

ACCEPTANCE INFORMATION SHEET



Please read this document carefully as it provides important information about our acceptance procedure and your student visa application.

CRICOS Provider Number 00123M
International Admissions
The University of Adelaide SA 5005 Australia
Telephone: +61 8 8313 7335

Congratulations on receiving an offer to 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 make sure you read your SATAC offer letter and the Acceptance Information booklet: <https://international.adelaide.edu.au/ua/media/35/acceptance-information.pdf>. The booklet contains important information about Overseas Student Health Cover (OSHC), tuition fees, orientation, academic dates, and other details.

To accept your offer, please return the following to accept@adelaide.edu.au:

- Signed two-page *Acceptance Agreement*;
- Completed *Payment Form* (including *Order Receipt Number* issued by Western Union);
- Screenshot showing successful payment of AUD\$14,000 tuition fee deposit;
- Evidence of, or payment for, OSHC for the expected duration of your student visa
- 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); and
- Completed and signed three-page *2022 Welfare Arrangements* (**under-18-year-olds only**)
- Completed PCI declaration form (**Bachelor of Nursing only**)

* Please allow at least five working days for the issue of your Confirmation of Enrolment (CoE)

Please note the following important dates:

The University of Adelaide Christmas Shutdown	27 December 2021 – 3 January 2022
Recommended date of arrival in Adelaide	Semester 1: 13 February 2022 Semester 2: 17 July 2022

Should you need further assistance, please do not hesitate to contact International Admissions at start@adelaide.edu.au.

I would like to take this opportunity to welcome you to the University of Adelaide and wish you success in your future studies.

Yours sincerely,

Professor JACQUELINE LO
Pro Vice-Chancellor (International)

ACCEPTANCE AGREEMENT



For international students who have completed an Australian Year 12 qualification or an International Baccalaureate Diploma within Australia.

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I (name) _____ SATAC Reference Number _____

confirm my acceptance of the **Bachelor of** _____

I will commence my academic program in **Semester 1, 2022 / Semester 2, 2022** (please circle)

I will submit my student visa application at an Australian Diplomatic Mission: **in Australia / overseas** (please circle)

TERMS AND CONDITIONS

The University Reserves the Right To:

- Suspend or cancel my enrolment should I fail to abide by the statutes, regulations, rules and policies of the University such as those available at www.adelaide.edu.au/student/affairs/policies;
- Withdraw an offer if the University does not receive the tuition fees, Overseas Student Health Cover (OSHC) fees, and completed and signed acceptance and payment forms from me before the program places are filled;
- Verify any documents provided as part of my application and withdraw an offer if they prove to be fraudulent or incorrect in any way;
- Refer fraud to other institutions and relevant government departments, including the Department of Home Affairs (DHA);
- Alter the terms and conditions of the Student Fees Refund Policy for international students from time to time;
- Alter, amend or delete any program, fee, course, admission requirement, mode of delivery or other arrangement without prior notice.

I understand that my personal information may be provided to the Australian Government and designated authorities, as required by Australian law. This information includes, but is not limited to, personal and contact details, program enrolment details and changes, and the circumstance of any suspected breach of my visa condition(s).

Note: Australian statutory authorities external to the University reserve the right to change conditions of professional registration (e.g. nurses, teachers) and the information currently provided by the University is therefore subject to change.

Student's Responsibilities:

Offer and Admission

I acknowledge and agree that:

- The offer made by the University relies on the information I have provided to be true and correct and that any false information provided or lack of disclosure may lead to withdrawal of my offer or termination of my enrolment;
- I have read and understood the Student Fees Refund Policy provided in this offer and am aware of the circumstances under which I may or may not be eligible for a refund of the amount paid;
- Australian Government regulations require international students to have OSHC for the proposed duration of their student visa and that the University will arrange OSHC for the standard visa length (unless I arrange my own);
- The University may share and discuss my contact details, academic progress, examination results, and any issues affecting or relating to my studies (including visa and health issues) with my sponsor, nominated award administrator or partner university;
- I am responsible for keeping a copy of my offer and any receipts of payments made to the University;
- I, or my sponsor, will be responsible for the full costs of the program for which I am seeking admission, as well as any additional costs including study equipment, textbooks, travel and living costs incurred by me or my dependents. Incidental costs vary between programs. A full schedule of incidental costs can be viewed at www.adelaide.edu.au/student/finance/other-fees/.

