

Acceptance Procedures

If you have been offered a place in the Transition program at UNSW Foundation Studies (CRICOS Provider No 00098G, CRICOS Course Code 060623E), please read the following information.

1. Acceptance of Offer

To accept the Offer, you must read the details outlined in the Letter of Offer and the Conditions of Enrolment attached to it, then sign the Acceptance Agreement form and return it to UNSW Global Student Services by email: admissions@unswglobal.unsw.edu.au or by facsimile: 612 9662 2651. You should then forward your due fees to confirm your enrolment (please refer to section 5 below).

Please note: Payment should not be made prior to the signed Acceptance Agreement being returned to UNSW Global Student Services.

2. Conditions of the Offer

You should arrange to satisfy the conditions of the Offer, if any, before the course start date. These are outlined in the Letter of Offer. For example, if you need to satisfy an English language condition, you should send evidence of an appropriate test score (IELTS or TOEFL or equivalent) as soon as it is available. You will not be able to start the program if any of the conditions have not been met.

3. Visa (Subclass 573 – Higher Education)

If you are not a citizen of Australia or New Zealand, or a permanent resident of Australia, you may apply for a Student Visa to enter and stay in Australia for study purposes. To be granted a Student Visa, you must satisfy the visa requirements and comply with a number of visa conditions for attendance and academic performance which come into effect after you have entered Australia. It is important to comply with your visa conditions to avoid visa cancellation.

The Student Visa has seven separate sub-classes for each education sector. You should contact the nearest Australian Diplomatic Mission in your country to obtain detailed, accurate and up-to-date information on student visas and visa requirements, or check the website of Department of Immigration and Citizenship (DIAC) www.immi.gov.au/students.

As an International Student, it is your responsibility to maintain a valid passport and the correct visa during your stay in Australia for study purposes.

4. Overseas Student Health Cover (OSHC)

It is compulsory for International Students on student visas to have medical cover for the entire duration of their enrolment, provided through one of the approved Australian providers of the Overseas Student Health Cover (OSHC) scheme. *UNSW's preferred provider is OSHC Worldcare (www.oshcworldcare.com.au)*. This coverage can be arranged for you on enrolment or you may organise your own. Students are also responsible for organising all future renewals of their OSHC policy.

Please note: Membership of health insurance schemes in your home country does not exempt you from paying the OSHC.

UNSW Foundation Studies UNSW Sydney NSW 2052 Australia

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UNSW Foundation Studies is an education group of UNSW Global Pty Limited, a not-for-profit provider of education, training and consulting services and a wholly owned enterprise of the University of New South Wales.

UNSW Foundation Studies programs are delivered under UNSW CRICOS Provider No. 00098G


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5. Confirmation of Enrolment and Payment of Fees

International Students who accept the Offer and pay the due fees will be issued with a Confirmation of Enrolment (CoE), which must be presented when applying for a Student Visa.

To confirm your enrolment, you may pay either the full tuition fee or a minimum deposit, and a mandatory non-refundable Enrolment Fee plus OSHC, if required. Please refer to the table of fees outlined below. If you already have OSHC or wish to purchase your own OSHC, you do not have to include the premium in your payment but it is your responsibility to ensure your OSHC covers the period of your study at UNSW Foundation Studies. If you are paying for a package of an English course at UNSW Institute of Languages and a program at UNSW Foundation Studies, only one Enrolment Fee is applicable.

Transition Program

	Full Fees (in AUD)		Deposit required to reserve your place
Transition	\$12,000		\$6,000
Enrolment Fee (incl GST)	\$220		\$220
OSHC (if required)	\$380		\$380
Total Full Fees	\$12,600		Total Minimum Deposit*

** Balance of the fees must be finalised one week before commencing any of the programs.*

Additional fees apply if the service is required for Airport Reception and/or Under 18 Care Arrangement and Welfare for international students.

Payment must be made in Australian Dollars by one of the following options (cash or personal cheque is not acceptable).

- **Telegraphic Transfer (TT) or Internet Bank Transfer** from any major bank directly into the UNSW Global Pty Ltd account. Proof of the bank transfer must be sent to us; or
- **Bank Draft or Bank Cheque** payable to **UNSW Global Pty Ltd** and forwarded directly to our office. You should quote your student ID number which is found at the top of the offer letter; or
- **Credit Card** – Visa or Mastercard only.

6. Under 18 Students

If you are under the age of 18, you need to have appropriate accommodation and welfare arrangements in place before the Australian Government and Australian Commonwealth Department of Immigration and Citizenship (DIAC) grant you a Student Visa. Please go to the Quick Find link of our website to obtain the UFY Under Eighteen Info.

7. Living Costs

All students are expected to purchase their own textbooks. These can be obtained after arrival in Australia. In addition, students may need approximately AUD \$16,000-\$18,000 per year for living expenses in Sydney.

8. Enrolment and Orientation

UNSW Foundation Studies office is located at 223 Anzac Parade, Kensington. Further details about where to enrol will be available on our website (www.ufs.unsw.edu.au) closer to the course start date.

Enrolment of the Transition program will be completed on Wednesday, 30 September 2009, followed by an Orientation Session. **Please bring your passport and visa documentation, for identification purposes.**

Thursday, 1 October, and Friday, 2 October 2009, are Orientation Days. These provide an opportunity for students to get to know the UNSW campus as well as the city of Sydney.

Formal classes of the Transition program begin on Tuesday, 6 October 2009. *Please note: Monday, 5 October, is a public holiday.*

9. Transfer from Other Institutions

International Students who are already studying at another Australian educational institution and who have completed less than six months in their principal course but now wish to transfer to UNSW Foundation Studies are required to inform their present college or institution and to obtain a Certificate of Attendance and a Letter of Release before accepting our offer.

Students are also advised to contact DIAC to seek advice on whether a new student visa is required. To find out more about visa requirements, go to www.immi.gov.au or call 131 881.

10. Withdrawal and Refund of Fees

The Australian Government requires that each provider of courses for international students must have a clearly-stated policy concerning withdrawal and refund of fees. Please refer to the Conditions of Enrolment attached to your Letter of Offer for details of our Withdrawal and Refund Policy.

11. Permanent Resident (PR) Status

An international student who is granted PR status during their studies may continue to complete UNSW Foundation Year. The tuition fee is unchanged. Their UNSW provisional offer as an international student will be cancelled but they will be assisted to apply through the Universities Admissions Centre (UAC) for either a Commonwealth Supported Place or an Australian Fee-Paying Place in their planned undergraduate program for the next available intake. (These places are normally only available for Session 1 (March) entry each year but occasionally there are places available for Session 2 (July) entry.)

The grades required for one of these places in undergraduate studies are determined by The Universities Admissions Centre (UAC) at the time of each intake and are dependent on competition and the availability of places. Please note that some universities will only accept the UNSW Foundation Year Certificate for entry from international, non-resident students.