

# CQU COLLEGE



## 2012

▶ English Language

▶ Foundation Studies

▶ Diplomas



BE WHAT YOU WANT TO BE

[www.cqu.edu.au/discover](http://www.cqu.edu.au/discover)

# CQU COLLEGE

## 2012

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Be what you want to be

# About CQU College and intake dates

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**CQU College offers a range of programs from English language, Foundation Studies through to higher education diplomas and prepares international students for direct entry to CQUniversity Australia and other universities. CQU College's higher education diplomas are equivalent to CQUniversity's first year undergraduate degree.**

The teaching staff are dedicated professionals committed to providing a quality education for students. There are free student services to support our students throughout their program.

Our students leave with a strong foundation so that they are well prepared for their studies in university.

## WHY CHOOSE CQU COLLEGE?

- Preferred direct degree pathway to CQUniversity undergraduate degrees
- Complete your undergraduate degree in two years instead of three years, depending on your selected program
- Choose from a range of exciting study locations
- Access University campus facilities
- Small class sizes

## INTAKE DATES

### 2011

**Term 3** 31 October

### 2012

**Term 1** 27 February

**Term 2** 2 July

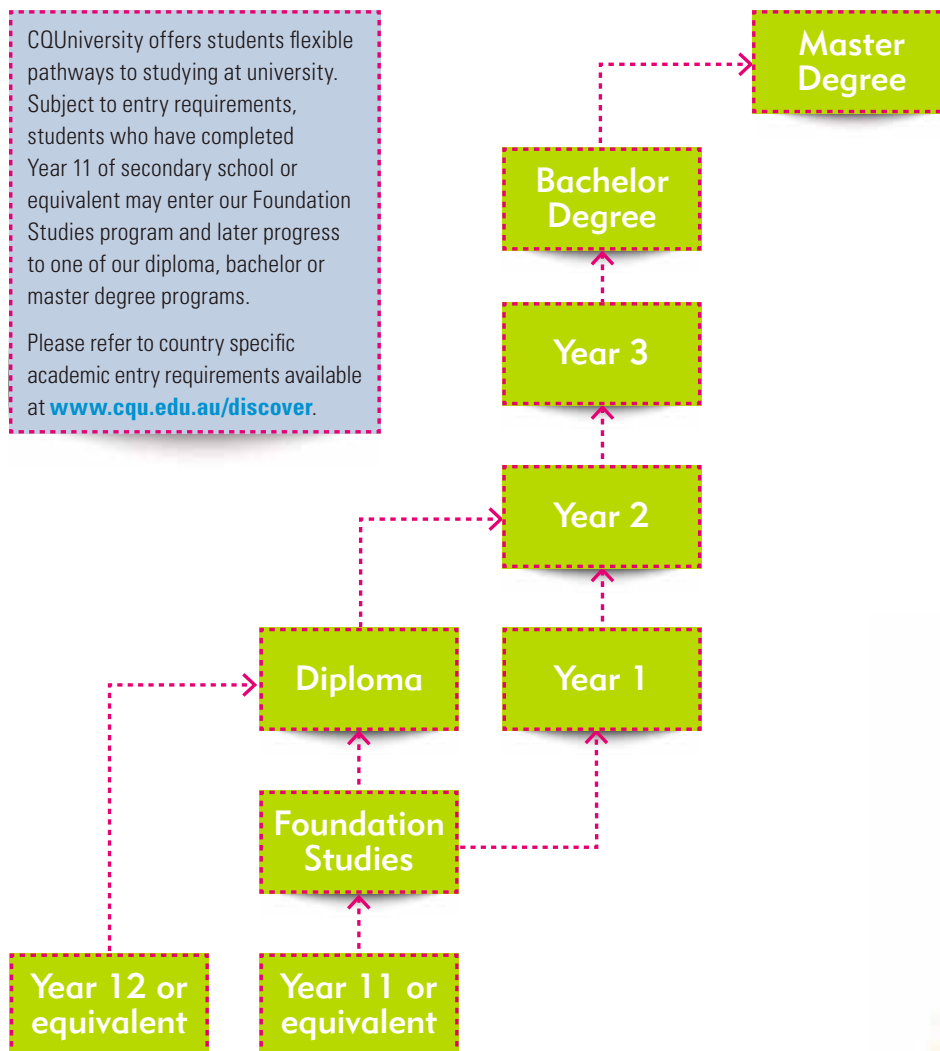
**Term 3** 29 October



# Pathways to CQUniversity

**Successful completion of the CQU Foundation Studies program will guarantee entry into any CQU College higher education diploma or directly into the first year of many undergraduate degrees at any CQUniversity campus (subject to program requirements).**

Successful completion of any CQU College higher education diploma will guarantee entry into the second year of the related undergraduate degree.



'I've made many friends here and enjoy studying with them.'