Before I Start at the University

I consent to the University:

- Providing my personal details to Allianz for the purpose of creating my OSHC policy (if applicable);
- Checking and keeping a record of my visa status and study entitlements with the DHA (including via the Visa Entitlement Verification Online [VEVO] service);
- Providing me with information about its products, services and events. I understand that I can review how my personal information is collected and withdraw my consent at any time by visiting the University's Privacy Policy (www.adelaide.edu.au/policies/62);

I have read the information provided on Degree Finder that relates specifically to my program of study (www.adelaide.edu.au/degree-finder).

I have read and accept the scholarship terms and conditions (if applicable) at www.international.adelaide.edu.au/admissions/scholarships.

I am seeking temporary entry into Australia for educational purposes only, as a fee-paying international student

(www.homeaffairs.gov.au/Trav/Stud) and I may be subject to different rules and conditions prescribed by the University and the Australian Government if I change my visa.

I understand that this acceptance constitutes a written agreement with the University under the Education Services for Overseas Students (ESOS) Act 2000 and I have read information about the ESOS framework located at <https://www.dese.gov.au/esos-framework>.

While at the University

I am aware that I must complete my academic program in the duration specified in my SATAC offer.
I am aware that there are restrictions on accepting paid employment, consistent with visa regulations (www.homeaffairs.gov.au/Trav/Stud).
I understand that I must provide the University of Adelaide with my current residential address, mobile telephone number, email address, and emergency contact details, and any changes to these within 7 days, while enrolled in the program and studying in Australia.
I understand that the University has a three-stage Student Grievance Resolution Process (SGRP) involving (1) Informal Discussion, (2) Formal Review, and (3) Internal University Appeal, and I may access this service free of charge with any complaint or appeal. I understand additional information about the SGRP may be sought from one of the University’s Student Grievance Advisors or from www.adelaide.edu.au/student/grievance/.

Fees

TUITION FEES: The majority of the University’s programs are offered in semesters, however, some programs are taught across different teaching periods such as trimesters. Students will be invoiced at the beginning of their teaching periods. The actual tuition fees charged will be based on a student’s unit enrolment and the published annual fees for the year of enrolment. Should a student ‘overload’ or ‘underload’, their fees will be increased or decreased accordingly. For example, students enrolled in 12 units will be charged half of the published annual tuition fee for the year of study. Degree Finder contains comprehensive information at www.adelaide.edu.au/degree-finder.
STUDENT SERVICES AND AMENITIES FEE (SSAF): All students are required to pay an annual fee for the provision of essential, non-academic services (see www.adelaide.edu.au/student/finance/ssaf). The 2021 fee is \$313 based on full-time enrolment and is subject to increase annually. Students will be invoiced for this amount separately, after commencement in their program.

Declaration of Financial Capacity

Student visa applicants must have sufficient funds available for the duration of their stay in Australia. The University of Adelaide can only issue your Confirmation of Enrolment (CoE) if you declare that you have access to sufficient funds. For more information visit www.international.adelaide.edu.au/admissions/tuition-fees and www.international.adelaide.edu.au/life-in-adelaide/cost-of-living.
a. 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;
b. 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 CoE and that I will have to seek advice from DHA regarding my ongoing eligibility for a student visa;
c. I understand that the University may ask me to provide additional evidence of my financial capacity, should it be required, before issuing my CoE;
d. I understand that I am responsible for ensuring that the Financial Guarantee (FG) provided by my sponsor remains current. If my FG expires, becomes invalid, or my sponsor fails to pay, I understand that I will become responsible for payment of my tuition fees, OSHC, and SSAF (sponsored students only).

The University recommends you accept your offer four weeks prior to the start date to allow sufficient visa application time.

This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australia Consumer Law if the Australian Consumer Law applies.

