SGSM Quarterly Session Programs
(January/March/June/September)

- Graduate Certificate in Applied Finance
- Graduate Certificate in Business
- Graduate Certificate in Business (Operations Management)
- Graduate Certificate in Human Resource Management and Industrial Relations
- Graduate Certificate in International Business
- Graduate Certificate in Marketing
- Master of Applied Finance
- Master of Business (Engineering Management)
- Master of Business (Marketing)
- Master of Business (Operations Management)
- Master of Business and Commerce
- Master of Commerce (Human Resource Management and Industrial Relations)
- Master of Finance
- Master of International Business
- Master of International Trade and Finance

2013 Academic Year

**Autumn Session (February intake)**
- 15 February: Orientation Program
- 25 February: Autumn Session commences
- 11 June – 30 June: Autumn Session Exams commence
- 1 July: Vacation

**Spring Session (July intake)**
- 19 July: Orientation Program
- 29 July: Spring Session commences
- 11 November – 1 December: Spring Session Exam commence
- 2 December: Vacation

**Quarterly Sessions (January/March/June/September)**
- Quarter 1: 14 January – 28 March
- Quarter 2: 8 April – 23 June
- Quarter 3: 1 July – 15 September
- Quarter 4: 23 September – 8 December

www.uws.edu.au/international/important_dates

Orientation Program

The UWS International Orientation program runs over two days and is specifically designed for international students. It usually takes place 10 days before classes commence and all international students are invited and should attend (check your offer letter for dates)! Please make sure you arrive in Australia at least one to two days before the commencement of the Orientation program.

More information on page 13
Congratulations on your offer of admission to the University of Western Sydney.

As an international student at UWS, you will become part of one of the largest universities in Australia which attracts world-class staff and students from Australia and around the world.

UWS aims to make a difference to your life and we will prepare you for personal and professional success in whatever field you will specialise in. Choosing to study at UWS means that you will learn from researchers whose ground-breaking work is recognised nationally and around the world, and from industry-trained lecturers who are passionate about teaching and learning excellence.

In 2011, the Australian Prime Minister's Award for Australian University Teacher of the Year was awarded to a UWS academic. A further 12 UWS lecturers were honoured for outstanding contributions to student learning by the Australian Learning and Teaching Council.

Our reputation for research excellence has placed us in the Australian Research Council’s (ARC) funding top 20 - among the best in Australia.

You will find that UWS is dynamic and culturally diverse. With six campuses spread across Western Sydney and no more than 3,000-14,000 students on each campus, you will enjoy a relaxed, supportive, and friendly environment while you study. Each UWS campus has its own character, but they all share beautiful green and modern surroundings for you to learn in.

As a former international student myself, I know your experience at UWS will be rewarding and I look forward to welcoming you to UWS soon.

Dr Yi-Chen Lan
Associate Pro Vice-Chancellor (Engagement and International)
Director, UWS International
Bankstown Campus

**Colourful and culturally diverse**
Bankstown is one of the largest local government areas in New South Wales, with approximately 170,000 residents speaking more than 60 different languages. The City of Bankstown is host to an array of recreational and sporting facilities, including 293 parks and reserves covering a total of over 730 hectares. The region boasts 39 sports complexes with 173 winter and 147 summer sporting fields, including: the Olympic Dunc Gray Velodrome; The Crest synthetic athletics track; five tennis complexes; three swimming pools; the Wran Leisure Centre; Bankstown Basketball Stadium; a community owned golf course in Sefton; and two multi-purpose indoor sports facilities. It is home to Sydney’s second largest airport, as well as Bankstown Square (a large shopping centre), a major hospital, and a wide range of restaurants that serve food from all parts of the world. Bankstown campus is a warm, friendly environment, with modern spacious buildings and landscaped gardens with a strong Australian native theme.

**Student population** 6,709
**On campus accommodation**
Kemah Residential College (see page 9)

**Special facilities include**
- Centre for Educational Research
- MARCS Auditory Laboratories
- Some of Australia’s most advanced language and conference interpreting laboratories

**Location in Western Sydney**
Bullecourt Avenue, Milperra, 40-50 minutes from Sydney CBD by car, longer by public transport.

**By Car:** From Sydney CBD, take the M5 South West Motorway. Get off at Henry Lawson Drive Exit. Turn right into Henry Lawson Drive and take the first right into Bullecourt Avenue to enter the campus.

**By Train:** Take the Bankstown line to Bankstown railway station – just 20 minutes travel time by bus to campus.

**By Bus:** Routes 860 and 900 run between Bankstown and Liverpool railway stations and the campus.

Nirimba (Blacktown) Campus

**Diverse and multicultural**
The City of Blacktown and its region has a population of 270,000 residents from more than 30 different cultures. The City of Blacktown provides an extensive array of leisure and tourism attractions including Blacktown Arts Centre, Featherdale Wildlife Park (where you can feed the kangaroos or have your picture taken with a koala), Rouse Hill Regional Park, and the Blacktown Olympic Park at Aquilina Reserve (that played an integral role in the 2000 Sydney Olympic Games). In the past few decades, Blacktown has been transformed from a rural hinterland to the heart of Sydney’s booming Greater West region. It is the centre of a large industrial and retail shopping area that is well serviced by road and rail. Located in Quakers Hill, the Nirimba (Blacktown) campus forms part of Nirimba Education Precinct, alongside TAFE and two senior high schools. The University’s pathways college, UWSCollege Nirimba, offers Foundation Studies and Diploma programs on this campus.

**Student population** 1,120
**On campus accommodation**
Fred Hollows Residential College (see page 9)

**Special facilities include**
- State-of-the-art teaching facilities.
Location in Western Sydney: Eastern Road, Quakers Hill, 50-60 minutes from Sydney CBD by car.

By Car: From Sydney CBD, take the Westlink M7 Motorway (a tollway) and get off at the Quakers Hill Parkway Exit and turn right at Quakers Hill Parkway. Turn left into the Nirimba Education Precinct on Eastern Road leading to the campus.

By Train: Take the Western line to Quakers Hill railway station, which is a 10 minute walk to the campus. Or catch a bus from Blacktown railway station.

By Bus: Bus Routes 751 and 752 provide services to Blacktown campus, and run every half hour.

**Campbelltown Campus**

Modern, state-of-the-art facilities

The 166-hectare Campbelltown campus is nestled in the heart of the historic Macarthur region, offering a unique balance between city and rural lifestyles. The city has a population of 150,000. Campbelltown is rich in culture and heritage with many historic sites and buildings scattered throughout the city that are a reminder of early colonial history. Campbelltown is an energetic, lively city set in a landscape of rolling hills and farms. Recreational activities abound with venues for golf, swimming, tennis, horse riding and fascinating walks in the nearby Mt Annan Botanic Gardens – Australia’s largest botanic garden, with an abundance of birdlife and native plant species.

Student population* 6,057

On campus accommodation

Gunydj residential college (see page 9)

Special facilities include

- Purpose-built state-of-the-art medical teaching, research and training facility
- UniClinic (naturopathy, podiatry, osteopathy, remedial massage and Traditional Chinese Medicine)
- Moot Court
- Anatomy laboratories
- Nursing laboratories
- Biomedical imaging.

Location in Western Sydney: Narellan Road, Macarthur Region, 60 minutes from Sydney CBD

By Car: From Sydney CBD, take the M5 Motorway (a tollway) and take the second Campbelltown exit at Narellan Road. By Train/Bus: Travel to Macarthur railway station, which is a 10 minute walk to the campus.

