

ACCEPTANCE OF OFFER INFORMATION SHEET

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

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. It 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 form*, 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 an *Order Receipt Number through Western Union Business Solution*:
 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 evidence 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** email. Our email address for the submission of Acceptance documents is coe@adelaide.edu.au.

* Please allow at least 5 working days for the issue of your Confirmation of Enrolment (CoE).

Please note the following important dates:

The University of Adelaide Christmas Closedown:	23 December 2017 – 1 January 2018
Acceptance & payment deadline for admission to the <i>Bachelor of Medicine and Bachelor of Surgery and Bachelor of Dental Surgery</i> programs:	You must accept the offer within 5 working days of the date on the offer
Recommended date of arrival in Adelaide:	14-16 February 2018 (semester 1 entry) 11-13 July 2018 (semester 2 entry)

Yours sincerely,



Mr LOUIS CLAY

Associate Director, Admissions Services

ACCEPTANCE AGREEMENT

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



THE UNIVERSITY
of ADELAIDE

CRICOS Provider Number 00123M
STUDENT RECRUITMENT AND ADMISSIONS SERVICES
THE UNIVERSITY OF ADELAIDE SA 5005 AUSTRALIA
TELEPHONE +61 8 8313 7335 FAX +61 8 8313 3988

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 receipt from Western Union Business Solution, and (5) a copy of passport

Where to send your **ACCEPTANCE AGREEMENT**

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, 2018 / Semester 2, 2018** (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 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 payment evidence and order receipt number.

☐ 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 the following third party sponsor (such as a Government agency) _____. 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 under the Education Services for Overseas Students (ESOS) Act 2000 and I have read information about the ESOS framework located at <https://internationaleducation.gov.au/regulatoryinformation/pages/regulatoryinformation.aspx>
- 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 understand the information provided in the Acceptance Information leaflet (<http://international.adelaide.edu.au/apply/accept/>)
- I have read the information provided on Degree Finder that relates specifically to my program of study (www.adelaide.edu.au/degree-finder/).
- I understand that the quoted Indicative 2018 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.border.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 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, consistent with visa regulations (www.border.gov.au/Trav/Stud).
- 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 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/.
- I understand that my enrolment may be suspended or cancelled 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/student-related/.
- I understand that I must advise the University of Adelaide of any change in my residential address, mobile telephone number, email address, and emergency contact details within 7 days while enrolled in the program(s) and studying in Australia.
- 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).
- I will provide the University with any visa decision records or information relating to my Offer of Admission, upon request.
- 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 Allianz Global Assistance, the University's recommended OSHC provider.
- I understand that I will be entitled to a full (100%) refund of my tuition deposit in the unlikely event that the University is no longer able to offer my program or start the agreed program on the agreed date as outlined in this Offer of Admission, before I commence at the University. I may be considered for an alternative program, at no extra cost, and have the right to choose to accept the alternative program or a refund.
- I have read and understood 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 of the amount paid.
- I understand that I must keep a copy of this written agreement and receipts for any payments made to the University.
- I authorise the University to disclose information relating to sponsorship arrangements and my academic progress to the sponsor I have identified in my application. (Applicable only to sponsored students.)

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 Australian Consumer Law if the Australian Consumer Law applies.

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

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.

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 within 14 days*.
2 University withdraws offer 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 English Learning 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 indicative 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 Census Date 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 indicative tuition fee 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: - 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
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.	
* 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.	
<i>Refunds and adjustments information continues next page</i>	

Refunds and Adjustments (continued)

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

To obtain a refund of a credit balance students must complete a Refund Request Form available at: www.adelaide.edu.au/student/finance/refunds/. Alternatively, if their University account is no longer active they may contact Student Finance via email (studentfinance@adelaide.edu.au) to request a Non-Current Student Refund Request Form.

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

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



THE UNIVERSITY
of ADELAIDE

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 (OSHC)	AUD\$
TOTAL	AUD\$

The OVERSEAS STUDENT HEALTH COVER rate included in my payment above, which covers the duration of my program is:

☐ Single* ☐ Dual Family+ ☐ Multi Family#

* Single
+ Dual Family
Multi Family

Covers only the valid visa holder.
Covers one valid student visa holder plus either one adult spouse or recognised de-facto partner OR one or more dependent children.
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:

☐ ONLINE PAYMENT

The University of Adelaide's preferred provider for online payment is Western Union Business Solutions. Payment in your local or alternative currency can be made via bank transfer or credit/debit card at: <https://student.globalpay.wu.com/geo-buyer/uniadl>.

* Please use the last 7 digits of SATAC reference number in the field of "Student/Applicant ID".

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

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____