**YAN XIN**

CHINA

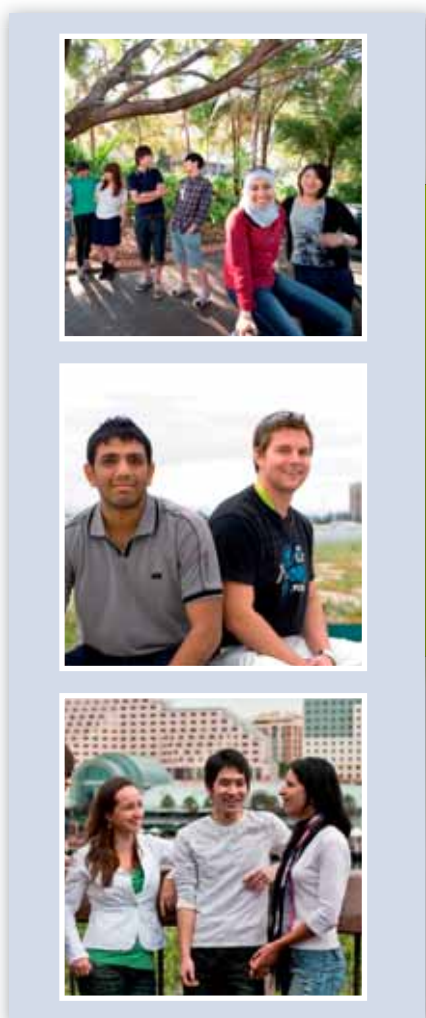


# Campus locations

**CQU College programs are delivered in some of the most beautiful and exciting locations in Australia. These city campuses put students in the middle of Australia's favourite cities, giving them access to everything they could want.**

At the Rockhampton English Language Centre, students have access to the bush, the outback and the beach. Rockhampton is renowned for its great community spirit and excellent tropical climate that supports an all year round outdoor lifestyle.

Program Availability	Brisbane	Gold Coast	Melbourne	Rockhampton	Sydney
IELTS Preparation				✓	
General English				✓	
English					
Study Tours		✓	✓	✓	✓
EAP 1		✓	✓		✓
EAP 2		✓	✓	✓	✓
EAP DE		✓	✓	✓	✓
Foundation Studies	✓	✓	✓		✓
Diplomas	✓	✓	✓		✓



# English Language Programs

## IELTS PREPARATION – ROCKHAMPTON

IELTS Preparation is an intensive English course for students who want to prepare for the IELTS exam or for anyone who wants an upper intermediate level English course which devotes equal time to the four macro skills. It is particularly suitable for those who want to prepare for an IELTS test for admission to university. The course has a start and finish date, however, you may join the course at any time throughout its duration. Assessment is by a bi-weekly practice test. Those who attain a suitable grade in this course may proceed to EAP 2 and EAP DE or, with a satisfactory band score from an IELTS exam, directly into a university program. Taught by qualified IELTS examiners, you will be given accurate exam preparation advice. In addition, the English Language Centre, Rockhampton is an IELTS test centre so you will be guaranteed a place in the exam.

## GENERAL ENGLISH – ROCKHAMPTON

The General English program offers English for everyday use and as a pathway to advanced English studies and preparation for university. This program provides an opportunity to improve speaking, reading, listening and writing skills. You may join a class on any Monday (except scheduled vacations) and study for a maximum of 52 weeks depending on visa requirements. This course does not have an IELTS entry requirement, however, you must sit a short placement test to ensure you are put into the correct class.

## STUDY TOURS – GOLD COAST, MELBOURNE, ROCKHAMPTON AND SYDNEY

The English Language Centre designs English study tours for individual institutions or groups. The tours can combine English study with many extracurricular activities including tours of islands and beaches, interaction with schools for sport and other activities, outback tours, tours of regional industries, Australian indigenous culture and other themes as requested. Contact the Director of Studies at your location of choice to identify your specific needs and to obtain a tailored itinerary and quotation.

## ENGLISH FOR ACADEMIC PURPOSES 1 (EAP1) – GOLD COAST, MELBOURNE AND SYDNEY

This program runs for a total of 10 weeks, does not assume prior exposure to academic skills, and introduces you to academic English skills and concepts in the fields of reading, writing, speaking and listening. Successful completion of EAP 1 grants entry to EAP 2.

### Entry Requirements

- IELTS of 4.5 or equivalent
- Internal placement test is available



### ENGLISH FOR ACADEMIC PURPOSES 2 (EAP2) – GOLD COAST, MELBOURNE, ROCKHAMPTON AND SYDNEY

This 10 week program coincides with the commencement of foundation studies, diploma, and EAP DE terms. It includes intensive practice of reading, writing, listening and speaking tasks required for university study. The program includes research, information literacy and computer skills. If you meet all requirements of this program you are eligible for direct entry to CQUniversity foundation studies, diploma programs or EAP DE without the need to sit a further IELTS test.

#### Entry Requirements

- IELTS of 5.0 or equivalent; or
- Successful completion of English for Academic Purposes 1 (EAP1)

### ENGLISH FOR ACADEMIC PURPOSES – DIRECT ENTRY (EAP DE) – GOLD COAST, MELBOURNE, ROCKHAMPTON AND SYDNEY

This 10 week program teaches you high level skills in reading, writing, listening, speaking, research, information literacy, critical thinking and computer skills. You are required to complete tasks modelled on those found in undergraduate and postgraduate programs. Successful completion of EAP DE fulfils the English language entry requirements for undergraduate and postgraduate programs that require a minimum IELTS of 6 with no band score of less than 5.5. There is no need to do an IELTS exam.

