



Application for Enrolment Form

Note: Information contained in this document is utilised in accordance with The Language Academy Privacy Policy.

1. Personal Details (Please choose by circling the option that applies to you)					
Title:	Mr	Mrs	Ms	Miss	Other
Gender:	Male	Female	Date of Birth:		
Surname:					
Given Names:					
Nationality:					
2. Contact Details					
Address (Home country)					
Address:					
Phone:		Fax:			
Email:					
Address (Australia)					
Address:					
Suburb:					
State:		Postcode:			
Phone (Home):		Phone (Work):			
Mobile:					
Email:					
Postal address (In the event we need to send you correspondence)					
Address:					

3. Course Information – Please see the pricelist below for course prices		
Course name:	Intensive General English Full-Time 0000461 Course CRICOS code 099975D	
Course description:	4 Hours of lessons per day 1 hour of self-study Monday to Friday face-to-face lessons	
Course levels, please circle yours	Elementary Pre-Intermediate Intermediate Upper-Intermediate	
Course Start date:	Course end date:	
Number of weeks of study:	Number of weeks of holiday:	
Please write any promotion you are applying for:	Enrolment fee (if applicable)	Price per week

Non-CRICOS Programmes,
please circle the one you wish to take:

PADI Scuba Diving 5-day Course | Surfing Lessons 5-day Course
IELTS Exam Preparation | FCE Exam Preparation

4. Passport details

Passport status:	Issued		Pending	
Passport issued by:				
Passport number:				
Passport expiry date:				

A certified true copy of your original documents must be provided as part of your application if you are offered a place

Verified by: (Print Name)				
Date:				
Signed:				

5. VISA details

VISA Type (if held)				
	Student		Working Holiday	
	Visitor		Bridging	
VISA status (circle)	Issued		Pending	
VISA number:				
VISA expiry date:				
Are you in Australia now? (circle)	Yes		No	

If you do not currently hold a valid VISA, please complete the following:

Location of lodgement:	Country		City	
Date of intended application:				

A certified true copy of your original documents must be provided as part of your application

6. Education Agents (please complete if you have used the services of an agent)

Education Agent:	Yes		No	
Name:				
Address:				
Phone (Home):		Phone (Work):		
Mobile:		Fax:		
Email:				

For students under the age of 18 years - Is the student coming with parent or legal guardian?

YES

Full name:

Relationship:

NO

The student will be provided accommodation by The Language Academy

7. Overseas Student Health Cover				
OSHC arranged	Yes (Part A) (please attach a copy)	No (Part B) (note fees are associated)		
Part A – Insurer details				
Name of insurer:				
Member number:				
Date of expiry:				
Part B – The Language Academy to arrange				
Cover Type – Single:	3 Months (\$130)	6 Months (\$259)	9 Months (\$388)	12 Months (\$517)
Cover Type – Couple:	3 Months (\$751)	6 Months (\$1,501)	9 Months (\$2,251)	12 Months (\$3,001)
IMPORTANT NOTES REGARDING OVERSEAS STUDENT HEALTH COVER:				
<ol style="list-style-type: none"> The Australian Government requires all persons entering Australia on a Student Visa to have Overseas Student Health Cover (OSHC). The length of your OSHC MUST cover the total length of your visa or your expected arrival and departure dates You must ensure you don't enter Australia before your OSHC begins, and maintain your OSHC until you leave Australia. If you have been granted a visa and want to travel to Australia before your course begins, the OSHC start date must be the same as the date you arrive, not the date your course starts. 				
8. Disability Status (Please choose by placing an X in the boxes that apply to you)				
Do you suffer from any physical / mental disability that may affect your participation in the course?				
Yes		No – Go to Question 9		
Disability, impairment or long-term condition				
	Hearing / Deafness		Acquired Brain Impairment	
	Physical		Vision	
	Intellectual		Medical condition	
	Learning		Other	
	Mental illness		Not specified	
9. Education details				
What is the last School / College / University that you attended?				
What is your highest level of education COMPLETED?				
10. Accommodation requirements (please circle)				
Do you require The Language Academy to arrange accommodation for you?	Yes	No		
What type of accommodation arrangements would you like?	Shared	Homestay		
Do you require The Language Academy to arrange for airport pickup?	Yes	No		
Any other additional information?				

