

une

University of
New England
Armidale Australia

International Offer Guide

WELCOME to the
UNIVERSITY of NEW ENGLAND
ARMIDALE

4	Congratulations
6	Accepting Your Offer
8	Paying Your Fees
9	Streamlined Visa Processing
10	Enrolment
12	Intensive Schools
13	Teaching Materials
14	Arriving in Australia
24	Orientation
26	Activities for International Students
43	International Student Rights and Obligations
47	Finances
58	Accommodation
61	Living Costs
61	Studying at UNE
69	UNE Facilities on Campus
75	Scholarships
76	Research Degree Students
77	Useful Contacts
80	Offer Acceptance Form (Distance International Students)
81	Offer Acceptance Form (On Campus Students)

CONGRATULATIONS!

Congratulations! Your application for admission to study at the University of New England has been successful.

This guide will assist you in preparing for studies at UNE. It contains important information you need to know before accepting your Offer of Admission. It tells you how to accept your Offer and provides information to assist you if you are going to come to study on-campus in Australia.



International Offer Guide

FOR ALL INTERNATIONAL STUDENTS including:

- Undergraduate Students
- Postgraduate Coursework Students
- Higher Research Degree Students
- English Language Centre Students
- Exchange & Study Abroad Students

NOTE:

You should read your offer letter and this guide carefully because by accepting your offer you are agreeing that you have read and understood the information contained in these documents.

WELCOME to the
UNIVERSITY of NEW ENGLAND
ARMIDALE

ACCEPTING YOUR OFFER

To accept your Offer you need to complete the following steps:

1. Carefully read the information contained in your Offer and this Offer Guide. Note carefully any conditions that you need to meet before accepting your Offer, especially if you have to undergo Streamlined Visa Processing (SVP) assessment.
2. If you intend studying with us on campus, you should contact your nearest Australian Embassy or High Commission to find out what you need to do to apply for a Student Visa. A list of embassies and missions is located online at www.dfat.gov.au/embassies.html

You should also visit www.border.gov.au for information about the Student Visa process.

3. If you have applied through an authorised UNE educational agent, you should contact your agent to obtain assistance in accepting your Offer.

Complete and sign the Offer Acceptance Form. By signing this form you are entering a written agreement with the University.

WELCOME to the
UNIVERSITY of NEW ENGLAND
ARMIDALE

You are agreeing that you have read, understood and accept your responsibilities and obligations as an International Student as outlined in your admission application declaration, your Offer and this Guide.

If you are currently under 18 years of age you need to have your parent or a legal guardian sign the Offer Acceptance Form on your behalf.

4. Pay your initial fees and compulsory Overseas Student Health Cover via Western Union Business Solutions by visiting <https://student.globalpay.wu.com/geo-buyer/une>

5. If you are going to be studying with us on campus and need to apply for a Student Visa, we will send you a Confirmation of Enrolment for your student visa application once you have accepted your Offer and paid your fees.

6. Return the Offer Acceptance/COE Request Form to international.admission@une.edu.au

PAYING YOUR FEES

You can pay your first trimester's fees and compulsory Overseas Student Health Cover (if studying on-campus) by visiting Western Union Business Solutions student payment portal at:

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

This payment portal allows you to make payment in your own currency or the currency of your choice. Please note that if your local currency is not available, you can select an alternative currency to ensure your payment will be made as soon as possible. UNE will receive your payment in Australian dollars so you don't need to worry about conversions or extra bank fees.

If you have to undergo SVP assessment, PLEASE DO NOT MAKE PAYMENT until you have been advised to do so by UNE International.

WELCOME to the
UNIVERSITY of NEW ENGLAND
ARMIDALE

STREAMLINED VISA PROCESSING (SVP)

UNE is an approved “eligible university” under the Department of Immigration and Border Protection (DIBP) Streamlined Visa Processing (SVP) arrangements. Under SVP, Department of Immigration and Border Protection will process student visa applicants for bachelor, master and doctoral programs at eligible universities as Assessment Level 1 (AL1) (lowest risk) applicants regardless of the Assessment Level rating for their country or education sector.

Applicants from countries deemed by Department of Immigration and Border Protection to be Assessment Level 3 will need to undergo additional assessment to determine whether they meet Genuine Temporary Entrant (GTE) and financial evidence requirements.

If your Offer of Admission includes a condition that you must meet SVP requirements, then you must complete an additional “GTE and Financial Evidence Form” which UNE International would have sent to you with your Offer. You must submit this completed form together with all of the required documentation in order for UNE to assess if you have met SVP requirements. You will be advised in writing of the outcome.

ENROLMENT

If you are coming to study on campus in Armidale, you must not enrol online until you have attended the International Student Orientation prior to the start of your first trimester. UNE's Enrolment and Progression staff will be available at the Orientation to assist you with enrolling in your degree.

If you are studying by distance education, once you have accepted your offer and paid your first trimester's course fees, we will send you information about how to formally enrol online.

Enrolment is the process of choosing your individual units and having them added to your University record - it is essential that you complete this process. You are not considered a student of the University until you have officially enrolled in your course and the individual units that make up your course.

If you need to change your units after you have enrolled, you need to do this via the same online enrolment system. You can use this system to delete the individual units you no longer wish to study and add additional units.

WELCOME to the
UNIVERSITY of NEW ENGLAND
ARMIDALE

You need to be sure that you understand the requirements for your degree, especially if you are studying a major. You can get information about the requirements of your degree from www.une.edu.au/courses/

If you want to change units after the enrolment period, you need to be aware of certain administrative dates and the implications these have for changing units.

INTENSIVE SCHOOLS

TEACHING MATERIALS

INTENSIVE SCHOOLS

Some UNE units require you to attend an Intensive School on the UNE Armidale campus, Australia. You should consult the current Course and Unit Catalogue to see if the unit you are enrolling in has a requirement to attend an intensive School www.une.edu.au/courses/

TEACHING MATERIALS

As a distance education student you need to enrol in your course and individual units before you can either access online teaching materials or receive teaching materials via the post. For enrolled students, as the teaching period approaches, unit material will appear in the myStudy tab in myUNE (<https://login.une.edu.au/login>).

ARRIVING FOR ON CAMPUS STUDY

PRE-ARRIVAL AND ARRIVAL CHECKLIST

If you are coming to study on-campus, the following is a list of things you should consider bringing with you to study at UNE:

- A valid passport
- Your student visa and entry permit
- If you have applied on-line and have obtained an E-Visa, you should bring along a hard copy of the confirmation which states the visa expiry date.
- Your letter of offer from UNE
- A copy of your Confirmation of Enrolment (CoE)
- Certified copies of your academic qualifications, English Proficiency and if you are applying for Advanced Standing – details of your course outlines, assessment methods, contact hours, subject duration and textbooks used.
- Some form of identification such as a Driver's Licence, certified copies of your birth certificate or other form of official identification.
- Bring enough money to cover initial expenses such as accommodation (rent, bond, utilities, furnishings etc), study materials, personal effects, food and transport.
- Any prescription medicine that you may need when you initially arrive (make sure any medication is legal and is clearly marked).

WELCOME to the
UNIVERSITY of NEW ENGLAND
ARMIDALE

Before arriving at UNE, you should make sure you have completed these tasks:

1. Return the 'Offer Acceptance COE Request Form' to UNE International at international.admission@une.edu.au
2. Arrange your accommodation. Temporary accommodation may be required for a few nights if you have chosen off-campus accommodation.
3. Make a list of units to study in your first year. Research the units that are required and/or desired.
4. Complete the Arrival Form at http://internationalaskune.custhelp.com/app/utils/login_form/redirect/forms%252Farrival/session/ to request pick-up from the airport or bus/train station upon your arrival in Armidale.
5. Make photocopies of your passport, visa and any other important documents. Scan copies to your email, leave one set at home and bring the other set in your luggage.
6. Download the '[Welcome to UNE](#)' orientation app.

ON ARRIVING

CUSTOMS & QUARANTINE

ON ARRIVING

On arriving at UNE, you should make sure you have completed these tasks:

- You should know where you need to be for Orientation – including times and venues. International Services can help with any queries regarding Orientation.
- Bring a pen, notebook, passport, student visa and list of units/subjects for enrolment.

