



Commencement Date:

Research candidates may commence their candidature on almost any weekday during the year and are asked to nominate their intended start date. Candidates who commence their study between January and June are enrolled for Semester 1; candidates who commence between July and December are enrolled for Semester 2. Fees are charged on a pro-rata basis, from the commencement date, for the first semester. For subsequent semesters the full semester fees apply.

#### 4. English Language (ELICOS)

Number of Weeks   Start Date

NOTE: Applicants who have not completed ELICOS by December each year will be ineligible for a main round scholarship.

### SECTION THREE – RELATED EXPERIENCE

#### 5. Language

Indicate your current English language proficiency.

What is your first language?

Have you completed any of the following Language Tests in the last two years?

IELTS Yes  No  Date of Test

iTOEFL Yes  No  Date of Test

TOEFL Yes  No  Date of Test

Other English Qualification (Must attain a minimum score of 575 with a TWE rating of 4.5. Computer based test requires a score of 232 or more with a minimum 4.5 Essay Rating. Internet test overall score of 93 with no sub-test score less than 21)

Test           Score if applicable     Date of Test if applicable

Evidence of English proficiency must be provided by 31 August each year to be eligible for consideration for scholarship.

#### 6. Education

Provide specific details of all High School/Diploma/Undergraduate/Postgraduate studies undertaken. Please attach additional pages if necessary. \*NB Evidence MUST be provided for all qualifications claimed.

Career	Qualification (eg GCE 'O' / 'A' level, HSC)	Institute (eg Temasek Junior College)	Country (eg Singapore)	Study Commenced (eg Mar 1992)	Completion Date (eg Dec 2000)	Expected Completion Date (eg Jan 2007)
Undergraduate						
Graduate						
Master (Coursework)						
Master (Research Higher Degree)						
PhD/Doctorate (Research Higher Degree)						

### SECTION FOUR – OTHER INFORMATION

#### 7. Previous student

Have you previously been a University of Newcastle student?

Yes  No  Student ID Number

#### 8. Country of birth

Please Specify

#### 9. Country of citizenship

\*NB Evidence of citizenship MUST be provided.

Please Specify



**13. Research Proposal** Description of proposed research at this University. Please attach a typed statement.

A statement indicating the nature of research you wish to undertake **MUST** be provided. A Research Proposal template is available for your use on page 65 of this prospectus and at <http://www.newcastle.edu.au/students/research-higher-degree/future-students>

**\* Have you discussed your proposal with a prospective supervisor at this University? If so, please provide their name/s.**

## SECTION SIX – CHECKLIST

### Important checklist to ensure a quick response to your application.

Complete all sections of this application.

- Ensure you attach certified copies of all previous qualifications including award certificates (if applicable), and academic transcripts with grading systems' descriptions. Qualifications and transcripts **must** be certified by a University of Newcastle representative or agent, a Notary Public, Commissioner for Declarations, Justice of the Peace or Academic Registrar of the institute which issued the transcript. Where qualifications have been obtained under a different name, evidence of change of name must be provided (ie Marriage Certificate).
- Enclose certified copies of your English language qualification or details of English proficiency.
- Enclose a certified photocopy of the personal details page of your passport and visa if applicable.
- If your academic transcripts are in a language other than English, enclose certified English translations.
- If you are an overseas registered nurse, attach a certified true copy in English of your licence.
- Enclose a research proposal .
- Make a copy of your application for your records.

### 16. Declaration

I hereby apply for enrolment in accordance with the Act, By-law, and Rules of The University of Newcastle and declare that:

- I understand that I must enrol in courses that comply with the requirements of the degree program to which I have been admitted
- I authorise the University to release information regarding my enrolment to Government agencies in accordance with legal requirements
- I understand that failure to pay fees and charges owed to the University or its partner organisation by the due date may result in my access to University services being restricted, the cancellation of my enrolment and/or action to recover any remaining debt
- I certify that all information and documentation supplied by me to the University is true, accurate and complete
- I consent to the collection, storage, and disclosure by the University, Universities Australia (UA) or any UA member institution of a record of any such information or any other irregular activity that may be considered to be untrue or misleading in any respect
- I agree to comply with the rules, policies and by-laws of the University of Newcastle
- I acknowledge and accept that the Code of Practice for Research Higher Degree Candidature describes the respective rights and responsibilities of both parties and forms the basis of understanding and commitment between the two parties
- I agree to abide by the Code of Practice for Research Higher Degree Candidature

- I understand that agreement to all of these terms is a condition of my enrolment at the University of Newcastle.

