

ACCEPTANCE OF OFFER INFORMATION SHEET

Please read this document carefully as it provides important information about the acceptance procedures and student visa application



CRICOS Provider Number 00123M

Congratulations, on receiving an offer to a program at the University of Adelaide.

This information sheet provides you with a brief explanation of the steps you need to follow to commence your studies at the University of Adelaide.

Before accepting your offer please read the *Offer of Admission* and the information in the *Acceptance Information Booklet*. The Booklet is located on the University's website at:

<http://www.international.adelaide.edu.au/apply/accept/> The *Acceptance Information Booklet* contains important information about Overseas Health Cover, additional information about your tuition fees, orientation, the academic year dates, etc.

To accept the offer of admission, you must return the following by the acceptance deadline stated below:

The completed and signed six page *Acceptance Agreement, Payment Form and Declaration of Financial Capacity*, which can also be found on our website at: < <http://www.international.adelaide.edu.au/apply/accept/> >.

- * A copy of the personal details section of your passport;
- * A copy of your current student visa, if you completed your year 12 studies in Australia;
- * Payment of the following together with the completed *Payment Form*:
 1. Tuition fee deposit of AUD\$9000, and
 2. Overseas Student Health Cover for the expected duration of your student visa.

Please return the acceptance documentation and payment in one of the following ways:

1. To the official agent of the University through whom you submitted your application, if applicable. Your agent can also clarify any questions on the acceptance procedures and advise you on the student visa application process.
2. To the Student Recruitment and Admissions Services by post at the address shown in the *Acceptance Agreement* or if paying with a credit card, email. Our email address for the submission of Acceptance documents is <coe@adelaide.edu.au>. If by email, the originals need not be sent by post.

Please allow at least 5 working days for the issue of your CoE.

Please note the following important dates:

The University of Adelaide Christmas Closedown:	24 December 2016 – 2 January 2017
Acceptance & payment deadline for admission to the Bachelor of Medicine and Bachelor of Surgery and Bachelor of Dental Surgery programs:	You must accept the offer within 5 working days of the date on the offer
Acceptance and payment deadline for admission to all other programs:	27 January 2017 (semester 1 entry) 30 June 2017 (semester 2 entry)
Recommended date of arrival in Adelaide:	15-17 February 2017 (semester 1 entry) 12-14 July 2017 (semester 2 entry)

Yours sincerely,

Ms LORRAINE KARUNARATNE
Associate Director, Admissions Services.

ACCEPTANCE AGREEMENT

FOR INTERNATIONAL APPLICANTS WHO HAVE COMPLETED
AN AUSTRALIAN YEAR 12 QUALIFICATION OR THE
INTERNATIONAL BACCALAUREATE WITHIN AUSTRALIA



CRICOS Provider Number 00123M
STUDENT RECRUITMENT AND ADMISSIONS SERVICES
THE UNIVERSITY OF ADELAIDE SA 5005 AUSTRALIA
TELEPHONE +61 8 8313 4072 FAX +61 8 8313 3988

Deadline for Acceptance and Payment: 27 January 2017 (for Semester 1 entry)

Deadline for Acceptance and Payment: 30 June 2017 (for Semester 2 entry)

Instructions for accepting the offer

Step 1: Complete the information requested below as appropriate.

Step 2: Sign and date the Acceptance Agreement and Refunds and Adjustments information.

Step 3: Keep a copy of the Offer of Admission and Acceptance Agreement for your own records.

