



Advance English Pty Ltd T/A: Advance English (ABN 52137965765) Level 1, 2-4 Holden Street, Ashfield, NSW 2131 [T] 8214 2513 | [E] info@advanceenglish.com.au www.advanceenglish.com.au CRICOS Provider Code: 03228M

# ENROLMENT FORM

## PERSONAL INFORMATION

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_
Postal Address in home country: \_\_\_\_\_
Telephone / Fax: \_\_\_\_\_ Emergency Contact Number/s: \_\_\_\_\_
Address in Sydney (if known): \_\_\_\_\_
Tel. in Sydney (if known): \_\_\_\_\_
Nationality: \_\_\_\_\_ Visa: [ ] Visitor [ ] Student [ ] Working Holiday [ ] Other (Tick [x])
Passport Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
Sex: [ ] Male [ ] Female Email: \_\_\_\_\_

Please Mark (x) Your English Level

Beginner Elementary Pre-Intermediate Intermediate Upper-Intermediate Advanced
[ ] [ ] [ ] [ ] [ ] [ ]

## PROGRAM DATES

General English – Intake every week starting on Monday

English for Academic Purposes – Intakes on January, March, May, August & October

(please check with us for exact start date for EAP, intake will move to Tuesday if there is public holiday on Monday)

## YOUR COURSE

Start Date: \_\_\_\_\_ Day / \_\_\_\_\_ Month / \_\_\_\_\_ Year
How Many Weeks? \_\_\_\_\_
Which course(s) are you interested in? (Tick [x])

1. General English (GE) Courses (072317E)

[ ] Option 1: (Mon-Thurs, 20 hours)

2. English For Academic Purposes (072187K)

[ ] Option 1: (Mon-Thurs, 20 hours)

Attachment Checklist:

- [ ] Evidence of academic background
[ ] Evidence of English qualifications (IELTS or equivalent)

Do you plan to attend a particular vocational college or tertiary institution? If so, which one?

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

## ACCOMMODATION

[ ] HOME STAY please arrange [ ] Single room [ ] Shared room
(N.B. Shared room only available if travelling with a friend) [ ] with meals [ ] no meals
Length of Stay: \_\_\_\_\_ Days \_\_\_\_\_ Weeks
[ ] Airport Meeting Service [ ] One Way [ ] Return [ ] Flight Details \_\_\_\_\_
\*check fee details with our admission office

## OSHC

Do you require Overseas Student Health Cover (OSHC) [ ] Yes [ ] No
if No, Please provide details of your membership:
Provider Number \_\_\_\_\_
Membership Number \_\_\_\_\_
If you require Private Health Insurance cover, go to https://oshcaustralia.com.au/ to obtain quotes from all Australian government approved providers

## ENROLMENT DECLARATION AND SIGNATURE

I understand and accept AE's enrolment, cancellation, and refund policies stated overleaf.

Signed by Student

\_\_\_\_\_

Date: \_\_\_\_\_ Day / \_\_\_\_\_ Month / \_\_\_\_\_ Year

## FEES

(AUD) Enrolment Fee (\$200)	_____
Tuition Fee (weeks)	_____
Accommodation placement	_____
Airport Meeting Service	_____
OSHC (Medical Health Cover)	_____
Books and activities (\$10 per week)	_____
Other	_____
<b>AUD \$TOTAL</b>	_____

## WHERE DID YOU HEAR ABOUT AE?

Where did you hear about \_\_\_\_\_  
Advance English? \_\_\_\_\_  
Did you use an agent? \_\_\_\_\_  
If Yes, please fill out the details below

Agent: \_\_\_\_\_  
Name of the counsellor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