Please sign, date and return this page to the University to acknowledge and accept the terms of this agreement.

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

(IF UNDER 18)

Parent Signature: _____ **Date:** ____ / ____ / ____

REFUND INFORMATION



CRICOS Provider Number 00123M
International Admissions
The University of Adelaide SA 5005 Australia
Telephone: +61 8 8313 7335

For international students who have completed an Australian Year 12 qualification or an International Baccalaureate Diploma within Australia.

Student Fees Refund Policy

(Do not return these pages with your acceptance)

OVERVIEW

In certain circumstances, if a student has a credit balance on their University account, they may request a refund of that credit balance. This policy provides formal guidance on the circumstances under which fee refunds are to be provided to students, and the manner in which they may be paid.

SCOPE AND APPLICATION

This policy applies to:

All enrolled students of the University of Adelaide, on all campuses both domestic and international;

- Students previously enrolled, not currently enrolled and students on program leave, where the relevant fee liability was incurred while they were enrolled or is directly related to their enrolment;
- Students on exchange from other universities where they have paid fees to be refunded to the University of Adelaide;
- International students who have accepted an offer of admission.

POLICY PRINCIPLES

1. Refunds

- A refund can only occur if a student has a current credit on their student finance account.
- Refunds will be processed after all other financial obligations to the University have been discharged, including (but not limited to) library fines, student loans, and accommodation charges.
- Refund payments are normally made directly into a bank account, unless paid by credit / debit card. Bank details are required for all refund requests, even if the refund is to the original credit / debit card, to ensure payment can be finalised.
- All refunds are made in Australian dollars and are payable to the student's nominated account, with the following exceptions:
 - The student is supported by a recognised third party sponsor and that sponsor is entitled to the refund (as per the Education Services for Overseas Students [ESOS] Act, s.47D(3)(b)).
 - In the event a country is subject to financial sanctions, refunds cannot be paid to a bank in a sanctioned country.
 - If the original payment was made by credit / debit card visa BPOINT, the refund will be processed back to the original credit / debit card. The merchant surcharge fee will also be refunded unless a partial refund is being made, in which case the surcharge fee will not be refunded.
- The deadline for submitting an online Refund Request Form (www.adelaide.edu.au/student/finance/refunds/) to facilitate payment of a refund in any week is 5pm of the preceding Friday.

2. Special Circumstances Refunds, Remissions or Re-Credits

- Students who withdraw from a course(s) after the Census Date due to special circumstances may apply for a Special Circumstances Refund, Remissions or Re-Credit (www.adelaide.edu.au/student/finance/special/).
- International students who withdraw from their study after accepting their offer but prior to the Census Date in their first term of study due to special circumstances may apply for a Repayment of Administration Fee (www.adelaide.edu.au/enrol/forms-downloads/students-only/special-circumstances-application-form).

3. Domestic Students: refer to www.adelaide.edu.au/policies/4343/

4. International Students

- When a refund is payable, and the applicable refund form has been completed, the refund will be processed under normal circumstances within 3 weeks of the refund form being received by Student Finance.
- Additional delays may occur for receipt of payments to overseas bank accounts.
- Refunds of Overseas Student Health Cover (OSHC) will only be processed where the University has arranged OSHC on behalf of a student and the student has not arrived in Australia. If a student has arrived in Australia, they will need to contact their OSHC provider directly to arrange any refund of their OSHC policy.

5. Refunds Not Payable

- Refunds are not payable at all in the following circumstances:
 - Student withdraws after the Census Date for courses in which student enrolled, and no special circumstances apply.
 - Student visa cancelled by the Department of Home Affairs (DHA) for any reason.
 - Student does not complete the requirements for a course or program, including a preliminary program such as Pre-Enrolment English Program (PEP) or foundation studies or bridging program, and no special circumstances apply.

(iv) Australian or international law (including but not limited to the Charter of the United Nations [Dealing with Assets] Regulations 2008, Autonomous Sanctions Regulations 2011, or the Anti-Money Laundering and Counter-Terrorism Financing Act 2006) prevents University from making the refund payment.

