

ENROLMENT FORM FOR OXFORD COLLEGE

Please fill in this form and return it to: **Oxford College**

Provider: Advanced Academy Pty. Ltd. Trading as Oxford College CRICOS Provider No. 02570E RTO National code: 90955

Postal Address: P.O BOX K392 Haymarket, Sydney, N.S.W. 1240, Australia Telephone: (61 2) 9211 7411 Fax: (61 2) 9212 3861

Address: Level 6, 815 George St, Sydney, N.S.W. 2000, Australia

E-mail: info@oxford-college.com.au Website: http://www.oxford-college.com.au

Student Details

Family Name or Surname _____

Given Name(s) _____

Nationality _____

First Language _____ Other Languages _____

Date of Birth _____ / _____ / _____ Male
Day Month Year Female

Country of Birth _____

Home Address (own country) _____

Phone No. _____ Fax No. _____

E-mail: _____

Address in Australia (if known) _____

Type of Visa _____ Passport No. _____

Visa Expiry Date (If available) _____

Write at which city you will be lodging the visa application with Australian

Embassy or Consulate. _____

Parent Information

Father's Full Name _____

Mother's Full Name _____

Address _____

Tel (Home): _____ Tel (Work): _____ Fax: _____

Mobile: _____ E-mail: _____

Your Course

When would you like to start your course? _____

Which course would you like to enter?

Diploma of Management

Advanced Diploma of Business

Diploma of Information Technology (I.T.)

Previous School

Name of last school and location _____

Academic qualification/level: Please provide academic transcript complete

_____ Year: _____

English Level: Please provide IELTS or equivalent test result if required

under 'Entry Requirements' in the brochure.

IELTS TOEFL Other (Specify) _____ Score _____

Do you want to apply for Recognition of Prior Learning (RPL) and/or

Recognition of Current Competencies (RCC)? Yes No

Australian Guardian Details

If student is less than 18 yrs old, a guardian in Sydney must be appointed. Do you

wish the college to assist with the arrangement of Guardianship?

Yes No If no, please give details of guardian

Family Name or Surname _____

Given Name(s) _____

Guardian's Permanent Home Address in Sydney, Australia

Tel (Home): _____ Tel (Work): _____ Fax: _____

Mobile: _____ E-mail _____

Relationship of Guardian to Student (e.g Uncle)

Photograph : Students are required to submit one passport size photograph to Oxford College upon

arrival. You will find more information on our website: <http://www.oxford-college.com.au> under

'Policies and Requirements' and also 'ESOS Requirements' (List of Agents). If you have a plan to bring

your school-aged dependant/s with you, you should be aware of Australia's schooling obligation and

options, including the fact that your school aged dependant/s will be obliged to attend school whilst in

Australia, and that school fees may be incurred. For further de-tails, please see the DIAC website:

<http://www.immi.gov.au>.

AGREEMENT OF STUDENT and/or PARENT/CUSTODIAN: I have read, understood and accepted the conditions of enrolment including the cancellation, refund, Privacy Policies (stipulated in the above

'Conditions of Enrolment') and disciplinary policy of the College (see the 'Pre-enrolment information') and that arrangements for a guardian shall be done in accordance with the ESOS ACT 2000, the National

Code and the rules set by Government Departments (The description of ESOS framework is available at the website <http://aei.dest.gov.au/AEI/ESOS/default.htm>) and also certify that the information provided is

correct, and apply for enrolment at Oxford College.

Student's Signature: _____ Parent/Custodian's Signature: _____ Date: _____

(only if student is less than 18 years old)

Accommodation Details (if you require) (Please)

Homestay Room Only Hotel Guest House

Homestay

for _____ weeks & _____ days from _____ / _____ / _____

Day Month Year

If you suffer from any medical condition, e.g. epilepsy or diabetes, or if you are allergic to pets, please specify its details _____

Do you smoke? Yes No

Arrival Details

Arrival Date _____ / _____ / _____ Arrival Time _____ AM

Day Month Year PM

Airline _____ Flight Number _____

Do you require Airport Transfer? Yes No

Details of Fees to be Paid (Please see the 'Document of Offer' issued

separately)

