



Acceptance of Offer

Please complete and submit this form with the required documentation to Curtin International as part of your acceptance to Curtin University. You will require your Curtin University Letter of Offer to complete this form. Once completed, please send the form to us together with:

- Evidence of appropriate payment as per your Letter of Offer.
- Evidence of payment of Overseas Student Health Cover (OSHC), or evidence that you have arranged your own health cover.
- A copy of your Passport photo page.

Contact details

Telephone: +61 8 9266 3881

Email: ci-accept@curtin.edu.au

1. Personal and Confirmation of Enrolment (COE) details

Curtin University Student ID Surname Given name/s

Date of Birth (dd/mm/yyyy) Nationality Passport Number

Email address Agent Company name Agent Branch (location)

Emergency Contact Name Relationship Contact No. Country of Residence

Do you currently hold an Australian visa? No Yes If yes, please provide details below

What type of visa is it? (e.g. student, tourist) Visa subclass Expiry Date

Have you had a previous visa rejection? No Yes (If yes, please provide visa rejection letter)

Are you currently in Australia? No Yes

Will any family members or dependents be travelling to Australia with you? No Yes

Do you have any relatives currently living in Australia?

No Yes if yes, which city?

Are you PhD or Masters by Research Student

No Yes If yes, when you will begin your research? (dd/mm/yyyy)

You are required to discuss the research start date with your supervisor.

2. Course details

A course is a structured combination of approved units which, when completed, qualifies you for an award from Curtin University. You need to read carefully and understand your course in the Curtin University handbook. The handbook will give you the course overview, course learning outcomes, prerequisites and core units that have to be completed. For more information about your specific course please go to the [Online handbook](#). Please provide all course details as per your Letter of Offer below.

Curtin University Degree Course 1

Date of Offer

Course Title

Course Major (if applicable)

Standard Course Duration

Semester Begins

Campus Location

Course Duration After Credit for Recognised Learning (CRL) (if applicable)

Curtin University Degree Course 2

Date of Offer

Course Title

Course Major (if applicable)

Standard Course Duration

Semester Begins

Campus Location

Course Duration After Credit for Recognised Learning (CRL) (if applicable)

Curtin University Degree Course 3

Date of Offer

Course Title

Course Major (if applicable)

Standard Course Duration

Semester Begins

Campus Location

Course Duration After Credit for Recognised Learning (CRL) (if applicable)

3. Pathway Course Details

Do you have a pathway offer

No

Yes

If yes, please provide details below

Package course (e.g. General English, Gateway, ELB, Foundation, Certificate, Diploma)

Name of Course

Course Duration

Course Begins

Name of Pathway Provider

4. Fee Payable Information

In order to accept this offer, I am aware that I must pay the tuition fee deposit indicated on my Letter of Offer in full. If you are sponsored, please attach financial guarantee letter.

Curtin English Enrolment Fee and Tuition Fee Deposit (if applicable)	AU\$
Course Tuition Fee Deposit	AU\$
Package course (if applicable) Offer Deposit (non-refundable).....	AU\$
OSHC Cover* Single Dual Family 	AU\$
Total Deposit Payable** (this is the initial payment for your acceptance to be processed)	AU\$

*The University can organise your OSHC with the University's preferred provider, Allianz Global Assistance . If you wish to use other providers, please go to the following link: [Other insurers offering OSHC](#). Your OSHC will begin **one (1) week** before your Orientation Week. If you plan to arrive in Australia before that date you will need to make an additional OSHC payment by contacting Curtin OSHC at OSHCWorldcare@curtin.edu.au.

** Please note that the deposit paid may change depending on unit selected during enrolment. You may be invoiced by the University for the balance of your tuition and any other fees after enrolment.

5. OSHC Information

Only complete the section below if you already have an OSHC policy in Australia. Ensure that your membership covers you from the period you intend to arrive in Australia until your visa end date.

Type of OSHC cover: Single Dual Family I already have OSHC cover because (please provide details below)

[Belgian, Norwegian, Swedish, exemption](#) Australian Temporary Resident

Current OSHC membership still valid (give details below)

Name of OSHC Provider	Membership No.	Expiry date
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You are required to provide a copy of your OSHC certificate with your acceptance documents.

6. Payment Method

Curtin University's preferred mode of payment of Tuition Fees and OSHC is via [Curtin ePay](#). To ensure a quicker issuance of eCOE, kindly refer to the [Payment Options](#) page for details.

