

International Student Application for the IES Foundation Year Program



IES CRICOS Provider Number 01697J

1 Personal Details

Your name (as shown in your passport) in BLOCK LETTERS Family name:

Given names: English names (if any):

Gender Male Female Date of birth Day Month Year

Please indicate if you have any disability that may require extra services or special consideration e.g. wheelchair, blindness etc. Yes No

Details

Country of birth Citizenship

In which country do you intend to apply for your visa?

Passport number: Have you applied for permanent residency? Yes No

Please attach a copy of your identity page from your passport

Do you have an Australian visa? Yes No If 'yes' what category? When does it expire?

Are you under 18 on the date that you intend to start your program? Yes No

Student address in home country

Telephone Student's Email

Parent's Email

Contact address in Australia (if available)

Telephone Email

2 Educational Qualifications

Provide below details of ALL attempts made at Year 12/matriculation-level studies, including any studies currently being undertaken. Original or certified true copies of academic records must be attached. An official translation in English is also required if this documentation has been issued in another language.

Name of institution	Years attended	Highest level achieved
<input type="text"/>	<input type="text"/>	<input type="text"/>

Details of English language level*

IELTS Other

3 Program Details

I wish to enrol in:

- Standard Program (CRICOS Course Code 088290B)
- Extended Program (CRICOS Course Code 088291A)
- Express Program (CRICOS Course Code 088289F)
- EPP10 Week Program (CRICOS Course Code 090350K)
- EPP20 Week Program (CRICOS Course Code 090349C)

Commencing in:

- February or August
- January or June
- May or October
- April or October
- January or July

I wish to continue undergraduate studies at UQ in:

1st preference

2nd preference

I wish to study in these courses in the IES Foundation Year:

Compulsory:

Electives: (choose three – please tick)

- | | | | | | |
|------------------|--|--|------------------------------------|--|-----------------------------------|
| Academic English | <input type="checkbox"/> Accounting | <input type="checkbox"/> Biology | <input type="checkbox"/> Chemistry | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Physics |
| Mathematics | <input type="checkbox"/> Behavioural Science | <input type="checkbox"/> Business Management | <input type="checkbox"/> Economics | <input type="checkbox"/> Architecture (available in semester one only) | <input type="checkbox"/> Research |

OR I wish to study in Humanities and Social Sciences stream (HASS) :

Compulsory:

Electives: (choose three – please tick)

- | | | | |
|--------------------------------|--------------|--------------------------------------|--|
| Academic English | Recommended: | <input type="checkbox"/> Research | <input type="checkbox"/> Behavioural Science |
| Humanities and Social Sciences | Other: | <input type="checkbox"/> Mathematics | <input type="checkbox"/> Business Management |
| | | <input type="checkbox"/> Economics | <input type="checkbox"/> Information Technology |
| | | | <input type="checkbox"/> Biology |
| | | | <input type="checkbox"/> Accounting |
| | | | <input type="checkbox"/> Architecture (available in semester one only) |

*Students intending to progress into Education or Dual degree programs at The University of Queensland must select Mathematics as an elective.

4 Accommodation

Do you want assistance in obtaining accommodation? Yes No What type of accommodation do you need? Homestay Other
Do you require airport pickup and transfer? Yes No

5 How did you first find out about this program?

Internet URL:
 UQ Media/Advertisement Source:
 Educational Representative Friend/Family
 Other Details:

Educational Representative's stamp/details:

* Test results are only valid for two years from the date of the test. Test results must still be valid the month your UQ degree program starts.

6 Declaration

I have read, understood and agree to abide by the Terms of Enrolment, including the Refund Policy applicable to my chosen program(s), located at: <https://iescollege.com/foundation-year/enrolment-terms.html>.

I understand that it is my responsibility to provide all necessary documentation to support this application. Further, I authorise IES to obtain further information where necessary. I understand that if I provide incorrect or incomplete information, it may result in the cancellation of my enrolment.

I understand that IES may use the VEVO website to confirm my visa status and conditions.

I am aware of the extent of the tuition and living costs associated with studying my chosen program(s) at IES and I am prepared to meet these costs.

I will make every endeavour to meet the requirements of my chosen program(s) and maintain satisfactory academic progress and attendance. Further I accept that IES will determine the grades that I achieve in my chosen program(s).