#### Informed consent:

- I understand that the University of Newcastle is required by law to disclose information relating to any changes or breach of a student visa condition relating to satisfactory academic performance to the Department of Immigration and Citizenship (DIAC)
- I understand that the University of Newcastle is collecting the information in this form for the purpose of assessing my entitlement to Commonwealth assistance under the Higher Education Support Act 2003, and allocation of a Commonwealth Higher Education Student Support Number (CHESSN) to me
- I understand that the University of Newcastle will disclose this information to the Department of Education, Employment and Workplace Relations (DEEWR) for the above purposes and that DEEWR will store the information securely in the Higher Education Information Management System (HEIMS) and that the information may be used in connection with the National Data Collection on University Applications and Offers and/or other collections as DEEWR may lawfully require from time to time
- I accept that DEEWR may disclose the information to the Australian Taxation Office (ATO), and that the University of Newcastle will not otherwise disclose the information without my consent unless required or authorised by law.

In signing this form you are agreeing to all of the above conditions. Please note that giving false or misleading information is a serious offence under the Criminal Code (Commonwealth).

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Once you have completed the above, send your completed application form to:

International Admissions	T +61 2 4921 6595
Academic and Global Relations Division	F +61 2 4960 1766
The University of Newcastle	E <a href="mailto:admissions.international@newcastle.edu.au">admissions.international@newcastle.edu.au</a>
Callaghan NSW 2308 Australia	W <a href="http://www.international.newcastle.edu.au">www.international.newcastle.edu.au</a>

# LANGUAGE CENTRE APPLICATION FORM



THE UNIVERSITY OF  
NEWCASTLE  
AUSTRALIA

**\* Please complete this form for ELICOS programs ONLY.**

## Have you previously applied to the University of Newcastle?

Yes  No  If Yes, what was your Student ID number?

### 1. Personal details

Title (Dr, Mr, Miss, Mrs, Ms etc.)

First/Given Name

Other Name(s)

Family Name

Previous Family Name

Date of Birth   Female  Male

### Home Address

Number and Street

Suburb/Town/City  State

Country  Postal/Zip

Phone

Country code Area code Mobile/Cell/Handphone Number

Phone

Country code Area code Home Number

Email Address

### Address in Australia (if known)

Number and Street

Suburb/Town/City  State

Country  Postal/Zip

Phone

Country code Area code Mobile/Cell/Handphone Number

Phone

Country code Area code Home Number

Country of Citizenship

Country of Birth

Passport Number

## 2. General Information

Usual Occupation

What is your current level of English?  Elementary  Intermediate  Upper Intermediate  Advanced

Have you taken an IELTS, TOEFL, CAMBRIDGE or other English test?  No  Yes (If Yes, please supply a copy of your results)

Do you have any medical problems?  No  Yes If Yes, please give details'

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Type of Visa (Please tick a box):  Student Visa  Working Visa  Holiday Visa  Other

If Student Visa, what health cover do you require?

Single  Family  Not required

When do you wish to begin your English course?

How many weeks do you wish to study English?

## 3. Accommodation Services

Do you require information regarding airport reception service?  No  Yes

Do you require information regarding accommodation?  No  Yes

If Yes, please indicate your preference:

Homestay  On-Campus (Halls of Residence Long Term Stay)  Temporary Accommodation (Budget Hotels)

## 4. Application Information

Is your application being made through an Agent?  No  Yes

If yes, name and location of agent: \_\_\_\_\_

How did you learn about The University of Newcastle Language Centre? Please tick one of the following boxes:

Travel Agent  Article in book/newspaper  Education Agent  Friends  Australian Embassy  
 Family  Education Exhibition  Website  Other

Please provide the name of the Book/Newspaper or Agent:

## University Privacy Policy

The University of Newcastle is committed to protecting and maintaining the privacy of personal and health information collected. For more details on our management of personal information, please visit the Privacy website at the following link: [www.newcastle.edu.au/service/privacy/](http://www.newcastle.edu.au/service/privacy/)

## Declaration

I declare that the information I have supplied in this application is correct and complete. I agree to comply with the rules governing admission and enrolment of the University. I understand that I am responsible for the prompt payment of any fees related to the course to which I am applying for admission.