6. Exceptions

Transactions which are outside of these policy principles must be approved by the Director, Accounting Services (or their delegate), provided:

- It is their opinion that such a transaction is in the best interests of the University and is consistent with the objectives of this Policy; and
- The transaction is approved in writing prior to execution.

7. Appeals

Students who are not satisfied with the resolution of their application for a refund may lodge a grievance in accordance with the Student Grievance Resolution Process (www.adelaide.edu.au/student/grievance/).

8. Compliance

This Policy complies with the ESOS Act 2000, Higher Education Funding Act 1988 (HEFA), Higher Education Support Act 2003 (HESA), and any other related legislation, except to the extent that the requirements conflict with the Anti-Money Laundering and Counter-Terrorism Financing Act 2006.

9. Record Keeping

All records created during the application of this policy and associated rules and procedures must be retained in accordance with the Information Management Policy (www.adelaide.edu.au/policies/4663/).

AMOUNTS THAT MAY OR MAY NOT BE REPAID TO OVERSEAS STUDENTS

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

If a refund is payable, please complete and submit the applicable refund form.

The refund will be processed within 3 weeks* of the refund form being received by the Student Finance Office under normal circumstances. Delays may occur for receipt of payments to overseas bank accounts.

* The exception to this timeframe is Circumstance 1, under which refunds will be processed within 14 days.

Circumstance	Refund Payable
All Students	
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 within 14 days*
Commencing Students Only	
2. University withdraws offer to award or non-award program because student 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 (any refund payable for Pre-Enrolment English Programs will be determined separately to any award program refund)
3. (a) Student's visa application is denied by DHA prior to the Census Date and the student presents certified evidence of the refusal to the Student Finance Office; or (b) 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 and / or evidence of the delay to the Student Finance Office (this circumstance does not cover a visa delay caused by the student's own action or inaction)	Full refund of all fees paid (including, but not limited to, Pre-Enrolment English Program, General English for Academic Purposes, and all tuition fees paid)
4. **(a) Student withdraws acceptance of offer prior to processing of acceptance by the University; or (b) Student decides not to enrol by the last enrolment date for the program for which an offer was made, after accepting the offer and acceptance paperwork has been processed; or (c) University withdraws offer of enrolment based on incorrect and / or incomplete information provided by the applicant	Full refund of all fees paid less 10% of the annual indicative tuition fee for the academic program for which the offer was made; or If total program less than 1 year: Full refund of all fees paid less 10% of total program tuition fee
5. **(a) Student withdraws from all courses after enrolment in first study period but before the Census Date for that course(s); or (b) Student arrives after last enrolment date for the program for which an offer was made, and University refuses enrolment	Full refund of all fees paid less 20% of the annual indicative tuition fee for the academic program for which the offer was made; or If total program less than 1 year: Full refund of all fees paid less 20% of total program tuition fee

Circumstance	Refund Payable
Commencing Students Only	
6. **Commencing coursework student withdraws from one or more (but not all) courses before the Census Date of their first study period, and subsequently withdraws from the program after the first Census Date	A refund may be payable for courses withdrawn before Census Date - providing the amount retained by the University for remaining courses is greater than or equal to the equivalent of 20% of the student's annual indicative tuition fee for the academic program for which the offer was made; or If total program less than 1 year: the amount retained is greater than or equal to the equivalent of 20% of the total program tuition fee for the academic program for which the offer was made
7. **Research postgraduate student withdraws from program after acceptance and before the conclusion of their first study period (first semester)	Full refund of whichever is lesser: the total amount of tuition fees paid less 20% of the annual indicative 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 Fee in Special Circumstances: www.adelaide.edu.au/student/finance/special

Continuing Students Only	
8. Coursework students – After first study period has been completed, and all deposit conditions (as per the offer letter) have been fulfilled, coursework student withdraws from a course(s) before any subsequent Census Dates	Full refund of tuition fees paid for that course(s)
9. Research students – After first study period (first semester) has been completed, and all deposit conditions (as per the offer letter) have been fulfilled, research student formally withdraws from, or submits their thesis for, their program	Full refund of any tuition fees paid from the date of submission or withdrawal date