Once payment is made, please forward to us proof of payment with the following documents:

- Signed acceptance form.
- A copy of your Passport photo page.
- Evidence of payment of Overseas Student Health Cover (OSHC) if you already have one.
- If you are sponsored please attach your Financial Guarantee letter from your sponsor.

You must send the above to Curtin International by the date specified on the Offer Letter. If you are waiting for results to meet the conditions, you can pay after the due date. The University will not accept your deposit if you have not signed the Acceptance of Offer. When you enrol, your deposit will be credited towards your tuition fees for your first semester/trimester.

7. Financial Capacity (Please read through this section and complete. You may be required to provide evidence of access to funds)

The Department of Home Affairs expects all international students to be able to meet all of their living and tuition fee expenses independently for the duration of their studies in Australia. For more information please see the following websites - [DHA website](#) and [Curtin University Pre-departure budget](#).

Please indicate the sources of the funds you will be relying on to cover your expenses (tick all that apply):

Private funding

Self Loan Support from relatives

Scholarship/Sponsored Student

Required evidence - A Financial Guarantee or Sponsorship letter detailing the value and conditions of your scholarship

Government Sponsor Corporate Sponsor

Financial Capacity Declaration

I have read and understood the information provided on tuition and living expenses. I further represent and declare that I have genuine and definite access to sufficient funds to meet my all of my financial obligations for the duration of my studies in Australia.

8. Refund agreement, terms of offer and information pack

Curtin International Student Refund Agreement for New International¹ and Continuing Students²

Full Refund

Student is subject to full refund in cases where

- The student Visa application is refused**;
- The university is no longer able to provide the course (of money paid without receiving tuition);
- The student's Condition(s) on the Letter of Offer could not be met;
- A continuing student withdraws from the course before commencement date;
- There is unsatisfactory course progress.

Partial Refund

A new international student is subject to a

- Full refund minus a \$500 administrative fee*, if a written notification of withdrawal or intention not to commence a course*** is given 10 weeks or greater before the published start date;
- 90% refund*, if a written notification of withdrawal or intention not to commence a course*** is given 10 weeks or less before the published start date;
- 50% refund*, if a written notification of withdrawal or intention not to commence a course*** is given before the census date.

A continuing student is subject to a 50% refund, if a written notification of withdrawal or intention not to commence a course given before the census date.

No Refund:

No refund of fees will be given in cases where there is

- Misconduct;
- fraudulent or forged material submitted to the University;
- Cancellation of enrolment due to failure to pay fees in full;
- If notification of withdrawal or intention not to commence a course is done after census date.

Withdrawal from a unit

- If a student withdraws from a unit before census date - No fee liability incurred. If under-load is unauthorised and breaches visa conditions then any fees paid for the unit will be retained as credit towards the next study period.
- If you withdraw from a unit after census date - Fee liability will be incurred.

Not for Degree Enrolment

- If a unit is withdrawn before the commencement of the study period, the student is eligible for a full refund less a 10% administrative fee.
- If a unit is withdrawn after the commencement of the study period and prior to census date, the student is eligible for a 50% refund.
- If a unit is withdrawn after the census date, the student is not eligible for a refund.

Packaged Students

- Application fees including Packaging Application fee are non-refundable.
- Packaging Application fees (AUD \$100) non-refundable.
- The deposit for package offer will be credited towards your tuition fee account if you successfully continue with the mainstream course. If you do not continue the mainstream course or do not meet the conditions on your offer, the deposit will be non-refundable.
- You are required to pay the full deposit amount for the mainstream course (as outlined in the Package Letter of Offer) and the deposit for package offer (AUD \$1,000) will offset fees in their account in the second semester of their studies.

Living Costs

- Living expenses must not be paid directly to Curtin University. Students and sponsors must not overpay the tuition fees and/or related charges and costs to the University in order to obtain their living costs or circumvent any government regulation or restriction. The University is not able to act as a clearance account, and must abide by Australian money laundering laws. Excess payment amounts will be refunded to the original payee, or retained as credit for future tuition fees. Curtin University is not liable for any form of monetary loss due to, but not limited to, bank charges or fluctuating exchange rates.

Overseas Student Health Cover and Incidental Fees

- Students are to claim any refund of Overseas Student Health Cover (OSHC) directly from their OSHC provider. If you have not yet received your Allianz policy number you can contact OSHCWorldcare@curtin.edu.au. Any claims for refund for incidental fees must be sought directly from the appropriate School and/or Faculty.

Census Dates for Courses Offered

- Please ensure that you read information on Bentley Campus [study periods and census dates](#).

Refund Process

- Students seeking a refund must apply in writing using the [Refund and Remission of Fees form](#).
- Submit the application form and all supporting documents via email to Student Refunds - studentrefunds@curtin.edu.au
- Once ALL information/documents have been received, please allow 4 weeks (28 days) for a response.
- If further documentation/information is required you will be contacted via the email address you have specified on the Application for Refund and Remission of Fees form.

Refund of Overseas Student Health Cover (OSHC)

- Students are responsible for claiming refunds of OSHC directly from their OSHC provider.
- Students who depart Australia earlier than the visa end date can seek refund of overpaid OSHC from their OSHC provider.
- Students are required to apply for their OSHC refund by completing the [OSHC refund form](#) and sending it directly to Allianz Global Assistance.

Request for Review

- If a student disagrees with the outcome of an application for a refund, a written request for review may be submitted to the University. The request for review must contain information on circumstances not previously presented or considered in the original application, and should be accompanied by any relevant documentation supporting the basis of the request. Each request for review will be considered on its merits, in conjunction with the supporting documentation provided. The supporting documentation to be included should provide enough detail for the Manager to make an informed decision regarding the case for review.
- The request for review may be submitted by email to the Student Administration and Fees (SAaF). The Request for Review should be addressed to the Manager, Student Administration and Fees, Student Services and be clearly marked Request for Review of Refund Application Outcome - **Email:** studentrefunds@curtin.edu.au

Points to note:

¹For the purpose of this International Refund Agreement, a new International Student is considered to be an overseas student enrolled in their first study period of a course of study at Curtin University.

²For the purpose of this International Refund Agreement, a continuing International Student is considered to be an overseas student who has been enrolled in a previous study period at Curtin University and is continuing in the same course of study.

*Please be advised, in certain circumstances the Chief Student Services Officer or nominee may vary the refundable amount and/or may apply an administration fee (up to \$500).

****Visa Refusal/Inability to obtain a Visa:** If the visa refusal or visa delay is due to no fault of the student a 100% refund may be approved. If the refusal/delay is due to incorrect, incomplete or fraudulent information supplied with the application, the refunded amount will be calculated in accordance with **Section 47 of the ESOS Act 2000** specifically the legislative instrument made under subsection 47E. In each instance, the student must present evidence of the refusal or delay to issue a visa.

*****Deferred Entry:** Where a student, after accepting an offer of admission, is granted a deferral of their course, any payments made will be transferred to the subsequent study period without penalty. Where the student does not commence in the subsequent study period due to any of the circumstance stated above, a refund will be processed in accordance with timelines of the original deferral request.

- **This agreement does not remove the right of the student to take further action under Australia's consumer protection laws.**
- **Tuition fees will be refunded in accordance with these agreements. Please note it is the student's responsibility to ensure, when requesting a refund, the appropriate withdrawal from a course/unit application has been lodged with the University.**
- **The University accepts no liability for any currency exchange fluctuation between the date the fee payments were received and the date the refund is paid, or for any bank charges relating to the refund.**

Curtin International Terms of Offer

Offer Letter

The Letter of Offer and Acceptance of Offer form the agreement between the University and the student.

- The Offer Letter must be shown when you attend enrolment.
- You must commence study in the semester stated on the Offer Letter.
- If you wish to defer your studies, you must submit a written application. This offer is only valid for international students studying under a temporary entry permit (e.g. student visa). It is your responsibility to ensure your student visa is issued in time for you to attend Orientation Week and enrolment briefing. The University cannot accommodate late arrivals. Please [click here](#) for more information on your course, enrolment, orientation, campus location, accommodation options, and living in Western Australia.

Original Documents

You may be required to provide the originals of the supporting documents you submitted with your application. Please ensure that you bring the originals. If you are unable to provide the original documents when requested, your enrolment may be cancelled.

Acceptance of Offer and Deposit Information

You are only required to pay the amount stipulated on your offer letter. Should you choose to pay more, the additional amount will be transferred to the subsequent study period. If you do not commence in the subsequent study period, a refund will be processed in accordance with student refund agreement.

The Deposit may not be the full fee required at the point of enrolment. Upon your arrival and following on your enrolment in the course at Curtin University, you can generate a copy of your tax invoice via oasis.curtin.edu.au to see if there is any further payment required. To generate your invoice, please follow the steps at fees.curtin.edu.au/invoice.cfm.

Student Essentials

Before you accept and sign the declaration below, it is important that you get information on [student essentials](#) such as, important dates, changing your details, enrolment, examinations, forms, Identity Card, official student documents, student concessions, graduation, money matters and others.