**Hawkesbury Campus**

A friendly and rural community established in 1789, the Hawkesbury region is one of the earliest colonial settlements in Australia. It is located at the foot of the Blue Mountains, adjacent to the vast wilderness of the Blue Mountains and Wollomi National Parks, where pristine creeks feed into the magnificent Hawkesbury River. Despite Hawkesbury’s close proximity to Sydney, Australia’s largest city, it is still very much a rural community, with market gardens, orchards and rich pasture covering much of the landscape, from the floodplains to the hills. Known as the ‘food basket’ for Sydney, the Hawkesbury area grows a vast range of produce including stone fruits, oranges, apples, pecan nuts, berries and various vegetables, many of which are for sale at various stalls dotted around the roads. The population of 70,000 is spread through five rural townships and some smaller villages. Tourism and agriculture are the main sources of income. Although quiet and peaceful, the area is well serviced by retail shops and recreation areas as well as direct road and rail links. Hawkesbury campus is in picturesque Richmond at the foot of the Blue Mountains. The campus history dates go back to 1891 when the New South Wales Department of Agriculture established the Hawkesbury Agricultural College. The campus has many heritage buildings, a working farm, and extensive orchards and vineyards.

Student population* 2,401

On campus accommodation

Hawkesbury Residential College (see page 9)

Special facilities include

- Equine Research and Demonstration Unit
- Food Processing Pilot Plant
- Crime Scene House
- Nursing laboratories
- Confocal Microscope Facility
- Animal Science Facilities.

Location in Western Sydney: Bourke Street, Richmond, 50-60 minutes from Sydney CBD

By Car: From Sydney CBD, take the Hills M2 Motorway, then connect to the Westlink M7 Motorway (a tollway) and take the exit at the Richmond Road interchange. From Richmond Road take the Blacktown Road exit from the roundabout. Turn left into Bourke Street, leading to the campus.

By Train: Take the Western line to East Richmond railway station, which is a 10 minute walk from the campus.

By Bus: Westbus Route 677 operates from Richmond railway station.
Parramatta Campus

Sydney’s second largest central business district, Parramatta City, is a bustling metropolis with rich, historic background. Parramatta City has a massive economic growth rate that is set to continue well into the future. It is a city rich in history, a place of elegant parks and a vibrant multicultural community, a shopper’s paradise, and a centre for sport, dining and entertainment. It is also a thriving legal, educational and health care centre, and home to some of Australia’s biggest corporations and government agencies.

Parramatta has some excellent examples of early colonial architecture including Old Government House, Elizabeth Farm, St John’s Cathedral, the Lancer Barracks and the Linden House Museum. Today, Parramatta is a modern city with a range of cafés and restaurants with cuisines from around the globe, large shopping centres, cinemas, theatres and nightclubs. Parramatta campus, with its heritage buildings, cafés and the scenic Parramatta River, is a popular choice for students from all over Sydney. Parramatta College, offers English Language programs in Parramatta’s neighbouring suburb, Westmead.

Special facilities include
- Purpose-built state-of-the-art teaching facilities
- Nursing laboratories
- Moot Court
- Computing laboratories.

Location in Western Sydney Corner James Ruse Drive and Victoria Road, Rydalmere (main site) and Hawkesbury Road, Westmead (UWSCollege Westmead), 30-45 minutes from Sydney CBD.

By Car: From Sydney CBD, take the M4 Western Motorway (a tollway) and get off at the James Ruse Drive Exit and turn right into James Ruse Drive. Take the Victoria Road Exit and turn right at the traffic lights. Turn right again from Victoria Road to enter the campus.

NB: The Westmead Precinct forms part of the Parramatta campus. Entrance to the precinct is from Hawkesbury Road, Westmead. The site is adjacent to the Westmead railway station. Access by car is via the M4 Motorway or the Great Western Highway.

By Train: Take the Carlingford line to Rydalmere railway station, which is just 10 minutes walk to the campus. Alternatively take the Western line to Parramatta railway station and take a bus to the campus.

By Bus: Sydney Bus Routes M52, 520, 521, 523, 524 or 525 operate between Parramatta railway station and the campus.

Penrith Campus

Lively and modern with lots of character, Penrith is a city on the western fringe of the Sydney metropolitan area at the foot of the Blue Mountains on the spectacular Nepean River. The population of Penrith is 170,000, making it one of the three largest local government areas in Western Sydney and the sixth largest population of any local government area in New South Wales. Penrith’s focus is shifting from agriculture to manufacturing. The city acts as a regional shopping area for the Penrith region and the Blue Mountains. It also hosts a large regional hospital, the Nepean Hospital. The University of Western Sydney, a major facet of the region, attracts students from all over Sydney. Penrith also houses regional government offices, such as the Australian Taxation Office, and is home to the huge Panther’s World of Entertainment Club (Penrith Rugby League Club), a multi-faceted entertainment and resort centre offering bars, discos, live entertainment, theatre, gambling, restaurants and sporting facilities. The Nepean River is a major attraction for the area, with extensive parklands, bicycle and jogging tracks along its banks, and a range of boating activities. With just a 10-minute train ride from Penrith students can find themselves in the natural beauty of the lower Blue Mountains, offering hiking trails, natural swimming basins, scenic views, and unique flora and fauna. Penrith campus (two sites – Werrington and Kingswood) is famous for its state-of-the-art facilities and scenic grounds.

Penrith Residential College (see page 9)

Special facilities include
- Mechatronics and Robotics Facility
- Computer Research Centre
- Industrial Design Centre
- Three multi-track recording studios
- Design studios (including state-of-the-art broadcast-quality animation and television post-production studios)
- Computing and photographic laboratories and studios
- Convergent media studio complex
- Television Sydney (TV station)
Golden Stave Music Therapy Centre

Purpose-built disability leaning centre.

Location in Western Sydney: Kingswood, Werrington North and Werrington South, 50-60 minutes from Sydney CBD

By Car: From Sydney CBD, take the M4 Western Motorway (a tollway) and get off at the Mamre Road Exit. Then turn left at the Great Western Highway.

The Werrington North and South sites are both located on each side of the Great Western Highway. To reach the Kingswood site, turn left into O’Connell Street from the Great Western Highway, then turn right into Second Avenue.

By Train: Take the Western line to Kingswood railway station. You’ll find a bus stop for the free shuttle bus service on the south side of the station.

By Bus: The three sites of Kingswood, Werrington North and South are linked by a free shuttle bus service. Westbus Route 790 operates from Penrith railway station to St. Marys railway station and services Kingswood and Werrington South campuses.

* 2011 enrolments

Campbelltown campus
Services and Facilities

Helping you maximise your chance of academic success

UWS offers support services to all students as well as extra services to international students to assist you achieve your personal, academic and ultimate career goals. You will have access to top class facilities to help you succeed in your studies.

UWS provides a range of services and valuable information for all UWS students. These include advice on careers, employment, learning skills, counselling, religious support and support for students with disabilities.

» [www.uws.edu.au/international/current_student_support](http://www.uws.edu.au/international/current_student_support)


Services for International students

» The International Student Advisors (ISAs) work closely with the Registrar’s Office (RO) and Student Support Services. You might have many questions throughout your studies and UWS International can provide you with information, advice and referrals. International Student Advisors provide help and guidance on most matters relating to your stay in Australia, such as:
  - visas
  - fees
  - enrolment
  - unit variations
  - applying for a new course
  - changing courses
  - academic performance.

» The International Academic Preparation Program is especially designed for new international students. It will assist you in your transition to the Australian university setting giving you valuable information and hands-on practical experience of:
  - Australian academic culture
  - tutorial participation and working in groups
  - time and stress management
  - forms of assessment
  - assignment preparation
  - academic writing
  - rules of plagiarism.

