

5. University program for which admission is sought (eg. Master of Applied Linguistics)

Semester/ Trimester beginning

January February May July September Year

Degree Preferences

1.

Degree Name

Campus

2.

Degree Name

Campus

Section three – Related experience

6. Language indicate your current English language proficiency.

What is your preferred language? _____

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

First language is English GCE 'O'/'A' level English Grade Date of Test
D D M M Y Y Y Y

IELTS overall score Reading Listening Writing Speaking
 Date of Test
D D M M Y Y Y Y

TOEFL score +TWE score CULT score Date of Test
D D M M Y Y Y Y

Other English Qualification

Test _____ Score Date of Test
if applicable if applicable D D M M Y Y Y Y

Senior Secondary School English Grade

7. Education

Provide specific details of all High School/TAFE/Undergraduate/Graduate/Master/PhD/Doctorate studies undertaken.

Please attach additional pages if necessary.

Career	Qualification <small>(eg GCE 'O' / 'A' level, HSC)</small>	Institute <small>(eg Temasek Junior College)</small>	Country Studied <small>(eg Singapore)</small>	Study Commenced <small>(eg Mar 1992)</small>	Completion Date <small>(eg Dec 2000)</small>	Expected Completion Date <small>(eg Jan 2005)</small>
High School						
TAFE						
Undergraduate						
Graduate						
Master						
PhD/Doctorate						

8. Credit

To be considered for credit or advanced standing you need to supply the program outline; subject outlines; method(s) of assessment; contact hours; duration of the program; and a full list of the text books used. All program, course and subject information should be from official educational institution publications and handouts.

Do you wish to apply for credit or advanced standing? Yes No

9. Employment history (attach a more detailed statement if applicable)

Name of company	Country where employed	Years of service from	to	Position held and brief description of responsibilities

Section four – Other information

10. Previous student

Have you previously been a University of Newcastle Student? Yes No ID Number

11. Country of birth

Please Specify

12. Country of citizenship

Please Specify

13. Name of Agent/Recruiter

Please Specify

Note: If this question is left blank, then The University of Newcastle will be assigned as the recruiter.

14. Impairments

The information provided below will assist the University in monitoring and improving services to assist students with special needs.

Do you have any impairments which may affect your studies? Yes No

If **Yes**, please indicate type of disability that applies:

Hearing Vision Learning Medical Mobility Other _____

Do you require Support Services? Yes No

15. Are you seeking financial aid?

(Canadian and USA students only) Yes No

Section five – Research applicants ONLY

16. Research experience/publications

17. Nature of proposed research at this University Please attach a typed statement.

Provide a statement indicating the nature of research you wish to undertake and include the name of the academic staff member with whom you may have discussed your research proposal. Please see page 72 for an example of a research proposal.

18. Referees

19. Scholarship details

Are you applying for a Postgraduate Research Scholarship? Yes No If yes, please complete the questions below.

Are you currently receiving a postgraduate scholarship? Yes No If Yes, please complete the following:

Scholarship _____ Institution _____ Value _____ Duration _____

Have you ever received a postgraduate scholarship before? Yes No If Yes, please complete the following:

Scholarship _____ Institution _____ Value _____ Duration _____

Section six – Checklist

Important checklist to ensure a quick response to your application.

- Complete all sections of this application.
- Ensure certified copies of all previous qualifications including award certificates (if applicable), and academic transcripts with grading systems descriptions. Qualifications and transcripts must be certified by a University of Newcastle representative or agent, a Notary Public, Commissioner for Declarations, Justice of the Peace or Academic Registrar of the institute which issued the transcript.
- Enclose certified copies of your English language qualification or details of English proficiency.
- Enclose a certified photocopy of the personal details page of your passport and visa if applicable.
- If your academic transcripts are in a language other than English, enclose certified English translations.
- If you are an overseas registered nurse, attach a certified true copy in English of your licence.
- Enclose a research proposal if applying for a research higher degree.
- Make a copy of your application for your records.