Apply for a UNE email account by visiting the following website at <https://login.une.edu.au/register> and completing the form.

It is compulsory for international students to attend Orientation. Make sure that you take notes as a lot of information will be given to you in a short space of time. If you are unsure about where you should be, you should visit International Services in **Building C30** on campus.

CUSTOMS AND QUARANTINE

When travelling to Australia to commence your studies, you should be aware that Australia has strict customs and quarantine laws. For further information about customs visit the Department of Immigration and Border Protection (DIBP) website at www.border.gov.au

For further information about quarantine laws visit the Department of Agriculture website at www.agriculture.gov.au

TRANSPORT

Most international students arrive in Australia at Sydney's International Airport and then travel to Armidale by plane, train or bus. When you arrive by plane in Sydney, you will enter Australia through the International Terminal (T1). Flights to Armidale will leave from the Domestic Terminal (T3). Terminal information is available online at <http://www.sydneyairport.com.au/go/terminal-transfer.aspx>

The flight to Armidale takes just over one hour. QANTASLink and ReX flies daily from Sydney to Armidale. Check the flight schedules and/or book flights online at <http://www.qantas.com.au/> or <http://www.rex.com.au/>

Remember it may take a couple of hours to clear customs and immigration (if you arrive at a busy time) so when booking connecting flights make sure you give yourself enough time.

The airport at Armidale is seven kilometres from the city centre. You can catch a taxi cab from the airport to your accommodation. Alternatively, you can organise free pick-up by completing the Arrival Form at the back of this guide and submitting it to International Services at least two weeks prior to your arrival.

WELCOME to the
UNIVERSITY of NEW ENGLAND
ARMIDALE

If you plan to travel from Sydney or Brisbane to Armidale by bus, buses run directly to Armidale from either of these cities on a daily basis. Further Information on buses to Armidale can be found on the Greyhound website at <http://www.greyhound.com.au/> or on New England Coaches website at <http://www.newenglandcoaches.com.au/>

There is also a daily NSW Train Link service that runs from Sydney (not Brisbane) to Armidale. Information on tickets can be found on the NSW Train Link website at <http://www.nswtrainlink.info/>

WHEN TO ARRIVE

TRANSPORT TO CAMPUS

FOOD

EMPLOYMENT

WHEN TO ARRIVE

Orientation and enrolment take place before trimester commences in February and June. It is strongly recommended that you attend both the international and university-wide orientation programs. You must attend the scheduled enrolment in order to confirm your study. When you make travel and accommodation arrangements, you should take into account the need to attend orientation and enrolment sessions before the semester begins.

If you miss orientation you may miss important information about studying at the University and living in Armidale.

TRANSPORT TO CAMPUS

The University of New England is just on the edge of Armidale, about 5 kilometres from the centre of the city. There is a bus service that leaves from the Courthouse, on the corner of Faulkner Street and the Beardy Street Mall.

Bus timetables and route maps are available from www.edwardscoaches.com.au

FOOD

Armidale offers a wide variety of food from different cultures and traditions. All supermarkets stock a range of Asian, Indian, Middle Eastern and European ingredients and fresh fruit, vegetables, meat and poultry are readily available. There are also many restaurants, fast-food outlets and cafés to choose from in Armidale which serve a variety of food including Chinese, Thai, Indian, Mediterranean and European.

EMPLOYMENT

Armidale has a variety of local supermarkets, retailers, restaurants, cafés and rural industries which provide casual and part-time employment opportunities for students.

If you are staying in Armidale over the holidays you will often have an advantage over others seeking work, as many employers prefer to hire people who can continue to work during these periods.

For more information on current employment opportunities in Armidale, please consult the following websites.

Armidale in General

<http://www.armidaletourism.com.au/>

<http://jobsearch.gov.au>

Coles Myer (including supermarkets and retail stores):
<http://www.colescareers.com.au/>

Woolworths Supermarkets:
<http://www.wowcareers.com.au/>

On commencing studies you are eligible to work up to 40 hours per fortnight during the trimester and full-time during official holiday and university breaks.

It is important to remember that work undertaken outside of your study should not impact on your attendance or academic progress at UNE.

More information on finding employment can be obtained from international services staff upon your arrival.

ORIENTATION FOR ON CAMPUS STUDENTS

INTERNATIONAL STUDENT ORIENTATION

UNE provides all on-campus international students with a specialised International Student Orientation Program prior to the commencement of their course. The dates of the program are listed in your offer letter. You should note the date and plan your arrival in Armidale to attend the program.

During International Orientation you will receive all the information you need to begin studying at UNE. The Orientation Program includes enrolment (i.e. choosing your individual units and having them added to your University record) so it is essential that you attend. You are not considered a student of the University until you have officially enrolled in your course and individual units that make up your course.

International Orientation is specifically designed for international students and you must attend this as well as the university-wide Orientation Week.

WELCOME to the
UNIVERSITY of NEW ENGLAND
ARMIDALE

For more information about International Orientation and to check final dates closer to your arrival, please check <http://www.une.edu.au/about-une/principal-dates>

UNE ORIENTATION WEEK

UNE Orientation Week is held in the week after International Orientation. During this week you will have the opportunity to attend various welcoming and information sessions. As part of this week, introductory lectures will be held by the UNE Faculties. These will provide you with important information about the units offered by Schools in each Faculty and your lecturers will assume you have attended these.

International Orientation is specifically designed for international students and you must attend this as well as the university-wide Orientation Week.

ON CAMPUS ACTIVITIES FOR INTERNATIONAL STUDENTS

Throughout the year various activities are organised for international students studying on the Armidale campus.

Some of the activities that are held each year include excursions to various surrounding areas such as Dorrigo National Park, Wollomombi Gorge, Dangar Falls, Koala Rescue Centre at Uralla, the Blue Hole, Moonbi, and Nundle. Activities also include camping and spotlighting, sheep shearing and bush dancing.

We also hold events such as the International Student Photography Exhibition and the UNE International Student Writing Prize. Annually at the beginning of Trimester 1 the Mayor's Civic Welcome is held. The Mayor of Armidale Dumaresq Council welcomes all new international students to Armidale and presents each student with a Certificate. Photos are taken of these students with the Mayor during which international students proudly display their national flag.

The VC Garden Party is also held at the beginning of Trimester 1 in the grounds of the Vice Chancellor's residence, Trevenna. All new international students are invited for afternoon tea and it is a fun afternoon of music, fun and friendship.

WELCOME to the
UNIVERSITY of NEW ENGLAND
ARMIDALE

For a full list of up to date activities please visit <http://www.une.edu.au/current-students/support/international-students/une-international/on-campus-assistance-international-services/whats-on-around-armidale>

INTERNATIONAL STUDENT RIGHTS & OBLIGATIONS

ON CAMPUS STUDENTS

STUDENT VISA

The Department of Immigration and Border Protection (DIBP) requires that international students who come to study in Australia hold a valid student visa.

The DIBP website, <http://www.border.gov.au> has comprehensive information on applying for a student visa to study in Australia, including application forms.

Please note that student visas granted to international students for their study in Australia have mandatory conditions attached. These are briefly outlined below. Further details are available on the DIBP website at <http://www.border.gov.au>

CONFIRMATION OF ENROLMENT (COE)

When UNE receives your Offer Acceptance Form and COE Request Form for on-campus study, we will send you an electronic Confirmation of Enrolment (CoE). You will need to take this to the Australian Embassy or Diplomatic Post nominated on your acceptance form in order to apply for a Student Visa to study in Australia.

Further information about obtaining your student visa is available at <http://www.border.gov.au>

STUDENT VISA CONDITIONS

Comprehensive information about the conditions of your student visa is available from the Department of Immigration and Border Protection (DIBP) <http://www.border.gov.au>. These conditions include but may not be limited to the following sections. Students should regularly check the DIBP website for updated information and changes to legislation and processing arrangements affecting their intention to study in Australia on a Student Visa.