I hereby allow IES to take and use images and video of me for use on the IES Website, on IES Social media platforms, and in IES Marketing collateral. Further, I understand that if I do not wish for IES to use my image as described above, I can opt out by ticking this box

I understand that this declaration and the availability of IES's complaints and appeals processes does not remove the right to take further action under Australia's consumer protection laws.

I understand that a description of the Australian Government regulations which regulate programs for international students can be found at: <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>.

Signature:

Signed by Student or Parent/Guardian (if student under 18)

Date:

7 Application Process

1. Preference is given to applications submitted via the online service at iescollege.com/foundationyear. Alternatively, complete and return this application form by email, fax OR mail to the address below together with certified copies of your academic records and English language proficiency (IELTS or TOEFL).
2. Your application will be assessed and if successful you will receive a formal offer (conditional or unconditional) by email/fax. The original offer/s will be sent by email to yourself or your agent.
3. To accept this offer you should return the following documents:
 - a copy of your passport,
 - the completed Guardian Form (if under 18 years)PLUS
 - payment of the first instalment of fees.Payment can be by:
 - bank draft made out to INTERNATIONAL EDUCATION SERVICES;
 - credit card;
 - Telegraphic Transfer (TT), transferring to our bank account:
International Education Services, Commonwealth Bank, Beaudesert Branch, 66 Brisbane St, BEAUDESERT QLD 4285.
Account No: 064400 10076403 Swift Code: CTBAU2S.
4. Please email a copy of the deposit slip/TT or copy of bank draft to IES. Your contact for all payment options is Enrolments Manager, Fax 617 3831 2550 or 617 3832 9850.
5. Once payment details have been confirmed by the bank, COEs (Confirmation of Enrolment) for the IES Foundation Year and UQ course will be sent to you. The CAAW (Confirmation of Appropriate Accommodation/Welfare Arrangements) form will also be issued for students under 18 years.
Please note: COEs and CAAW form CANNOT be issued before IES receives the Guardian Form.
Until the COE and CAAW form are issued, a student cannot be granted a student visa.

Please indicate if you have any disability that may require extra services or special consideration.

To obtain a copy of the IES Foundation Year brochure, please contact:

The Enrolments Manager	Web	iescollege.com/foundationyear
International Education Services	Email	info@fdn.uq.edu.au
PO Box 989 Spring Hill	Phone	+61 7 3832 7699
Brisbane Queensland 4004 Australia	Fax	+61 7 3832 9850

Refunds:

1. IES agrees to refund within 28 days and without deduction, all fees paid where the student provides acceptable certified evidence that the application made for a student visa was rejected by the Australian immigration authorities.
2. IES agrees to refund within 28 days of the receipt of written notice of cancellation by the student (or parent/guardian if student is under 18), fees paid by or on behalf of the student less the amounts to be retained as detailed below:
 - Until three (3) calendar months prior to the scheduled beginning of the program there is applicable to all enrolments, a non refundable fee of AUD \$300 to cover commissions payable to agents, marketing charges and administrative costs.
 - If notice of the cancellation is received between one (1) and three (3) calendar months prior to the scheduled beginning of the program, IES may retain that portion of the fees relating to administrative costs and course levies – AUD \$2900.
 - If notice of cancellation is received less than one (1) calendar month prior to the scheduled beginning of the program or after the program has begun there will be no refund of any money paid.
3. If a student is provisionally enrolled, on condition of achieving evidence of acceptable English Language Proficiency, and the student cannot achieve the required level, all tuition fees and charges corresponding to their IES program(s) will be refunded less a charge of AUD \$300. In such cases, if the student was referred to IES by an agency, the sum paid to this agency will be non-refundable.
4. If a student becomes a permanent resident of Australia during the program no refunds are payable. No guarantees of university places will apply to such students.
5. IES agrees to refund all money paid if the offer of a place is withdrawn, except where the offer was made on the basis of incorrect or incomplete information supplied by the student. In this case the same amounts will be retained as detailed under point two (2) above. The date of the offer being withdrawn will correspond with the date of notice of cancellation in point two (2) above.
6. IES will consider the following exceptional circumstances as grounds for a student's withdrawal from the program:
 - Illness or disability;
 - Death of a close family member;
 - Political, civil or natural event which prevents the full payment of fees.