#### Entry Requirements

- IELTS 5.5 or equivalent; or
- Successful completion of English for Academic Purposes 2 (EAP2)

#### DATES AND FEES

	Program	Fees*	Start	Finish
	General English	\$285 per week	Any Monday (Except late in December)	Any day (Should finish after a final class test to progress to EAP classes)
Rockhampton	IELTS Preparation Program may run continuously depending on demand.	\$285 per week	18 June 2013	7 September 2013
	EAP 2	\$2850	5 September 2011 23 January 2012 10 September 2012 28 November 2011	11 November 2011 30 March 2012 16 November 2012 10 February 2012
	EAP DE	\$2850	9 April 2012 26 November 2012 12 March 2012	15 June 2012 8 February 2013 1 June 2012
	EAP 1	\$2950	16 July 2012	5 October 2012
Gold Coast Melbourne Sydney	EAP 2 EAP DE		12 November 2012	8 February 2013

\*Fees are subject to increase in 2012

'I really like studying at the Rockhampton English Language Centre. I feel comfortable being with kind and friendly people. It also improved my English since I started to study here. We are like a very close family. Everyone knows each other and enjoys class while we are studying.'

**MAYARA**

BRAZIL

# Foundation Studies

CQU College Foundation Studies has been designed as an alternative pathway for CQUniversity entry. The curriculum focuses on developing and improving English language proficiency for academic study and the use of these language skills in the subject areas of mathematics, computing studies and communication. There are course specialisations that prepare you for advanced study. You will develop skills and capability in the above areas as well as in your chosen specialisation and gain a practical understanding of enquiry-based research. This will ensure you have all the essential skills required to be successful at CQUniversity.

## PROGRAM STRUCTURE

CQU College Foundation Studies is a full-time program studied over two consecutive terms. Workshop-style classes will be scheduled throughout each of the two terms, with a break between terms. These workshops will consist of classroom instruction, student activities and self-study of 60 hours per course.

### Term 1 – 7 Core Courses

English for Academic Purposes 1A  
 English for Academic Purposes 1B  
 English for Academic Purposes 2A  
 English for Academic Purposes 2B  
 Academic Study Skills  
 Mathematics Fundamentals  
 Introduction to Computing for Academic Study

### Term 2 – 4 Core Courses and specialised stream

English for Academic Purposes 3A  
 English for Academic Purposes 3B  
 Probability, Statistics and Finance  
 Communication Skills  
 1 specialised stream – 3 courses



## STREAMS OF STUDY

### Business

Business Studies  
International Business Studies  
Elective from course in other streams

### Computing

Data Management  
Digital Communication  
Elective from course in other streams

### Social Science

Identity and Interaction in Society  
Research Skills and Global Issues  
Elective from course in other streams

### Assessment Methods

Regular assessments including assignments and tests will enable students to develop the skills and confidence to successfully complete a higher level of study. Students are provided with continuous feedback to assist them in meeting their goals.

Assessment includes:

- tutorial exercises
- written assignments
- tests
- presentations
- research projects

### Academic Entry Requirements

Entry to the CQU College Foundation Studies program is available to applicants who have successfully completed the equivalent of an Australian Year 11 and 17 years of age at the time of commencement of the program. Forecast or provisional results will not be accepted. Mature age applicants are also welcome and will be assessed on a case-by-case basis.

## English Language Proficiency Requirements

International students who have English as a second language need to meet the following English language proficiency requirement or its equivalent.

<b>IELTS</b>	An overall band score of 5.5 (with no individual band score of less than 5.0)
<b>TOEFL (Paper-based)</b>	500 (computer-based score of 173) including a score of 3.5 or more in the Test of Written English (TWE)
<b>TOEFL (Internet-based)</b>	Overall score of 61 (minimum writing score of 17)
<b>Pearson Test of English Academic</b>	Overall score of 49 with no communication score of less than 49
<b>Cambridge Certificate in Advanced English</b>	Pass
<b>Cambridge Certificate of Proficiency in English</b>	A grade C or better

### Pathways to CQUniversity

Students who successfully complete this program will be guaranteed entry into a range of undergraduate programs offered at the CQUniversity metropolitan campuses. These programs include accounting, business and information technology.

## PROGRAM DETAILS

<b>AVAILABILITY</b>	Brisbane, Gold Coast, Melbourne, Sydney
<b>DURATION</b>	Two consecutive terms (Each term is 13 weeks)
<b>INTAKES</b>	February/July/October
<b>FEES PER TERM*</b>	\$6930
<b>CRICOS PROGRAM CODES</b>	QLD – 064906F NSW – 062758G VIC – 062771K

\*Fees are subject to increase in 2012.

# Diploma of Business Administration

The Diploma of Business Administration aims to prepare students with the knowledge of the functions of a business and the skills required to work in a broad based international business environment.

You can specialise in accounting, financial planning, human resources, information systems, management and marketing depending on electives taken.

## PROGRAM STRUCTURE

### Term 1

- University Learning
- Human Behaviour in Organisations
- Business Information Systems
- The Marketing Function

### Term 2 (Choose 4 electives relevant to specialisation)

- Management Principles
- Introduction to Economics
- Principles of Human Resource Management
- Basic Principles of Accounting
- Essential Statistics 1
- Introduction to Contract Law

## CAREER OPPORTUNITIES

Career opportunities for graduates exist in accounting, financial services, human resources, management and marketing.

