



## Personal details

1. Family name: \_\_\_\_\_ 9. Email address: \_\_\_\_\_
2. Given Names: \_\_\_\_\_ 10. Address in home country: \_\_\_\_\_
3. Date of birth (dd/mm/yy): \_\_\_\_\_
4. Sex:  Male  Female 11. Address in Australia : \_\_\_\_\_
5. Country of birth: \_\_\_\_\_
6. Nationality: \_\_\_\_\_
7. Passport number: \_\_\_\_\_ 12. Australian phone number \_\_\_\_\_
8. Type of visa:  
 Student  Tourist  
 Working Holiday  Other \_\_\_\_\_
13. Current level of English (if known) \_\_\_\_\_

## Your Course Details

14.  ELICOS (student visa holder)  Re-enrolment/Extension  ESL (Tourist, working holiday)
15. Course applying for:  
 General English (20 hrs per week) MORNING COURSE (9.00 – 2.45pm)
16. Start date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yyyy) 17. Finishing date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yyyy)
18. Number of weeks: \_\_\_\_\_
19. After studying at Global English College, do you wish to study somewhere else in Australia?  
 yes  no  
 If yes, where will you study? \_\_\_\_\_

## Accommodation

- Do you want Global English College to arrange accommodation for you?  yes  no
20. What type of accommodation do you want?  Homestay  Single Twin Other: \_\_\_\_\_
21. How many weeks? \_\_\_\_\_ Start date: \_\_\_\_\_ Finishing date: \_\_\_\_\_
22. Do you require airport pick up?  yes  no
- Flight arrival date (dd/mm/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_ Flight arrival time: \_\_\_\_\_ Flight No.: \_\_\_\_\_
23. Homestay:  
 Do you have any allergies?  yes  no If yes, specify: \_\_\_\_\_  
 Do you have any health problems?  yes  no If yes, specify: \_\_\_\_\_  
 Do you have any special dietary requirements?  yes  no If yes, specify: \_\_\_\_\_
- Would you prefer family with children?  yes  no
- Would you like a family that has pets?  yes  no Do you smoke?  yes  no
- Any special requests?  yes  no If yes, specify: \_\_\_\_\_
- Fees:  
 Single room (over 18 years): \$260.00 per week Share room (over 18 years) 240.00 per week.  
 Homestay placement fee: \$260.00 Airport "meet and greet" service - \$140.00 (optional) Daily lunch (optional) \$50.00 per week



<b>Payment details</b>	
Enrolment Fee:	Au\$ _____
Tuition Fees: _____ weeks:	AU\$ _____
Materials fee: _____ weeks:	AU\$ _____
Overseas Health Cover:	AU\$ _____
Accommodation Placement Fee:	Au\$ _____
Accommodation: _____ weeks:	AU\$ _____
Airport pick up:	AU\$ _____
TOTAL: _____	

## Global English College Bank Details

Account Name:  
**Australian Management Skills Pty Ltd**  
 BSB No: ..... **012 071**  
 Account No: ..... **4825 40404**  
 Bank: **Australia and New Zealand Banking Group Limited**  
 Branch: **Haymarket George Street, Sydney NSW 2000**  
**Note: Global English College will not be responsible for any monies paid to an agent.**

## Conditions of Enrolment

**ATTENDANCE:** There will be **20 hours of class time per week**. Students must attend 100% of classes, the minimum being 80% attendance at all times.

**USE OF PERSONAL INFORMATION:** Please note that personal information provided to Global English College maybe made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code 2007

**FEES, COURSE DATES, TIMES:** Fees, course dates and times are correct as of February 2010. The College reserves the right to vary these conditions at any time without notice.

**EXPULSION:** The College management reserves the right to expel students who violate the College's code of conduct.

## Refund Policy

1. Tuition fees will be refunded in full if a visa application is rejected, provided that all documents together with an original letter from the Australian Embassy or DIAC Office are supplied to the College before the course commencement date.
2. If a student who has not yet commenced the course informs the college in writing of a cancellation not later than 28 days prior to the commencement of the course, the enrolment fee plus 30% of tuition fees will be forfeited.
3. If a student cancels their course in writing within 28 days of the commencement date, the enrolment fees plus 50% of tuition fees will be forfeited.
4. The enrolment, airport pick-up and accommodation placement fees are not refundable under any circumstances.
5. No refund will be made to any student who cancels after their course has commenced.
6. Students enrolling into a "package" course which involves an English course followed by a Vocational College /

- University course are deemed to have two start dates and two enrolment fees. No refund will be granted on the second course after commencement of the first course in the event of cancellation or withdrawal.
7. If Global English College fails to start the course for which the student has enrolled, all compulsory fees will be refunded in full within fourteen days. Where Global English College cancels a course before completion, a full refund of all compulsory fees also applies within fourteen days. In both cases, the student will be issued with a written statement explaining how the refund has been calculated.
  8. Alternatively, if the Global English College defaults, the school may offer an alternative (replacement) course or part of a course. The student must advise in writing within fourteen days whether he or she accepts the alternative arrangement.
  9. Questions about refunds of homestay fees should be directed to the Principal Administrator or the homestay organisation.
  10. All refund requests must be submitted in writing on the Global English College Refund Request Form with any supporting documentation attached. All refunds will be processed in accordance with Global English College Refund Policy.
  11. This agreement and the availability of complaints and appeals processes do not remove the right of the student to take action under Australia's consumer protection laws.

## DECLARATION:

I declare all information I have given on this form is **correct and complete**. I declare that I am **18 years of age or older** at the time of application.

I have read, understand and accept the Terms and Conditions and the Refund Policy and agree to be bound by them.

I enclose the required fees and authorize Global English College to retain my tuition fees in accordance with the Refund Policy if I elect to cancel my enrolment at any time.

This agreement does not remove the right to take further action under Australia's consumer protection laws. Global English College's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Australian Management Skills Pty Ltd.  
 t/a **Global English College**  
 Level 4, 8-24 Kippax Street  
 Surry Hills  
 NSW, 2010  
 Tel:- +61-2-9282 9280 Fax +61-2-92829281  
 info@collegegroup.com.au  
 www.collegegroup.com.au

**CRICOS Provider Number 03078J**