: ..... Gender: ❑ M ❑ F

Date of Birth: / / *Please note this information is for student identification purposes only. Refer to the university Privacy Policy www.adelaide.edu.au/policies/62*

Country of Citizenship & Country of Birth: Are you an Australian Permanent Resident? ❑ No ❑ Yes

What Australian Visa will you be studying on? (if applicable) .....

Mailing Address: .....

.....

Email: .....

Telephone: ..... Mobile: ..... Fax: .....

Highest qualification: ..... Education institution obtained from: .....

Current employment: ..... Job title: .....

3 ENGLISH LANGUAGE REQUIREMENTS

All applicants must demonstrate an acceptable level of English proficiency to gain admission to English for Professionals.

Please indicate below how you have met the requirements.

IELTS test undertaken in the 24 months preceding application. ❑

TOEFL test undertaken in the 24 months preceding application. ❑

Completed an Australian Tertiary Qualification. ❑

I will be sitting an IELTS/TOEFL test on ..... and will forward the results to the University as soon as possible. ❑

Other ❑ Please give details: .....

Met English for Professionals course entry criteria. ❑

For details refer to **http://www.adelaide.edu.au/elc/courses/engprof/**

Please note: your application will not be processed if you do not meet the English language requirements.

4 METHOD OF PAYMENT

❑ I enclose a cheque made payable to The University of Adelaide, or

❑ please charge my credit card

❑ Mastercard ❑ Visa ❑ Amex

Card Number: |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|

Expiry: / CVN:__ __ __

Card Holder's Name: .....

Card Holder's Signature: .....

Date: / /

5 DECLARATION AND SIGNATURE

I agree to:

- comply with the rules on admission, enrolment, fee payment and refunds of the University of Adelaide;
- notify the English Language Centre if there is any change to the information I have given in this application for admission;
- permit the University to access my academic records from other institutions;
- receive electronic communication and information from the University relating to my application.

I understand that:

- the documents submitted for my application (if applicable) become the property of the University of Adelaide and will not be returned to me;
- the University may vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information provided by me;
- the University reserves the right to inform other tertiary institutions, if any of the material presented to support my application is found to be false;
- I may be subject to different rules and conditions prescribed by the University and the Australian Government if I change my visa status (if applicable);
- I declare that I have read the instructions on this application form and that the information provided by me in this application is true and complete in every particular;
- Numbers are strictly limited. I am not guaranteed a place in the course until I have received an official notification from the University;
- I have read and understood the refund and cancellation conditions below.

Signed: ..... Date: .....

6 CHECKLIST PLEASE ENSURE YOU HAVE:

❑ Completed all sections of this application form.
❑ Attached copies of all relevant documentation (if applicable)
❑ Attached certified copies of IELTS/TOEFL/other ELP results (if applicable)
❑ Attached a certified copy of your Visa (if applicable)
❑ Read the refund and cancellation conditions
❑ Signed the declaration
❑ Made a copy of this application for your record and reference.
❑ Enclosed payment for the course.

Certification and submission of documents

Documentation submitted with the application must be certified. A certified copy of an original document is one which has been certified - *by an official agent or a staff member of this University, a Justice of the Peace, a Notary Public, a university registrar, a police officer, or an examining authority* - as a true copy of the original document.

The University reserves the right to inspect and verify the originals of your qualifications and transcripts prior to and during your enrolment.

All submitted documents become the property of the University of Adelaide and will not be returned to applicants.

Refund and Cancellation Policy

The English Language Centre reserves the right to cancel, alter or amend any of its courses. Courses may be cancelled before the scheduled start date if the minimum number for the course is not reached, in such cases the full fee paid will be refunded.

Once your enrolment is processed, no refund of fees will be given unless you fail to meet the English language requirements. Credit Notes may be issued upon written request received 10 days prior to course commencement.

The English Language Centre regrets that we cannot accept responsibility for changes to participant's commitments.

I have read and accepted the Refund and Cancellation Conditions (above), and understand that the English Language Centre accepts my enrolment strictly in accordance with these conditions.

Signed .....

Date .....

To assist our Customer Service Planning, please indicate how you found out about the course.

❑ The Advertiser ❑ Letter
❑ Messenger ❑ Brochure
❑ Word of Mouth ❑ Website
❑ School ❑ Email
❑ Flyer ❑ Other:

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How would you like to receive our promotional material?

❑ Email only ❑ Hard Copy only
❑ Hard Copy & Email