Fees Schedule 2019	
Intensive General English Full Time 0000461 (CRICOS Course Code 099975D)	Tuition Fees
Intensive General English Elementary x 12 weeks (\$280.00 per week)	\$3,360.00
Intensive General English Pre Intermediate x 12 weeks (\$280.00 per week)	\$3,360.00
Intensive General English Intermediate x 12 weeks (\$280.00 per week)	\$3,360.00
Intensive General English Upper Intermediate x 12 weeks (\$280.00 per week)	\$3,360.00
Material	
Textbooks	\$0.00
Copies of handouts	\$0.00
Administrative costs and non-tuition fees	
Application fee (non-refundable)	\$200.00
Accommodation placement fee (non-refundable)	\$200.00
Homestay accommodation per week (3 meals per day, Monday to Sunday)	\$290.00
Homestay accommodation per week (3 meals per day, Monday to Sunday) for Underage students	\$390.00
Shared accommodation per week (no meals included)	\$200.00
Fee for arranging Overseas Student Health Cover (OSHC) policy	\$100.00
Overseas Student Health Cover (OSHC) per month The price for Health Cover is based on your course length and type (single/family)	See OSHC section
Airport pickup or drop off service – Brisbane one way	\$180.00
Airport pickup or drop off – Gold Coast one way	\$90.00
Airport pickup service one way for students under 18 years – either airport	\$250.00
Replacement certificates	\$50.00
Non-Accredited Programmes	
IELTS Exam Preparation – Entry level required: Intermediate Cost per hour Material included Exam fee is NOT included	\$70.00
FCE Exam Preparation – Entry level required: Intermediate Cost per hour Material included Exam fee is NOT included	\$70.00
PADI Scuba Diving 5-day course All equipment included	\$2,000.00
Surfing Lessons 5-day course All equipment included	\$1,500.00
Extracurricular activities	Price on request
<p>All prices include GST (10% tax)</p> <p>All prices are in Australian Dollars (AUD) and are subject to change without notice</p> <p>Students can make payments by cash, credit card, or bank transfers to The Language Academy</p> <p>There is a 1.9% surcharge for credit card payments. Surcharge subject to change without notice</p> <p>Please check with your financial institution when sending payments by international bank transfer</p>	

Refund & Cancellation Policy

1. Requests for refunds must be made in writing using the Refund Request Form
2. The enrolment fee, and Accommodation Placement fee are **non-refundable**.
3. All refunds will be paid to the person who has entered into the contract with The Language Academy, unless the person gives a written direction to pay the refund to someone else. Refunds will be processed and paid within 28 days of the receipt of the written request of a refund. Bank charges are deducted from refunds that are made by means of overseas electronic transfer or bank deposit.
4. If the required visa is not granted, a full refund of tuition fees (except Enrolment or Accommodation Placement Fees) will be made provided that sufficient evidence of visa refusal is provided from the Australian Department of Immigration & Border Protection.
5. If written cancellation of the enrolment is received four (4) or more weeks prior to the initial course commencement – 100% of tuition fees will be refunded.
6. If written cancellation of the enrolment is received less than four (4) weeks prior to the initial course commencement – 75% of tuition fees will be refunded.
7. In the unlikely event of The Language Academy being unable to provide a course for an enrolled student, all fees will be refunded in full.
8. No refunds or transfer of fees to other parties will be granted once the student commences studies at The Language Academy (course dates starts from the start date on the students' s Confirmation of Enrolment Letter). Any deviation from this rule will be at the sole discretion of The Language Academy.
9. Refunds will not be granted if the Department of Immigration and Border Protection excludes you from continuing your studies, you withdraw from studies after the program begins, or you are expelled from The Language Academy.
10. Any refunds made to students will be net of any agent commissions paid, if the student enrolled through an education agent or any intermediary party. Any pro-rata refund amount paid to the student will similarly have the pro-rata agent commission amount deducted from it. In such cases, The Language Academy will assist the student in securing the refund from the agent, but ultimately it is the agent's decision whether the refund is made to the student or not.
11. Should a student become seriously ill or be required to return home due to exceptional circumstances of a compassionate nature (such as death or severe illness of the immediate family) and can no longer continue their study, The Language Academy may refund the balance of unused tuition fees. Requests for such a refund must be made in writing using the Refund Request Form
12. Requests for refunds in exceptional circumstances are wholly at the discretion of the Director of The Language Academy. Appropriate evidence, such as an original medical certificate or death certificate in English, will be required to support your claim.
13. In the unlikely event that The Language Academy is unable to deliver your course in full you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided.
14. In the unlikely event of The Language Academy becoming insolvent, the Australian Government's tuition protection service (TPS) will assist students on a Student Visa to be placed in a suitable alternative course, or if this is not possible, the student may be eligible for a refund through TPS. Please refer to <https://tps.gov.au/Home/NotLoggedIn> for more information.
15. There are no refunds for public holidays or absences due to illness or personal business.