Additional circumstances specific to Academic English program studies	
10. Student withdraws from their English Language Centre (ELC) Academic English program after Census Date	The tuition fees will be retained by the University for any 5-week session, once the Census Date has passed. The student will receive a full refund of all tuition fees paid for any future 5-week session(s) remaining in their ELC Academic English program

Refunds are not payable at all in the circumstances set out in 11 - 14 below	
11. Student withdraws after the Census Date for courses in which student enrolled, and no special circumstances apply	No refund payable
12. Student visa cancelled by DHA	No refund payable
13. Student does not complete the requirements for a course or program, including a preliminary program such as Pre-Enrolment English Program or bridging program, and no special circumstances apply	No refund payable
14. Australian or international law (including but not limited to the Charter of the United Nations [Dealing with Assets] Regulations 2008, Autonomous Sanctions Regulations 2011, or the Anti-Money Laundering and Counter-Terrorism Financing Act 2006) prevents the University from making the refund payment	No refund payable

Repayment of Tuition Fee or Administration Fee in Special Circumstances - Minimum Criteria

Repayment of Tuition Fee:

In all cases, special circumstances must have a significant impact on the student and their ability to complete the course they have undertaken to study.

Therefore, students should demonstrate that the circumstances:

- a. are beyond their control; are not a result of their 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 the student to complete the attendance and / or assessment requirements of the course(s).

Repayment of Administration Fee:

In all cases, special circumstances must have a significant impact on the student and their ability to commence or complete the program they have undertaken to study. Therefore, students should demonstrate that the circumstances:

- a. are beyond their control; are not a result of their action or inaction; and are unusual, uncommon or abnormal; and
- b. occur after their acceptance of their offer and before the date of their withdrawal (and before Census Date), or occur before their acceptance of their offer, but the full effect or magnitude does not become apparent until after that day and before the date of their withdrawal (and before Census Date); and
- c. make it impracticable for the student to commence or continue the attendance and / or assessment requirements of their program.

Applications must be received within 12 months of the date of withdrawal from the program.

Process for Claiming a Refund (including English Language Centre students)

To apply for a refund of a credit balance students must use either the Australian Bank Account Refunds Form (www.adelaide.edu.au/student/finance/refunds/form/domestic/) or the Overseas Bank Account Refund Form (www.adelaide.edu.au/student/finance/refunds/form/overseas/) available at www.adelaide.edu.au/student/finance/refunds/. Complete and submit for processing. Alternatively, those who are not current students or those who do not have a current University log in password may contact Student Finance via email (studentfinance@adelaide.edu.au) to request the Non-Current Student Refund Request Form. Under normal circumstances, refund forms received by 5pm each Friday will be processed in the following week's payment run. Refunds that require additional processes may take longer to finalise.

To apply for a Special Circumstances Refund, students must complete a Special Circumstances Repayment / Remission / Re-Credit Application (www.adelaide.edu.au/student/finance/special/) and provide the appropriate supporting documentation. Students will be advised in writing via email by the Associate Director Student Administration of the outcome of their application within 28 calendar days of receipt of the application and all relevant supporting documentation (whichever is the latest).

English Language Centre (Academic English) students who withdraw from their English program and believe they meet the criteria of special circumstances may apply for a Special Circumstances refund here: www.adelaide.edu.au/elc/policies-and-procedures/english-language-centre-refund-conditions.

Tuition Protection Service

In the unlikely event that the University is no longer able to deliver a program to you, for which you have accepted and paid, at the location and start date agreed to in your offer, or the program ceases to be available after you have commenced, the University will discharge its obligations to you under Section 47D of the ESOS Act. The University will either offer you an alternative program in writing or pay you a refund of any unspent tuition fees. If the University is unable to meet its obligations to you under Section 47D, the Tuition Protection Service (www.tps.gov.au) will assist you in finding an alternative course to accept or pay you a refund of your unspent prepaid tuition fees.