Register for this free course at Orientation or email isa@uws.edu.au.
Finding the right home for you!

UWS offers a wide range of accommodation on each campus, providing you with high quality, affordable accommodation that gives a rich and balanced living and learning environment. You will have the choice of self-catered accommodation ranging from residential halls to townhouses, cottages and units/apartments. Furniture varies with your accommodation choice, including beds, desks, fridges and/or fully furnished kitchens, lounge and dining areas. The ideal place to relax with your peers after a hard day of studying!

Bankstown
The Kiemah Residential College (Bankstown) is one of the University’s most modern accommodations. The accommodation consists of 22 self contained and furnished four single bedroom villas.

Kiemah Residential College
Apply online at: https://resapplication.uws.edu.au

Nirimba (Blacktown)
Blacktown campus accommodation is located in the suburb Quakers Hill – one of many suburbs in the Blacktown City Council area. The campus is only 10 minutes’ walk from the nearby Quakers Hill train station and is a 15 minute train trip to the Blacktown shopping and business centres.

Fred Hollows Residential College
Apply online at: https://resapplication.uws.edu.au

Campbelltown
Campbelltown offers a unique balance between city and rural living, located about 1 hour by train or car from the Sydney CBD. The Gunydj College is modern and consists of furnished 1, 3 and 5 bedroom apartments and townhouses. This comfortable and harmonious environment is located only 5 minutes walk from the main academic area.

Gunydj Residential College
Apply online at: https://resapplication.uws.edu.au

Hawkesbury
Situated on 1,500 hectares of land which includes heritage buildings, a working farm and Vineyards is the Hawkesbury Residential College. The college offers fully furnished self-catered single room accommodation in Halls of Residence, and 4 bedroom Villas. Located only 25 minutes from the University’s Penrith Campus, Hawkesbury College provides an alternative place of residence for those students studying at Penrith Campus who would prefer to live in this charming semi-rural landscape, with stately heritage listed buildings and extensive sporting facilities. We have made it easier with introduction of a FREE shuttle between the Penrith and Hawkesbury campuses.

Hawkesbury Residential College
Apply online at: https://resapplication.uws.edu.au

Parramatta
UWS Village [Parramatta], the University’s newest on-campus student accommodation facilities opened its doors in January 2009. With a range of brand new, fully furnished one to eight bedroom apartments, flat screen televisions, high quality fittings, spacious kitchen and dining areas and in-room internet, UWS Village delivers the highest standards in accommodation for students.

UWS Village
www.uwsvillage.com.au
T: 61 2 9270 1600
Apply online at: www.uwsvillage.com.au

Penrith
Located approximately 60 minutes from Sydney CBD, is the University of Western Sydney Penrith Campus, home of Penrith Residential College. Penrith College is situated on the outskirts of Penrith, only 5 minutes to Penrith CBD. The accommodation facilities consist of 20 self contained and furnished five single bedroom townhouses situated 5 minutes walk to main auditoriums and lecture halls. For those who would prefer live at the Hawkesbury Residential Colleges in Richmond and enjoy the rich history and traditions of the past 117 years, whilst studying at Penrith, we have made it easier with introduction of a FREE shuttle between the Penrith and Hawkesbury Campus.

Penrith Residential College
Apply online at: https://resapplication.uws.edu.au

UWS Village
www.uwsvillage.com.au
T: 61 2 9270 1600
Apply online at: www.uwsvillage.com.au

Tip: Book your UWS accommodation early to avoid disappointment.
Which offer have you received?

Offer of Admission
This offer is unconditional as you have satisfied all requirements of entry into UWS. You are able to accept your offer now! Carefully read the information below and submit the form of acceptance to UWS International.

OR

Conditional Offer of Admission
This offer has conditions you need to fulfil before you are able to start your studies at UWS. You are able to accept your offer on a conditional basis. Please satisfy all the conditions as stated on your offer prior to the commencement date of your studies and send us evidence of fulfilling the conditions as soon as possible. You will then receive an unconditional (or ‘full’) offer.

Additional information on your offer

If you enrol in an English Language program you must ensure that you complete your English Language program before commencing your studies at UWS. All results must be submitted to UWS International before you commence your studies.

Advanced Standing (Academic Credit)
Advanced Standing is recognition of prior learning in terms of experience and/or prior studies.

If you have applied for Advanced Standing the outcome of your application should be noted in your Admission Application Outcome letter. The duration of your studies will have been adjusted to reflect the reduced length of your study.

You haven’t applied for Advanced Standing but would like to do so? Please apply as early as possible to enable sufficient time for assessment.

www.uws.edu.au/international/admissions/academic_credit_advanced_standing

Application Form:
http://www.uws.edu.au/currentstudents/current_students/managing_your_study/online_forms/online_advanced_standing

Make sure you include any academic transcripts and awards not already provided with your original application for admission. All documents must be originals or certified copies and translated English versions must be included. If UWS does not have an agreement or articulation in place with the institution where you studied, you should provide either a copy of the related subject outline or a web link to assist with assessment of your application.

The University’s preferred communication is via email and your Advanced Standing application can be sent by replying to the email account from which you received your offer letter. Alternatively, lodge your application directly at UWS International on any campus or post to:

UWS International Admissions
University of Western Sydney
Locked Bag 1797
Penrith NSW 2751 Australia

If your application for Advanced Standing is successful, you will receive a new Admission Application Outcome letter. Applications for Advanced Standing lodged at least four weeks before day one of classes will receive a response by the first day of classes. Applications will continue to be accepted up until day one of classes but a response cannot be guaranteed before classes commence.

Families
Students wishing to bring children and/or their spouse (dependants) will need to consider

- visas
- health cover
- schooling.

www.immi.gov.au/students/index.htm

School-age dependants
All school-age dependants must attend school in NSW. Please note that school fees will apply to all school-age children.


Overseas Student Health Cover (OSHC)
Overseas Student Health Cover is compulsory for everyone holding a student visa. You will need to purchase OSHC for the proposed duration of your student visa and include this payment with your tuition fees when accepting an offer of study at UWS. The following health covers are available:

- Singles: covers only the valid student visa holder
- Dual family: covers one valid student visa holder plus either one adult spouse or recognised de-facto partner or one or more dependant children
- Multi-family: covers one student visa holder plus more than one dependant which can only include one adult spouse or recognised de-facto partner and one or more dependant children.

www.oshcworldcare.com.au

Travel concessions in Australia
International students are not eligible for concessions on government operated trains, buses or ferries (with the exception some scholarship holders).

However, you may be eligible for concessions from private bus companies and for interstate or long distance train travel.

Tip: If you need academic preparation or more English UWSCollege can help you! www.uwscollege.edu.au
Accept at UWS

Step 1: Accept your offer

UWS requests that no less than six weeks before the commencement of classes you should:

Read carefully
» the UWS Refund Agreement www.uws.edu.au/international/admissions/refund_agreement
» the Overseas Student Health Cover (OSHC)

Complete the Acceptance form (see page 15)
» Pay your tuition fees for the first session and any other charges described in the Offer of Admission
» Complete the electronic Confirmation of Enrolment (eCoE) request form (see page 16)
» Sign and return the acceptance, eCoE request and payment to the University.

The University’s preferred communication is via email and your forms can be sent by replying to the email account from which you received your offer letter. You could also:
Fax to: +61 2 9685 9314
Mail to: UWS International Admissions Parramatta Campus Locked Bag 1797 Penrith NSW 2751 Australia
or Return to your Agent

Students with a quota imposed on the program
To secure a place within your chosen program, we highly recommend you to accept your offer and make payment as early as possible. If you miss the deadline you will be made an offer into the next available intake.

