

ENROLMENT FORM (AGREEMENT) for OXFORD COLLEGE OF ENGLISH and SPECIALTY LANGUAGE CENTRE

Provider: Cyneast Pty. Ltd. trading as Oxford College of English & Specialty Language Centre Provider No. 00048F
Postal Address: P.O BOX K392 Haymarket, Sydney, NSW 1240, Australia Telephone: (61 2) 9211 7411 Fax: (61 2) 9212 3861
Level 6, 815 George Street, Sydney, N.S.W. 2000, Australia
E-mail: info@oxford-college.com.au Website: <http://www.specialty-language.com.au>

Student Details

Family Name or Surname _____
Given name(s) _____
Nationality _____ Country of Birth _____
First Language _____ Other Languages _____
Date of Birth: DD / MM / YYYY Male Female
Mobile No. _____ E-mail _____
Home Address (own country) _____
Phone No. _____ Fax No. _____
Address in Australia _____

Phone No. _____ Mobile No. _____
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 Given Name _____ Surname _____
Mother's Given Name _____ Surname _____
Parent Address _____
Tel (Home) _____ Tel (Work) _____ Fax _____
Mobile _____ E-mail _____

Education

What is your highest level of education completed? _____

Language Ability

How long have you studied English? _____
Where have you studied? _____

Please indicate your present language level:

Reading : Beginner / Weak / Medium / Good
Writing : Beginner / Weak / Medium / Good
Conversation : Beginner / Weak / Medium / Good

Why do you want to study English? (Please)

for your job to work or travel in Australia
 to prepare for further study others

Course Information (Please tick of course needed)

General English IELTS Preparation
 High School Preparation EAP
 English for Nursing and other Healthcare Professionals (ENOHCP)
 English for Coordinating and Management of Welfare, Community and Childcare Services (ECMWCCS)
 Other course (refer to the brochures): _____

Where did you hear about this College? _____ COURSE NAME

Your Course

When would you like to start your course? DD / MM / YYYY
Length of course required _____ (weeks)

Previous School

Name of last school and location _____
Academic qualification/level completed _____ Year _____

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, please give details of guardian

Family Name or Surname _____

Given name(s) Mr./Mrs./Ms. _____

Guardian's Permanent Address in Sydney, Australia _____

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

Mobile _____ E-mail _____

Relationship of Guardian to Student (eg. Uncle) _____

Photograph: Students are required to submit one passport size photograph to Oxford College of English upon arrival.

You will find more information on our website: <http://www.specialty-language.com.au> under 'Policies and Requirements'.

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 of English and Specialty Language Centre.

Student's Signature _____

Parent/Custodian's Signature: _____

Date : _____ / _____ / _____
DD MM YYYY

AGENT NAME:

CONTACT PERSON:

Accommodation Details (if you require) (Please)

Homestay Room Only Hotel Guest House

Homestay for _____ weeks and _____ days from _____ / _____ / _____
DD MM YYYY

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

Do you smoke? Yes No

Arrival Details

Arrival Date DD / MM / YYYY Time _____ am pm

Airline _____ Flight No. _____

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	AS\$ _____
Airport Transfer Fee	AS\$ _____
Overseas Student Health Cover	AS\$ _____
Guardian Placement Fee	AS\$ _____
Guardian Fee	AS\$ _____
Textbooks	AS\$ _____
Total	AS\$ _____

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

How to pay

Please make your Bank Draft, Postal Note or Traveller's Cheque payable to Oxford College, Sydney. Payments may be remitted by Telegraphic Transfer direct to our Account No.06200610428430 at Commonwealth Bank of Australia, 691-693 George Street, Haymarket, N.S.W. 2000, Australia. All bank charges must be paid. We also accept Bankcard, VisaCard, Mastercard or American Express card.

Conditions of Enrolment

- Enrolment, Accommodation placement and Airport transfer fees are not refundable.
- 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, a cancellation fee equivalent to 20% of the tuition fee will be retained. (See the Conditions of Enrolment for Principal courses in the case of a package of 2 or more courses). If you cancel your enrolment and you notify the College in writing less than 28 days before your original course starting date, a cancellation fee equivalent to 12 weeks tuition fee will be retained (see the Conditions of Enrolment for Principal courses in the case of a package of 2 or more courses). (100% tuition fee will be retained in the case of Visitor or Working Holiday visa). If you cancel your enrolment or withdraw from the course on or after your original course starting date, the tuition and other fees including tuition and other fees for the principal course in the case of a package of 2 or more courses 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.**
- 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.
- 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.
- 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.
- 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.
- 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.
- There will be no refunds or deductions for public holidays or the extra teacher's official holiday (usually on the first Monday in August).
- Entry fees on excursions and text books are an extra cost to students.
- Entry requirements shall be in accordance with the ESOS Act 2000, the National Code and rules set by Government Departments.
- 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. The College's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies. You have an obligation to notify the College of a change of address while enrolled in the course.