When acceptable documentary evidence is produced, refunds will be at the discretion of IES.

7. In the unlikely event of IES being unable to deliver the course in full, the student will be offered a refund of all the course money paid to date.

The refund will be paid within two (2) weeks of the day on which the course ceased being provided. Alternatively, if IES is unable to provide a refund, the Tuition Protection Service (TPS) will place the student in a suitable alternative program at no extra cost to the student.

Finally, if TPS cannot place the student in a suitable alternative program, or if this is not possible, the student will be eligible for a refund as calculated by the fund manager.
8. Refunds will be made to the student in Australian dollars (AUD) or equivalent, as at the date of transaction, and will exclude currency transfer charges.
9. This agreement and the availability of a complaints and appeals process does not remove the right to take further action under Australia's consumer protection laws.

Fees:

All program fees stated on the IES website, in IES program brochures and other IES marketing material are subject to review and change, at least annually.

Fees will NOT be changed once an Offer Letter / Written Agreement has been issued to a student offering enrolment into an IES program(s).

Fees for UQ undergraduate programs that students may enter into upon graduation from IES may vary. IES has no control over the fees set by UQ for their programs, or the changes that may occur to these program fees.

A student's enrolment may be cancelled should they fail to pay the appropriate fees, as outlined in their Offer Letter / Written Agreement.

Program fees must be paid in advance in two instalments at the times outlined in the students Offer Letter / Written Agreement.

Student Responsibilities:

Students studying at IES under a student visa must abide by all terms and conditions of their visa.

Students must abide by the rules and regulations of the college as detailed in the Student Handbook relevant to their program. Copies of the Student Handbook(s) are made available to students via the website, or a copy can be requested by contacting Student Services.

Students must supply IES with their current residential address, email address, mobile telephone number and emergency contact information when studying in their program and notify of any change of address within 7 days.

Students must maintain appropriate health insurance during their course.

If a student has any school-aged dependants coming to Australia with them, they will be required to pay full fees if they are enrolled in either a government or non-governmental school.

Students must retain a copy of their Offer Letter / Written Agreement, as well as copies of payment receipts for tuition and non tuition fees.

8 Terms of Enrolment (continued)

Sharing Information:

Where appropriate, IES will share the student's academic and personal details with The University of Queensland, for the purpose of subsequent enrolment into an undergraduate program and ongoing contact during the undergraduate program.

Where appropriate, IES will have access to students contact details and academic results obtained in any subsequent undergraduate programs at UQ.

IES will provide all Australian government entities with information regarding the student as requested and in accordance with the relevant legislation. In particular, student information may be made available to Commonwealth and State agencies pursuant to obligations under the ESOS Act and National Code 2018. IES is required to advise DHA of certain changes to a student's enrolment and any breach by a student of a student visa condition relating to poor attendance or unsatisfactory academic performance/progress.

Where appropriate, IES may use the VEVO website to confirm students' visa status and conditions.

IES will not provide student details to any other party without written permission from the student, or their parent/guardian if under 18 years of age.

IES has an obligation to monitor academic progress and attendance throughout a student's enrolment. Failure to make satisfactory progress and / or failure to maintain a minimum 80% attendance may result in IES reporting the student, via PRISMS, in accordance with s19(2) of the ESOS Act.

For more information please refer to the Privacy Policy, which can be located on the website (<https://iescollege.com/privacy-policy.html>).

Deferment, Suspension, and Cancellation of Enrolment:

IES reserves the right to suspend or cancel a student's enrolment in any of the IES programs under any of the following circumstances:

- a) The student has failed to pay an amount they were liable to pay to IES for their program(s);
- b) The student breached a condition of their student visa;
- c) If the student is under 18 years of age and refuses to maintain approved care arrangements without sufficient reason acceptable to IES;
- d) Behaviour unacceptable to IES, including but not limited to behaviour as described in the IES Student Code of Conduct (available publicly on the IES website)

If the student's enrolment is suspended or cancelled by IES in accordance with any of these conditions listed above no refund of tuition fees is payable.