You can accept conditional offers by making your tuition fees payment for the first session

Students with a conditional offer
You can accept your offer on a conditional basis.

If you find later that you are not able to meet the prerequisite requirements in time for the start (ie English language requirements or successful completion of a pre-requisite course) you may either request a deferment in writing of your course commencement to the next available intake or request a refund of the money paid. The University’s normal refund policy would apply in these circumstances.

Received your offer from UAC?
If you are an international student completing an Australian Year 12 qualification, onshore or offshore, you will still need to accept through the acceptance forms in this offer pack.

Step 2: Your Confirmation of Enrolment (eCoE)

Once we received all of the above, we will send you an electronic Confirmation of Enrolment (eCoE) that confirms your acceptance of admission to the course. When you receive your eCoE, you need to:
» Set up your MyUWSAccount https://myuwsaccount.uws.edu.au
» Take your eCoE to the DIAC office stated on your eCoE request to obtain your student visa www.immi.gov.au/students

Step 3: Apply for your student visa

You must obtain a student visa before you come to study in Australia. To accept the offer of admission, you must contact your nearest Australian Embassy or Diplomatic Post to find out what you must do to apply for a student visa.

If you are applying to study with assistance from one of our authorised overseas agents, they will be able to assist you with these procedures. www.immi.gov.au/students

Step 4: Enrolling in your UWS course with MySR (see page 12)

Step 5: Read and make sure you understand the following
Orientation program start date

NOTE: Applicants for the Bachelor of Nursing (Graduate Entry) are not able to start at a later date. Bachelor of Nursing (Graduate Entry) students start on 6 January 2011.

Payment of tuition fees obligation
The fees listed in your offer letter are variable and are subject to change without notice on an annual basis.

Deferment of a program of study
Should you wish to defer the commencement of your course please write to UWS requesting a deferment with explanation of the reason. You must also attach a copy of your offer letter. UWS will advise the outcome of your deferment request.

NOTE: Your application will be reassessed against the academic and English language entry criteria for the new commencement period before a deferment is approved.

Refund request
The UWS Refund Agreement complies with Federal Government legislation and applicants should read and understand the declaration before signing. Please refer to www.uws.edu.au/international/admissions/refund_agreement and the Government’s ESOS information page
Enrol at UWS

7 simple steps

1. Set up your MyUWS Account
   https://myuwsaccount.uws.edu.au
2. Plan your course
   www.uws.edu.au/newstudents
3. Login to MySR
   http://myuws.uws.edu.au
4. Complete the online forms
5. Select and confirm your units
6. Print your receipt and log out
7. Register into your tutorials using PlatformWeb through MyUWS
   www.uws.edu.au/tutorialregistration

If you have accepted your offer, paid fees for the first session and received an eCoE, you are ready to enrol online via MySR (within the enrolment period).

Step 1: Set up your MyUWSAccount
Your MyUWSAccount [https://myuwsaccount.uws.edu.au] is a secure, environment providing a username and password for your access to many UWS areas. We send important information about your enrolment to your student email account, not by post, so it’s important that you check it often.

Step 2: Plan your course
All students – check your course structure and unit selection options
The first thing you need to do is check the online handbook for information about the structure of your course and available units. This is available at: http://handbook.uws.edu.au/hbook/

Students commencing mid-year should check the unit selection information linked from the MCP Schedule at: www.uws.edu.au/mcp

Step 3: Login to MyStudentRecords (MySR)
To access MySR go to MyUWS [https://myuwsauth.uws.edu.au/form.php] and use your Student ID number and password to login. Then click the ‘MyStudentRecords’ link on the left of the page. Click on the ‘Enrolment’ link listed in the menu on the left hand side of the page. This page will display the steps you need to follow to complete your enrolment. If you are accessing MySR from home, you need to be aware that:

- MySR uses pop-up windows. Windows XP Service Pack 2, virus protection programs and web browsers may block these pop-ups. Information on disabling pop-up blockers is downloadable from the ‘Help’ section at the bottom right hand corner of MyUWS.
- You need to have Javascript installed on your computer to use MySR.

Help using MySR is available online at: www.uws.edu.au/students/stuadmin/mysrhelp

My Course Planning session (MCP)
Academic staff have scheduled specific times to advise new students on their course. Please check the MCP schedule online.

Further information
If you need further information or academic advice, contact your Head of Program or check if an MCP session is being held for your course and if you are required to attend. This information is available at: www.uws.edu.au/currentstudents/current_students/starting_out

Advanced Standing
If you have completed studies at another university or at TAFE, you may be eligible for credit for that study (Advanced Standing). You can get an application for Advanced Standing from any Student Centre at: www.uws.edu.au/forms. If you intend applying for Advanced Standing, go to www.uws.edu.au/admissions for information about what you must provide to have your application considered and processed as quickly as possible.

Enrol at UWS

www.uws.edu.au/international/admissions/refund_agreement
Orientation at UWS

Step 4: Complete the online forms
You must complete all required forms and steps in order: Personal details, Address Verification, Course details, Special Requirements, Unit Sets, Declaration, Government Statistics and Commonwealth Assistance Form (eCAF). Some pages have help available — look for the red button.

Step 5: Select and confirm your units
Unit selection is managed using a shopping cart. You need to ‘fill’ the cart with all the units you intend to study for the full year. Some students may find core units already listed, and will only need to confirm their enrolment in these. Other students will have to add all their units by entering the code in the ‘Unit Code’ field.

Step 6: Print your receipt and log out
Once your enrolment has been completed, a receipt of your enrolment will be displayed. Please save and/or print a copy for your records.

Step 7: Register into your tutorials
You must now register for your tutorials. To complete tutorial registration, use your MyUWSAccount details to log on to PlatformWeb through MyUWS at: https://myuwsauth.uws.edu.au/form.php

Orientation Checklist
These are the documents you need to bring on the first day of Orientation:
- Your passport;
- Copy of both pages of the most recent offer letter issued to you;
- Copy of your electronic Confirmation of Enrolment (eCoE);
- ALL relevant original certificates and transcripts from previous courses AND one set of photocopies of these documents (required for Provisional and Conditional Offers)
- Tuition Fee payment (ONLY if making payment on the day) – only credit card or cheque accepted

Orientation is the time to ask all questions, to meet other students, have fun and dive into the Australian culture!

Orientation introduces you to the University and key staff members, and provides you with crucial information and advice that will assist you in adjusting to the living and learning environment of the University. You will receive academic advice about your course and support in how to enrol in the correct units of study.

The UWS Orientation program runs over two days and is specifically designed for international students and usually takes place 10 days before classes commence. All international students are invited and should attend!

Please ensure you check your offer letter for details about your orientation program and make sure you arrive in Australia at least one to two days before the commencement of the Orientation Program.

Starting studies at a university is exciting. Studying in another country is exceptional: a new environment, new faces, and a new way of learning. At UWS, we strive to play a key, supportive role in your academic growth. Our Orientation program will help you in your transition to university – and to a new chapter of your life.

www.uws.edu.au/international/important_dates/orientation_program
Remember to enrol before arriving at Orientation.