WELCOME to the
UNIVERSITY of NEW ENGLAND
ARMIDALE

- **PART-TIME WORK**

As an international student full-time at UNE on a student visa, you are only able to work up to 40 hours per fortnight during trimester and unlimited hours during official university breaks once you have officially commenced your course. Further information about working on a student visa is available at <http://www.border.gov.au>

- **FULL-TIME STUDY**

As an international student you are required to enrol in your program on a full-time basis.

If you are an English Language Centre student you are required to enrol and attend at least 80% of the academic load per term.

If you are an undergraduate or postgraduate coursework student you must enrol in 24 credit points (equivalent of 4 units) per trimester. If you enrol in less than the required full-time load, you will be considered by Department of Immigration and Border Protection (DIBP) to be in breach of your student visa conditions.

- ATTENDANCE REQUIREMENTS

If you are studying an English language program at the UNE English Language Centre (ELC) you must also attend a minimum of 80% of total tuition time. When you accept your offer and pay your fees for an English Language program you agree to maintain at least 80% attendance. The University will monitor your attendance and if it falls below the 80% minimum then this will be reported to the Department of Immigration and Border Protection (DIBP).

Further information about attendance requirements and the University's monitoring of attendance is available at

<https://www.une.edu.au/current-students/support/international-students/english-language-centre/elc-policies-and-procedures>

- OVERSEAS STUDENT HEALTH COVER

Overseas Student Health Cover (OSHC) is your health insurance while you are studying in Australia. It is a condition of your student visa that you have private health insurance for the duration of your stay in Australia. OSHC will help you pay for medical and hospital care that you may need while studying in Australia.

WELCOME to the
UNIVERSITY of NEW ENGLAND
ARMIDALE

For specific information about your membership which will be effective once you have paid your OSHC in full to UNE, please visit: www.bupa.com.au/health-insurance/cover/oshc/about-oshc

The current cost for Overseas Student Health Cover through Bupa Australia OSHC, UNE's preferred provider, are quoted in your offer letter.

Please note that there are different costs for OSHC depending on whether you are a single student or whether you are accompanied by your spouse and/or family.

When UNE receives your payment for OSHC with your initial trimester fees, we transfer this money to Bupa Australia OSHC in order to establish your OSHC membership. When you arrive at UNE you will receive your OSHC Membership Card.

- NOTIFICATION OF AUSTRALIAN ADDRESS

As an international student at UNE you must inform the University of your Australian residential address and telephone number at the time you formally enrol and not more than 7 days after your initial arrival in Australia to commence your course. You must also advise the University of any subsequent changes to these details while you are enrolled. This is a condition of your Student Visa.

Prior to your arrival in Australia you should notify UNE International at international.admission@une.edu.au of any changes to your address.

Once you have arrived in Australia and have enrolled at the University, you should notify Student Central of any changes to your home country address and your residential address in Australia.

- SCHOOL-AGED DEPENDENTS

If you intend to bring your children to Australia and they are over five years of age, you are required by law to place them in primary or secondary school while they are here in Australia. You will be required to pay full-fees for your children's enrolment at any school whether it is a Government or Non-Government School.

WELCOME to the
UNIVERSITY of NEW ENGLAND
ARMIDALE

You will need to enquire about enrolling your children in school prior to your arrival in Australia and you will be required to pay fees in advance to the school so that you can obtain a Confirmation of Enrolment (CoE) to apply for the appropriate visa for your children's study. You can contact the Australian Embassy or Diplomatic Mission in your home country to find out more information about enrolling your children in an Australian school.

For more information about schools in New South Wales and in Armidale you may find the following website helpful:

<http://www.schools.nsw.edu.au/>

If you need further information or assistance about enrolling your children in an Australian school, you may contact the UNE Manager, International Services and Compliance. See the contact details section of this brochure for more information.

- **ESOS FRAMEWORK**

You should be aware that Australia's laws promote a quality education and consumer protection for you as an international student. These laws are known as the ESOS framework and they include the Education Services for Overseas Students (ESOS) Act 2000 and the National Code.

For further information about the ESOS framework, please refer to the following website: <https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

- **COLLECTION OF PERSONAL INFORMATION & UNE PRIVACY POLICY**

Information is collected during your admission and enrolment in order to meet the University's obligations under the ESOS Act and the 2007 National Code and to ensure that you comply with the conditions of your student visa and your obligations under Australian immigration laws in general.

The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National

Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you during your admission and enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law

More information regarding the University of New England's Privacy Policy can be accessed at <http://www.une.edu.au/policies>

- **PERSONAL DETAILS FORM**

As an international student studying on campus you will be required to complete the International Personal Details Form upon your arrival. This information is required by the University in the event that we need to contact you or in the event that you are involved in a critical incident. You will receive this form during orientation or you can visit International Services and fill out this form when you first arrive.

- TRANSFERRING TO ANOTHER PROVIDER

As an international student you are restricted from transferring between registered providers during the first 6 months of your principal course. To request a transfer from your principal UNE course within the first 6 months you must apply to the University for a Letter of Release.

A request for a Letter of Release may be granted if a student:

a. Provides a Letter from another registered provider confirming that a valid enrolment offer has been made, and presents a compassionate or compelling case as determined by the Director, UNE International;

i. Provides a letter from their Government sponsor stating the release will be in the student's best interest; and

ii. If under 18 years of age, UNE must have written confirmation that the student's parent or legal guardian supports the transfer.

b. A request for a Letter of Release may be refused if:

i. The Manager of International Services and Compliance believes that granting a transfer will jeopardise a student's progress through a packaged course; or

ii. The request is made within the first four weeks of the principle course commencing;

or

iii. The student has requested to transfer to a non-Streamline Visa Processing (SVP) compliant provider;

or

iv. The University believes the student is trying to avoid being reported to DIBP for failure to meet the University's or the English Language Centre's attendance or academic progress requirements.

- INTERNATIONAL STUDENTS UNDER 18

International students who are under 18 years of age at the time they apply for admission to a UNE degree program may only be admitted if they are being cared for in Australia by a parent or suitable nominated relative.

If you are a student under 18 years old and you intend studying an English Language Centre course, then you must either be accompanied in Australia by a parent or suitable relative OR you need to have your accommodation and welfare arrangements approved by the English Language Centre. You will need to complete the Under 18 Care Arrangements Form contained in this guide.

- **EXPECTED COURSE COMPLETION**

As an International student enrolled at UNE, you are expected to complete your award within the normal duration of the course as stated in your offer letter and Confirmation of Enrolment (CoE)

However, there are defined compassionate and compelling circumstances that the University may consider in the event that you are unable to complete your course within the expected duration; or are unable to meet attendance requirements; or you wish to defer, suspend or cancel your enrolment.

- **DEFERRING, SUSPENDING OR CANCELLING YOUR ENROLMENT**

If you cannot commence your studies in the trimester stated in your offer letter, you need to advise the Manager, International Recruitment and Admissions in writing and request to defer your studies until the next available trimester.

If you have already enrolled at the University and wish to suspend or cancel your coursework enrolment, you must advise the International Services and Compliance Manager in writing and provide documentary evidence supporting your intention to suspend or cancel your enrolment.

If you wish to suspend or cancel your research enrolment, you must advise Research Services in writing and provide relevant

documentary evidence.

There are specific grounds for UNE approving or instigating the temporary suspension or cancellation of your enrolment and these are:

1. If you have been granted a leave of absence from your studies for reasons which fall within the Compassionate and Compelling Circumstances Guidelines as specified below.
2. If you have been found guilty of misconduct as defined in the UNE Student Conduct Rules.
3. If it is deemed that you failed to comply with any applicable standards of conduct, statutes, regulations, policies and procedures of the University by which suspension or cancellation of your enrolment is the result of you failing to comply.

The University will consider your request and you will be notified in writing of the outcome, including the requirement that you advise the University of your intention to return to your study.

You should be aware that any suspension or cancellation of your enrolment may have implications for your student visa. If you have your enrolment suspended for 28 days or longer, then you must return to your country of permanent residence except in special circumstances as outlined in the Compassionate and Compelling Circumstances Guidelines.