Students may request a deferment or suspension of their studies in any IES program on the grounds of compassionate or compelling circumstances. More information relating to this process can be found on the website, by reference in the relevant Student Handbook, or by requesting a copy of the related policy documents from Student Services.

Students may be refused continued enrolment into the second semester of studies if they have achieved an average academic grade of 3 or less in the first semester report.

Limit of IES' Responsibility:

While IES emphasises the value of pastoral care and seeks to make appropriate and useful services available to students, whether a student avails him or herself of these services is a matter of individual choice.

IES, its employees, agents or related entities expressly disclaim to the full extent permitted by the law, any liability arising out of, or in respect to information, advice or opinion provided by IES, its employees or related entities in relation to any matters other than the IES programs specifically.

While IES is anxious to ensure the well being of students who are minors, and will endeavour to provide reasonable supervision of such students, no responsibility is taken by IES for the conduct and upbringing of students studying in the IES programs.

9 Accommodation and welfare services

Airport Reception:

Students can request airport pick-up and be transported to their accommodation when they first arrive in Brisbane. Students should clearly inform IES or nominated contact, of the date and time of their arrival. This should occur more than ten (10) business days before arrival. There is a fee for this service. Airport pick-up is compulsory for under 18 students, who are not travelling with their parent/guardian, or approved relative (over 21).

Please note that this fee is charged per airport visit. If IES and APU service company are not informed of a cancellation or flight delay in advance, this sum may be charged again for another visit. Airport pick-up is only for the student – parents should make their own arrangements.

Initial Accommodation:

Many students will require accommodation to be arranged before their arrival. It is important to provide IES with details of the type of accommodation required when completing the application form. Students will be charged for 4 weeks rent initially; details of this will be outlined in the Offer Letter / Written Agreement.

Students need to provide this information within 7 business days of arrival, or provide information of the accommodation they have arranged themselves.

If students are happy with the initial arrangements made by IES and would like to continue to stay, they will need to pay the appropriate fees depending on the type of accommodation.

Please note that students who choose to leave their initial accommodation before 4 weeks have passed are not entitled to any refund of money.

9 Accommodation and welfare services (continued)

Homestay:

AHN will place students into Homestay for a fee. This can be done as part of the initial accommodation arrangements (see above) or after they have started the program. Students have a better chance of obtaining a family that meets their requirements, if students submit their requirements to AHN. All Homestays are visited regularly to ensure they conform to the accepted standards for Homestays throughout Australia.

Students may request specific requirements such as social, religious or otherwise, and AHN will make every attempt to provide these. However, it is important to recognise that it may not be possible to source Homestays of a particular profile and students should be prepared to adapt to the life of the host family during their stay.

All money should be paid directly to AHN. Students are required to be two (2) weeks ahead in their payments. Students wishing to leave Homestay should provide at least two (2) weeks notice. Once a student has been placed into a Homestay, no refund is due, whether or not the student decides to stay.

Please note the following:

- The Homestay placement fee provides for one (1) placement, a second option will only be provided if there is an appropriate reason why the student cannot stay with the first Homestay. After this any additional placement will incur an AUD \$280 fee.
- Parents who visit should not expect to stay with their children at a Homestay family.
- Students should expect to travel some distance to the College from their Homestay.
- Further information on Homestay can be found by visiting the accommodation page on our website.

Welfare arrangements for under 18's:

Students who are under 18 years of age may require IES to approve their welfare arrangements as per the Australian Government Regulations, unless they have a parent / guardian, or relative over 21 (who has been approved by IES as a suitable guardian), that they will live with during their study in Australia.

Students under 18 at the time the course starts will be required to live in Student One, Urbanest, ASA or a Homestay. Details can be viewed on our website, along with the detailed description of the IES Under 18s policy.

Please also note that students, who are under 18 when they commence their undergraduate program, will have their guardianship transferred to UQ, and monitored by UQ Student Services until their 18th birthday. Please contact IES Student Services for more details.

10 Scholarships

IES Foundation Year scholarships may not be used in conjunction with each other or any additional discounts unless otherwise specified.

If a student is successful in their application for an IES Foundation Year scholarship, they will automatically be declared ineligible for any of the other IES Foundation Year scholarship.

Unless otherwise stated, IES Foundation Year scholarships are paid retrospectively upon successful graduation from IES and entry into The University of Queensland.