How to Enrol - 7 easy steps

1. Fill out the form
Complete the attached Application Form

2. Include your documents
You will need to include the following items with the application form:
   a) Certified copies of school reports for the last 2 years
   b) Certified copies of results for any English language examinations or English language study program that has been undertaken in the last 2 years
   c) Certified copy of Passport details if available
   d) Certified copy of Birth Certificate
   e) A testimonial reference letter from your principal/teacher
   f) A homestay profile if required.

Important: certified copies need to be stamped and witnessed

3. Send application and required documents
Send your completed application form and documentation to your educational agent or directly to:

   The International Registrar
   University Senior College
   The University of Adelaide
   North Terrace, Adelaide
   SA 5005, Australia

4. Receive Letter of Offer
Successful applicants will be emailed a ‘Letter of Offer’ within 7 days. The original will follow by post.

5. Enrol
To accept the offer, payment is required. Payment may be made by bank cheque, Visa, MasterCard, American Express, electronic transfer or BPAY.

Payment can be sent directly to University Senior College, at the National Australia Bank (22 King William Street, Adelaide SA 5000)
BSB 085 005 Account 53966 2622.

6. Apply for Visa
When payment has been received you will receive an electronic Confirmation of Enrolment. This will enable you to apply for a Student Visa to enter Australia. A student Homestay profile form will also be sent to you at this time so we can arrange Homestay accommodation.

7. Entry to Australia
Once your student visa is approved, you can enter Australia to commence your English for Academic Purposes (ELICOS) or your academic study.

If you are serious about achieving success University Senior College at The University of Adelaide is here to help you. We provide pre-tertiary education for years 11, and 12 and English for academic purposes.

USC provides much more than just Foundation Studies. We deliver the nationally recognised South Australian Certificate of Education (SACE) and our graduates have the advantage of being able to choose which Australian university they attend and which career path to pursue.
Terms and Conditions
This application is for any program delivered by University Senior College. This application is for the intake stated on the application form. Any variation in the terms and conditions set out in this document may only be varied by written agreement.

USC is a higher academic school. Please ensure that you have read the Academic Progress Policy on our website.

Payment of Fees
The student or student’s family agrees to pay the annual tuition fee in accordance with the payment terms set out in the payment schedule in this brochure, for the program as stated on the application form. The student or student’s family agrees to pay additional charges and fees as set out in this brochure and in accordance with the payment terms set out in these conditions. Fees are subject to change without notice. Students will not be permitted entry to the college unless all fees are paid and the appropriate Government requirements are met. All students are required by law to have health cover. Proof of cover must be submitted or payment will be made by USC and invoiced against school account. Upon receipt of your application form and application fee USC process and provide a Letter of Offer, subject to normal conditions. Payment of all fees shown in the Letter of Offer is then required.

Medical Costs
International students must pay overseas health cover. USC is hereby authorised to seek medical treatment should USC deem such action necessary. The student agrees to indemnify USC for any expense, loss, damage or liability of whatever nature occasioned as a result of authorising and arranging such emergency treatment.

Accommodation
USC requires all students studying live with a Homestay Family until they leave USC.
• a signed application form
• payment of Homestay fees which can be made via bank cheque, Visa, MasterCard, American Express, electronic transfer or BPAY
• a returned and completed student Homestay profile form (sent to you with your Electronic Confirmation of Enrolment).
USC will pay the Homestay family for 4 weeks accommodation in advance. After this time payment is made independently and negotiated between student and the homestay family. Two weeks’ notice is required if a student chooses to move, or two weeks payment in lieu of rent is charged to compensate the Homestay family. The Homestay placement fee will be charged again to reorganise another Homestay family if this becomes necessary. The Homestay placement fee is non-refundable. Homestay enquiries, arrangements and changes can be arranged only by negotiations.

USC will deduct $10.00 per week from the initial 4 weeks homestay fee to cover administration costs.

Other conditions
The student is required to attend all scheduled classes unless otherwise negotiated with USC or where there is a legitimate reason (e.g. doctor’s certificate) in accordance with Australian Government visa regulations.

All lesson materials supplied by USC are copyright and remain the property of USC. The student will at all times strive to achieve the academic goals of the course and agrees to abide by the rules and code of conduct of USC. If there is serious breach of such rules and codes of conduct USC reserves the right to cancel the enrolment without refund. Students may be required to attend organised school excursions and activities, view films and other multimedia presentations as part of a program of study.

USC takes no responsibility for the loss or theft of student’s property. This agreement does not remove the right to take further action under Australia’s consumer protection laws. The registered provider’s dispute resolution processes do not circumscribe the student’s right to pursue other legal remedies.

Cancellation and Refund Policy
a) Tuition fees are not refundable if a student fails to:
• comply with the performance conditions of the school; or
• meet the visa requirements imposed by the Commonwealth Government
b) A refund of all monies will only be given if a visa is rejected. This must be supported by documentary evidence.
c) Tuition fees and Homestay fees are refundable in full if USC is notified 28 days before the starting date. Less than 28 days, 80% of tuition fee is refundable.
d) Should a student become sick, unable to complete the course and has to return to their home country, a pro-rata refund less 10% will apply provided a doctor’s certificate and return air ticket is produced.
e) If a student cancels Homestay accommodation with less than two weeks notice they may be liable for the first period of rent unless USC can find a replacement student for the Homestay family.
f) Refund requests must be made in writing to USC. If a student enrols through an agent, the refund will be paid through that agent. The original Letter of Offer must be returned with the refund request.
g) No refund is payable after a student commences studying the intensive English course according to their Letter of Offer. No refund is payable if a student arrives after the start date shown on the Letter of Offer.
h) Course fees are not transferable to another person or institution.
i) A full school term (10 weeks) notice must be given before withdrawal from year 11 and 12 as shown on the Letter of Offer. Failing this, 50% of the full semester’s fee will be charged.
j) Any refunds applicable in the case of a student default will be provided within 4 weeks after receiving a written claim by the student and within 2 weeks in the case of any default by USC.

Grievance Procedures
USC views complaints as an opportunity for continuous improvement in the partnership formed with our parent and student body. Successful partnerships depend on
• mutual respect;
• understanding and appreciating the perspectives of each party;
• two-way communication;
• common goals;
• realistic expectations;
• teamwork;
• defined roles, rights and responsibilities;
• and
• shared decision making.

A written record will be kept of all actions taken in relation to resolving conflict. Procedures are in place in the event of a dispute between an individual student and USC.

Step 1 The complaint is then required.

Step 2 If the complaint remains unresolved the staff member will refer the matter, together with all documentation, to the Principal for further action. The Principal will confer with the parties in dispute and will convey the decision in writing to the parties.

Step 3 If the dispute is not satisfactorily resolved within the school, either part may request the involvement of an external review panel by contacting The Department of Education, Employment and Workplace Relations by email on esosmailebox@deewr.gov.au. USC will maintain a list of external authorities willing to provide this conciliatory service. This agreement does not remove the right to take further action under Australia’s Consumer Protection laws. The information provided in this form may be made available to Commonwealth and State agencies in Australia in accordance with Australia government departments.