PAYMENT FORM



CRICOS Provider Number 00123M
International Admissions
The University of Adelaide SA 5005 Australia
Telephone: +61 8 8313 7335

SATAC Reference Number _____

Student Name _____

Intake _____

I ENCLOSE THE ACCEPTANCE PAYMENT OF:

TUITION FEE DEPOSIT AUD\$ 14,000

OVERSEAS STUDENT HEALTH COVER (OSHC)^ AUD\$ _____

^ If you would like the university to arrange Essential Cover with Allianz Global Assistance please include payment and indicate the type of cover required (*please circle*): **Single Policy / Dual Family / Multi Family**
For OSHC rates, please refer to your SATAC offer. For the policy document, please visit www.allianzassistancehealth.com.au

TOTAL AUD\$ _____

METHODS OF PAYMENT:

Western Union Transfer

Payment can be made in your local or alternative currency via bank transfer or credit / debit card at:

<https://student.globalpay.wu.com/geo-buyer/uniadl>

Use the **LAST 7 DIGITS** of your SATAC Reference Number as your student ID.

For example, if your SATAC number is 211234567 enter "1234567", as the field will only allow 7 characters

ORDER RECEIPT NUMBER: E A U _____ - A V _____

Electronic Funds Transfer

Payment can be made to the University of Adelaide in AUD\$ using the bank transfer method (directly with your bank or via your own banking app or online service).

A 7-digit University of Adelaide ID is required for this payment method.

We will email students in late December to advise them of their university ID and provide instructions for EFT payment, but if you have not yet heard from us, please get in touch at start@adelaide.edu.au.

2022 Welfare Arrangements – Year 12 Students Under the Age of 18



Applicant Name: _____

Applicant Email Address: _____

SATAC Reference Number: _____ Intake: 2022 Semester 1 / Semester 2 (*circle*)

This form must be completed by the applicant's parent or legal custodian if the applicant will be under 18 years of age when commencing their Bachelor study as an international student at the University of Adelaide.

Section 1: Details of Applicant's Parent or Legal Custodian

Attach a copy of identification with photo e.g. passport, driver's licence, official ID card

Family Name	Given Names
Relationship to student	
Address	
Home Phone	Work Phone
Mobile	Email Address
Welfare / Progress Reports – Parent or Delegate	<p>Detailed reports about students' welfare and academic progress will be sent to this email address on a monthly basis. Critical information specific to your child will be missed if an invalid email address is provided.</p> <p>Parent Email Address (家长/监护人邮箱地址):</p> <p>Delegate Email Address:</p> <p>Relationship of Delegate to Student:</p>

2022 Welfare Arrangements – Year 12 Students Under the Age of 18



Section 2: Parent or Legal Custodian's Nomination of Welfare Arrangements

The Australian Department of Home Affairs (DHA) requires students under the age of 18 to have appropriate accommodation and welfare arrangements whilst studying in Australia. It is a condition of a student visa that these arrangements be maintained, and failure to do so can result in visa cancellation. Students who will be under 18 when they begin studying at the University of Adelaide have the following options for their accommodation and welfare arrangements. They may either:

- live in Australia with their parent, legal custodian, or with a relative over 21 years of age nominated by their parent or legal custodian; or
- if they will be at least 17 years old when commencing their studies, they may stay in an accommodation and welfare arrangement provided on behalf of the University of Adelaide. The university will issue a Confirmation of Appropriate Accommodation and Welfare letter (CAAW), which can be used for an application for a student visa.

I hereby advise that the following arrangements have been made for my child's welfare and accommodation whilst studying at the University of Adelaide (*please tick the appropriate box*):

- My child will live with me in Adelaide and I am advising DHA directly of the arrangements
(complete Section 4)
- My child will live with an eligible relative* and I am advising DHA directly of the arrangements
(complete Section 3 and 4)
- My child will live under a Welfare Monitoring Agreement provided on behalf of the University of Adelaide
(complete Sections 4 and 5 and **request a personalised welfare agreement from accept@adelaide.edu.au**)
-

Section 3: Details of the Eligible Relative* who will be providing welfare

Family Name	Given Names
Date of Birth	Relationship to student
Address	
Home Phone	Work Phone
Mobile	Email Address

* Please visit the Department of Home Affairs [website](#) for details of eligibility criteria for nominated relatives

2022 Welfare Arrangements – Year 12 Students Under the Age of 18



Section 4: Declaration of Parent or Legal Custodian

In signing this declaration I agree that the law applicable to any contract or any duty as to the provision of education, support or welfare to the student is the law of South Australia, and consent to the exclusive jurisdiction of the Courts of South Australia with regard to any legal proceedings arising under, out of or relating to such contract of duty.