### Academic Entry Requirements

Entry to the diploma program is available to applicants who have successfully completed Year 12 or its equivalent.

### English Language Proficiency Requirements

International students who have English as a second language need to meet the following English language proficiency requirement or its equivalent.

<b>IELTS</b>	An overall band score of 5.5 (with no individual band score of less than 5.0)
<b>TOEFL (Paper-based)</b>	500 (computer-based score of 173) including a score of 3.5 or more in the Test of Written English (TWE)
<b>TOEFL (Internet-based)</b>	Overall score of 61 (minimum writing score of 17)
<b>Pearson Test of English Academic</b>	Overall score of 49 with no communication score of less than 49

**Cambridge Certificate in Advanced English** Pass

**Cambridge Certificate of Proficiency in English** A grade C or better

### Pathways to CQUniversity

Students who successfully complete this program will be guaranteed entry into a range of undergraduate programs offered at the CQUniversity metropolitan campuses. These programs include Accounting, Business and Information Technology.

## PROGRAM DETAILS

AVAILABILITY	Brisbane, Gold Coast, Melbourne, Sydney
DURATION	Two consecutive terms (Each term is 12 weeks)
INTAKES	February/July/October
FEES PER TERM*	\$7260
CRICOS PROGRAM CODES	QLD – 063669M NSW – 062756J VIC – 062769D
BACHELOR OF ACCOUNTING	2 Years
BACHELOR OF FINANCIAL PLANNING	
BACHELOR OF BUSINESS**	
 DIPLOMA OF BUSINESS ADMINISTRATION	1 Year

\* Fees are subject to increase in 2012.

\*\* Students can specialise in Accounting, Financial Planning, Human Resources and Information Systems, Management and Marketing depending on electives taken.

# Diploma of Information Technology

The Diploma of Information Technology aims to provide students with a strong foundation in all aspects of information technology and equip them with cutting edge IT skills.

## PROGRAM STRUCTURE

### Term 1

- University Learning
- Conceptual Foundations of Computing 1
- Computing Systems 1
- Technical and Professional Communication

### Term 2

- Data Communications 1
- Systems Development 1
- Professional Issues
- Visual Programming 1

## CAREER OPPORTUNITIES

Career opportunities for graduates exist as database administrators, systems administrators and analysts, communications specialists, database designers, technical writers, programmers, network administrators, application specialists and web designers.

## PROGRAM DETAILS

AVAILABILITY	Brisbane, Gold Coast, Melbourne, Sydney
DURATION	Two consecutive terms (Each term is 12 weeks)
INTAKES	February/July/October
FEES PER TERM*	\$7260
CRICOS PROGRAM CODES	QLD – 063667B NSW – 062754M VIC – 062767F
BACHELOR OF INFORMATION TECHNOLOGY	2 Years
↑	
DIPLOMA OF INFORMATION TECHNOLOGY	1 Year

\* Fees are subject to increase in 2012.

### Academic Entry Requirements

Entry to the diploma program is available to applicants who have successfully completed Year 12 or its equivalent.

### English Language Proficiency Requirements

International students who have English as a second language need to meet the following English language proficiency requirement or its equivalent.

IELTS	An overall band score of 5.5 (with no individual band score of less than 5.0)
TOEFL (Paper-based)	500 (computer-based score of 173) including a score of 3.5 or more in the Test of Written English (TWE)
TOEFL (Internet-based)	Overall score of 61 (minimum writing score of 17)
Pearson Test of English Academic	Overall score of 49 with no communication score of less than 49
Cambridge Certificate in Advanced English	Pass
Cambridge Certificate of Proficiency in English	A grade C or better

### Pathways to CQUniversity

Students who successfully complete this program will be guaranteed entry into the second year of the CQUniversity Bachelor of Information Technology.

# Student Support

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## ACADEMIC SUPPORT

The Learning Skills Unit (LSU) provides a relaxed friendly environment where you can ask questions and seek academic support when completing assessment tasks and preparing for exams. Staffed by professionals, the LSU provides workshops on a multitude of subjects including:

- developing critical thinking and analytical skills
- referencing and plagiarism
- oral presentations
- academic writing
- working with case studies
- analysing course specific assessment tasks

If you would prefer to work on a one-to-one basis, individual appointments can be made at any stage of your studies. LSU also provides a range of printed and online resources to help you achieve your best academically.



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## PERSONAL WELFARE

Student Services promotes a welcoming and exciting environment, with a range of services and social events designed to assist your transition into campus life and life in Australia.

The first vital activity for all new students is the New Student Orientation program run each term before the commencement of classes. Orientation is essential for all new students and provides you with the opportunity to learn more about living and studying in Australia and to meet fellow students, teachers and other members of campus staff.

The team at Student Services endeavours to create a social environment for students and staff to mingle and build lasting relationships.

Student Services also provides:

- homestay and off-campus accommodation advice
- confidential counselling and referrals
- student visa advice
- airport pick-up service

## CAREER-ORIENTED SERVICES

The Training, Employment and Career Coaching (TECC) unit assists you with your career development through a range of employment and career-oriented services. TECC provides the following services:

- individual assessments
- career coaching and planning workshops
- assistance with preparing a job application
- involvement in community projects and volunteer positions
- professional associations information sessions
- information regarding part-time, vacation and graduate employment

You are also able to use the support and guidance of the TECC office for a further year after your graduation.