Checklist

☐ Check the outcome of your offer (see page 10)
☐ Apply for your student visa (see page 11)
☐ Join UWS by accepting your offer (page 11)
☐ Read the UWS Refund Agreement (page 11)
☐ Arrange Overseas Student Health Cover (www.oshworldcare.com.au) (page 10)
☐ Apply for Advanced Standing (if applicable) (see page 10)
☐ Submit the Confirmation of Enrolment request (page 16)
☐ Make your payment for the first session (pages 15-16)
☐ Enrol online in your course (page 12)
☐ Apply for accommodation at UWS (page 9)
☐ Apply for airport pick-up (if required) (see pages 17-18)
☐ Find out cost of living and plan your budget (www.uws.edu.au/international/pre-departure/cost_of_living)
☐ Get to know your destination – beautiful Sydney (www.uws.edu.au/international/pre-departure/sydney_lifestyle)

Helpful links

UWS International
www.uws.edu.au/international

Pathways Programs
www.uwscollege.edu.au

Accept@UWS
www.uws.edu.au/international/admissions/how_to_accept

Enrol@UWS
www.uws.edu.au/international/admissions/enrol

UWS campus information
www.uws.edu.au/international/campus_information

Accommodation@UWS
www.uws.edu.au/international/accommodation

Student support
www.uws.edu.au/international/current_student_support

Transportation information
www.131500.com.au

Careers & Cooperative Education
www.uws.edu.au/community/engagement/careers

Have fun with uwsconnect trips & tours
www.uwsconnect.com.au

UWS Residential Colleges
http://residences.uws.edu.au

UWS Village [Parramatta]
www.uwsvillage.com.au

www.uws.edu.au/international/important_dates
# ACCEPTANCE (INCLUDING TERMS AND CONDITIONS) TO STUDY AT UWS

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**Date of Birth (dd/mm/yyyy)**  /  /  

**Gender**  
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- Female  

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<th>Overseas address</th>
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| Commencement Date (dd/mm/yyyy) |  /  /  |

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**Note:** You must attach your offer letter to this acceptance form to accept the offer letter

I accept the offer of admission to the University of Western Sydney (UWS) in the above named program, as indicated on the attached UWS offer letter, including any course credit or advanced standing set out in that letter of offer. I declare that, before accepting the offer, I have read and understood the letter of offer and this acceptance form (including the terms and conditions) or if applicable, my agent has explained these to me.

I acknowledge that my acceptance of this offer for admission into the program of study is on a "first-come-first-served basis" and is subject to there being a sufficient number of places being available.

## TERMS AND CONDITIONS

### My Offer

In accepting the attached UWS offer, I declare or agree as follows:

- I am an genuine applicant for admission to UWS and intend to undertake and complete all programs listed in my offer letter as a full-time student;
- all documents I have submitted as part of my application to study at UWS are authentic, valid and complete, and I am aware that UWS will rely on them, and that false information or failure to disclose may result in my enrolment being cancelled and UWS reporting this to relevant authorities;
- I will promptly notify UWS of any change to information or documents that I have provided as part of my application or my acceptance of the offer;
- acceptance of this offer is subject to successful clearance of funds as set out in the Payment Details set out in this form;
- I am subject to and will comply with all UWS rules and policies, including the Code of Conduct and the UWS Intellectual Property Policy, and including any changes to or replaces of them (see [http://policies.uws.edu.au/masterlist.php#](http://policies.uws.edu.au/masterlist.php#));
- any academic credit or advanced standing granted to me (as set out in the attached offer) may decrease the total duration of my program;
- UWS has the right to vary programs, including their content, structure, entry requirements (including score conversions) and completion or graduation requirements at any time;
- I consent to UWS contacting third parties for the purpose of verifying the authenticity of any document or information provided by me in connection with my application or enrolment, including any sponsor for payment of fees;
- the attached letter of offer and this acceptance form the entire agreement between UWS and me about its subject matter, and that this agreement is governed by and subject to the laws in force in New South Wales, Australia. I confirm that any other information given, or representations made to me previously are superseded by this agreement.

I have read and understood information provided to me about:

- the details of the program of study I will undertake, including a general description of the content, the qualification that I will gain upon successful completion (if applicable), the duration of the program, the teaching and assessment methods used, and the details and location of any other provider involved in delivering the program;
- the admission requirements of the program, including English language proficiency, educational qualifications or work experience required and whether course credit may be required;
- the local environment in which I will be studying, including locations of campuses, accommodation options and approximate costs of living;
- the facilities, classroom equipment and learning resources available to me while undertaking the program;
- the grounds on which my enrolment may be deferred, suspended or cancelled;
- the Education Services for Overseas Students framework (see [www.uws.edu.au/about_uws/uws/governance/education_services_for_overseas_students_esos](http://www.uws.edu.au/about_uws/uws/governance/education_services_for_overseas_students_esos));
- details of all fees I am required to pay as an enrolled student at UWS.

I also confirm that I understand or agree as follows:

- I am fully responsible for all my own educational and living and other expenses (and those of any dependents who accompany me to Australia);
- if I am accompanied by any school-age dependents, I am required to send them to school and to pay their full fees for enrolment in a government or non-government school, as well as other expenses related to their education;
- it is a requirement of my Australian student visa that I have in place, for the duration of program, Overseas Student Health Cover (see [www.uws.edu.au/international/orientation](http://www.uws.edu.au/international/orientation)).
- I must provide UWS, within 7 days of my arrival in Australia, details of my Australian residential address and contact telephone number;
- I must provide UWS, within 7 days of any change to my Australian residential address or contact telephone number, details of those changes;
- I should arrive in Sydney in time to attend the UWS International Student Orientation Program that is offered before classes begin (see [www.uws.edu.au/international/orientation](http://www.uws.edu.au/international/orientation)).

### Fees, payment and refunds

- I declare that I have read and understood the following documents before accepting this offer:
  - International Student Fees  
    ([see www.uws.edu.au/international/fees](http://www.uws.edu.au/international/fees));
  - Refund Agreement ([see www.uws.edu.au/international/admissions/refund_agreement](http://www.uws.edu.au/international/admissions/refund_agreement));
- I declare that I am aware that my tuition fees are due at the commencement of each session of study and that non-payment of fees by the due date will result in my enrolment being cancelled, which in turn may have implications for my student visa.

### Declaration of financial capacity

- I represent and declare that I have genuine and definite access to funds to pay all my tuition fees and meet all other financial obligations for the duration of my program and I declare that I am aware that should I meet any financial difficulties, I will continue to be responsible for tuition fees and living expenses, and that I will not be able to seek fee assistance or other financial assistance from UWS.
- If my program is fully subscribed at the time UWS receives my payment, I request:

  Please choose one option only (if you do not choose either option, we will assume you require a refund)

- ![A refund of my fees](false)
- ![A new offer to be made for the next available intake, I understand that fees will be held until the next available intake and the fee required for that intake may change](false)

**Student Signature**  
(If you are under 18 years at the time of acceptance, your parent or guardian must also sign below)  
**Date (dd/mm/yyyy)**  /  /  

**Parent/Guardian Signature**  
(if applicable)  
**Date (dd/mm/yyyy)**  /  /
## Payment Details

### Given Name(s)

### Date of Birth (dd/mm/yyyy)

### Student SID

### Course Name

### Commencement Date (dd/mm/yyyy)

Your payment must:

- be made payable to the University of Western Sydney
- be in Australian dollars
- include your name and Student ID

**Your acceptance will not be processed until payment is confirmed.**

The following options are available for commencing students to make payment to UWS (please choose one option and complete the required information):

### Credit Card Payment

I authorise the University of Western Sydney to debit the credit card below for payment of fees as outlined in my offer letter.