Step 4: Forward (1) a copy of your Offer of Admission as issued by the South Australian Tertiary Admissions Centre, (2) the completed Acceptance Agreement, (3) the signed Declaration of Financial Capacity Form, (4) payment, and (5) attached Payment Form to:

Where to send your ACCEPTANCE AGREEMENT

If paying by **BANKDRAFT**:

Mail to:

Student Recruitment and Admissions Services
The University of Adelaide SA 5005, Australia

If paying by **CREDIT CARD**:

Email to:

coe@adelaide.edu.au

I _____, SATAC ID # _____

confirm my acceptance of the offer to the Bachelor of _____

and I provide the requested information as follows:

- I will commence my academic program in: Semester 1, 2017 / Semester 2, 2017 (Please circle)
- I understand that I must provide my permanent address in my home country to enable the University to meet the Australian Government reporting requirements. My permanent address is:

- I will submit my student visa application at the following Australian Diplomatic Mission (e.g. Kuala Lumpur, Malaysia; Beijing, China; Adelaide, Australia):

City: _____ Country: _____

Please choose Adelaide, Australia if you wish to process your student visa application after arriving in Australia in February.

- I understand that my *Confirmation of Enrolment*, required for the student visa application, will be forwarded to me by email.
My email address is: _____

- I enclose a copy of the personal details section of my current passport.

- I enclose my completed Payment Form and full payment.

- I understand that I must be covered by Overseas Student Health Cover (OSHC) for the full duration of my student visa, and

- I am providing payment as per the OSHC rates on my Offer Statement, or

- I am providing evidence that I have arranged OSHC cover for the expected duration of my student visa. Visas that last longer than 10 months and finish at the end of the Australian academic year (October – December) will usually be granted up to March 15 of the following year.

- I am a student whose tuition fees will be paid, either partially or fully, by a third party sponsor (such as a Government agency) whom I have identified in my application. I authorise the University to disclose information relating to sponsorship arrangements and my academic progress to this sponsor.

Declaration

- I understand that this acceptance constitutes a written agreement with the University of Adelaide under the Education Services for Overseas Students (ESOS) Act 2000 and I have read information about the ESOS framework located at: www.adelaide.edu.au/esos/docs/ESOSframework.pdf
- I have read the information provided in the University's International prospectus which is available at: <http://www.adelaide.edu.au/publications/international>. Copies may also be obtained from the University's International Representatives.
- I have read and accept the conditions outlined in the Acceptance Information leaflet, including the conditions relating to 'Tuition Fees' and the 'Minimum English Language Proficiency for Entry to the University of Adelaide' (<http://international.adelaide.edu.au/apply/accept/>)
- I have read the information provided on Degree Finder that relates specifically to my program of study. (Degree Finder is located at: www.adelaide.edu.au/degree-finder/)
- I have read and accept the conditions outlined in the *Refund Policy for International Students*.
- I understand that the quoted Indicative 2017 Tuition Fee is based on the standard full time enrolment of 24 units per year. The actual tuition fees I will be charged will be based on my unit enrolment and the published international student fees for the year of my enrolment.
- I am seeking temporary entry into Australia for educational purposes only, as a fee paying international student (www.immi.gov.au/students).
- I am aware that I must complete my studies in the time specified in my *Offer of Admission*.
- I am aware that there are restrictions on accepting paid employment (www.immi.gov.au/students).
- I understand that I, or my sponsor, will be responsible for the full costs of the program for which I am seeking admission, as well as costs for study equipment, text books, travel and living costs.
- I understand that I must advise the University of Adelaide of any change in my address while enrolled in the program.
- I understand that my personal information may be shared with the Australian Government and designated authorities. This information includes personal and contact details, program enrolment details and changes, and the circumstance of any suspected breach of my visa condition(s).
- I understand that Australian Government regulations require international students to have Overseas Student Health Cover (OSHC) for the proposed duration of their student visa and that the University will arrange OSHC for the standard visa length. Should I decide to return home a month or more before the end date of my OSHC I may request a refund of OSHC from Worldcare the University's recommended OSHC provider
- I understand that in the event that the University is unable to deliver my program, a full refund will be issued and I may be considered for an alternative program.
- I have read the Refunds and Adjustments policy provided with this offer letter and am aware of the circumstances under which I may or may not be eligible for a refund for any amount paid.