For further information about the visa implications, please refer to the Department of Immigration and Border Protection website at <http://www.border.gov.au/>.

- **COMPASSIONATE AND COMPELLING CIRCUMSTANCES**

UNE has guidelines to determine what constitutes compassionate and compelling circumstances when considering an international student's inability to complete their course on time; their failure to meet attendance requirements; their request to defer, suspend or cancel their enrolment; or their appeal through the UNE complaints and appeals procedures. According to these guidelines, compassionate and compelling circumstances must:

- Be beyond a student's control
- Occur after a student accepts their offer
- Have an impact upon a student's well-being or their ability to progress through their course

Compassionate and compelling circumstances may include:

1. Serious illness or injury where a medical certificate is provided to prove that a student was unable to attend classes.
2. Death of a close family member such as a parent, sibling or grandparent (where possible a death certificate will be required).
3. Major political upheaval or natural disaster in a student's home country which requires emergency travel that impacts upon their studies.
4. A traumatic experience which could include (but is not limited to) involvement in or witnessing of an accident or crime where the experience has impacted on the student's ability to study. These experiences need to be supported by police or a psychologist's report.
5. Inability to begin studying at the specified course commencement date due to a delay in receiving a student visa.
6. Where a student has failed occasional units in their course but has not performed poorly enough to become the subject of an Early Interventional Strategy for course progress.
7. Other clearly compassionate and compelling circumstances at the discretion of the Director, UNE International.

- ENROLMENT

As an International student you must ensure that you are enrolled as a full-time student each compulsory trimester. This is one of the conditions of your Student Visa. At UNE, being a full-time student means you must enrol in 4 units (a total of 24 credit points) each compulsory trimester. Any changes to this must be approved by the Manager, International Recruitment and Admissions before you change your enrolment.

Under exceptional circumstances, UNE may allow you to undertake no more than 25 percent of your total course by distance and/or online learning units in any compulsory study trimester.

If you need to change your units after you have enrolled, you are to do this online at the following web address: www.une.edu.au. Alternatively, you may want to go to Student Central personally for advice. You need to be sure that you understand the requirements for your degree, especially if you have a particular subject major you want to study. You can get information about the requirements of your degree from the following UNE website at <https://my.une.edu.au/courses/>

If you want to change units after the enrolment period, you need to be aware of certain administrative dates and the implications these have for changing units.

- **ENGLISH LANGUAGE PROFICIENCY EXPECTATIONS**

International students whose first language is not English are expected to make every effort to develop their English language proficiency throughout their period of study.

INTERNATIONAL STUDENT RIGHTS & OBLIGATIONS

DISTANCE EDUCATION STUDENTS

- **FULL OR PART-TIME STUDY**

As an international student studying by distance education, you can enrol on a full-time or part-time basis according to the information specified in your Offer of Admission.

- **NOTIFICATION OF CHANGE OF ADDRESS**

As a student of the University, you need to advise us of any changes to your address details while you are enrolled. This will ensure that we can contact you if necessary. You can advise us of any changes by visiting the Student Central website at <http://www.une.edu.au/current-students/support/student-central>

- **COLLECTION OF PERSONAL INFORMATION & UNE PRIVACY POLICY**

Information is collected during your admission and enrolment in order to meet the University's obligations under federal law.

Information collected about you during your admission and enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

More information regarding the University of New England's Privacy Policy can be accessed at <http://www.une.edu.au/policies>

- **DEFERRING, SUSPENDING OR CANCELLING YOUR ENROLMENT**

If you cannot commence your studies in the trimester stated in your offer letter, you need to advise the Manager, International Recruitment and Admissions in writing at international.admission@une.edu.au and request to defer your studies until the next available trimester.

If you have already enrolled at the University and wish to suspend or cancel your coursework enrolment, you must advise the Manager, International Recruitment and Admissions international.admission@une.edu.au and provide documentary evidence supporting your

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UNIVERSITY of NEW ENGLAND
ARMIDALE

intention to suspend or cancel your enrolment.

If you wish to suspend or cancel your research enrolment, you must advise Research Services in writing and provide relevant documentary evidence.

The University will consider your request and you will be notified in writing of the outcome, including the requirement that you advise the University of your intention to return to your study.

- **COMPASSIONATE AND COMPELLING CIRCUMSTANCES**

UNE has guidelines to determine what constitutes compassionate and compelling circumstances when considering an international student's request to defer, suspend or cancel their enrolment; or their appeal through the UNE complaints and appeals procedures.

According to these guidelines, compassionate and compelling circumstances must:

- Be beyond a student's control
- Occur after a student accepts their offer
- Have an impact upon a student's well-being or their ability to progress through their course

Compassionate and compelling circumstances may include:

1. Serious illness or injury where a medical certificate is provided to prove that a student was unable to undertake study.
2. Death of a close family member such as a parent, sibling or grandparent (where possible a death certificate will be required).
3. Major political upheaval or natural disaster in a student's home country which impacts upon their studies.
4. A traumatic experience which could include (but is not limited to) involvement in or witnessing of an accident or crime where the experience has impacted on the student's ability to study. These experiences need to be supported by police or a psychologist's report.

Other clearly compassionate and compelling circumstances at the discretion of the Director, UNE International.

- **ENGLISH LANGUAGE PROFICIENCY EXPECTATIONS**

International students whose first language is not English are expected to make every effort to develop their English language proficiency throughout their period of study.

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UNIVERSITY of NEW ENGLAND
ARMIDALE

FINANCES

INTERNATIONAL STUDENT FEES

Your Offer of Admission lists the fees for your course. It tells you the annual cost, the total cost for the duration of your program subject to a maximum 7.5% yearly increase and the initial trimester fee you need to pay in order to accept your offer and receive a Confirmation of Enrolment (CoE) if you are studying on campus or online enrolment advice if you are studying by distance education.

Your Offer of Admission also lists any other fees such as compulsory Overseas Student Health Cover for on campus students.

The Annual Course Fees listed in your Offer only cover the cost of your tuition. They do not include other expenses associated with university study such as books, equipment, accommodation and living expenses.

The fees listed in your Offer letter are for the year of your initial enrolment only. This means that if fees increase from one year to the next, you will be charged the course fee applicable for that year. Any increase from year to year will generally not exceed 7.5%.

If your Total Fees Payable for First Trimester have been based on

the previous year's fee, and the annual fees have increased by the time you commence, you will be obligated to pay the difference to maintain your enrolment.

Please note that international students who enrol in Year Long units may be required, upon enrolment, to pay the full year's cost of the unit in their first trimester of enrolment.

You will need to pay the initial trimester fee before you can enrol. For subsequent trimesters you will receive an invoice from the University advising you what you need to pay and the due date based on the units you are enrolled in for that trimester.

EXAMINATION FEES

For International Students studying by distance education, UNE can arrange your exams for you. If you would like to nominate an overseas examination centre, please contact the Examinations staff in the Student Administration and Services Directorate via AskUNE as soon as you are aware that you need to sit them overseas.

As an international distance student, you may be required to travel up to 300 kilometres to an already established overseas examination centre. You will need to pay an Examination Fee to sit an examination at a centre outside of Australia. Currently the flat

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UNIVERSITY of NEW ENGLAND
ARMIDALE

fee is AUD200 per examination. These charges will apply from the date of dispatch of examination materials to your nominated exam centre. This fee covers the expenses incurred by UNE in supervision costs, venue hire, courier costs and administration and is a flat rate regardless of the actual cost of your examination (which is often higher than AUD\$200). As these arrangements are made in good faith, the charge will apply irrespective of whether you ultimately sit the examination or not. If you do not plan to attend exams arranged overseas, or need to change your exam centre, you should contact the Examinations Unit in the Student Administration and Services Directorate via AskUNE as soon as possible to avoid unnecessary fees.

FINANCIAL SPONSORSHIP

If you have arranged or intend to arrange financial sponsorship by another organisation (i.e. not a family member) for the payment of your fees you must contact the Manager, International Recruitment and Admissions at international.admission@une.edu.au to obtain a Student Sponsorship Form. This form must be completed by you and your sponsor and returned to UNE International together with your Offer Acceptance before receiving your Confirmation of Enrolment (CoE) or online enrolment information.

NON-PAYMENT OF FEES

If you have overdue fees, including tuition fees, library fines and accommodation fees, the University may restrict your enrolment; restrict access to your examination results and graduation until payment has been made.

REFUND OF TUITION FEES POLICY FOR INTERNATIONAL STUDENTS

The University of New England has a Refund Policy specific to international students. It is based upon and is in accordance with the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the 2007 National Code). This policy applies to all international students studying at UNE regardless of the person actually paying the fees.

For the purposes of the following principles, the term 'tuition fee' is the portion of the annual fee paid by the student which is normally one trimester's fee or half the annual fee.

Additionally, the term 'start date' refers to one of the following:

1. The first day of lectures as listed in the UNE Principal Dates OR

2. The first day a student commences their Masters by Research candidature OR
3. The first day a student commences their PhD candidature OR
4. The first day an English Language Training Centre student commences their English language course.

REFUND PRINCIPLES

1.1 If a student seeks a refund, they must inform the Manager, International Recruitment and Admissions in writing; this can be by posted letter or by e-mail to international.admission@une.edu.au.

The following information must be included in the request:

- a) Full name;
- b) UNE student number;
- c) The formal name of the course they wish to withdraw from;
- d) The date the course starts or started; and
- e) The date the student withdrew from the course;
- f) Documentary evidence where withdrawal is based on exceptional circumstances.

1.2 It is the student's responsibility to keep a copy of the letter or e-mail and a record of when it was sent to the Manager of International Recruitment and Admissions.

1.3 The amount a student is to be refunded depends on when they notify the Manager, International Recruitment and Admissions of their request for a refund as follows:

a) If a student notifies UNE of their withdrawal more than four (4) weeks before the start date, all tuition fees are refundable less an administration fee of 10% and any agents or other fees that have been incurred.

b) If a student notifies UNE of their withdrawal less than four (4) weeks before the start date, 50% of the tuition fee paid will be refunded.

c) If a student notifies UNE of their withdrawal up to four (4) weeks after the start date, 50% of the tuition fee paid will be refunded.

d) If a student notifies UNE of their withdrawal more than four (4) weeks after the start date, there will be no refund of the tuition fee paid.

1.4 In addition to the above, notice of withdrawal due to compassionate and compelling circumstances may be accepted by the Manager, International Recruitment and Admissions as grounds for either partial or full refund of fees. Applications must provide acceptable documentary evidence as per UNE's Guidelines for Compassionate and Compelling Circumstances for Full-time International Students.

1.5 If a student fails to obtain a Student Visa to study at UNE, the University will refund 100% of the tuition fees paid.

1.6 A student whose visa is cancelled shall not be eligible for a refund unless there are extenuating circumstances.

1.7 In cases where an offer was made on the basis of fraudulent documents, UNE reserves the right to retain any portion of the tuition.

1.8 Refunds to International Students will be paid within four (4) weeks after the Manager, International Recruitment and Admissions receives a student's written request for a refund. All refunds will be paid to the person or body who originally paid the tuition fees. Refunds will be reimbursed in the same currency as the fees were originally paid and will be made in the student's home country except in exceptional circumstances.

1.9 In the event that an Offer of Admission is withdrawn by the University or it is unable to provide the course, all tuition fees paid are fully refundable, unless the offer was made on the basis of incorrect or incomplete information being supplied by the applicant or the student. In such cases, UNE reserves the right to retain up to 10 per cent of the tuition fee as well as any cost incurred in recruiting the student.

1.10 In the event of a student failing to meet course progression rules and who is permitted to re-enrol, will be eligible for a full refund of fees paid in advance of notification of exclusion.

1.11 In the event that an international student who has already paid tuition fees applicable to international students for a given trimester, is granted Permanent Resident status in Australia, a total refund of these fees will be paid less any agent fee, if the student has:

- a) obtained Permanent Resident status by the census date for that trimester
- b) been enrolled by the University as a Commonwealth Supported Student under the Higher Education Support Act 2003 or
- c) Has made arrangements with the University to pay fees as a domestic (non-international) student.

1.12 In the event of a student paying a fee for a 'packaged' offer as approved by the Director, UNE Internationals and the student does not enrol at UNE, no refund is payable under any circumstance.

REFUND OF OVERSEAS STUDENT HEALTH COVER

Overseas Student Health Cover is only refundable in certain circumstances according to the terms of OSHC Membership. These circumstances are clearly outlined at www.bupa.com.au

BANKING IN AUSTRALIA

Banks in Australia are generally open weekdays only. A limited number of banks are open on a Saturday (in the morning if at all). They are closed on Sundays and public holidays. Automatic Teller Machines (ATM) are available throughout Australia and are open 24 hours. Visa and MasterCard are the most widely accepted credit cards within Australia.

OPENING A BANK ACCOUNT

If you wish to open an Australian bank account prior to arriving, you may do this through the Commonwealth Bank of Australia. As an international student at UNE you can set up a student bank account and transfer funds before you leave your home country. The Commonwealth Bank International Customer Services team is a multi-lingual team dedicated to assisting people moving to

Australia to study. For further information or to apply online visit <http://www.commbank.com.au/movingtoaustralia>

If you do not wish to open a bank account before you arrive, you should open an account as soon as you arrive in Australia or Armidale. To open an account you may need the following identification:

- Passport
- Birth Certificate
- Credit cards (if applicable)
- Student Identification Card
- Tax File Number (TFN)

When opening a bank account, the bank will request your TFN. While it is not compulsory for you to provide your TFN to your bank or employer, any income earned will be taxed at the maximum tax rate.

WELCOME to the
UNIVERSITY of NEW ENGLAND
ARMIDALE

TAX FILE NUMBERS

International students living in Australia for more than six months, or who will earn money or interest from bank accounts, must obtain a Tax File Number (TFN). Tax File Numbers can be obtained from the Australian Taxation Office (ATO). Please consult the ATO website for further information <http://www.ato.gov.au>

GOODS & SERVICES TAX (GST)

Australia has a Goods and Services Tax (GST) of 10% which is applied to all goods and services. Fresh food is exempt from the tax (unless it is served in a café or restaurant). The GST applicable on goods and/or services should be clearly detailed on all invoices and receipts.

ACCOMMODATION

A number of on-campus and off-campus accommodation options are available to international students intending to study on campus at UNE.

- **UNE ON-CAMPUS ACCOMMODATION**

UNE residential accommodation consists of nine colleges.

Austin College

Drummond and Smith College

Duval College

Earle Page College

Mary White College

Robb College

Wright College & Village

St Alberts College

Further information about living on-campus, including college fees, can be found online at <http://www.une.edu.au/campus-life/une-accommodation>

- **OFF-CAMPUS ACCOMMODATION**

Smith House is conveniently located in the centre of Armidale and offers temporary and long term accommodation for students.

WELCOME to the
UNIVERSITY of NEW ENGLAND
ARMIDALE

Each room contains a bed, desk, wardrobe and telephone. Rooms are cleaned once a week and there is also free internet access. Residents share cooking, laundry and bathroom facilities. Single rooms start at AUD110 per week and double rooms start at AUD180 per week. More information can be found on their website at <http://www.smithhouse.com.au/>

Armidale offers various other off-campus accommodation options for students including fully catered lodging, boarding houses, share houses and private rental properties. In general, the availability of houses and units for rent in Armidale is good. However, if you are interested in rental accommodation you need to be aware that during the 4-6 weeks before trimester commences there is a much higher demand for housing and this may mean you will take longer time to find suitable accommodation. When deciding to rent a house or unit, you need to consider whether you will live on your own or with other people, and also the cost of setting up a house, which will include a bond (equal to 4 weeks rent), furniture, electricity connection, phone connection and other setup costs.

APPROXIMATE RENTAL COSTS IN ARMIDALE:

APPROXIMATE RENTAL COSTS IN ARMIDALE:

(AUD\$ per week)

Room in a share house: 90-120

1 bedroom unit: 110-200

2 bedroom house: 180-300

3+ bedroom house: 250-400

Properties for rent can be located through Armidale Real Estate Agents. See the Property Guide website

<http://www.realestate.com.au/rent/in-armidale,+nsw+2350/list-1>

Further information about accommodation in Armidale can be found online at <http://www.une.edu.au/study/international/accommodation-and-living-costs>

LIVING COSTS

If you are coming to study on campus at Armidale, you should allow AUD18,000 for living expenses for each year of your studies.

The cost of living will vary depending on the type of accommodation you choose. You also need to consider costs for things such as transport, laundry, recreation and entertainment. You should ensure that you have enough money to cover the cost of your study without having to supplement your income by taking part-time or vacation employment.

STUDYING AT UNE

ENGLISH LANGUAGE ADMISSION REQUIREMENTS

The University's English Language Requirements for Admission Rule sets out the English Language requirements for each UNE course.

Students can find this Rule at

<http://www.une.edu.au/policies/student-policies>

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UNIVERSITY of NEW ENGLAND
ARMIDALE

COURSE CONTENT

For information about the specific content of a course students should refer to the UNE Course and Unit Catalogue at <http://www.une.edu.au/courses/>

MODES OF STUDY FOR ON-CAMPUS STUDENTS

The University uses a number of different teaching and learning approaches depending on the nature of your program.

LECTURES

TUTORIALS & SEMINARS

WORKSHOPS & LABORATORY SESSIONS

FIELD STUDY

LECTURES

Lectures are the traditional method of university teaching and are used to give information to a large number of students. Lectures are held in lecture theatres on campus. The majority of main theatres on campus are equipped with modern teaching facilities including video and data projection equipment, microphones, overhead projectors and large viewing screens.

TUTORIALS & SEMINARS

These are smaller groups led by a tutor that allow students to discuss work in more depth. Tutorial groups are held once a week generally for one hour. Seminars also generally occur once a week but can be of longer duration. These sessions are designed to give students the opportunity to ask questions and develop ideas and students are expected to actively participate in the discussions.

WORKSHOPS & LABORATORY SESSIONS

In courses with practical components, students will spend time developing skills and expertise through practical work and experiments in a laboratory environment.

FIELD STUDY

Some UNE courses require students to undertake field study away from the campus. This study ranges from one-day trips to longer periods. Lecturers and tutors will provide details about how to prepare for field study.

ASSESSMENT METHODS

The University uses various methods of assessing your knowledge and ability in different courses. The main types of assessment are:

Class Work	This may include essays, laboratory reports, on-the-spot tests, field work etc that is set throughout the semester.
Continual Assessment	This may involve completing regular small tests or quizzes or short essays on a weekly basis during class.
Examinations	Examinations may be held at mid-trimester or at the end of trimester. Exams are generally written, and can be in a number of formats such as short essays, multiple choice questions, short answers or a combination of the three.

Assessment methods vary for each unit but they can include written assessments and essays, presentations, group work, practical work and examinations. These methods are outlined in the Unit Guide for each unit which you will receive when you enrol.

PLAGIARISM

Plagiarism is a serious matter at UNE. If you engage in plagiarism, you must be aware that this may result in your exclusion from your course and cancellation of your enrolment. In the event that your enrolment is cancelled, the Department of Immigration and Border Protection will be notified. This may result in your visa being cancelled and you being required to return home.

Plagiarism includes:

- Copying word-for-word sentences, paragraphs or extracts from any source without acknowledging the source in your references;
- Submitting another person's work in any way;
- Using other people's ideas or research data without acknowledging your sources;
- Referring to a specific source that you have not read yourself.

For information about plagiarism rules at UNE please consult the website at <http://www.une.edu.au/policies/student-policies>

ADVANCED STANDING

Applicants wishing to apply for Advanced Standing for their previous studies should complete an online International Student Admission Form as well as the UNE online Advanced Standing Form at <http://www.une.edu.au/study/applying-to-une/transfer-and-advanced-standing>

The University's Policy on Advanced Standing is located at the following web address:

<http://www.une.edu.au/policies/student-policies>

On-campus students receiving Advanced Standing are still required to maintain a standard full-time load of 24 credit points (equivalent of four units) per trimester. For further information please see the Expected Completion section in this guide.

UNE SERVICES & FACILITIES

CAMPUS MAPS

Maps of the Armidale campus are available online at <http://www.une.edu.au/current-students/my-course/managing-my-course/timetables/campus-maps>

WELCOME to the
UNIVERSITY of NEW ENGLAND
ARMIDALE

ENGLISH LANGUAGE SUPPORT

English Language support is available to UNE international students in conjunction with UNE's Academic Skills Office. Ongoing support and assistance to students of non-English speaking background are available to assist students reach their educational goals in Australia. The program includes grammar and integrated language classes to improve English communication skills, and personal consultations for assistance with all areas of English proficiency.

RELIGIOUS SERVICES

UNE and the wider Armidale community provide opportunities to participate in a variety of religious services. Religious organisations which have members or services in Armidale include Anglican, Baha'i Faith, Baptist, Buddhist, Church of Christ, Church of Jesus Christ of the Latter-Day Saints, Hindu, Presbyterian, Quakers, Roman Catholic, Salvation Army, Seventh Day Adventist and Uniting Church.

UNE also has a mosque on campus which sells Halal food at different times during the week, as well as providing prayer facilities for all Muslims, including Friday prayers.

FACILITIES ON CAMPUS

GRIND & SQUEEZE

Located in the centre of the campus, Grind & Squeeze is a great place for lunch, snacks or a coffee during the day.

THE BOOLOOMINBAH COLLECTION

The Brasserie and Courtyard Café are located in the historic Booloominbah homestead. Relax with coffee and cake or enjoy excellent food throughout the year.

CAMPUS ESSENTIALS

A retail shop, newsagent and post-office rolled into one, Campus Essentials has everything needed for life at UNE.

SLEEK HAIR STUDIO

UNE's very own hair salon - with great deals for students on haircuts, massages, beauty treatments and products.

CAMPUS BOOKSHOP

There are two bookshops on campus; a retail shop which stocks all current student textbooks and a secondhand shop where students can buy used textbooks at reduced prices.

WELCOME to the
UNIVERSITY of NEW ENGLAND
ARMIDALE

MEDICAL CENTRE

The UNE Medical Centre is available specifically for students on campus. International students are able to access this facility and use their Overseas Student Health Cover (OSHC) for a number of different health services.

CHILDCARE

UNE offers childcare to staff and students at a university managed centre called Yarm Gwanga (meaning 'place for children') including long day care, residential and vacation care.

BANKING

There are ATM facilities on campus including the branch of a local bank, New England Mutual.

LIBRARY

UNE's Dixson Library can provide every resource you need for your studies. The Learning Commons on the Ground Floor of the library building provides students with access to computer facilities and support services.

SPORTING FACILITIES

SportUNE offers students a great range of on-campus sporting facilities, including rock-climbing, soccer, yoga, archery, hockey and basketball.

The recreational facilities at SportUNE include:

- 25m, six lane indoor heated pool;
- Gym with accredited staff and modern cardio and weight training equipment;
- Group fitness/aerobics classes including bike/spin workout, yoga, pilates, zumba; aqua aerobics and boxing;
- Indoor climbing wall;
- Seven squash courts, eight floodlit hard court and six grass and clay tennis courts;
- Large indoor multi-purpose stadium (for basketball, volleyball, netball, indoor football and badminton);
- Five football (soccer) fields, one rugby league field, two rugby union fields, one Aussie Rules oval;
- Two synthetic surface hockey fields, five cricket wickets; and
- Grass athletics track and training facilities.
- More information about SportUNE can be found at:

www.sportune.com.au

LEARNING AND TEACHING FACILITIES

UNE offers extensive library facilities to students, staff and academics. Dixon Library is the central library on the Armidale campus

<http://www.une.edu.au/library/> UNE also has a special purpose Law Library which includes materials on law foundation subjects, as well as areas such as environmental law, human rights, international law, taxation and local government.

WELCOME to the
UNIVERSITY of NEW ENGLAND
ARMIDALE

Technology and computer literacy are integrated into learning outcomes across the UNE campus. Many courses and units now have online components, and introduce students to evolving methods of teaching and learning using contemporary technological resources.

CRITICAL INCIDENTS

UNE has a policy relating to critical incidents that may affect international students.

Critical incidents may include bodily harm, property damage, legal involvement, media activity, pandemics, natural disasters, war or acts of terrorism or any other unusual activity that falls outside the normal activities of the University.

If you need help in an emergency you should contact the following people at UNE:

Bronwyn Gilson

Manager, International Services and Compliance

UNE International

T: + 61 2 6773 3361

Hours: Monday – Friday 9-5pm

If you need emergency help after hours (i.e. not between Monday to Friday 9-5pm), you should contact UNE Safety and Security on 6773 2099.

In the event that you require the ambulance services, fire brigade or police, then you should call 000.

If you need to attend Armidale Police Station, it is located at 1 Moore Street, Armidale and can be contacted on 6771 0699.

For further information about the critical incidents policy visit the website at <http://www.une.edu.au/policies>

SCHOLARSHIPS

UNE RESEARCH SCHOLARSHIPS

The University of New England offers a number of scholarship opportunities to postgraduate students studying research-based degrees at UNE. There are different types of scholarships available; some are targeted to specific disciplines or research projects and others are more general with broader eligibility criteria. The different types of scholarships are outlined on the University's webpage at <http://www.une.edu.au/research/research-services/higher-degree-research/hdr-scholarships>

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UNIVERSITY of NEW ENGLAND
ARMIDALE

AUSTRALIAN GOVERNMENT SCHOLARSHIPS

Australia Awards aim to promote knowledge, education links and enduring ties between Australia and its neighbours through Australia's extensive scholarships program. More information on the Australia Awards can be found online at

<http://www.australiaawards.gov.au>

RESEARCH DEGREE STUDENTS

RESEARCH SERVICES

Research Services is the administrative unit that looks after research degree candidature at UNE. If you have been offered candidature to a research masters or Doctor of Philosophy (PhD) program at UNE you may wish to consult Research Services' website at

<http://www.une.edu.au/research/research-services>

Please note that as a research degree student, you must still accept your offer through UNE International according to the instructions included in this guide.

USEFUL CONTACTS

International Admissions

T: + 61 2 6773 2135

E: international.admission@une.edu.au

www.une.edu.au/study/international

English Language and International Services

T: + 61 2 6773 3192

F: + 61 2 6773 3325

www.une.edu.au/current-students/support/international-students/une-international

www.une.edu.au/askune

UNE Student Centre

T: + 61 2 6773 4444

www.une.edu.au/askune/

Academic Skills Office

T: + 61 2 6773 3600

<http://tlcfmserv2.une.edu.au/aso/>

Counselling and Careers Service

T: + 61 2 6773 2897

E: counselling.service@une.edu.au

www.une.edu.au/current-students/support/student-support/counselling

www.une.edu.au/askune

Equity Office

T: + 61 2 6773 3591

www.une.edu.au/current-students/support/student-support/student-equity

www.une.edu.au/askune

University Medical Centre

T: + 61 2 6773 2916

E: medcentr@une.edu.au

Yarm Gwanga Child Care

T: + 61 2 6773 3173

www.une.edu.au/campus-life/campus-information/child-care-facilities

United Campus Bookshop

www.ucb.net.au

UNESA Second-hand Bookshop

T: + 61 2 6773 5106

www.servicesune.com.au/support/bookshop.htm

Safety and Security

T: + 61 2 6773 2099

EMERGENCY (Police, Ambulance, Fire Brigade)

T: 000

You should only ring this number from within Australia and only in the case of an emergency where police, ambulance and/or fire brigade are required.

Department of Immigration and Border Protection (DIBP)

www.border.gov.au/

Armidale and New England Hospital

T: + 61 2 6776 4777

UNE International
University of New England
Armidale NSW 2351 Australia

Phone +61 2 6773 2135
Enquiries: www.une.edu.au/askune
Web: www.une.edu.au

UNE CRICOS Provider No 00003G

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Updated by UNE International, July 2015

UNE reserves the right to change course offerings, progression rules, entry requirements, tuition fees, dates and all other aspects at any time without notice. UNE will not be liable for any loss or damage (including direct, consequential or economic loss or damage) however caused and whether by negligence or otherwise that may result directly or indirectly from the use of this publication.

une
University of
New England
Armidale Australia



OFFER ACCEPTANCE FORM

DISTANCE INTERNATIONAL STUDENTS

To accept your Offer of Admission, you must complete the following sections and print your name in the declaration box at the bottom of the page and return this form to UNE International together with your payment. Please note that we need both your Offer Acceptance Form and your payment to finalise your acceptance.

Student Details:

Student Number:	
Family Name (s):	
Given Name (s):	
Course Name:	
Commencement Date:	
Email:	

Payment of Fees:

Please confirm that you have paid your fees via UNE's online payment portal ([GlobalPay](#)), then indicate how much you have paid below.

Until UNE receives evidence of your payment, we cannot facilitate your online enrolment.

Amount You Are Paying In Australian Dollars (\$AUD):	UNE Course Fees:
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Please read and accept the declaration below:

Please note that in accepting your offer of admission, you are confirming that you have read, understood and accepted the information contained in your formal Offer of Admission and in the International Offer Guide.

In printing your name below, i declare that:

- I accept the offer of admission as specified in the formal University of New England Offer of Admission.
- I have read, understood and accept the information provided in the International Offer Guide.
- I have read, understood and accept the course fees itemised in my Offer of Admission.
- I have read, understood and accept the Refund of Tuition Fees Policy for International Students as outlined in the International Offer Guide.
- I understand that the contents of my Offer of Admission supersede any prior information that I may have received concerning my admission to the University of New England.
- I am aware that my tuition fees are due at the commencement of each trimester of my program.
- I understand that the granting of any academic credit may decrease the total duration of my program.
- I am aware that information provided to the University may be made available to Commonwealth and State Government agencies according to the 2007 National Code as referred to the International Offer Guide.
- I understand that I must advise UNE of any changes to my residential and/or correspondence address.

Full Name:		Date:	
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day/month/year



UNE International
 Armidale, NSW 2351 Australia
 T +61 2 6773 3192

Email: international.admission@une.edu.au
<http://www.une.edu.au>

CRICOS Provider Code: 00003G

OFFER ACCEPTANCE/COE REQUEST FORM

To accept your offer of admission, you must **complete** the following sections and **sign** the declaration and **return** this form to UNE International. If you are under 18 years of age, your parent or legal guardian may sign this form on your behalf. Please note that we need this form **and your payment** to finalise your acceptance and issue your Confirmation of Enrolment (eCoE) for your Student Visa application.

PLEASE COMPLETE THE FOLLOWING SECTIONS:

STUDENT NUMBER:			
FAMILY NAME(S):			
GIVEN NAME(S):			
DATE OF BIRTH (DD/MM/YY):		(MALE OR FEMALE):	
COUNTRY OF BIRTH:		NATIONALITY/CITIZENSHIP:	
PASSPORT NUMBER:			
COUNTRY & EMBASSY/HIGH COMMISSION WHERE VISA APPLICATION WILL BE LODGED *			
COURSE NAME:			
COMMENCEMENT DATE:		EMAIL:	

* You must provide this information; without it we are not able to issue you with a Confirmation of Enrolment. If you are uncertain about which DIBP office you should contact to apply for your student visa, please check the DIBP website <http://www.border.gov.au> or at the Department of Foreign Affairs and Trade website at <http://www.dfat.gov.au/embassies.html> for information about Australian Embassies and High Commissions in each country.

PAYMENT OF FEES:

Please confirm that you have paid your fees and compulsory Overseas Student Health Cover via UNE's online payment portal at <https://student.globalpay.wu.com/geo-buyer/une> by indicating how much you have paid below. Until UNE receives evidence of your payment, we will not be able to issue your Confirmation of Enrolment (eCoE).

AMOUNT YOU ARE PAYING IN AUSTRALIAN DOLLARS:	UNE Course Fees: \$	OSHC: \$
	ELC Tuition Fees: \$	ELC Enrolment Fee: \$

OVERSEAS STUDENT HEALTH COVER:

Do you require UNE to arrange your OSHC?

YES, PLEASE ARRANGE OSHC FOR ME (PLEASE TICK ✓ WHETHER YOU NEED SINGLE, COUPLE OR FAMILY RATE)

Single

Couple

Family

List the members of your family if you are paying for Couple or Family Cover:

Family Name	First Name	Spouse or Child	Date of Birth	Male or Female

NO, I ALREADY HAVE A VALID OSHC MEMBERSHIP (PLEASE PROVIDE DETAILS BELOW)

Health Care Provider: _____

Membership Number: _____

PLEASE READ AND SIGN THE DECLARATION BELOW:

Please note that in accepting your offer of admission, you are confirming that you have read, understood and accepted the information contained in your formal Offer of Admission and in the *International Offer Guide*.

In signing below, I declare that:

- I accept the offer of admission as specified in the formal University of New England Offer of Admission.
- I have read, understood and accept the information provided in the *International Offer Guide*.
- I have read, understood and accept the course fees and OSHC fees itemised in my Offer of Admission.
- I have read, understood and accept the Refund of Tuition Fees Policy for International Students as outlined in the *International Offer Guide*.
- I have read and understood the conditions of Overseas Student Health Cover as explained on the BUPA website referred to in the *International Offer Guide*.
- I understand that the contents of my Offer of Admission supersede any prior information that I may have received concerning my admission to the University of New England.
- I will arrive in Armidale to attend the International Student Orientation Program prior to course commencement.
- I understand that upon receipt of my tuition and OSHC fees, the University will forward to me a Confirmation of Enrolment (CoE) for student visa processing purposes.
- I am aware that my tuition fees are due at the commencement of each trimester of my program.
- I understand that the granting of any academic credit may decrease the total duration of my program.
- I am aware that information provided to the University may be made available to Commonwealth and State Government agencies according to the 2007 National Code as referred to the *International Offer Guide*.
- I understand that I must advise UNE of any changes to my residential and/or correspondence address.
- I understand that if I am an English Language Centre student, my attendance will be monitored.
- I understand that as an international student studying on a Student Visa, I must meet the conditions of that visa.
- I understand that in accepting this offer, I am a genuine student and have adequate financial resources to fund studying and living in Australia.

Signature:		Date:	
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NOTE:

In the unlikely event that the University of New England is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within two weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in a suitable alternative course by the University of New England at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement. This written agreement and the availability of complaints and appeals processes within the University, does not remove your right as an international student to take action under Australia's consumer protection laws.



UNE International
 Armidale, NSW 2351 Australia
 T +61 2 6773 3192
 Email: international.admission@une.edu.au
<http://www.une.edu.au>

CRICOS Provider Code: 00003G

UNDER 18 CARE ARRANGEMENTS FORM

ARE YOU COMPLETING THIS FORM AS A NEW UNDER 18 STUDENT OR AS AN EXISTING STUDENT? PLEASE TICK ✓ ONE BOX.

NEW ARRANGEMENTS CHANGE EXISTING ARRANGEMENTS

PLEASE COMPLETE THE FOLLOWING SECTIONS.

SECTION A – PERSONAL DETAILS OF STUDENT

STUDENT NUMBER:		DATE OF BIRTH: (DD/MM/YYYY)	
FAMILY NAME(S):			
GIVEN NAME(S):			
EMAIL:			
CITIZENSHIP:		PASSPORT NUMBER:	

SECTION B – PARENT'S DETAILS

PLEASE ATTACH CERTIFIED COPIES OF PHOTO IDENTIFICATION SUCH AS PASSPORT OR DRIVERS LICENCE. ALL DOCUMENTS MUST BE IN ENGLISH.

FATHER'S CONTACT DETAILS

NAME:			
ADDRESS:			
TELEPHONE:		MOBILE:	
EMAIL:			
CITIZENSHIP:		PASSPORT NUMBER:	

MOTHER CONTACT DETAILS

NAME:			
ADDRESS:			
TELEPHONE:		MOBILE:	
EMAIL:			
CITIZENSHIP:		PASSPORT NUMBER:	

SECTION C – ACOMMODATION ARRANGEMENTS

THE STUDENT WILL RESIDE IN THE FOLLOWING ACCOMMODATION DURING THEIR ON-CAMPUS STUDIES AT UNE AND UNDER 18 YEARS OF AGE:

- WITH PARENT
 WITH RELATIVE OVER 21 YEARS OLD
 UNE APPROVED ACCOMMODATION

PLEASE COMPLETE **ONE** OF THE FOLLOWING:

1.0 DETAILS OF THE PARENT OR RELATIVE OVER 21 WHOM THE STUDENT WILL BE RESIDING WITH

NAME:			
ADDRESS:			
TELEPHONE:		MOBILE:	
EMAIL:			
DATE OF BIRTH (DD/MM/YYYY):		PERIOD OF ARRANGEMENT:	

OR

2.0 DETAILS OF ACCOMMODATION ARRANGEMENTS IF NOT BEING CARED FOR IN AUSTRALIA BY A PARENT, OR NOMINATED RELATIVE

CARE GIVER'S NAME:			
ADDRESS:			
TELEPHONE:		MOBILE:	
EMAIL:			
PERIOD OF ARRANGEMENT:			

SECTION D – ACOMMODATION

PARENT SIGNATURE:	
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CARE GIVER SIGNATURE:	
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STUDENT SIGNATURE:	
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SECTION E – UNE APPROVAL

- APPROVED
 NOT APPROVED

COMMENTS:	
STAFF MEMBER:	
SIGNATURE:	
DATE:	



UNE International
 Armidale, NSW 2351 Australia
 T +61 2 6773 2135

Email: international.admission@une.edu.au
<http://www.une.edu.au>

CRICOS Provider Code: 00003G

CONFIRMATION OF ARRIVAL FOR SPONSORED STUDENTS ONLY

If you are a newly commencing international student who is formally sponsored by an overseas ministry, government or educational institution OR you have been awarded a UNE Scholarship, you will need to complete this form and submit it to UNE International, immediately **upon your arrival** at UNE (not before you arrive).

PERSONAL DETAILS

STUDENT NUMBER:			
FAMILY NAME(S):			
GIVEN NAME(S):			
DATE OF BIRTH (DD/MM/YY):		GENDER (MALE OR FEMALE):	
EMAIL:			

SPONSOR DETAILS

SPONSOR'S FULL NAME:	
YOU MUST ATTACH A COPY OF YOUR FINANCIAL GUARANTEE LETTER TO THIS FORM OTHERWISE YOU WILL BE PERSONALLY INVOICED FOR OVERSEAS STUDENT HEALTH COVER AND ALL TUITION FEES. IF YOU HAVE BEEN AWARDED A UNE SCHOLARSHIP YOU DO NOT NEED TO PROVIDE A FINANCIAL GUARANTEE.	

OVERSEAS STUDENT HEALTH COVER:

Is compulsory Overseas Student Health Cover covered by your sponsor and do you require UNE to arrange your OSHC?

YES, PLEASE ARRANGE OSHC FOR ME (PLEASE TICK ✓ WHETHER YOU NEED SINGLE, COUPLE OR FAMILY RATE AND LIST DEPENDENTS)

Single Couple Family

List the members of your family for Couple or Family Cover:

Family Name	First Name	Spouse or Child	Date of Birth	Male or Female

YOU MUST ATTACH A COPY OF YOUR PASSPORT PHOTO PAGE AND YOUR ARRIVAL STAMP FROM AUSTRALIAN IMMIGRATION BEFORE YOUR OVERSEAS STUDENT HEALTH COVER CAN BE ARRANGED.

NO, I ALREADY HAVE A VALID OSHC MEMBERSHIP (PLEASE PROVIDE DETAILS BELOW)

Health Care Provider: _____

Membership Number: _____

I declare that the information I have provided above and attached to this form is correct. If my sponsorship arrangements change, I will advise UNE International immediately.

SIGNATURE:	DATE (DD/MM/YY):
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