#### Amount: AUD$

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<th>Credit Card Details</th>
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#### CSV (last three digits on back of card)

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<th>Name of cardholder</th>
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#### Signature of cardholder

### Date (dd/mm/yyyy)

### Australian Bank Cheque

Please attach bank cheque to this form

**Cheque to be made out to: University of Western Sydney**

### Telegraphic Transfer Payment

Please tick one option and attach transfer authority to this form

#### Overseas Telegraphic Transfer

- **Account Name**: University of Western Sydney
- **BSB**: 062000
- **Account Number**: 13434939
- **Bank Details**: Commonwealth Bank, 48 Martin Place,
  Sydney NSW 2000 Australia
- **Swift Code**: CTBAAU2S

#### Date Transfer transmitted (dd/mm/yyyy)

### Payment is being made by a scholarship body/sponsoring organisation

Important: If your fees are being paid by a sponsor, you must attach a letter or other document from your sponsor detailing payment arrangements. Your acceptance will not be processed until these documents are provided.

**Name of scholarship body / sponsoring organisation**
IMPORTANT NOTES
- You must obtain a eCoE from UWS before you lodge your Australian student visa application via the streamlined visa processing arrangements with the Department of Immigration and Citizenship (DIAC).
- This information will be entered on the PRISMS website so that UWS can complete an accurate eCoE for you and you can proceed with your visa application. Please make sure all information you provide is accurate and complete.
- The eCoE will not be issued until payment to accept your offer or payment to continue your UWS course is confirmed.

Do you intend to apply for (or extend) a student visa?

- Yes Please complete the eCoE request form and read and sign the declaration below
- No No further information is required

CONFIRMATION OF ENROLMENT (eCoE) REQUEST
Please PRINT and make sure ALL details are supplied and correct and match the details on your passport

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Please send eCoE to

Name
Fax
Email

Student Contact Details

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OVERSEAS STUDENT HEALTH COVER (OSHC)
Please note that you MUST show proof of your OSHC insurance when applying for an Australian student visa. (see www.health.gov.au/privatehealth/osfaq/whichtfund.htm)

Please indicate whichever applies:

- I already have my own OSHC arranged through a recognised Australian OHSC provider as follows:

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- I authorise UWS to provide my personal information to a recognised Australian OHSC provider to arrange OHSC insurance for me and any family member(s) listed below

Please list names and dates of birth for each family member to be covered

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DECLARATION
I declare as follows:

- I am a genuine temporary entrant and a genuine student as defined by the Department of Immigration and Citizenship (see www.diac.gov.au/students/_pdf/2011-genuine-temporary-entrant.pdf);
- I have read and understood the information and conditions about applying for an Australian student visa under the Streamlined Visa Processing arrangement web link (see www.diac.gov.au/students/_pdf/2011-university-sector-streamlined-processing.pdf);
- Bachelor and Masters degrees by course work (see www.diac.gov.au/students/students/573-0/eligibility-student.html)
- Postgraduate research degrees (see www.diac.gov.au/students/students/674-0/eligibility-student.html)
- I have read and understood the ESOS framework (see https://iae.gov.au/Regulatory-Information/Pages/Information-for-Students.aspx);
- I am aware that information provided to UWS may be made available to Commonwealth and State authorities, as required under the ESOS National Code, Standard 3.1 (see www.aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/nationalcodedpartment/Pages/Explanatoryguide23.aspx);
- I have read and understood the conditions of Overseas Student Health Cover (see www.uws.edu.au/international/current_student_support/overseas_health_cover);
- I have read and understood the financial requirements for myself and accompany dependents while in Australia. I declare that I have access to funds for tuition and living costs, student services and amenities fees, Overseas Student Health Cover (OSHC), associated study expenses, and school costs for any school-aged dependents (see www.uws.edu.au/international/fees);
- I understand that as a student visa holder I have limited work rights during term times (max 40 hours per fortnight) and that I must not rely on income earned from working in Australia to fund tuition fees or living costs for the duration of my stay in Australia (see www.diac.gov.au/students/students/working_while_studying);
- I understand that it is a condition of my holding a student visa to keep UWS informed of any changes to my Australian and overseas contact details (residential and postal address, email and telephone details) within 7 days of the change (see www.diac.gov.au/students/visa-conditions-students.htm);
- I am aware that UWS, upon receipt of my payment of tuition fees and Overseas Student Health Cover (OSHC) payment, will forward a Confirmation of Enrolment (eCoE) for visa processing to me.

Student Signature (if you are under 18 years at the time of acceptance, your parent or guardian must also sign below) /

Date (dd/mm/yyyy) /

Parent/Guardian Signature (if applicable) /

Date (dd/mm/yyyy) /
2013

International Student Fees & Refund Agreement (Effective from 01 August 2012)

GENERAL INFORMATION

1. 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 (ESOS National Code, Standard 3.2.d).

2. You should read this policy and agreement in conjunction with the following documents:
   - ESCOS Legislative Framework
   - UWS Streamlined Visa Processing Opt-in obligations
   - UWS Policies:
     - Admissions Policy
     - Enrolment Policy
     - Student Fees Policy
     - Progression and Unsatisfactory Academic Progress Policy
   - UWS Complaints Management and Resolution processes do not restrict the student’s right to pursue other legal remedies.

3. This agreement applies to courses registered with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) by the University of Western Sydney.

ENROLMENT CONDITIONS

1. You must pay all your tuition fees by the census date of each teaching session. You must pay all your tuition fees by the census date of each teaching session.

2. If you are a commencing student and fail to enroll within the agreed commencement period, UWS must notify the Department of Immigration and Citizenship (DIAC) by cancelling your Confirmation of Enrolment. This may lead to your student visa being cancelled.

3. If you wish to defer, you need to notify UWS in writing. When you commence studying at the deferred date, you must fulfill the admission requirements that apply to your course at the new course commencement date. You will be issued a new Offer of Admission. The University will hold all paid fees in trust without penalty until you enrol in your course.

4. If you do not start your course in the commencement period shown on your Offer Letter and do not request a deferment, your offer of admission will lapse and your Confirmation of Enrolment will be cancelled. If you then wish to start at a later date, you may be required to lodge a new application for admission to UWS. You will be issued a new Offer of Admission. The University will hold all paid fees in trust without penalty until you enrol in your course. Please note, you may incur additional fees.

5. If you are a student visa holder, you must ensure that your study load in every teaching session will enable you to complete your studies within your current visa period. If you vary your study load resulting in your contracted study period being extended, you must seek approval for the reduced study in accordance with the University’s rules covering Completion Within Allowable Time Period - Student Visa Holders.

6. You will be charged for additional units studied (including units repeated) at the rate that applies when you enrol in these units.

7. Continuing students: If you have not re-enrolled in your compulsory teaching sessions by the census date, you will be considered as having abandoned your course. UWS will notify the Department of Immigration and Citizenship (DIAC) by cancelling your Confirmation of Enrolment.

8. UWS reserves the right to discontinue or vary units, courses, announcements, or staffing at any time. You can view the Annual International Student Tuition Fee for each course in the UWS International fee list at: www.uws.edu.au/international/course_fees

9. Please see the UWS Enrolment Policy for more details.

FEES - COMMENCING STUDENTS

1. Unless otherwise specified in your offer letter, you will be required to pay half of the annual course tuition fee, applicable to the first session of study, the Overseas Student Health Charge (if applicable) for the duration of your student visa and other fees as appropriate for your course. Confirmations of Enrolment will be issued only when payments have been received and cleared.

2. From 2013 you will be required to pay an Australian government-mandated Student Services and Amenities Fee (SSFA) in addition to tuition fees. Full details on this fee are available at UWS Student Services and Amenities Fee (SSFA) web page.

3. Packaged students are required to pre-pay non-refundable course fees for the UWS component of their course package. The pre-paid course fees for packaged UWS courses are:
   - Packaged with UWSCollege course/s AUS$2000
   - Packaged with any other provider (TAFE NSW, etc) AUS$5000

4. Pre-paid course fees will be credited towards tuition fees once you have enrolled and commenced your UWS course. Please note that when you commence you will be required to pay the difference between your pre-paid fees and the full tuition fees for the first study session.