Transferring to another provider

16. Under the National Code Standard 7, once your student visa is granted, you cannot transfer to courses offered at another school prior to completing **six calendar months** of your **principal course**. The principal course is the main course of study to be undertaken by an overseas student where the student visa has been issued.

17. After completing six calendar months of the principal course, a student can request to transfer to another school by lodging a written request and having an offer letter from another school.
18. On receiving the request, The Language Academy will grant the transfer only if it is in the student's best interests. For example, The Language Academy may not grant the request if the student is ceasing their English course and transferring to a VET or Higher Education program without sufficient English proficiency.
19. Once the transfer request is granted, The Language Academy will notify the student (by email) and the Provider Registration International Students Management System (PRISMS); the student will have to contact the Department of Immigration and Border Protection (DIBP) to seek advice on whether a new student visa is required. Please refer to: <https://www.border.gov.au/Trav/Stud/More/Changing-courses>.
20. If the student's request for a transfer is denied, the student can appeal The Language Academy's decision in writing within 20 working days of The Language Academy's decision being made.

Airport Transfers – Cancellation and Refund Requests

1. Except in the case of a visa being refused, the airport transfer fee is non-refundable for cancellations made 3 days or less before the scheduled transfer.
2. If you miss your organised airport transfer, no refund will be made. If you still require an airport transfer, you will be required to pay additionally for this (second) service.
3. If your flight plan has been changed, please give the school as much notice as possible so we can re-organise the pick-up. If 24 hours or less notice is given, you may be required to pay for two airport transfers (the missed one and the second one).

Accommodation and Homestay – Cancellation and Refund Requests

1. The accommodation search fee is non-refundable.
2. Homestay / Share accommodation cancellations received 5 days or less before the start date may incur a cancellation fee of 1 week's rent.
3. If after commencing your home stay or share accommodation you want to change or cancel, you must notify the school in person or writing as soon as possible (within the first week). No refunds will be provided for the first week. In such a case, The Language Academy will endeavour to move a student to a new home stay / share accommodation, provided one is available, within or after the one week period (depending on the wishes of the student). There is no additional fee for moving students.

Acceptable Welfare Arrangements for students Under the age of 18 years:

- **The Language Academy Homestay for Underage Students (provided through Australian Student Accommodation):** The Language Academy will provide the student's parents/guardian with a Certificate of Accommodation and Welfare (CAAW)
- **Department of Immigration and Border Protection (DIBP) approval:** Student's parents nominates a parent/legal custodian or eligible relative, DIBP is responsible for approving the arrangement
- **The parents of the student may nominate a non-relative**, who resides in acceptable accommodation arrangement, and is over the age of 21 years, to act as the local carer of a student

If a student wishes to change their accommodation during the course, they must seek approval from The Language Academy and or guardian. A student must not change their accommodation arrangements without approval from The Language Academy and or guardian. An official letter of change of accommodation must be provided to The Language Academy if the change has been organised by the student's guardian. The Language Academy will provide a Change of Accommodation Notification form to the guardian if The Language Academy is responsible for the student's accommodation

12. Declaration

I understand the Terms and Conditions, the Privacy Policy and the Fees and Charges, Cancellation and Refund Policy of The Language Academy as outlined in the Student Handbook and I agree to those terms and conditions.

I declare that to the best of my knowledge, the information I have supplied is accurate and complete in every detail.

Name	
Signature	
Date	

Name of Guardian or Parent	
Signature	
Date	