I understand that the University may be required to release the information supplied to Commonwealth and State agencies, pursuant to obligations under the Education Services for Overseas Students Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training for Overseas Students and I hereby authorise the release of information contained in the Application Form to such agencies.

I understand that the University is required by law to inform the Department of Education, Science and Training of changes to my enrolment and any breach of a student visa condition relating to satisfactory academic performance.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## TUITION FEES

The fees listed are in Australian dollars (AU\$) and are the average price of the program per year. The tuition fee each semester may vary according to course selection. The fees do not include international and domestic travel, accommodation and meals, books, living costs or Overseas Health Cover charges.

The fee deposit and, where applicable, the Overseas Student Health Cover are payable on acceptance of an offer of a place in a course or a program. Fees are then payable before the beginning of each new semester. All fees must be paid in full and on time. Non payment of tuition fees by the due date will result in the termination of a student's enrolment.

## ENGLISH LANGUAGE INTENSIVE COURSES FOR OVERSEAS STUDENTS (ELICOS)

### Full refund of tuition fees

(Payable within two weeks of request or course\* start date, whichever first occurs)

The University will make a full refund of tuition fees in the following circumstances:

- a) Application for a student visa is unsuccessful; or
- b) The University is unable to provide the tuition for which the offer has been made; or
- c) An offer of a place is withdrawn by the University; or
- d) Applicant is unable to satisfy prescribed conditions stipulated in the Offer Conditions.

In the case of either (c) or (d), the University reserves the right to retain an administration charge of AU\$500 and, where applicable, any agent's fee, if the applicant has provided incomplete or incorrect information.

### Partial refund of tuition fees

(Payable within four weeks of receipt of notice of withdrawal)

The University may make a partial refund of tuition fees in the following circumstances:

- a) If written notice of withdrawal is received from a candidate at least 28 days prior to the commencement of a course\* all fees are refundable, less an administration charge of AU\$500 and, where applicable, any agent's fee; or
- b) If written notice of withdrawal is received from a candidate less than 28 days prior to the commencement of a course\* all fees are refundable, less an administration charge of AU\$750 and, where applicable, any agent's fee; or
- c) If the University is unable to offer a specific element of a course\* after the student arrives owing to insufficient numbers enrolled, a pro-rata refund will be made; or
- d) If a student passes the English for Academic Purposes course\* earlier than the length of period for which the student initially enrolled, a pro-rata refund will be made.

### No refund of tuition fees

The University will not refund tuition fees if written notification of withdrawal from a course\* is received after the commencement of the course\*. This includes instances where a student may, prior to completion of a course\*, sit for an IELTS test, and be successful.

\* NOTE: For ELICOS, a course is the period for which tuition has been pre-paid.

## UNDERGRADUATE, POSTGRADUATE, STUDY ABROAD AND INTERNATIONAL FOUNDATION PROGRAMS

The University will make a refund of the tuition fees deposit for international students in the circumstances described below. After the first term of enrolment, students receive a 100% refund if they withdraw before the census date in a term and no refund if they withdraw after the census date.