## AUSTRALIAN HOMESTAY NETWORK (AHN)

The AHN provides welcoming accommodation services for students. Homestay is a cultural exchange between a local individual or family (called a host) and a visiting international student. You will live as a guest in the home.

AHN will provide you with a clean furnished room, supportive family environment, meals as specified, utilities, professional 24 hour 7 day a week phone service and AHN contents insurance as per the AHN insurance policy.

After the first four week minimum stay period there are a number of continuing AHN options to suit your needs.

For more information on AHN please visit [www.homestaynetwork.org/cquuniversity-students](http://www.homestaynetwork.org/cquuniversity-students).

# Overseas Student Health Cover and Visa Information

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## HEALTH COVER

Department of Immigration and Citizenship (DIAC) requires all international students to obtain health insurance through the Overseas Student Health Cover Scheme (OSHC) for the duration of the student visa. Medibank Private is the preferred OSHC provider for CQUniversity. Your full Overseas Student Health Cover payment must be made at the time of your first term tuition fees payment, prior to coming to Australia. The 2012 single membership fee is AU\$480 and is valid for 12 months. This rate is applicable for payments made on or after 1 January 2012. Membership fees are subject to change. Please refer to [www.medibank.com.au/oshc](http://www.medibank.com.au/oshc) for latest information.

## VISA INFORMATION

As an international student you will require a student visa in order to study in Australia. The type of visa you need depends on the length of your stay. If you intend to stay in Australia for three months or less, you may apply for a short-stay visa. For periods of study greater than three months, a student visa is required and is granted only if you enrol in a registered full-time program in Australia. Please visit the DIAC website at [www.immi.gov.au](http://www.immi.gov.au) for further information. If you are currently living in Australia you can telephone DIAC direct on 13 18 81.



# Living in Australia

Australia is a diverse and multicultural country. This is reflected in the multitude of cultures, religions, cuisines and languages. Italian, Chinese, Indonesian, Japanese, Greek, Thai, Malay, French and Vietnamese restaurants are common, particularly in the capital cities. Middle Eastern flavours are also rapidly emerging, with Moroccan and Lebanese flavours being used with local ingredients in mainstream cooking with notable success.

Getting around in the capital cities is simple, with reliable public transport for those who do not have access to private transport. This includes trains, buses, ferries, monorail, light rail and trams. The city campuses are within walking distance to public transport.

Australia also enjoys one of the highest standards of living in the world, while still remaining affordable. As an international student, on average in Australia, you can expect to pay about AU\$360 a week on accommodation, food, clothing, entertainment, transport, international and domestic travel, telephone and incidental costs.

Below is an estimate of costs. This is a guide only and you could spend more or less depending on where you live, your lifestyle and what you study.

#### PLEASE NOTE:

- All costs are in Australian dollars and based on a yearly estimate.
- The listed amounts do not include accommodation establishment costs such as security bonds, utility connections or furniture purchases.
- Airfares and Overseas Student Health Cover (OHSC) are not included in the cost of living amounts.
- It is an expectation of The Department of Immigration and Citizenship (DIAC) that students have enough funds to cover their day-to-day living costs. The amounts can vary widely between students due to personal preferences, lifestyle and choice of accommodation.

Accommodation/Rent	\$7600
Food and drinks	\$4200
Transportation	\$1900
Utilities	\$600
Mobile phone – local calls only	\$500
Study needs – textbooks, stationery and photocopying	\$2000
Miscellaneous – clothes and entertainment	\$2000
Total	\$18 800



# How to Apply

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**Step 1** Complete the application form.

**Step 2** Attach all relevant documents

Attach copies of the following relevant documents:

- certified\* copies of awarded certificates, transcripts, testamurs and/or senior schooling results
- certified\* copies of proof of English Proficiency
- subject outlines (in English) for advanced standing

All certified copies that are in languages other than English must be accompanied by certified, translated (English) copies where an approved translator has conducted the translation.

\*The certification stamp must include the certifier's printed name, title or position, signature and date of notary. The certification stamp and signature may be obtained from a Justice of Peace, Commissioner of Declarations, a selected registered agent of CQUniversity or the issuing authority or institution. Offshore documents must be certified by an equivalent to a Notary Public. Please do not send originals with your application unless you are submitting an application in person at the campus.

**Step 3** Check your completed application

Do a final check that all fields have been entered and relevant documents have been attached by using the checklist on the application form. Forward your completed application form and relevant documents to the campus where you wish to study. Email and postal details on where to send your application are listed on the application form.

**Step 4** Application processing

Processing of your application will take approximately 24 hours, provided all relevant documents required have been attached with the completed application form.

**Step 5** Receiving your offer of admission

Successful applicants will be sent an Offer of Admission and an International Student Contract either directly or via their nominated agent. A conditional Offer of Admission is made to those applicants who are still required to send additional information, such as final results of English proficiency exams.

**Step 6** Accepting your offer of admission

To accept your offer, you need to:

- return your signed International Student Contract to the campus listed on your Offer of Admission; and
- pay a minimum of one term's tuition fees and visa length health cover.

**Step 7** Applying for your student visa

You require a Confirmation of Enrolment (eCoE) to apply for your student visa. You request this from the campus when (or after) payment of fees and Overseas Student Health Cover. To assist with the issuing of your eCoE, please ensure that the following information is included with your Remittance Advice Form.