This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

Name: _____

Signature: _____ Date: _____

Additional Declaration (for Bachelor of Medicine and Bachelor of Surgery, Bachelor of Dental Surgery, Bachelor of Oral Health and Bachelor of Nursing programs)

I have read and accept the conditions outlined in the *Students with Prescribed Communicable Infections Policy*.

Signature: _____ Date: _____

Refunds and Adjustments

In certain circumstances, if a student has a credit balance on their University account, they may request a refund of that credit balance. The tables below stipulate the circumstances when a refund will be paid.

Such refunds will be processed after other financial obligations to the University have been discharged, including (but not limited to) library fines, student loans, and accommodation charges.

The table below sets out the University's policy on refunds of tuition fee deposits or tuition fees paid by international students, other than Special Circumstances.

If a refund is payable, a Refund Request Form needs to be completed and submitted to Student Finance. Under normal circumstances, the refund will be processed within 3 weeks of the refund form being received by Student Finance. (*Please note the exception to this timeframe in Circumstance 1: refunds will be processed within 14 days). Additional delays may occur for payments to overseas bank accounts.

The Refund Request form can be accessed from the website www.adelaide.edu.au/student/finance/refunds/ and contains instructions on where to send the completed form.

	Circumstance	Refund payable
1	University is unable to provide in full the academic program offered at any time on or after the agreed starting date	Full refund of all fees paid.*
2	University withdraws offer of enrolment because student unable to meet conditions associated with the enrolment (e.g. fails a preliminary program - such as the Pre-Enrolment English Program or a foundation studies or bridging program - the successful completion of which is a condition of offer to their principal program)	Full refund of all fees paid for the principal program (Refunds for Pre-Enrolment English Programs must be determined by the English Language Centre prior to submission of Refund Request Form to Student Finance.)
3	Student's visa application is denied by the Department of Immigration and Border Protection (DIBP) and the student presents certified evidence of the refusal to the Student Finance Office (SFO)	Full refund of all fees paid (including overseas health cover, Pre-Enrolment English Programs, General English for Academic Programs, and all tuition fees paid.)
4	Student's visa application is delayed by circumstances beyond the student's control and is not ready in time for the student to begin the program for which they applied; and the student presents independent documentation or evidence of the delay (this circumstance does not cover a visa delay caused by the student's own action or inaction).	Full refund of all fees paid (including overseas health cover, Pre-Enrolment English Programs, General English for Academic Programs, and all tuition fees paid.)
5*	(a) University withdraws offer of enrolment based on incorrect and/or incomplete information provided by the applicant; OR (b) Applicant decides not to enrol, after accepting Offer of Admission.	Full refund of all fees paid less 10% of the annual tuition fee for the academic program for which offer was made OR If total program less than 1 year: Full refund of all fees paid less 10% of total program tuition fee
6*	(a) Coursework student withdraws from all courses after enrolment but before the <u>Census Date</u> for the courses; OR (b) Student arrives after last enrolment date for the program for which an offer was made, and University refuses enrolment.	Full refund less 20% of the annual tuition for the academic program in which the student was enrolled or for which offer was made OR If total program less than 1 year: Full refund less 20% of the total program tuition fee
7*	Research postgraduate student withdraws from program after enrolment	Full refund of whichever is lesser – either: - the total amount of tuition fees paid less 20% of the annual tuition fee, or - the total amount of tuition fees paid, less the amount due for the period of time enrolled.

***International students, who withdraw from their study after accepting their offer, but prior to the census date in their first term of study and believe this is due to special circumstances, may apply for a Repayment of Administration in Special Circumstances.**

Refunds and adjustments information continues next page.

