



# ENROLMENT APPLICATION FORM

Please note that information supplied in this form may be made available to Australian commonwealth and state agencies as well as the ESOS Assurance Fund Manager

<b>PERSONAL DETAILS</b>	
<small>CRICOS PROVIDER CODE: 01351B</small>	
<b>Family Name:</b>	
<b>Given Names:</b>	
<b>Date Of Birth:</b> DD/MM/YYYY	<b>Sex:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Nationality:</b>	<b>Occupation:</b>
<b>Passport Number:</b>	<b>Country of Issue:</b>
<b>Type of Visa:</b> <input type="checkbox"/> Student <input type="checkbox"/> Working Holiday <input type="checkbox"/> Tourist	
<b>Visa Expiry Date:</b> DD/MM/YYYY	
<b>From which city will you be applying for your visa?</b>	
<b>Address In Home Country:</b>	
<b>Phone:</b> <b>Email:</b>	
<b>Address In Australia (If Known):</b>	
<b>Phone:</b> <b>Email:</b>	
<b>STUDENT VISA ONLY</b>	
<b>Do you need Overseas Student Health Cover (OSHC)?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If Yes: I require</b> <input type="checkbox"/> Single <input type="checkbox"/> Family	
<b>Current Membership Number:</b>	<b>OSHC Provider:</b>
<b>Expiry Date:</b> DD/MM/YYYY	

## EDUCATION DETAILS

CRICOS PROVIDER CODE: 01351B

Highest Level Of Education Completed:

University
  College
  High School

Other English Language Courses Undertaken:

Current Standard Of English:  Beginner  Elementary

Pre-Intermediate
  Intermediate
  Upper Intermediate
  Advanced

English Language Tests Completed: (if any)

## COURSE DETAILS

How Long Do You Want To Study?

Weeks

What Course Do You Wish To Enrol In?

Starting Date: DD/MM/YYYY

<i>General English Intensive (GEI)</i>	<i>25 hours per week</i>	<input type="checkbox"/>
<i>General English Course (GEC)</i>	<i>20 hours per week</i>	<input type="checkbox"/>
<i>IELTS Preparation</i>	<i>25 hours per week</i>	<input type="checkbox"/>
<i>IELTS Preparation</i>	<i>20 hours per week</i>	<input type="checkbox"/>
<i>Business English with TOEIC Preparation</i>	<i>25 hours per week</i>	<input type="checkbox"/>
<i>Business English with TOEIC Preparation</i>	<i>20 hours per week</i>	<input type="checkbox"/>

## AIRPORT TRANSFER

Do You Wish To Be Met At The Airport?

Yes

No

If Yes: I require:

One Way

Return

Arrive	Departure
Date: _____ (DD/MM/YYYY)	Date: _____ (DD/MM/YYYY)
Arrival Time: _____ (am/pm)	Departure Time: _____ (am/pm)
Flight Number: _____	Flight Number: _____

# ACCOMMODATION DETAILS

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**Would You Like ICQA TO Arrange Your Accommodation?**       Yes       No

(If 'Yes' please provide **arrival date**, **arrival time** and **flight number** on previous page)

**Homestay Start Date:** DD/MM/YYYY      **Homestay End Date:** DD/MM/YYYY

## HOMESTAY REQUESTS

Name of Health Insurance Company during stay:

What are you Allergic to?

Other Information We Shoud Know:

**List Any Food You Do Not Like:**

**List Any Pets You Do Not Like:**

**Do You Smoke?**       Yes       No

**Do You Drink Alcohol?**       Yes       No

HOBBIES	CHARACTER	HOMESTAY REQUESTS
Reading <input type="checkbox"/>	Sociable <input type="checkbox"/>	<p><b>Please put in order of preference from 1 to 10</b> <b>(Preferences subject to availability)</b></p> <p>Pets      <input type="checkbox"/></p> <p>Children      <input type="checkbox"/></p> <p>Teenagers      <input type="checkbox"/></p> <p>Adult Children      <input type="checkbox"/></p> <p>Internet Access      <input type="checkbox"/></p> <p>Non-smoking Family      <input type="checkbox"/></p> <p>Within 15 km from city      <input type="checkbox"/></p> <p>Active family      <input type="checkbox"/></p> <p>Quiet Family      <input type="checkbox"/></p> <p>Other students in house      <input type="checkbox"/></p> <p><b>Other Homestay requests?</b></p>
Golf <input type="checkbox"/>	Cooperative <input type="checkbox"/>	
Fishing <input type="checkbox"/>	Positive <input type="checkbox"/>	
Dancing <input type="checkbox"/>	Sensitive <input type="checkbox"/>	
Shopping <input type="checkbox"/>	Outgoing <input type="checkbox"/>	
Travel <input type="checkbox"/>	Shy <input type="checkbox"/>	
Tennis <input type="checkbox"/>	Quiet <input type="checkbox"/>	
Martial Arts <input type="checkbox"/>	Humorous <input type="checkbox"/>	
Soccer <input type="checkbox"/>	Independent <input type="checkbox"/>	
Swimming <input type="checkbox"/>	Studious <input type="checkbox"/>	
Cooking <input type="checkbox"/>	Adaptable <input type="checkbox"/>	
Music <input type="checkbox"/>	Active <input type="checkbox"/>	
Piano <input type="checkbox"/>	Curious <input type="checkbox"/>	
Art & Craft <input type="checkbox"/>	Kind <input type="checkbox"/>	
Movies <input type="checkbox"/>	Happy <input type="checkbox"/>	
Other _____	Other _____	