- passport number (to be written on your International Student Contract);
- the visa office you would like the eCoE issued to; and
- where and how you would like the eCoE sent to.

**Step 8** Advise campus of your arrival details

Once you have received your student visa, you will need to book your flights and advise the campus of your arrival details. You need to arrive at your campus at least one week prior to the commencement of your study to attend orientation sessions.

**Step 9** View 'Coming to Australia' pre-departure videos on [www.youtube.com/user/CQUniInternationalTV](https://www.youtube.com/user/CQUniInternationalTV)

You can watch a series of pre-departure videos with your family members on our YouTube channel. The special channel will walk you through the steps you need to take before leaving your home country, during the early weeks in Australia and studying and living in Australia.



# APPLICATION FOR ADMISSION ENGLISH LANGUAGE CENTRE



## APPLICANTS DETAILS

Title

Family name   
Given names

Date of birth (DD/MM/YYYY)   /   /

Gender  Male  Female

### Citizenship (As shown on passport)

Country

Passport number

### What is your postal address in your home country?

Address   
  
Telephone  Fax   
Email

### What is your postal address (if different from above)?

Address   
  
Telephone  Fax   
Email

### Which course?

General English - Rockhampton only  
How many weeks would you like to study in total?

English for Academic Purposes (EAP1) - 10 week program  
Entry requirements IELTS 4.5 or equivalent

English for Academic Purposes (EAP2) - 10 week program  
Entry requirements IELTS 5.0 or successful completion of EAP1

English for Academic Purposes Direct Entry (EAP DE) 10 week program  
Entry requirements IELTS 5.5 or equivalent.

Preferred campus of study?  Gold Coast  Melbourne  Rockhampton  Sydney

Preferred start date?   /   /

What type of visa do you intend to travel on?  Student  Travel  Working holiday

Have you taken an English language proficiency test (eg IELTS, TOEFL)?  Yes  No

If yes, which test?

Please indicate the date of the test and your score:

Date   /   /

Score

### ACCEPTANCE

I have read and understood the CQUniversity Australia Refund policy as above and agree to the terms and conditions.

I declare that the information supplied by me on this form is true and correct in every particular. I have read, understood and agree to these terms and conditions. I authorise CQUniversity to obtain from other educational institutions and relevant authorities details of my enrolment, academic record and examination results.

Applicant's signature

Date  /  /

## PAYMENT DETAILS

Payment details		Calculate your costs		
Description		Rate (AU\$)	Quantity	Sub total (AU\$)
Non-refundable registration fee (Rockhampton only)		120.00		120.00
Homestay accommodation placement fee (Rockhampton only)		165.00		165.00
Workbook fee (For EAP 1 and EAP 2 students in Gold Coast, Melbourne and Sydney students only)	approximately	100.00		
Workbook fee (For General English students in Rockhampton only)	approximately	22.00		
Workbook fee (For EAP DE students in Gold Coast, Melbourne and Sydney students only)	approximately	50.00		
Tuition fee (Gold Coast, Melbourne and Sydney) *	per week	295.00	295 x weeks	
Tuition fee (Rockhampton) *	per week	285.00	285 x weeks	
Overseas student health cover – student visa only **	1 month	40.00		
	3 months	120.00		
	12 months	480.00		
* Tuition fees are subject to change each year. Please visit <a href="http://www.cqu.edu.au">www.cqu.edu.au</a> for latest information.				
** 2012 prices applicable for payments made on or after 1 January, 2012. subject to change without notification. You are required to have cover for the total duration of your student visa. For programs under 10 months, you will be required to pay an additional month of cover. Please refer to <a href="http://www.medibank.com.au/oshc">www.medibank.com.au/oshc</a> for latest information. Rates shown here are for single rate overseas student health cover.				
	*Other			
			<b>Total (AU\$)</b>	

## ACADEMIC RECORD

### ACADEMIC RECORD

Documentary evidence of your education qualifications must be attached to the application (not required for General English applicants).

#### Note:

Send certified copies, not originals, of documents. If a document is not written in English, a certified translation must accompany the application. Documents submitted with this application will not be returned.

#### FOR YOUR INFORMATION

Student visa holders must attend at least 80% of classes which may include excursions planned as part of the language program. CQUniversity English Language Centre is required to keep attendance rolls of all class sessions and notify the relevant authorities of students with unsatisfactory attendance.

#### DECLARATION

I understand that, if I have a student visa, CQUniversity is required under Section 19 of the ESOS Act 2000 to inform the Department of Immigration and Citizenship (DIAC) about:

- changes to my program enrolment; and
- any breach of my student visa condition in relation to attendance.

#### Please note:

Prior to commencement it is important that all prospective English Language Centre students read specific program information which is available in the CQUniversity English Language Centre prospectus or at [www.language.cqu.edu.au](http://www.language.cqu.edu.au). It is also important that you become familiar with the CQUniversity English Language Centre's Refund Policy and English Language Centre Courses Dates and Fees List.

The information provided by the student to the provider may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and National code.

### AGENT STAMP

### REFUND AND EXCESS PAYMENTS (CREDIT BALANCES) POLICY

- A full refund of tuition fees will be made if the Language Centre is unable to provide the requested course, if the applicant's student visa application is unsuccessful, unless incorrect or incomplete information is supplied by the applicant.
- Where an applicant or student, after accepting an offer of a place, subsequently gives a minimum of four weeks written notice before the commencement of term of an inability to undertake the program, all tuition fees paid are refundable less an administrative fee of 10% of the tuition fee due.
- Where an applicant or student, after accepting an offer of a place, subsequently gives less than four weeks written notice before the commencement of the term of an inability to undertake the program, all tuition fees paid are refundable less an administrative fee of 50% of the tuition fee due if notice is given prior to commencement of the term. No refund is payable if an applicant withdraws after the commencement of the term.
- A full or partial refund may be given if a student withdraws from a course due to exceptional circumstances.
- A refund will be given if a student's account is in credit. It is the responsibility of the student to be aware of credit amounts on their account, to apply for the refund and to maintain current address and contact details. The University retains all unclaimed credit balances if a student is inactive after one term. In the case of deceased students, the personal legal representative must apply for any excess payments to be refunded.
- Living or other expenses paid to CQUniversity in lieu of a student will be refunded on receipt of sufficient supporting documents.
- Cancellations received after the commencement of a course will not be eligible for a refund.
- If a student scores 6.0 in an IELTS test and wishes to withdraw before completing a course, no refund will be given. If the student is accepted into an award program at CQUniversity, any excess tuition fees will be transferred to the award program. Fees will also be transferred if a student wishes to transfer to another CQUniversity campus.
- No refund will be given if an offer is made to an applicant on the basis of fraudulent documentation.
- CQUniversity is not responsible for any charges made by banks in the transfer of monies to the University.
- Applications for refunds not covered above will be determined on a case-by-case basis by the Manager, Student Finance, Student Administration, CQUniversity Rockhampton.
- This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

### PROMOTIONAL OFFER CODE

## SUBMIT YOUR APPLICATION

Please submit to the relevant location

### CQUniversity Gold Coast

English Language Centre  
60 Marine Parade  
SOUTHPORT QLD 4215  
AUSTRALIA  
Phone: +61 7 5552 4988  
Fax: +61 7 5531 2288  
Email:  
[enquiries@goldcoast.cqu.edu.au](mailto:enquiries@goldcoast.cqu.edu.au)

### CQUniversity Melbourne

English Language Centre  
108 Lonsdale Street  
MELBOURNE VIC 3000  
AUSTRALIA  
Phone: +61 3 8662 0555  
Fax: +61 3 9639 4800  
Email:  
[enquiries@mel.cqu.edu.au](mailto:enquiries@mel.cqu.edu.au)

### CQUniversity Rockhampton

English Language Centre  
Building 11, Bruce Highway  
ROCKHAMPTON QLD 4702  
AUSTRALIA  
Phone: +61 7 4930 6422  
Fax: +61 7 4930 6321  
Email:  
[language-enquiries@cqu.edu.au](mailto:language-enquiries@cqu.edu.au)

### CQUniversity Sydney

English Language Centre  
400 Kent Street  
SYDNEY NSW 2000  
AUSTRALIA  
Phone: +61 2 9324 5000  
Fax: +61 2 9324 5709  
Email:  
[enquiries@syd.cqu.edu.au](mailto:enquiries@syd.cqu.edu.au)



### 3. CITIZENSHIP

Print your country of citizenship as shown in your passport

Passport Number

Do you hold a current Australian visa?  Yes  No If yes, what is the visa category?

Visa code

Visa type

What is your country of birth?

Name of program for which you are applying?

Full-time on-campus  Distance education

Preferred term for commencement

Term 1  Term 2  Term 3 Year of commencement

**Please note:** most, but not all CQUniversity programs are available for Term 2 commencement. Rockhampton exempt from Term 3 commencement.

Preferred location for study

Brisbane  Gold Coast  Melbourne  Rockhampton  Sydney  
 Singapore  Other

### 5. CURRENT STATUS

Are you currently studying in Australia?  Yes  No

If yes, what is the name and address of the institution where you are studying?

Year commenced

Year completed

What is the name of the program?

Have you applied for Australian Permanent residency?  Yes  No

If yes date of application

(DD/MM/YY)

### 6. ENGLISH PROFICIENCY

Is English your first language?

Yes  No

Do you hold a certificate of English proficiency (eg Academic IELTS, TOEFL or GCE 'O' levels in English)?

Yes  No

Did you complete secondary, tertiary or English language studies in an English-speaking country?

Yes  No

Did you complete secondary or tertiary study with English as the language of instruction?

Yes  No

**Note:** If you answered 'yes' to any of the above questions in part 5, **certified** documentary evidence should be provided. If you answered 'no' to all of the above questions in part 5, you must sit an approved English test and advise results before you can commence study. Otherwise you may like to apply for admission to one of CQUniversity Language Centre's accredited ELICOS programs.

Yes, I would like to apply

No, I will advise results

## 7. EDUCATION BACKGROUND (Summary)

### Highest Qualification completed and/or commenced

Qualification title

Year commenced

Institution title

Year completed

Qualification title

Year commenced

Institution title

Year completed

**Certified copies of all secondary and tertiary degree certificates and academic transcripts must be attached to the application.** All non-English certified documents must be accompanied by certified, translated (English) copies where an approved translator has conducted the translation. **Note:** The certification stamp must include the certifier's printed name, title or position, signature and date of notary. The certification stamp and signature may be obtained from a Justice of the Peace, Commissioner for Declarations, a selected registered agent of CQUniversity or the issuing authority or institution.