## ENROLMENT PROCEDURES, TERMS & CONDITIONS

### HOW TO ENROL

1. Fill in this enrolment form and send it by email to Advance English (hereinafter referred to as AE) **info@advanceenglish.com.au**
2. We will send you a letter of acceptance and invoice upon acceptance of your enrolment.
3. After receiving our invoice and letter of offer, fees can be paid via electronic transfer to the bank listed below.  
It is also possible to send an International Bank Cheque in Australian Dollars made payable to Advance English.  
**Account Name:** Advance English Pty Ltd  
**BSB No (Branch No.):** 062-016  
**Account No:** 1074-1851  
**Swift Code:** CTBAAU2S  
**Bank Name:** Commonwealth Bank of Australia  
*Please make sure to include the student name as a reference on the transfer so AE can trace the money received via the student or agent transfer.*
4. When your payment is confirmed and if you are applying for a student visa, AE will then issue an Electronic Confirmation of Enrolment letter (eCOE) for purposes of immigration and application of the student visa.
5. Contact the nearest Australian Embassy or Consulate to find the correct procedure for applying for your type of visa.
6. If you require homestay accommodation, send AE your flight details or travel arrangements. Details will be forwarded to you once payment and bookings have been confirmed, within 4 weeks of your commencement date.

### CANCELLATION, DEFERRAL, SUSPENSION AND REFUND POLICY

- Request for Refund and Notices of Cancellation are not effective until written notification is received by Advance English (AE) and approved by the Principal Executive Officer. All refunds are in Australian dollars.
- If you must withdraw from a course because the Australian Government will not issue you with a visa, tuition fees will be refunded in full on presentation of the letter from the relevant Australian authority stating that the visa application has not been successful.
- If for any reason AE is unable to start a course on the agreed starting date or ceases to deliver the course, in this case a full refund will be paid within 14 days of the course start date as per the ESOS Act 2000.
- If you withdraw from the course for any other reason and notify AE in writing 28 days more before the course begins, 90% of tuition fees will be refunded.
- If you withdraw from the course less than 28 days before the course begins, an amount no greater than 8 weeks tuition fees will be retained by AE.
- In such cases, any refund will be made within 4 weeks of written notification of withdrawal from the course as per ESOS Act 2000 Sections 28.3 & 29.4.
- If you withdraw after you have started your course, no fees will be refunded.
- In all cases above, the enrolment fee and other service fees are not refundable. Bank charges are deducted for refunds made by bank draft

or electronic transfer.

- AE adheres to the policy of refunding fees to the person who originally paid the fees. However, in cases of extreme hardship AE will consider onshore refund payments. In either case this is determined at the discretion of the Principal Executive Officer.
- Tuition fees are not transferable.
- If AE cancels any course before its commencement, course monies will be refunded in full within 2 weeks of notification of cancellation as per the ESOS Act 2000.
- If AE terminates any course after the course commencement date, AE will arrange for the transfer of the student to another institution offering a similar course at no extra expense to the student or course monies will be refunded within 2 weeks of notification of termination as per ESOS Act 2000.
- The Registrar may decide to accept an application for deferral of commencement or suspension of study on the following grounds:
  - On medical grounds (a medical practitioner's certificate indicating the student is unable to attend class); or
  - In exceptional compassionate circumstances beyond the student's control, such as serious illness or death of a close family member (independent evidence of the exceptional circumstances is required).
- The Registrar may decide to suspend or cancel a student's enrolment for student misbehaviour. Student misbehaviour activity is considered as a breach of "Student Code of Conduct" outlined in our Student Handbook.
- Students must inform the Registrar in writing deferral of commencement, suspension of enrolment or cancellation of enrolment (SCV Form).
- The Registrar must inform the student when deferral of commencement, suspension of enrolment or cancellation may affect the status of their student visa.
- If a student has taken unauthorised leave and their attendance falls below the College requirements, then they will be recorded as absent and reported to the Secretary of Migration Department via PRISMS.

### GRIEVANCE STATEMENT

- AE has appropriate arrangements for independent grievance dispute resolutions in place. However, these dispute resolution processes do not circumscribe your right to pursue other legal remedies. By signing the AE enrolment form, you agree with AE's enrolment, cancellation and refund policies but this does not remove your right to take further action under Australia's consumer protection laws.

### AE PRIVACY STATEMENT

- For all student visa holders, information provided by the student to AE may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to the ESOS Act 2000 and the National Code. AE is required under this act to report to the relevant government department certain changes to a student visa conditions relating to attendance or satisfactory academic performance.