Applicant Name _____

Applicant Signature _____ Date: _____

Parent Name _____

Parent Signature _____ Date: _____

Section 5: Living and Travel Arrangements (Welfare Monitoring Agreement Students ONLY)

My child's accommodation arrangements will be:

- Urbanest
- Homestay (new)
- Homestay (existing)

My child will:

- Remain in Adelaide
- Travel to Adelaide on ___ / ___ / ___ (please specify date and provide a copy of their travel itinerary)

Please return to accept@adelaide.edu.au

Appendix A: Semester 1, 2022 Welfare Monitoring Agreement sample

(subject to change in later intakes)

I acknowledge and agree that:

1. *I will pay the administration, accommodation placement, accommodation, welfare monitoring fees, and airport pickup fee, as specified in Section 5 (to be provided if welfare monitoring requested).*
2. *This Welfare Monitoring Agreement is valid from Welfare Commencement Date to Date Student Turns 18 Years of Age or Four Weeks After Welfare Commencement but:*
 - *I may terminate this agreement at any time by providing 14 days' written notice to the University of Adelaide*
 - *I understand that I remain liable for the fees, including the accommodation fees for the duration of the semester*
 - *I understand that termination of this agreement by me before the student's 18th birthday may result in the cancellation of the student's visa and enrolment*
3. *The student must be enrolled at the university, and must comply with the terms of this agreement. I understand that failure to meet any of these requirements will permit the university to terminate this agreement immediately by notice to me and may result in the cancellation of the student's visa.*
4. *The university will nominate an accommodation place for the student, which has been approved by the University of Adelaide as suitable for students under the age of 18.*
5. *The University of Adelaide, through University of Adelaide College, will appoint a designated person ("the Student Services Coordinator") to monitor the welfare of the student until the student's 18th birthday. The Student Services Coordinator will have no association with the accommodation provider and will have undertaken training in provision of welfare services and all necessary clearances to work with children. The Student Services Coordinator will maintain regular, personal contact with the student.*
6. *I / we will enter into a contract with the accommodation provider for the accommodation place on such terms and conditions as are agreed with them, including the cost of that accommodation. I / we must comply with the conditions of that contract.*
7. *For the duration of the Welfare Monitoring Agreement, the student must:*
 - *be at least 17 years of age;*
 - *occupy the designated accommodation place until at least their 18th birthday. They will remain liable for accommodation fees until the expiry of their lease;*
 - *not arrive in Australia before the date nominated by the University of Adelaide on the CAAW confirmation letter unless accompanied by a parent;*
 - *comply with all rules, regulations, policies and reasonable directions of the university regarding accommodation and welfare arrangements;*
 - *comply with all rules and reasonable directions of the accommodation provider;*
 - *comply with all reasonable instructions of their Student Services Coordinator; and*
 - *meet regularly with their Student Services Coordinator, and respond promptly to all attempts to contact them by their Student Services Coordinator and / or the University of Adelaide.*
8. *I authorise the University of Adelaide to collect, receive, store, transfer and use any information obtained in connection with this application and to disclose such information to University of Adelaide College for the purposes of arranging accommodation and providing welfare monitoring services.*

Appendix A: Semester 1, 2022 Welfare Monitoring Agreement sample
(subject to change in later intakes)