Refunds and Adjustments (continued)

Circumstance		Refund Payable
Refunds are not payable at all in the circumstances set out in 8 - 10 below.		
8.	Student withdraws after the Census date for courses in which student enrolled, and no special circumstances apply.	No refund payable.
9.	Student visa is cancelled by the Department of Immigration and Border Protection for any reason.	No refund payable.
10.	Student fails a course or program, including a preliminary program such as a Pre-Enrolment English Program or foundation studies or bridging program, and no special circumstances apply.	No refund payable.
Please note: the above refund policy does not apply to International Students studying within the English Language Centre (ELC). For more information on the ELC refund policy, please visit the ELC website.		

Special Circumstances: Repayments, Remissions and Re-credits.

If you withdraw from, or do not successfully complete, any course after the course census date, you are deemed to have expended the tuition fee paid in advance that is associated with your course. However sometimes special circumstances, which may be for medical, personal/family, employment reasons, are the cause of the withdrawal or non-completion. If you can demonstrate that there are special circumstances in your situation, you may apply for the repayment of any tuition fees paid.

In all cases, special circumstances must have a significant impact on you and your ability to complete the course(s) you have undertaken to study. Therefore you should demonstrate that the circumstances:

a. are beyond your control; are not a result of your action or inaction; and are unusual, uncommon or abnormal;

AND

b. occur on or after the census date OR occur before the census date, but worsen after that day, OR occur before the census date but the full effect or magnitude does not become apparent until on or after that day;

AND

c. make it impracticable for you to complete the attendance and/or assessment requirements of your course(s).

Please note: Consideration will be given to whether, at the time the circumstances emerged, it was already impracticable for you to meet the requirements of the course(s). For example, where progressive requirements relating to compulsory assessment and/or attendance at classes for the course(s) had not been met at the time the circumstances emerged. In the event your application for Special Circumstances Repayment, Remission or Re-credit is approved, no refund will be provided for the Student Services and Amenities Fee.

Please refer to the website www.adelaide.edu.au/student/finance/special for the application process and to download the Special Circumstances Repayment/Remission/Re-credit application form.

Refund Payments

Refund payments are made directly into a bank account (EFT). All refunds are made in Australian dollars and are payable to the student, unless the student is supported by a recognised third party sponsor and that sponsor is entitled to the refund [ESOS Act, s.28(2)].

Refunds may be transferred to another university or tertiary institution if authorised in writing by the student or, where appropriate, the student's sponsor.

To apply for a refund of a credit balance, complete the online Refund Form which can be accessed at www.adelaide.edu.au/student/finance/refunds/.

Grievances about Refund Decisions

International students may raise grievances about refund decisions under the Student Grievance Resolution Process.

[This section is compliant with the ESOS Act 2000 (Cth), ss.27-30; the ESOS Regulations 2001 reg 3.19 and Standard 2 of the ESOS National Code.] Information about the Student Grievance Resolution Process can be viewed at www.adelaide.edu.au/student/grievance

The University's Refund Policy complies with all of the requirements for tuition fee refunds stipulated in the Education Services for Overseas Students (ESOS) Act 2000, associated Commonwealth regulations, and the ESOS National Code of Practice.

The refunds policy details can be viewed online at www.adelaide.edu.au/student/finance/refunds/.

Name: _____

Signature: _____ Date: _____

PAYMENT FORM



THE UNIVERSITY
of ADELAIDE

SATAC Number: _____
 Student Name: _____
 Semester and Year: _____

CRICOS Provider Number 00123M
 STUDENT RECRUITMENT AND ADMISSIONS SERVICES
 THE UNIVERSITY OF ADELAIDE SA 5005 AUSTRALIA
 TELEPHONE +61 8 8313 4072 FAX +61 8 8313 3988

I ENCLOSE THE ACCEPTANCE PAYMENT OF:

TUITION FEE DEPOSIT	AUD\$	9,000
OVERSEAS STUDENT HEALTH COVER	AUD\$	_____
TOTAL	AUD\$	_____

The OSHC Worldcare rate included in my payment above, which covers the duration of my program is:

Single*
 Dual Family+
 Multi Family#

* Single Covers only the valid visa holder.
 + Dual Family Covers one valid student visa holder plus either one adult spouse or recognised de-facto partner OR one or more dependent children.
 # Multi Family Covers one valid student visa holder plus one dependent which includes no more than one adult spouse or recognised de-facto partner AND one or more dependent children.

METHOD OF PAYMENT

PAYMENT BY INTERNATIONAL BANK DRAFT OR BANK CHEQUE
 Must be in Australian Dollars payable to the University of Adelaide. Please attach bank draft or bank cheque to this form

TOTAL PAYMENT ATTACHED AUD \$ _____

PAYMENT BY CREDIT CARD
 I authorise the University of Adelaide to debit my credit card with the amount below:

TOTAL PAYMENT AMOUNT AUD \$ _____

CARD HOLDER NAME _____

CARD HOLDER TELEPHONE _____

CARD HOLDER EMAIL ADDRESS _____

CARD HOLDER BILLER ADDRESS _____

(Address Credit Card Statement is Sent)

PLEASE CHARGE MY CARD
 Visa
 Mastercard
 Amex

NUMBER

EXPIRY DATE

CARD HOLDER SIGNATURE _____

FOR OFFICE USE ONLY

AUD\$ _____ Tuition Fees in Advance
 AUD\$ _____ OSHC



DECLARATION OF FINANCIAL CAPACITY

CRICOS Provider Number 00123M
STUDENT RECRUITMENT AND ADMISSIONS SERVICES
THE UNIVERSITY OF ADELAIDE SA 5005 AUSTRALIA
TELEPHONE +61 8 8313 4072 FAX +61 8 8313 3988

Travel, Tuition and Living Expenses

The table below outlines the minimum amounts in Australian dollars (AUD) that you will need in order to be eligible to obtain a visa. The University of Adelaide can only issue your Confirmation of Enrolment (CoE) if you declare that you have access to sufficient funds. These amounts do not necessarily represent the cost of living in Australia.

Expenses	Per Person	Amount Required in AUD
Travel	Yourself	Return air fare to Australia – up to AUD \$2,500
	Family members	One return air fare to Australia per person
Tuition	Yourself	Tuition fees for the full duration of the program
	Children - Primary	AUD \$4,160 per year per child
	Children - Secondary	AUD \$5,164 per year per child
Living	Yourself	AUD \$19,830 per year
	Partner	AUD \$6,940 per year
	Each child	AUD \$2,970 per year

Declaration of Financial Capacity

The University of Adelaide must be satisfied that once you are in Australia, that you will have genuine access to the funds you claim to possess to cover the travel, tuition and living costs for yourself and your family members. You must have enough money to support your partner and dependent children (if applicable) even if they do not travel with you to Australia. Please sign the following declaration:

- I declare that I have genuine access to the funds as outlined above for myself, my partner (if applicable) and dependent children (if applicable) for the duration of my stay in Australia. I understand that should I experience financial difficulties that I (or my sponsor) will continue to be responsible for my tuition fees and living expenses.
- I understand that the University may give advance notice of its intention to cancel my enrolment if my tuition fees are not paid by the census date. If my enrolment is cancelled due to non-payment of fees I understand that the University will be required to cancel my Confirmation of Enrolment; and that I will have to seek advice from the Department of Immigration and Border Protection regarding my ongoing eligibility for a student visa.
- I understand that the University may ask me to provide additional evidence of my financial capacity, should it be required, before issuing my Confirmation of Enrolment.

Additional Declaration for Sponsored Students Only:

I understand that I am responsible for ensuring that the Financial Guarantee provided by my sponsor remains current. If my Financial Guarantee expires, becomes invalid or my sponsor fails to pay, I understand that I will become responsible for payment of my tuition fees, Overseas Student Health Cover and Amenities Fee (where applicable).

Full name (as it appears on passport): _____

Signature: _____ **Date:** ____/____/20____