FEES - CONTINUING STUDENTS

1. You can view the Annual International Student Tuition Fee for each course in the UWS International fee list at: www.uws.edu.au/international/course_fees

2. Continuing students must pay tuition fees in full by the census date unless an extension of time to pay is granted by the Academic Registrar or nominee.

3. If you do not meet the due date for payment, your enrolment will be discontinued and will be re-instated only when all outstanding fees are paid. The University will notify you of your discontinuation by UWS student email, giving you the opportunity to present evidence of exceptional circumstances. If you remain discontinued after 20 working days of the notification, your Confirmation of Enrolment will be cancelled.

4. If you have not completed re-enrolment (i.e. chosen units of study and paid your fees) by the end of the commencement period of the teaching session, you will be considered to have abandoned your course and UWS will notify the Department of Immigration and Citizenship (DIAC). Notification to DIAC may lead to your student visa being cancelled.

5. Tuition fee rates may change from 1 January each year. You will always be assessed for the fees that apply in the current year of study.

Requests for extension of time to pay fees

1. UWS only approves extensions of time to pay fees under exceptional circumstances.

2. UWS considers requests for an extension of time to pay fees on an individual basis. To request an extension of time to pay your fees, submit your request in writing to the Student Finance Coordinator and include documentation explaining the exceptional circumstances.

3. UWS will not consider requests for extensions received after the due date of the fees, being the census date of the current enrolment session.

REFUNDS

Full Refunds

1. New students: all course related fees, including pre-paid fees in packaged courses, will be refunded if your application for a student visa is rejected by the Department of Immigration and Citizenship (DIAC).

2. In the event of a UWS default (an offer of a place is withdrawn or the University is unable to provide the program), all pre-paid course fees are fully refundable. You may be offered enrolment in a comparable course by UWS. You can choose either a full refund or accept a place in another UWS course.

3. Continuing students: if you fail to meet UWS academic progression rules and are subsequently excluded from study, you will be eligible for a full refund of unused fees. For academic progression rules, see the UWS Progression web page.

4. Completing students: if you have a credit balance of tuition fees at the end of your course, the amount will be refunded in full.

Partial Refunds

1. After accepting an offer to a non-packaged course, if you withdraw at any time up to the end of the commencement period, UWS will refund 50 per cent of initial tuition fees paid and all Student Services and Amenities Fees.

No refunds

1. If you are a commencing student and withdraw from a course after the commencement period, no refund will be paid. This applies after the conclusion of the commencement period even if your withdrawal date is before the census date of your first session of study.
1. If you obtained an offer to a course at UWS on the basis of fraudulent documents, the University reserves the right to retain all pre-paid fee.

2. If a continuing student withdraws from a unit for which tuition fees have been paid, UWS will apply the resulting credit against the fee for any future units of study.

3. **Packaged students:** International students who package study programs with a university course are eligible for Streamlined Visa Processing. In this context UWS is required to ensure that it makes offers only to Genuine Temporary Entrants, as defined by DIAC. UWS is obliged to safeguard against applicants who are not genuine students and will not refund pre-paid tuition fees for packaged UWS courses unless documented exceptional circumstances exist or your visa application has been rejected by DIAC.

4. **Packaged students:** If you have not satisfied the entry requirements for the UWS component of your study package, you can apply for a deferred commencement for the next intake of your course. This will enable you to complete the preliminary course to satisfy UWS entry requirements. All pre-paid UWS tuition fees in your package will be held in credit until you commence at the deferred date.

5. **Packaged students:** If you satisfactorily complete a prerequisite course of a packaged program and are admitted to the principal UWS course for which you received a Confirmation of Enrolment, but choose not to enrol, you will not be eligible for a refund of the package partial payment towards the UWS course, unless documented exceptional circumstances exist.

Refunds to international students who obtain Permanent Residency

Please see the relevant section of the UWS Student Fee policy: Part D - International Students who Obtain Permanent Resident Status

**The process of obtaining a refund**

All requests for refunds must be made in writing.

1. You must complete the Request for Fee Refund - International Students Only form.

2. UWS will process refunds within four weeks of receiving a written claim from a student if the refund is due to student default. We will pay refunds within 2 weeks if the refund is due to UWS default.

3. We pay all refunds in Australian dollars, unless you are an international offshore student or you request a different arrangement.

4. When you complete the Request for Fee Refund - International Students Only form, you need to nominate a payee to whom UWS will pay your refund. If you pay your fees, we will refund the fees to that third party unless they authorise us in writing to pay it to you or someone else.

5. UWS will not make split payments to two or more parties.

6. If you wish to transfer to another education provider in Australia, you will need to either make a separate application for release if you have studied less than six months of your principal course at UWS, or you will need to resign from your course. Advice is available from the International Office on each campus. For full details see Transferring Between Education Providers.

7. When your refund is processed, the refund will be reported to the Director, Tuition Protection Service, on your Confirmation of Enrolment.

**EXCEPTIONAL CIRCUMSTANCES**

1. UWS will consider fee refunds, payment extensions or adjustments other than those outlined in this policy only under exceptional circumstances, at the discretion of the Manager, Enrolments and Student Finance or the Manager, International Admissions as applicable. Appropriate documentary evidence must be provided with any such application

**DEFINITIONS**

<table>
<thead>
<tr>
<th>Accepted student</th>
<th>An accepted student is a prospective commencing student who has accepted the offer made by the university and paid the required fees.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Census date</td>
<td>The census date for Autumn and Spring sessions is 31 March and 31 August respectively. The census dates for all other teaching sessions are available at <a href="http://www.uws.edu.au/census">www.uws.edu.au/census</a>. Census date is the official deadline for finalising your enrolment and fees for each teaching session. See transcribing_between_education_providers.</td>
</tr>
<tr>
<td>Commencement period</td>
<td>The commencement period is from the first day of a session to Friday of week 2. Students can enrol at any time in this period. Enrolment is not possible after the commencement period and students who are not enrolled are reportable to DIAC. Tuition Protection legislation from 1 July 2012 requires that student default such as non-commencement be reported to DIAC within 5 business days of the end of the commencement period.</td>
</tr>
<tr>
<td>Commencing or new student</td>
<td>A commencing or new student is a student enrolling in a course at the university in their first session of study.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Continuing student</th>
<th>A continuing student is a student who has been enrolled in a course at the university for at least one session of study and is continuing to the second and subsequent sessions in the course.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course commencement date</td>
<td>The day when the course starts. The first day of the first session for the course identified on the Confirmation of Enrolment. For session dates, please see the UWS website for ‘Dates’.</td>
</tr>
<tr>
<td>Deferment</td>
<td>An agreement between the University and a student. It allows the student to commence a course after the date shown on the original Confirmation of Enrolment.</td>
</tr>
<tr>
<td>Enrolled student</td>
<td>An enrolled student is a student who has fulfilled all requirements necessary for enrolment in a course in the university and has the status of Enrolled at the relevant census date of the teaching session.</td>
</tr>
<tr>
<td>Exceptional circumstances</td>
<td>Critical incidents outside the student’s control. Examples: serious medical cases, political upheaval or natural disasters in home country, traumatic incidents (victim or witness of serious crime)</td>
</tr>
<tr>
<td>Full-time study load</td>
<td>Unless otherwise specified, 0.5 EFTSL (Equivalent Full-Time Student Load) or 40 Credit Points of study in a half calendar year or 20 credit points in a Quarter.</td>
</tr>
<tr>
<td>Genuine Student</td>
<td>A genuine student is a student who intends to obtain a successful educational outcome and has the language, educational and material background to have a reasonable chance of achieving this educational outcome.</td>
</tr>
<tr>
<td>Non-packaged student</td>
<td>Applicants for a single UWS course.</td>
</tr>
<tr>
<td>Packaged course/student</td>
<td>A set of pre-university and university courses for which Confirmations of Enrolment are issued and a single student visa is issued. Up to three courses can be packed under a single student visa. Students who package courses with a university course as the principal course are eligible for Streamlined Visa Processing.</td>
</tr>
<tr>
<td>Session</td>
<td>A period of teaching for units in a course. For example Autumn or Spring session, Quarters and Terms for some programs.</td>
</tr>
<tr>
<td>SSAF</td>
<td>Student Services and Amenities Fees – a compulsory fee required by Commonwealth legislation</td>
</tr>
<tr>
<td>Streamlined Visa Processing (SVP)</td>
<td>A visa processing system whereby all applicants for certain university courses are treated as low risk for visa purposes. Applicants must satisfy Genuine Temporary Entrant and Genuine Student requirements. University courses eligible for SVP are: Bachelor, Masters (coursework and research) and Doctoral (PhD) programs. Diplomas, Graduate certificates and Graduate Diplomas are not eligible.</td>
</tr>
<tr>
<td>Student default</td>
<td>Non-commencement or cessation of enrolment initiated by the student.</td>
</tr>
<tr>
<td>Tuition fees</td>
<td>As defined by Section 7 of the ESOS Act, Tuition fees means money a provider receives, directly or indirectly, from:</td>
</tr>
<tr>
<td>Tuition Protection Service (TPS)</td>
<td>The Tuition Protection Service or TPS is a placement and refund service for international students. In effect from 1 July 2012.</td>
</tr>
<tr>
<td>UWS default</td>
<td>Withdrawal of course for which offers have been accepted by students.</td>
</tr>
</tbody>
</table>
Airport Pick Up Application