2022 Under 18 Welfare Monitoring Agreement Fees *(subject to change in 2023)*

Fee	2022 Amount	Total Amount	Payment Terms
Welfare Administration Fee	\$320 AU	\$320 AU	Payable when securing accommodation (non-refundable)
Accommodation Placement Fee	\$330 AU	\$330 AU	Payable when securing accommodation (non-refundable)
Accommodation Fee (Urbanest at the University of Adelaide)	\$299 - \$355 AU per week (actual amount dependent upon room type and lease duration)	Dependent upon room choice	Paid to Urbanest
Accommodation Fee (homestay full board – includes laundry and all meals except lunch on weekdays)	\$300* AU per week (minimum stay six months or date student turns 18 years)	<i>To be calculated</i>	Initial four weeks payment paid to the homestay parent (initial four-week deposit is non-refundable)
Welfare Monitoring Fee	\$57 AU per week (payable until student's 18 th birthday) (minimum of four weeks)	<i>To be calculated</i>	Payable when securing accommodation (non-refundable)
Airport Pickup Fee (compulsory)	\$160 AU	\$160 AU	Payable when securing accommodation (non-refundable)

* Extra charge for special dietary requirements may apply.

For more information please refer to our [Under 18 knowledge base article](#).

Welfare Monitoring Services are provided by the University of Adelaide College on behalf of the University of Adelaide.

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Kaplan Higher Education Pty Ltd. ABN 85 124 217 670
 Foundation Studies, Degree Transfer and Pre-Master's programs (The University of Adelaide) CRICOS 00123M | English language programs (Kaplan) CRICOS 03127E

Faculty of Health and Medical Sciences Clinical Degrees

Students undertaking a clinical placement at a hospital or other health facility require student registration with the relevant National Board. This process is undertaken by the [Australian Health Practitioners Regulation Agency \(AHPRA\)](#). It is completed on the enrolment of the student in their program and does not require action by the student. The student will be advised when they have been registered. There is no fee for student registration.

Students undertaking clinical placements are required to have the appropriate level of immunisation. Immunisation records are requested by clinical venues prior to Placements. Prior to commencing professional placements, students will be advised by their program area: To consult the [University Health Practice](#) to be screened and immunised for the following infectious disease as recommended by the [Immunisation Guidelines for Health Care Workers in South Australia 2014 Policy](#). Failure to adhere to these guidelines means that a student will not be allowed to attend clinical placements. **It is a student's responsibility to acquire their immunisations record and take it with them to all clinical placements.**

As part of your course enrolment you are required to have blood tests to determine your immunity status to Hepatitis A, B and C, HIV, Measles, Mumps, Rubella, and Chicken Pox. You will also need to provide evidence of previous vaccinations, including for the aforementioned diseases as well as Pertussis, Diphtheria, Tetanus and Polio.

In response to concerns raised in the community the Children's Protection Act (SA) and similar Acts across Australia have been revised and strengthened. Legislation requires organisations that provide services to children or vulnerable adults to establish policies and procedures which ensure a safe environment. All students studying a clinical based program will be required to demonstrate a satisfactory criminal history clearance.

For more information: <http://health.adelaide.edu.au/current-students/clinical-placements/>

Bachelor of Dental Surgery and Bachelor of Oral Health

Students with a prescribed communicable infection (Hepatitis B antigen and antibody, Hepatitis C antibody, and HIV/AIDS antibody) are unable to be registered with the Dental Board of SA, and are therefore unable to complete the requirements of the Bachelor of Dental Surgery or Bachelor of Oral Health programs. It is not possible to undertake the Bachelor of Dental Surgery or Bachelor of Oral Health without performing exposure-prone procedures on patients. If you test positive in your immunity status to of the prescribed communicable infections listed above your enrolment will be cancelled and you will be removed from the program.

Declaration

1. I acknowledge that I have read the Clinical Placement requirements outlined by the University of Adelaide **Yes | No** (please circle or underline response)
2. I understand that I will need to attend a consultation with the University Health practice to review my immunity status in Adelaide **Yes | No** (please circle or underline response)
3. I understand that the clearances required to study in the program will incur a cost **Yes | No** (please circle or underline response)
I understand that my continued enrolment is subject to continued compliance with the aforementioned clearances **Yes | No** (please circle or underline response)

Full Name: UofA Student ID: Signature: Date:
