

ACCOMMODATION APPLICATION FORM 2025

STUDENT DETAILS

Title: Mr Mrs Miss Ms Other:				
Given Name:				
Family Name:				
Gender: Male Female Other:				
Date of Birth (day/month/year):				
Country of Birth:			City of Birth:	
Nationality:				
Address:				
Suburb/City:			Postal Code:	
Country:				
Email:				
Mobile:				
Passport No:				
Passport Expiry Date:				
First Language:				
English Level:				

EMERGENCY CONTACT / NEXT OF KIN

Name:	
Mobile:	
Relationship:	
Email:	

MEDICAL CONDITION / SPECIAL NEEDS

Do you have a disability, impairment, or long-term medical condition which may affect your studies or learning? Yes | No

If yes, please provide medical documentation from a relevant treating professional detailing the impact of your condition on your ability to meet academic demands. Please see our [Health and Safety Policy](#).

ACCOMMODATION DETAILS

All accommodations incur a placement fee of \$370.

Accommodation Type	Fee (per week)	Room Type	Check-In (day/month/year)	No of Weeks
Homestay - Full-board	\$470	Single		
Homestay - Half-board	\$440	Single		
Shared Accommodation	\$360	Single		

Important Information:

- UE will provide all Accommodation and Airport Pick-Up services upon receipt of flight details and payment details.
- Flight details must be provided 4 weeks prior to arrival.
- The recommended check-in date is Sunday.
- The recommended departure date is Saturday.

AIRPORT TRANSFER SERVICE

Would you like UE to arrange the airport transfer services? Yes | No

If yes, please specify the dates below:

	Airport Pick-Up (Tullamarine Airport) - Arrival from 6 AM to 10 PM Price: \$200
	Airport Pick-Up (Tullamarine Airport) - Arrival from 10 PM to 6 AM Price: \$210
	Airport Drop-Off (Tullamarine Airport) - Arrival from 6 AM to 10 PM Price: \$200
	Airport Drop-Off (Tullamarine Airport) - Arrival from 10 PM to 6 AM Price: \$210

Flight details must be provided 4 weeks prior to arrival!

If you have the flight details at this stage, complete the following as shown on the flight ticket:

Flight No:	Flight Company:
Arrival Date:	Time of Arrival

HOMESTAY ACCOMMODATION INFORMATION

Do you like pets?	Yes		No
Do you smoke?	Yes		No
Are you happy to stay with a family with children?	Yes		No
Do you have any allergies or medical conditions?	Yes		No
Do you have any special requirements?	Yes		No

If yes, please specify it below:

Do you have any health, dietary (e.g., vegetarian) or allergy concerns we should know about? Yes | No

If yes, please specify it below:

Please list your interests/hobbies:

UE REPRESENTATIVE/AGENT INFORMATION

Company Name:
Contact Name:
Email:
Phone:
Agent Signature:

DECLARATION

I confirm that I have read, understood, and agreed to be bound by UE's [International Admissions Policy and Procedure](#), which can be found at <https://www.universalenglish.edu.au/policies-procedures-and-for>

Signature	Date:
Signature of parent/guardian (required if the student is under 18 years old)	Date:

Please return the completed form to UE's Admissions Department at admissions@ue.edu.au

ACCOMMODATION APPLICATION CONDITIONS & IMPORTANT INFORMATION

HOMESTAY

What to expect from your Homestay

Students will have a fully furnished room: Study desk, chair and bed. Students will be provided with bed linen, towels, toilet paper and soap. Students must supply their own shampoo, conditioner and personal toiletries. Laundry facilities will be available.

Meals (Homestay Half-Board)

Two meals per day (breakfast and dinner) are provided on weekdays, and three meals are provided on weekends only.

Meals (Homestay Full-Board)

Three meals per day (breakfast, lunch and dinner) are provided.

Example of meals:

- **Breakfast:** Choice of cereal, toast, condiments, eggs, noodles, milk, coffee/tea.
- **Lunch:** Self-serve (weekends only for half-board)
- **Dinner:** Cooked meals, such as meat, vegetables, noodles, or rice. Students should ask Homestay host to take them food shopping so they can make some food choices.

***Note:** Students are required to advise their host when they will be late for meals. This is considered well-mannered. Also, note that snacks between meals are not provided by hosts.*

Water Usage

Australia is a dry continent that often experiences water shortages. Students should limit water usage, and discuss the current water restrictions applied by the government in all states with their host. If a host requests that short showers are taken, it is because they are conscious of the environment.

Heating and Cooling

Hosts are expected to provide adequate heating in the student's bedroom for no extra charge when the room is occupied. A student's average stay in the room is from 5 pm to 11 pm and from 6 am to 8 am (8 hours per day). Students should be aware of usage and respect Homestay house rules; it is not acceptable to expect heaters to be on all the time; students should make sure they have warm clothing and do not sleep with the heater on as this can be a health risk and can also be very expensive for their host family. Additional charges may apply to supplementary heating beyond the average usage.

AGE

At the time of commencement of the accommodation, students must be 18 years old.

DISABLED STUDENTS

Universal English is equipped for disabled access and is glad to advise and assist disabled students in choosing a suitable programme. When completing the course application form, students should provide full details of any disabilities,

learning difficulties, or special requirements so Universal English may provide support.

HEALTH

Students must inform UE of any mental or physical conditions, allergies, or disabilities that may affect their health, academic performance, or require special accommodation. Universal English is not responsible for any misrepresentation or omission of information by the student.

INSURANCE

The Australian Government requires all student visa holders to have Overseas Students Health Cover (OSHC) for their entire stay. Universal English (UE) partners with BUPA to arrange this cover, which will be an additional cost beyond the fees in the offer letter, if required. Students must maintain this coverage throughout their enrolment with UE and for the entire duration of their visa.

PAYMENT AND REFUNDS

All required course fees must be paid in full before the course start date. For late enrolments, payment should be made immediately at the time of enrolment to secure a place on the course. The following payment methods are acceptable:

- **Debit Card:** Only accepted if paying in person on campus.
- **Credit Card:** A 2.5% surcharge applies to Visa and MasterCard credit card payments in Australia.
- **Bank Transfer:** Payments should be made in the currency of the study location (AUD).

All bank charges must be covered by the sender. A copy of the transfer document must be sent to the relevant admissions department at admissions@ue.edu.au with all payments and specify: Student's name, Campus, Dates and Enrolment number. For refunds, refer to the Refund Policy and Procedure available at UE's website or email admissions@ue.edu.au.

RESOLUTION OF DISPUTES

In the event of a dispute between a student and the school, procedures are in place to facilitate the resolution of the dispute. Formal complaints can be lodged using the Complaints Form available at Reception, or via the UE website. Review of the complaint will be initiated within 10 working days, and completed within a reasonable period (usually 10-15 working days).

SERVICES

Universal English reserves the right to change details of its services, including courses, facilities, locations, and course dates, where circumstances beyond the school's control necessitate such changes or where the number of enrolments is not sufficient to operate a course viably.

STUDENT BEHAVIOUR

Universal English students are required to abide by UE's Code of Conduct. Students who are considered to have breached the Code of Conduct will be obliged to attend a meeting with a senior staff member. Further action may be taken, such as student suspension.