Under [money matters](#) you will find information on other fees and charges which includes incidental fees, fines and debts and other charges you may incur on campus.

Student Help and Study Resources

Always be assured that you have access to help. [Click here](#) for information on: Careers, Support services, Security, Student Guild, University Health Services, University life and Complaints. There is also information on study resources such as Bookshops, Studying Online, ICT & Abacus Labs, Learning Support, Library, Rights and Responsibilities and Scholarships.

Simplified Student Visa Framework (SSVF)

Curtin University participates in the simplified Student Visa Framework (SSVF), which has necessitated the University implementing a range of measures to ensure the genuineness of applicants who apply and to ensure that applicants who accept an offer at the University have the financial capacity to pay for their tuition fees, travel and ongoing expenses associated with living in Australia. The level of information required is dependent upon the country in which you are applying and the course level of your application. Before accepting your offer you will need to meet the Genuine Temporary Entrant condition if outlined on your Letter of Offer. Go to the immigration website for more information on [SSVF](#).

Fees

- The fees stipulated on your offer letter are an estimate based on standard full time study load (100 credits per semester or 75 credits in some courses). The actual fee payable by you will be based on your enrolled load in a given study period.
- Annual Fees changes: The annual tuition fee stipulated on the offer letter is based on a standard full time student enrolment load for the current year. The tuition fee is subject to annual review each year and the annual tuition fee increase will not exceed 5% per annum.
- **Degree by coursework**
Tuition fees are calculated for a full-time study load (100 credits per semester or 75 credits in some courses). The cost of units varies depending on the subject. You are required to pay tuition fees for a full semester in the first semester of study.
- **Degree by research**
Tuition fees are calculated on a daily basis. The calculation is based on the date of enrolment and the date that you submit your thesis, as a proportion of one academic year (50 study weeks) rounded to the nearest week.

Refund Agreement

You need to read and understand the [Student Refund Agreement](#) on your acceptance of offer.

Credit for Recognised Learning (CRL)

If CRL (advanced standing/exemption) is granted, the duration of the course will be reduced. The Confirmation of Enrolment (CoE) that you need for your student visa application is based on the course duration after CRL (included in the Offer Letter).

Overseas Student Health Cover (OSHC)

OSHC is compulsory for a student visa to be issued. The university can only accept OSHC payment on behalf of OSHC [Allianz Global Assistance](#), our preferred provider.

Note: new students using OSHC Allianz Global Assistance as their OSHC provider should register online at oshcallianzassistance.com.au upon arrival in Perth. An OSHC membership card will be sent to your home address in Australia. The policy number is your student number (as quoted in the Offer Letter) followed by CU.

Orientation and Pre-departure

Attendance at [orientation](#) is compulsory. During this week, you will attend an enrolment briefing that covers enrolment, class timetables and tutorials, and also have the opportunity to familiarise yourself with the campus and the [services](#) we offer.

Accommodation

The [Housing Services](#) Office provides students and staff with impartial information about on- and off-campus housing alternatives. Staff can assist with applications for on-campus residency and locating off-campus accommodation using their extensive database.

Policies and Procedures

Please read and understand [policies and procedures](#) relating to students' rights and responsibilities, administration and support of students, including the procedure to defer, temporarily suspend or apply for a leave of absence etc.

Assessment and Progression

Please read and understand information about [deferral, suspension and cancellation of enrolment](#).

Education Services for Overseas Student (ESOS) Act

The [ESOS Act](#) was designed by the Australian Government to protect the rights of international students. The act also guarantees the quality of education at any institution in Australia.

Privacy Statement

The personal information you provide to Curtin University may be provided to third parties e.g. Overseas Student Health Cover providers for administrative purposes in accordance with the Privacy Act 1988. Curtin University will not make available to a third party any personal information supplied by you unless you have consented or the disclosure is otherwise permitted or required by law. For more information on the collection, use and disclosure of personal information by Curtin University and how you may access or correct your personal information or make a privacy complaint, view the University's [Disclosure of Personal Information Procedures](#).

Complaints and Appeals

A complaint is an expression of dissatisfaction with an administrative decision made by Curtin University. Complaints can be made about a range of issues including but not limited to:

- decisions by administrative staff affecting individuals or groups of students;
- administration of policies, procedures and rules of the University;
- standard of service received through the University administration; and
- access to resources or facilities.

Students are encouraged to first try to resolve the issue with the staff member responsible for the decision, act or omission. Where this results in an outcome which does not please you or you do not feel comfortable approaching the staff member concerned, you can submit a formal complaint the [Complaints Portal](#). Once the complaint is processed you will receive a formal notification of the outcome which will include information on any relevant appeals processes.

External Appeals

Students not satisfied with the outcome of a formal complaint and appeal process at Curtin University can lodge an external appeal with the [West Australian Ombudsman's Office](#). Please note that the Ombudsman will only consider appeals where a student has exhausted all of the University's internal appeals processes.

Student Records

It is your responsibility to keep copies of documents given to you by Curtin University, including:

- Offer letters;
- Confirmation of Enrolment (CoEs); and
- Receipts of any payments for tuition fees and non-tuition fees.

Information Pack

Australia welcomes international students

- The [Australian Government](#) has information for Australian students wishing to study overseas and international students wishing to study in Australia. It also has information on visa and immigration information, Tuition Protection Services (TPS), overseas student Ombudsman, Know your Workplace Rights, scholarships and other advice.

What you need to know about being an international student in Australia

The ESOS standards cover a range of information you have a right to know about and the services that must be offered to you by Australian education providers. These include:

- orientation to help you understand the course and more about the place you are studying, as well as access to support services that can help you study and adjust to life in Australia
- the education provider's contact officer or officers for overseas students
- what your provider's requirements are for satisfactory attendance
- what your provider's requirements are for satisfactory progress in the courses you study and
- what support is available if you are not progressing well
- if you can apply for course credit and the circumstances in which your enrolment can be deferred, suspended or cancelled
- complaints and appeals process.

Your responsibilities as an international student in Australia

As an international student on a student visa, you are responsible for:

- complying with your [student visa conditions](#)
- ensuring you have and continue to maintain your Overseas Student Health Cover (OSHC) for as long as you stay in Australia as a student
- telling your provider if you change your address or other contact details within 7 days
- meeting the terms of the written agreement with your education provider
- meeting the restriction on transfer between registered providers
- maintaining satisfactory course progress
- maintaining satisfactory attendance where applicable.

Under 18

If you are under 18 years of age, to ensure your safety you will only be granted a visa if there are adequate arrangements in place for your accommodation, support and general welfare for the length of your student visa or until you turn 18. This is a requirement of the [DHA](#).

More Information for Students

Please go to the DHA website for more [information](#).

Student Declaration

Please make sure you have read and understood the conditions below before signing to confirm your

1. I declare that all of the information and supporting documents provided with this form are true and correct.
2. I declare that I will inform the University immediately if my visa status or any of the information provided changes.
3. I declare that I have read and understood the course structure and content of the course as per what is in the [handbook](#), the Credit for Recognised Learning (CRL) (if applicable) and special comments stated in this Letter of Offer.
4. I accept the CRL duration stated on my offer (if applicable).
5. I am aware that my CRL has been awarded based on the course on my current offer (if applicable). Should I choose to undertake a double major or change my course/major, my CRL may have to be re-assessed which may result in a longer duration.
6. I declare that I have read, understood and agree to the terms & the University policies in the online Pre-departure Guide and the Refund Agreement for International Students which is included as an attachment in the Letter of Offer.
7. I declare that I am a [Genuine Temporary Entrant and Genuine Student](#).
8. I authorise the University to access the Visa Entitlements Verification Online (VEVO) system at any time to obtain information on my visa status.
9. I understand that I am obligated to provide my Australian residential address and Australian phone number to Curtin University within 7 days of arrival to Australia and that I must adhere to my other student visa conditions. For more information please go to - Student visa conditions website.
10. I provide authority for my personal information, to be provided to my Sponsor, the Australian Government (Commonwealth) & State Agencies; and my Curtin Student Identification number to Allianz Global Assistance (for OSHC) if applicable.
11. I am aware that the University may obtain official records from any institution or organisation I have claimed a previous association with, for the purposes of verifying my academic or employment history;
12. I am aware that it is my responsibility to keep a copy of my offer letter, my signed Acceptance of Offer form, receipts of tuition and non tuition fee payment made to Curtin University.
13. That I have personally signed this form

By signing below, I confirm that I have read and understood the Curtin International Student Refund Agreement, the Terms of Offer and Information pack – (pp 4-8) of this document. Digital Signature is acceptable.

Applicant's Signature

Applicant's name

Date Signed dd/mm/yyyy

Must be signed below by parent or legal guardian if student is under 18 years of age.

Parents/legal guardians for Under 18 students are supposed to give us information on preferred accommodation arrangements by completing the [Local Carer Form](#).

Parent's/Guardian's Signature

Parent's/Guardians name