20. Declaration

I declare that the information I have supplied in this application is correct and complete. I understand that the University may vary or cancel any decision it makes if the information I have supplied is found to be incorrect or incomplete. I recognise that it is my responsibility to provide all documentary evidence requested in this application. I authorise the University to obtain further information where deemed necessary. I agree to comply with the rules governing admission and enrolment of the University. I understand that I am responsible for the prompt payment of any fees related to the program to which I am applying for admission. I understand that the University may be required to release the information supplied to Commonwealth and State agencies, pursuant to obligations under the Education Services for Overseas Students Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students and I hereby authorise the release of information contained in the Application Form to such agencies.

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

I agree to comply with the rules, policies and by-laws of the University of Newcastle.

Signature _____ Date _____

Additional Declaration for Research Higher Degrees Applicants*:

I acknowledge and accept that the Code of Practice for Research Higher Degree Candidature describes the respective rights and responsibilities of both parties and forms the basis of understanding and commitment between both parties.

I agree to abide by the Code of Practice for Research Higher Degree Candidature and that I understand that agreement to all of these terms is a condition of my enrolment at the University of Newcastle.

*Research applicants **must** sign both declarations. For more information about the code of practice for Research Higher Degrees go to www.newcastle.edu.au/research/rhd/docs/codesupr.html

Signature _____ Date _____

Send your completed application form to:

International Admissions
University Services
The University of Newcastle
University Drive
Callaghan NSW 2308
Australia
Phone: +61 2 4921 6595
Fax: +61 2 4960 1766
Email: int-adm@newcastle.edu.au
Web: www.international.newcastle.edu.au

Send your completed Research Higher Degree application form to:

Office of Graduate Studies
The Chancellery
The University of Newcastle
University Drive
Callaghan NSW 2308
Australia
Phone: +61 2 4921 6537
Fax: +61 2 4921 6908
Email: research@newcastle.edu.au
Web: www.international.newcastle.edu.au

Tuition fees 2006

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

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

English Language intensive courses for overseas students (ELICOS)

Full Refund of Tuition Fees

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

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

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

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

Partial refund of tuition fees

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

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

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

No refund of tuition fees

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

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

Undergraduate, Postgraduate, Study Abroad and International Foundation Programs

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

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

The University of Newcastle refund policy for full fee paying international students in Australia

Application of policy

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

Section 1: Undergraduate, Postgraduate, Study Abroad and UniPath Programs

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

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

- (a) Application for a student visa is unsuccessful; or
- (b) Program ceases to be provided at any time after it starts but before it is completed; or
- (c) Program does not commence on the agreed starting day; or
- (d) Program is not provided in full because of the cancellation of the University's registration as a provider under Part 6 of the Education Services for Overseas Students Act 2000; or
- (e) An offer of a place is withdrawn by the University; or
- (f) Applicant is unable to satisfy prescribed conditions stipulated in the offer conditions.

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

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

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

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

- 1.3 No fee refund

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

- 1.4 Procedure for application for refund

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

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

A student who is not located at Callaghan should provide a written application with relevant supporting documentation. e.g. embassy VISA denial. No refund form is required.

Applications should be faxed to +61 2 4921 7418 or emailed to: revenue@newcastle.edu.au

- 1.5 Remittance of refund

All refunds for which a student is eligible will be forwarded to the student in his or her home country, unless the student is transferring to another institution in Australia (subject to Visa conditions), in which case any refund may be remitted to that institution.

The University will provide the student with a statement detailing the calculation of the refund.

- 1.6 Dispute resolution procedure

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

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

Section 2: ELICOS

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

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

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

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

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

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

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

- 2.3 No fee refund

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

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

- 2.4 Procedure for application for refund

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

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

A student who is not located at Callaghan should provide a written application with relevant supporting documentation. e.g. embassy VISA denial. No refund form is required. Applications should be faxed to +61 2 4921 7418 or emailed to: revenue@newcastle.edu.au

- 2.5 Remittance of refund

All refunds for which a student is eligible will be forwarded to the student in his or her home country, unless the student is transferring to another institution in Australia (subject to Visa conditions), in which case any refund may be remitted to that institution.

The University will provide the student with a statement detailing the calculation of the refund.

- 2.6 Dispute resolution procedure

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

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

Approved Academic Senate: 25 November 2002