## 9. APPLICATION FOR CREDIT TRANSFER

### Exemptions from specific courses/electives

If you are applying for exemptions as a result of previous experience/study, please attach translated copies of the course/subject outline/synopsis and other relevant documentation to this application.

Are you applying for exemptions as a result of previous experience/study?

Yes

No

If yes, please attach translated copies of the course/subject/outline/synopsis and other relevant documentation, to this application.

## 10. EMPLOYMENT HISTORY (If applicable)

Date From	Date To	Employer	Job description

Documentary evidence required

## 11. I LEARNT ABOUT CQUniversity THROUGH

Personal contact/email (please specify)

Website (please specify)

Advertisement (eg magazine, newspaper, etc)

Education Institution (eg GAC, Polytechnic, University Etc)

Australian Education Centre/Australian Education International

Private Agent

Educational exhibition/seminar

Australian Diplomatic Mission

Other (please specify)

## 12. IMPORTANT INFORMATION

Within Australia CQUniversity's programs are offered to international students in accordance with the Australian Government Education Services for Overseas Students (ESOS) Act 2000 – students must complete a full-time load each academic year and study on campus in a CRICOS registered program.

Accreditation to professional bodies is not guaranteed upon completion of a program, refer to specific details in the CQUniversity handbook and the accrediting body.

Prior to enrolment, it is important that all prospective international students read specific program information, which outlines course content, accreditation, duration, teaching and assessment methods, facilities, equipment and learning resources utilised. This information is available at: <http://handbook.cqu.edu.au>. Additionally, students need to have knowledge of associated fees and required English language proficiency, available at: [www.international.cqu.edu.au](http://www.international.cqu.edu.au).

## 13. CHECKLIST

Have you attached:

- Documentary evidence of English proficiency?
- Certified copies of academic records plus English translation, if applicable?
- Completed ALL sections of this application?

## 14. SUBMIT YOUR APPLICATION

Please submit this application to the CQUniversity campus you wish to study in.

CAMPUS LOCATION	APPLICATION SENT BY EMAIL	APPLICATION SENT BY POST
<b>Rockhampton</b>	int-enquiries@cqu.edu.au	Admissions Centre PO Box 10437 Southport QLD 4215
<b>Brisbane</b>	enquiries@bris.cqu.edu.au	
<b>Gold Coast</b>	enquiries@goldcoast.cqu.edu.au	
<b>Melbourne</b>	enquiries@mel.cqu.edu.au	
<b>Sydney</b>	enquiries@syd.cqu.edu.au	
<b>Regional Campuses</b> (Bundaberg, Gladstone, Mackay)	int-enquiries@cqu.edu.au	
<b>Distance Education</b>	int-enquiries@cqu.edu.au	
<b>Singapore</b>	CQUni@mbs.edu.sg	Melior International College 108 Robinson Road Levels 1 & 2 Singapore 068900

## 15. DECLARATION

**You must sign this declaration otherwise your application will be returned to you.**

I declare the information supplied by me on this form is true and correct in every particular. I authorise CQUniversity to obtain from other educational institutions and relevant authorities details of my enrolment, academic record, examination results and bond status.

Applicant's signature

Date

 /  / 

(DD/MM/YY)



Applications and enquiries for CQUniversity

Rockhampton:

**CQUniversity Rockhampton**

Building 11, Bruce Highway

Rockhampton QLD 4702

AUSTRALIA

Ph: +61 7 4930 6422 (English Language Centre)

Fax: +61 7 4930 6321

Email: [language-enquiries@cqu.edu.au](mailto:language-enquiries@cqu.edu.au)

Applications and enquiries by campus:

**CQUniversity Brisbane**

160 Ann Street

Brisbane QLD 4000

AUSTRALIA

Ph: +61 7 3295 1188

Fax: + 61 7 3295 1100

Email: [enquiries@bris.cqu.edu.au](mailto:enquiries@bris.cqu.edu.au)

**CQUniversity Gold Coast**

60 Marine Parade

Southport QLD 4215

AUSTRALIA

Ph: +61 7 5552 4988

Fax: +61 7 5531 2288

Email: [enquiries@goldcoast.cqu.edu.au](mailto:enquiries@goldcoast.cqu.edu.au)

**CQUniversity Melbourne**

108 Lonsdale Street

Melbourne VIC 3000

AUSTRALIA

Ph: +61 3 8662 0555

Fax: + 61 3 9639 4800

Email: [enquiries@mel.cqu.edu.au](mailto:enquiries@mel.cqu.edu.au)

**CQUniversity Sydney**

400 Kent Street

Sydney NSW 2000

AUSTRALIA

Ph: +61 2 9324 5000

Fax: +61 2 8295 5988

Email: [enquiries@syd.cqu.edu.au](mailto:enquiries@syd.cqu.edu.au)

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Contact the university for the latest information

CQUniversity CRICOS Provider Codes: QLD 00219C, NSW 01315F, VIC 0164D

**BE WHAT YOU WANT TO BE**



[www.cqu.edu.au/discover](http://www.cqu.edu.au/discover)