Refund amount	Circumstances	Time frame for payment of refunds	How to apply for a refund
Full refund of tuition fees	<ul style="list-style-type: none"> <li>▪ Your application for a student visa is not successful.</li> <li>▪ The University cancels the program after you have started but before you have completed it.</li> <li>▪ The program does not commence on the date the University said it would.</li> <li>▪ The program cannot be completed because the University's registration as an education provider for overseas students is cancelled.</li> <li>▪ The University withdraws an offer of a place. If you have provided incomplete or incorrect information, the University will retain an administration charge of AU\$500 plus any agent's fees, if applicable.</li> <li>▪ You are not able to satisfy the conditions set out in your Offer Conditions. If you have provided incomplete or incorrect information, the University will retain an administration charge of AU\$500 plus any agent's fees, if applicable.</li> </ul>	Refunds are paid within two weeks of your request, or by the program start date, whichever occurs first.	<p>Complete an Application for Refund of Tuition Fees form. Forms can be collected from Revenue, Level 3, Student Services Centre, Callaghan campus or by telephoning +61 2 4921 8876 or by email: <a href="mailto:revenue@newcastle.edu.au">revenue@newcastle.edu.au</a></p> <p>Any refunds will be sent to you in your home country and in the local currency, unless you are transferring to another institution in Australia. If you are transferring to another institution, any refund may be paid directly to that institution.</p>
Partial refund of tuition fees	<ul style="list-style-type: none"> <li>▪ If you notify the University of your intention to withdraw at least 28 days before the start of term, all fees are refundable except an AU\$500 administration fee, plus any agent's fees, if applicable. Notification must be in writing.</li> <li>▪ If you notify the University of your intention to withdraw less than 28 days before the start of term, or within 28 days after the start of term, the University will retain AU\$3,000 plus any agent's fees, if applicable. The remainder of the fees will be refunded. Notification must be in writing.</li> </ul>	Within four weeks of your request.	<p>Complete an Application for Refund of Tuition Fees form. Forms can be collected from Revenue, Level 3, Student Services Centre, Callaghan campus or by telephoning +61 2 4921 8876 or by email: <a href="mailto:revenue@newcastle.edu.au">revenue@newcastle.edu.au</a></p> <p>Any refunds will be sent to you in your home country and in the local currency, unless you are transferring to another institution in Australia. If you are transferring to another institution, any refund may be paid directly to that institution.</p>
No refund	If you withdraw from a program or course after the census date in a term, the University will not refund any of the fees paid for that program or course for that term.		

# THE UNIVERSITY OF NEWCASTLE REFUND POLICY FOR FULL FEE PAYING INTERNATIONAL STUDENTS IN AUSTRALIA

## Application of policy

This policy applies to all candidates applying for admission with effect from June 2001; and to all international applicants offered places with effect from June 2001.

## Section 1: Undergraduate, Postgraduate, Study Abroad and enabling programs

### 1.1 Full Refund of Tuition Fees (Payable within two weeks of request, or program start date, whichever first occurs).

The University will make a full refund of tuition fees, in the following circumstances:

- (a) Application for a student visa is unsuccessful; or
- (b) Applicant is unable to satisfy prescribed conditions stipulated in the offer conditions. In the case of (b), the University reserves the right to retain an administration charge of A\$500 and where applicable, any agent's fee, if the applicant has provided incomplete or incorrect information.

### 1.2 Partial Refund of Tuition Fees (Payable within four weeks of receipt of notice of withdrawal).

The University may make a partial refund of tuition fees in the following circumstances:

- (a) If written notice of withdrawal is received from a candidate at least 28 days prior to the commencement of the term, all fees are refundable, less an administration charge of A\$500 and where applicable, any agent's fee; or
- (b) If written notice of withdrawal is received from a candidate less than 28 days prior to the commencement of the term, or within 28 days after the commencement of the term, all fees are refundable less than an amount of A\$3,000.

### 1.3 No fee refund

If a student withdraws from a program or course after the fourth teaching week of any term, the University will not refund any of the fees paid for that program or course for that term.

### 1.4 Procedure for application for refund

A student who wishes to apply for a Refund of tuition fees in accordance with this Refund Policy and is located at Callaghan, should do so on the form for this purpose, available from:

- Revenue, Student Services Centre – Level 3, Callaghan Campus. A student who is not located at Callaghan should provide a written application with relevant supporting documentation, eg. embassy visa denial. No refund form is required.

Applications should be faxed to +61 2 4921 7418 or emailed to: [revenue@newcastle.edu.au](mailto:revenue@newcastle.edu.au)

### 1.5 Remittance of refund

All refunds for which a student is eligible will be forwarded to the student in his or her home country, unless the student is transferring to another institution in Australia (subject to visa conditions), in which case any refund may be remitted to that institution. The University will provide the student with a statement detailing the calculation of the refund.

### 1.6 Dispute resolution procedure

If you disagree with the way the University has calculated the refund, you may lodge an appeal with the Dean of Students, (Phone +61 2 4921 5806 or +61 2 4921 8853); or email: [resolutionprecinct@newcastle.edu.au](mailto:resolutionprecinct@newcastle.edu.au)

This internal appeal procedure does not limit your right to seek other legal remedies outside the University.

## Section 2: ELICOS

### 2.1 Full refund of tuition fees (payable within two weeks of request or course\* start date, whichever first occurs).

The University will make a full refund of tuition fees in the following circumstances:

- (a) Application for a student visa is unsuccessful;
- (b) The University is unable to provide the tuition for which the offer has been made;
- (c) An offer of a place is withdrawn by the University;
- (d) Applicant is unable to satisfy prescribed conditions stipulated in the Offer Conditions.

In the case of either (c) or (d), the University reserves the right to retain an administration charge of A\$500 and where applicable, any agent's fee, if the applicant has provided incomplete or incorrect information.

### 2.2 Partial refund of tuition fees (payable within four weeks of receipt of notice of withdrawal).

The University may make a partial refund of tuition fees in the following circumstances:

- (a) if written notice of withdrawal is received from a candidate at least 28 days prior to the commencement of a course\* all fees are refundable, less an administration charge of A\$500 and where applicable, any agent's fee; or
- (b) if written notice of withdrawal is received from a candidate less than 28 days prior to the commencement of a course\* all fees are refundable, less an administration charge of A\$750 and where applicable, any agent's fee; or
- (c) if the University is unable to offer a specific element of a course\* after the student arrives owing to insufficient numbers enrolled, a pro-rata refund will be made; or
- (d) if a student passes the English for Academic Purposes course\* earlier than the length of period for which the student initially enrolled, a pro-rata refund will be made.

### **2.3 No fee refund**

The University will not refund tuition fees if written notification of withdrawal from a course\* is received after the commencement of the course\*. This includes instances where a student may, prior to completion of a course\*, sit for an IELTS test, and be successful. \*For ELICOS, a "course" is the period for which tuition has been pre-paid.

### **2.4 Procedure for application for refund**

A student who wishes to apply for a Refund of tuition fees in accordance with this Refund Policy should do so on the form for this purpose, available from

Revenue, Student Services Centre – Level 3, Callaghan Campus.

A student who is not located at Callaghan should provide a written application with relevant supporting documentation, eg. embassy visa denial. No refund form is required. Applications should be faxed to +61 2 4921 7418 or emailed to: [revenue@newcastle.edu.au](mailto:revenue@newcastle.edu.au)

### **2.5 Remittance of refund**

All refunds for which a student is eligible will be forwarded to the student in his or her home country, unless the student is transferring to another institution in Australia (subject to visa conditions), in which case any refund may be remitted to that institution. The University will provide the student with a statement detailing the calculation of the refund.

### **2.6 Dispute resolution procedure**

If you disagree with the way the University has calculated the refund, you may lodge an appeal with the Dean of Students,

(Phone +61 2 4921 5806 or +61 2 4921 8853); email: [resolutionprecinct@newcastle.edu.au](mailto:resolutionprecinct@newcastle.edu.au)

This internal appeal procedure does not limit your right to seek other legal remedies outside the University.

*Approved Academic Senate: 25 November 2002*



## FIND OUT MORE

Find a supervisor

Our Register of Supervisors allows you to search for a potential supervisor. You can search by school or researcher name, or by keyword.

[www.newcastle.edu.au/students/research-higher-degree/future-students/find-a-supervisor.html](http://www.newcastle.edu.au/students/research-higher-degree/future-students/find-a-supervisor.html)

## CONTACT US

### University Programs, Application Procedures and Processing

International Admissions  
International Office  
Academic and Global Relations Division  
The University of Newcastle  
Callaghan NSW 2308 Australia  
T +61 2 4921 6595  
F +61 2 4960 1766  
E [IA@newcastle.edu.au](mailto:IA@newcastle.edu.au)  
W [www.international.newcastle.edu.au](http://www.international.newcastle.edu.au)

### The Language Centre:

The Director  
The Language Centre  
The University of Newcastle  
Callaghan NSW 2308 Australia  
T +61 2 4921 5376  
F +61 2 4921 7068  
E [Language.Centre@newcastle.edu.au](mailto:Language.Centre@newcastle.edu.au)  
W [www.newcastle.edu.au/centre/elfsc/lc](http://www.newcastle.edu.au/centre/elfsc/lc)

### International Student Experience & Community Engagement:

International Office  
Academic and Global Relations Division  
Hunter Building  
The University of Newcastle  
Callaghan NSW 2308 Australia  
E [International-Support@newcastle.edu.au](mailto:International-Support@newcastle.edu.au)  
W [www.newcastle.edu.au/students/international/student-support/](http://www.newcastle.edu.au/students/international/student-support/)

### Accommodation:

Accommodation Enquiry Centre  
The University of Newcastle  
University Drive  
Callaghan NSW 2308 Australia  
T: +61 2 4924 1444  
F: +61 2 4924 1002  
E: [AccommodationEnquiry@newcastle.edu.au](mailto:AccommodationEnquiry@newcastle.edu.au)  
W: [www.newcastle.edu.au/service/accommodation/on-campus/index.html](http://www.newcastle.edu.au/service/accommodation/on-campus/index.html)  
W: [www.newcastle.edu.au/service/accommodation/off-campus/index.html](http://www.newcastle.edu.au/service/accommodation/off-campus/index.html)

### Homestay:

Homestay Coordinator  
Accommodation Hub  
The University of Newcastle  
University Drive  
Callaghan NSW 2308 Australia  
T: +61 2 4924 1447 or +61 249241454  
E: [Homestay@Newcastle.edu.au](mailto:Homestay@Newcastle.edu.au)  
W: [www.newcastle.edu.au/students/international/student-support/arrival/homestay.html](http://www.newcastle.edu.au/students/international/student-support/arrival/homestay.html)

## OTHER USEFUL WEBSITES

### Research at the University of Newcastle:

[www.newcastle.edu.au/research/](http://www.newcastle.edu.au/research/)

### Office of Graduate Studies:

[www.newcastle.edu.au/unit/office-of-graduate-studies/](http://www.newcastle.edu.au/unit/office-of-graduate-studies/)

### Newcastle Institute for Energy Resources:

<http://www.newcastle.edu.au/research/newcastle-institute-for-energy-resources/>

### Ourimbah Campus:

[www.newcastle.edu.au/campus/ourimbah/](http://www.newcastle.edu.au/campus/ourimbah/)

### Application Form:

[www.newcastle.edu.au/students/international/our-programs/how-to-apply/](http://www.newcastle.edu.au/students/international/our-programs/how-to-apply/)

### Official Overseas Representatives:

[www.newcastle.edu.au/students/international/our-programs/how-to-apply/representative/](http://www.newcastle.edu.au/students/international/our-programs/how-to-apply/representative/)

### Department of Immigration and Citizenship:

[www.immi.gov.au/students/index.htm](http://www.immi.gov.au/students/index.htm)

### Newcastle City:

[www.visitnsw.com/area/Newcastle.aspx](http://www.visitnsw.com/area/Newcastle.aspx)

### Central Coast Region:

[www.visitnsw.com/area/Central\\_Coast.aspx](http://www.visitnsw.com/area/Central_Coast.aspx)

### China Scholarship Council:

[www.csc.edu.cn](http://www.csc.edu.cn)

International Office  
Academic and Global Relations Division  
The University of Newcastle  
Callaghan NSW 2308 Australia  
T +61 2 4921 6595  
F +61 2 4960 1766  
E [international@newcastle.edu.au](mailto:international@newcastle.edu.au)  
W [www.international.newcastle.edu.au](http://www.international.newcastle.edu.au)

Higher Doctorate and specific scholarship enquiries should be directed to:  
Office of Graduate Studies  
The Chancellery  
The University of Newcastle  
Callaghan NSW 2308 Australia  
T +61 2 4921 6537  
F +61 2 4921 6908  
E [research@newcastle.edu.au](mailto:research@newcastle.edu.au)  
W [www.newcastle.edu.au/students/research-higher-degree/](http://www.newcastle.edu.au/students/research-higher-degree/)

The University of Newcastle reserves the right to withdraw any program or course; change the content or other aspects of any program or course; limit enrolments in any program or course; and/or alter the tuition fees for any program or course described in this publication.

CRICOS Provider Code 00109J June 2011 UoNI 20011/0030

# CONTACT