For new international students commencing at the University of Western Sydney

Steps for Lodging a Successful Airport Pick Up Application

Use the information below as a checklist for applying for airport pick up and advice on what to do when you arrive in Sydney.

**STEP 1**
As soon as complete flight arrival details are known
Complete this form clearly in ink (black/blue), ensuring that ALL information requested is provided (see Important Information for ALL applicants at the end of this form).

**STEP 2**
Once this form is completed
Fax the completed form overleaf to UWS International at (+61 2) 4736 0922
OR
Scan and email to isa@uws.edu.au

**STEP 3**
Within three working days of submission
Expect confirmation from UWS International by email. If you do NOT receive confirmation, please resend your application noting that it is being resent. If, after the second notice, still NO confirmation has been received, telephone UWS International on (+61 2) 4736 0925 between 10.00am and 4.00pm Sydney time (GMT + 10 hrs or, + 11 hours from Nov. to March) to clarify receipt of application.

**STEP 4**
As soon as confirmation is received by you
Verify the details given in the confirmation. If CORRECT, do nothing! If INCORRECT resubmit application as soon as possible noting corrections/additions clearly, and wait for second confirmation.

**STEP 5**
Once you arrive at Sydney International Airport
Your designated Airport Pick Up service is provided by Hawkesbury Shuttle Service to all UWS campuses. Hawkesbury Shuttle Service drivers will hold a board saying “UWS Students”. Look for the Hawkesbury Shuttle Service driver at the following location:

After you exit customs, turn right and walk along the concourse of the Arrival level until you reach the McDonald's Restaurant, just past Area A, and look for the Hawkesbury Shuttle Service driver near the “Shuttle Bus Meeting Point” sign.

**PLEASE NOTE:**

the Hawkesbury Shuttle Service driver should have your name recorded on an expected arrival list. If your name is not on that list, OR if you arrive at a different time or date than that specified on your confirmation, Hawkesbury Shuttle Service may only be able to take you when the next service to your destination is available.

**ONLY if you have followed the above instructions and have NOT located the Hawkesbury Shuttle Service driver, please call Hawkesbury Shuttle Service directly on 0412 571 125.**

UWS CRICOS Provider Code 00917K
Airport Pick Up Application

Personal Details

Family name on passport

Given names on passport

Date of Birth (dd/mm/yy) / / 

Sex  M □  F □

Nationality

Please include the names and relationship of any passengers accompanying you and who are NOT applying separately for airport pick up:

Flight Details

Complete flight No

(This should be written as a two letter airline code plus 3 or 4 digits to indicate the flight no. eg. QF002, UA815, SQ219 etc.)

Expected date of arrival (dd/mm/yy) / / 

Please check with flight schedule if departure date differs from arrival date, especially if travelling west to Australia.

Expected time of arrival

Please use 24 hour clock, eg. 1535 for 3.35pm, 0535 for 5.35am

Last city departed on this flight

Accommodation Destination Details

For this application to be accepted, you must provide either:

» a confirmation of your accommodation with Student Residences (see CHECK section below), OR

» agreement that you will be delivered to your campus of study, without any confirmation of accommodation.

NO other destinations will be accepted.

Which campus is your intended campus of study?

Identify one campus only by writing ‘1’ in the appropriate box below. ONLY if your campus of study is not the same as your intended campus of residence, put ‘2’ in a second box to indicate your campus of residence.

□ Bankstown (Miperra)
□ Parramatta (including Rydalmere, but excluding Westmead)
□ Penrith (Kingswood and Werrington)
□ Campbelltown
□ Hawkesbury (Richmond)

If you have applied for accommodation with Student Residences, please cite the campus of accommodation and the date of confirmation:

Campus confirmed

Date of confirmation (dd/mm/yy) / / 

If you have arranged private accommodation (ie NOT through UWS Student Residences), please identify the campus where you wish to be delivered by writing ‘3’ in the relevant campus selection above. You will have to make your own way from the campus you nominate to your accommodation.

Please note that deliveries to other locations are not available through this service.

Your home country contact details for receiving the confirmation:

Fax: Country code Area code

Number

Email

Please sign and date this application to make it valid, and acknowledge that you have read and accepted the terms of airport pick up as outlined.

Signature

Date (dd/mm/yy) / / 

CHECK: Have you completed every question?

Important Information for ALL Applicants.

1. Students seeking to be picked up by the University’s airport pick up service can only be delivered to the University accommodation destinations listed above, unless otherwise approved prior to departure. Students should NOT seek to be delivered elsewhere without prior agreement.

2. This form does NOT include accommodation. All applications for accommodation must be made separately to Student Residences or UWS Village [Parramatta] on the Student Accommodation application form at www.uws.edu.au/international/accommodation

3. The information entered on this form must be both complete and readable. Any information that is unreadable, incorrect or absent will jeopardise the success of your application and UWS cannot take responsibility for this. Therefore, UWS International will provide a confirmation of what has been received by this office. If that confirmation contains errors, it is the responsibility of the applicant to advise UWS of the corrected or missing information, not less than three days before the date of the earliest expected arrival. If no confirmation is received from UWS International, the application cannot be deemed to have been received by the University, and the University cannot be held accountable for any failure to pick the applicant up.

4. While every effort will be made to fulfill the commitment to pick students up as confirmed, UWS cannot be held responsible for failures to do so beyond its control.

UWS CRICOS Provider Code 00917K
NOTE: UWS is a multi-campus and dynamic institution. UWS reserves the right to alter the location of its courses between UWS campuses and other locations as necessary. Students should be aware of the possibility of change of location for the whole or part of course for which they enrol and should plan for the need to travel between UWS campuses. (UWS CRICOS Code 00917K)

UWSCollege (CRICOS 028516) is wholly-owned by the University of Western Sydney (CRICOS 00917K)