# CONDITIONS OF ENROLMENT REFUND POLICY

CRICOS PROVIDER CODE: 01351B

## Course Related Fees

- Enrolment fee is not refundable in any event except when ICQA is unable to deliver the course in which the student has enrolled.
- All course monies including compulsory charges will be refunded if ICQA is unable to deliver the course in which the students has enrolled, in which case a refund will be provided no later than 2 weeks after the student receives written confirmation that the course has been cancelled.
- All course monies, except enrolment fee, are fully refundable if a visa application is rejected. The student who wants to request a refund on this ground is required to provide ICQA with the visa rejection letter from the Australian immigration authorities within 14 days of the date of such rejection letter.
- Before commencement of course, all course monies, except enrolment fee, will be fully refundable if a written application is received 28 days before the student's agreed starting date.
- If an application for refund is received less than 28 days before the agreed starting date, a cancellation fee equivalent to 4 weeks' tuition and resource fees will be charged.
- There will be no refund of any course monies after the student has commenced the course.
- There is no refund for public holidays that fall during a student's course
- All course monies are non-transferable.

## Homestay and Airport Pickup Fees

- Accommodation placement fees are not refundable in any event.
- If the student's visa application is rejected, homestay fees and airport pickup fees will be refunded.
- If the student wishes to cancel his or her homestay booking prior to his/her accommodation start date, the student must give a minimum of two weeks' notice for cancellation of homestay. Otherwise, a charge equal to 2 weeks' homestay fee will be charged.
- If the student wishes to move out of his or her homestay earlier than the confirmed accommodation finish date, the student must give a minimum of two weeks' notice of cancellation of Homestay. Otherwise, a charge equal to 2 weeks' homestay fee will be charged.
- The student must give a minimum of 24 hours' notice for cancellation of airport pickup; otherwise the student will have to pay the airport pickup fee.
- The student must give a minimum of 24 hours notice for a change of date and/or time of airport pickup or the student will have to pay another airport pickup fee.

## Administration Fee

- We do not charge the student Enrolment Fee as our courtesy if the student is re-enrolling at our college after the first course is completed. However, if such a re-enrolment is cancelled, we will charge the student \$100.00 for the Administration Fee.
- If the student is re-enrolling in only one course with a study duration of 4 weeks or less, we will charge the student \$100.00 for the Administration Fee.
- If the student is re-enrolling in two or three courses at the time of registration, we will only charge the student \$100.00 for the Administration Fee for the first course if the study duration is 4 weeks or less. We will waive the Administration Fee of \$100.00 for the second or third course as our courtesy.
- If the student is enrolling in two or three courses at the time of registration, we will only charge the student Enrolment Fee for the first course, but not for the second or third course as our courtesy. However, if the second or third course is cancelled, we will charge the student \$100.00 for the Administration Fee.
- If the student has enrolled in two or three courses, we will charge the student \$100.00 for the Administration Fee in the following cases:
  - If the student wants to change the sequence of the courses from what is originally registered.
  - If the second or third course requires a certain prerequisite English competency and if the student fails to acquire that prerequisite English competency by the time the second or third course starts.

## General Terms

- Payment of any applicable refunds will be made directly to the student (not a third party) within 4 weeks of ICQA receiving a written application for refund.
- All refunds will be calculated and made in Australian dollars.
- This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws; neither does it remove the student's right to pursue other legal remedies.

**DECLARATION: I accept the above conditions of enrolment and acknowledge that the information I have provided is complete and accurate.**

Signature \_\_\_\_\_ Date \_\_\_\_\_