Tuition Fee	AS	_____
Enrolment Fee	AS	_____
Homestay Fee	AS	_____
Accommodation Placement Fee / Placement	AS	_____
Airport Transfer Fee	AS	_____
Overseas Student Health Cover	AS	_____
Guardian Placement Fee / Placement	AS	_____
Guardian Fee	AS	_____
Text books, Course Notes and	AS	_____
Materials / one time only		
RPL (Recognition of Prior Learning) Assessment	AS	_____
Fee: \$120 / Assessment		
Work Placement fee: \$500	AS	_____
Others (_____)	AS	_____
Total	AS	_____

(Please see the 'Document of Offer' issued separately)

Conditions of Enrolment

1. Enrolment, Accommodation placement and Airport transfer fees are not refundable.
 2. If a visa application is rejected, the tuition fee will be refunded upon presentation of the rejection letter from the Embassy and the College's two other documents with your signatures. If you wish to cancel your enrolment for any other reason and your written notice is received by the College 28 days or more before your original course starting date (this course starting date will be the original starting date of the first course of a package in the case of a package of 2 or more courses), a cancellation fee equivalent to 30% of the tuition fee will be retained, (this condition does not apply in the case of a package of 2 or more courses, in which case the tuition and other fees including the tuition and other fees of a principal course will be retained and not be refunded). If you cancel your enrolment and you notify the College in writing less than 28 days before your original course starting date (this course starting date will be the original starting date of the first course of a package in the case of a package of 2 or more courses), a cancellation fee equivalent to 50% tuition fee will be retained (this condition does not apply in the case of a package of 2 or more courses, in which case the tuition and other fees including the tuition and other fees of a principal course will be retained and not be refunded). If you are introduced to the College through a third party which retains any portion of your payment, or charges or any additional fees paid by you, such monies will not be refunded by the College, as such the third party/person shall be deemed to be your agent and not an agent of the College. **Once a visa has been approved, no refund will be made notwithstanding of the afore-mentioned other conditions except the case where the College cancels, terminates or defers the course in which case you will be refunded the amount of course money the College received in accordance with the Education Services for Overseas Students Act 2000.**
 3. Should you wish to cancel your accommodation for any other reason than a refusal of your visa, Homestay fee will be refunded only if you notify the College in writing more than 28 days before your course starting date.
 4. The College reserves the right to cancel or defer courses, and to alter course timetables and class locations without notice. If the College cancels, terminates or defers any course, you will be refunded the amount of course money the College received in accordance with the Education Services for Overseas Students Act 2000. The refund will be provided within 2 weeks of the default date.
 5. In the case of your default, no refund can be made while you are in Australia and the refund if entitled, will be made only after you have completed the Indemnity and Release Paper.
 6. The College reserves the right to withdraw all its services if your conduct disrupts the normal operation of classes. In this case no fee will be refunded.
 7. You or, if you are under the age of 18, your parents/guardian must agree to indemnify the College and/or its staff from any responsibility and/or claim for any possible injury, damage or loss during your attendance at any of our programmes or stay at the host family.
 8. There will be no refunds or deductions for public holidays or the extra teacher's official holiday (usually on the first Monday in August).
 9. Entry fees on excursions are an extra cost to students.
 10. Entry Requirements shall be in accordance with the ESOS Act 2000, the National Code and rules set by Government Departments.
 11. Full amount of total invoice (Document of Offer) amount shall be paid at the time of enrolment unless instalment arrangements or a different time of payment is agreed and specified in the College's invoices (Document of Offer). In the case of specially agreed instalments the College reserves the right to charge you a penalty of not less than \$200 each time for every delay in your payments. Notwithstanding this clause, if you fail to pay fees on due date or at the latest upon receipt of due notice, the College reserves the right to terminate your enrolment.
- The above Conditions do not remove the right to complain and appeal through the College's Complaints and Appeals Processes and also take further action under Australia's consumer protection laws. Upon signing the enrolment form you are deemed to have entered into a written agreement with the College based on the conditions of enrolment, and have agreed that all information provided by you including personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by you of a student visa condition may be made available to Australian Government and designated authorities and if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager, pursuant to obligations under the ESOS Act 2000 and the National Code.

AGENT NAME:

CONTACT PERSON: