

## Enrolment Form

### Personal Details

Family Name: \_\_\_\_\_ Given Name(s): \_\_\_\_\_

Gender:  Male  FemaleDate of Birth: \_\_\_\_\_  
Day / Month / Year

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

I wish to enrol in the full time/part time CELTA course beginning on: \_\_\_\_\_

### Fees

Full course fee: A\$3,500\*

Deposit: A\$500

Balance: A\$3,000

**A deposit is required to reserve your place on a course. All fees must be paid prior to course commencement.**

\*Please note that the course fee includes a compulsory certification fee payable to Cambridge Assessment English.

### Payment Options

Please make payment using one of the options described overleaf.

### Conditions Of Enrolment

1. Withdrawal: Up to one week prior to commencement of the course, you may withdraw and forfeit your deposit representing our costs incurred. After that, your course fees will be non-refundable. This term does not limit any rights you may have pursuant to the Australian Consumer Law.
  2. Once you have been accepted to do a course, a place on a particular course can be reserved only by paying a deposit. This should be done at your earliest convenience as places on each course are limited. The balance of the course fee must be paid at the latest two weeks before the commencement of the course (the official commencing date being Orientation night)\*. If the balance is not paid by this date, Insearch Limited (UTS College) reserves the right to give the place to another candidate, and to treat your application as withdrawn in accordance with clause 1.  
*\*If you are enrolling for a course in January, the balance of the course fee should be paid no later than two weeks before Christmas, owing to a close down period at UTS College over Christmas and New Year.*
  3. Courses begin with Orientation on Thursday evening (6.00 -9.00pm) in the week before the first full day of the course. Attendance is required - to receive course materials and an introduction to methodology, as well as completing documentation to send to Cambridge Assessment English.
  4. If a public holiday falls during a course, the course may be extended by one day to meet all course requirements, or a home study day arranged instead.
  5. UTS College reserves the right to:
    - cancel a course if the Cambridge Assessment English requirement of a minimum number of candidates cannot be met
    - charge at the current rate in the event of a price increase
    - keep course records for one year only
    - apply its Non-Academic Misconduct Policy where breaches have been identified
- I am aware that:
- it is advisable to do as much preparatory reading as possible before the course begins
  - the course is assessed and accredited by an outside body and a pass certificate cannot be guaranteed to every candidate
  - there are internationally set criteria for passing and that these are necessary in order to maintain the validity and reputation of the course
  - UTS College follows its policy on Assessment Procedures and the Cambridge Assessment English Appeals Procedure in relation to assessment and final grades.
  - I will receive a maximum of only ninety minutes time to discuss teaching practice with the course tutors. This period is shared among the teaching practice group and includes feedback on and preparation for teaching practice
  - I will need to do most of my lesson preparation independently. I expect to have to use grammar reference books and other coursebooks with minimal guidance. I consider my educational and professional background sufficient to enable me to do this
  - in the final part of the course I will prepare full lessons with minimal guidance
  - I am undertaking a training course which for its success depends to a significant extent on my openness to feedback and my ability to act on it
  - the workload is considerable and I will have to devote sufficient time and energies to the course for its duration. I realise that this may involve significant changes in my usual routine, and I believe that my state of health is appropriate to doing a course of this nature
  - the course requires 100% attendance

**I have read and understand the above Conditions of Enrolment.**

Name (in full): \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Methods of Payment

### 1. Paying in Person

- Bank Cheque (payable to UTS College)
- Credit Card (MasterCard, Visa, American Express)

Take your completed Enrolment form to:

UTS College Student Centre, Ground Floor, 187 Thomas Street, Sydney NSW 2000 Australia  
9.00am - 5.00pm, Monday – Friday.

### 2. Paying Online

If you choose to pay online, firstly, return the completed enrolment form (scan/photo) to \_\_\_\_\_

Our Student Centre will then contact you with a Customer Reference Number (CRN) which will enable you to pay online using one of the following:

- **BPay**

- Go to your bank's computer system to make payment using the BPAY option
- Enter the **Biller Code: 959676**
- Enter the **Customer Reference Number (CRN)**, provided by UTS College
- Use a linked debit or credit account to complete the payment.

**Internet Banking – BPAY®** Contact your bank or financial institution to make this payment from your cheque, debit, credit card or transaction account. More info: [www.bpay.com.au](http://www.bpay.com.au)

- **BPOINT Internet**

- Go to the following website <https://www.bpoint.com.au/payments/insearch>
- Enter the **Biller Code: 959676**
- Enter the **Customer Reference Number (CRN)**, provided by UTS College
- Enter the amount to pay
- Select VISA or MasterCard to complete the payment.

- **BPOINT Phone**

Pay by phone within Australia only (AMEX, VISA or Mastercard):

- Phone 1300 276 468
- Once connected, enter the **Biller Code: 959676**
- Enter the **Customer Reference Number (CRN)**, provided by UTS College
- Enter the amount to pay
- Enter your card details to complete the payment
- Once the payment has been processed you will be issued with a receipt number.  
Record this number as proof of payment.

- **Direct Deposit**

- Send the transaction details to [studentcentre@utscollege.edu.au](mailto:studentcentre@utscollege.edu.au)
- Include the **Customer Reference Number (CRN)**, provided by UTS College

**Account Name:** INSEARCH EDUCATION

**Bank:** COMMONWEALTH BANK

**Swift Code:** CTBAAU2S

**BSB:** 062-010

**Account Number:** 28010009

**Bank Address:** 431-439 SUSSEX STREET, HAYMARKET, NSW 2000