



**ENROLMENT APPLICATION/WRITTEN AGREEMENT**

MELBOURNE  ADELAIDE

**ENROLMENT DETAILS**

**PERSONAL DETAILS**

Family Name: \_\_\_\_\_ Given Names: \_\_\_\_\_

Date of Birth\*: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex: Male  Female   
\* Adelaide campus - does not accept applications from student visa holders who are under-18

Country of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Visa type: Student  Onshore  Offshore  Passport No: \_\_\_\_\_  Working Holiday  Tourist  Other   
Embassy: \_\_\_\_\_ Health Problems: \_\_\_\_\_

Address (Home Country): \_\_\_\_\_ Telephone/fax: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address (Australia): \_\_\_\_\_

**Educational Qualifications:** Highest Award Achieved: \_\_\_\_\_ **English Exams Score** \_\_\_\_\_  
**/Previous English Studies**

Own assessment of English Level: Elementary  Intermediate  Advanced

**Emergency Contact:** Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

**COURSE**

**English Language Studies** (Adelaide & Melbourne) \*

- General Purposes English
  - Advanced General English
  - Academic English
  - Business English
- Exam Preparation Classes  PET/  FCE/  CAE/  IELTS
- \* Adelaide campus – General Purposes English classes only

(90994NSW) Certificate I in Spoken & Written English 051460E (VIC) 060845B (SA)  
(90993NSW) Certificate II in Spoken & Written English 051461D (VIC) 060846A (SA)  
(90992NSW) Certificate III in Spoken & Written English 051462C (VIC) 060847M (SA)  
(90990NSW) Certificate IV in Spoken & Written English (FE) 051463B (VIC) 060848K(SA)

**Automotive Mechanical Technology** (Melbourne)

- (AUR30405) Certificate III in Automotive Mechanical Technology 062114K

**plus**  (BSB51004) Diploma of Business (Frontline Management) 056646K

**Business Studies** (Melbourne)

- (BSB30504) Certificate III in Business (Frontline Management) 056644A
- (BSB51004) Diploma of Business (Frontline Management) 056646K
- (BSB40701) Certificate IV in Business (Marketing) 053267A
- (BSB5070) Diploma of Business (Marketing) 053268M

**Community Welfare Studies** (Adelaide & Melbourne)

- (CHC50702) Diploma of Community Welfare Work 051091C (VIC) 058735D (SA)
- (CHC50702) Diploma of Community Welfare Work 051091C (VIC) 058735D (SA)
- & (CHC50502) Diploma of Youth Work (2.5 years) 058299G (VIC)

**Computer Studies** (Adelaide & Melbourne)

- (ICP30205) Certificate III in Printing & Graphic Arts (Graphic Pre-Press) 058298J (VIC) 058733F (SA) & (CUF50701) Diploma of Multimedia 043985J (VIC) 058734E (SA)
- Double Award program with guaranteed 900 hours work experience (Melbourne)

**Hairdressing Studies** (Melbourne)

- (WRH30106) Certificate III in Hairdressing 060008F
- (WRH40106) Certificate IV in Hairdressing 060652M
- (WRH50106) Diploma of Hairdressing (Salon Management) 060009E

**Course Start Date** ...../...../.....

**Length of Course** .....

**START DATES - 2008**

**English:** January 2, February 4, March 11, April 14, May 19, June 23, July 28, September 1, October 6, November 10  
PET/FCE/CAE-January 2, March 11, September 15, IELTS – January 2<sup>nd</sup> then every 5 weeks

**Automotive Mechanical Technology:** January 7, February 4, April 21, July 7, September 22, November 24

**Community Welfare Work:** February 4, April 21, July 7, September 22, November 10

**Graphic Pre-Press & Multimedia (Double Award):** February 4, April 21, July 7, September 22, November 24

**Frontline Management:** April 21, September 22

**Marketing:** February 4, July 7

**Hairdressing:** January 7, February 2, March 3, March 31 and then 1<sup>st</sup> Monday of every month

**SERVICES REQUESTED**

i)  Homestay  weeks ii)  Airport Meeting

Document: Enrolment Application/Written Agreement National Code 2007

Approved by: CEO

Version date: 10 December, 2007:Version 4

Replaces version dated: 27 September, 2007

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<b>ITEMISED LIST OF FEES</b>		
<b>Enrolment Fee:</b> All courses	A\$ 120	once only
<b>Course Fees:</b>		
English language courses	A\$ 310	per week
Certificate III in Business (Frontline Management)	A\$ 1875	per course (9 weeks)
Certificate III in Automotive Mechanical Technology	A\$12,000	per course (36 weeks)
Diploma of Business (Frontline Management)	A\$ 7500	per course (36 weeks)
Certificate IV in Business (Marketing)	A\$ 3750	per course (18 weeks)
Diploma of Business (Marketing) includes enrolment & completion of Certificate IV (Marketing)	A\$ 7500	per course (36 weeks)
Diploma of Community Welfare Work	A\$18000	per course (72 weeks)
Certificate III in Hairdressing	A\$11000	per course (51 weeks)
Certificate IV in Hairdressing	A\$ 4000	per course (13 weeks)
Diploma of Hairdressing (Salon Management)	A\$11000	per course (21 weeks)
Certificate III in Printing and Graphic Arts (Graphic Pre-Press) & Diploma of Multimedia	A\$18000	per course (72 weeks)
<b>Materials fee:</b> Certificate IV/Diploma of Business (Marketing)	A\$ 150	per course
Certificate III/Diploma of Business (Frontline Management)	A\$ 150	per course
Certificate III in Automotive Mechanical Technology	A\$ 350	per course
Certificate III & IV in Hairdressing/Diploma of Hairdressing (Salon Management)	A\$ 800	per course
<b>Non-compulsory fees:</b>		
Work experience fee: Automotive Mechanical Technology	A\$ 4500	900 hours unpaid
Certificate III in Printing and Graphic Arts (Graphic Pre-Press)	A\$ 4500	900 hours unpaid
Certificate III in Printing and Graphic Arts (Graphic Pre-Press)	A\$ 9000	520 hours paid, 380 unpaid
RPL (Recognition of Prior Learning): All courses (indicative fee)	A\$ 250	negotiated per application
Re-sit/re-submit fees: All courses	A\$ 50	per unit
Repeat of units:	to be advised at time of application	
Administrative fee –changes to enrolment/agreement	A\$ 25	
Change of course/campus fee prior to completing one term of study in course and/or campus	A\$ 200	
<b>Accommodation fees:</b>		
Booking fee	A\$ 160	once only
Homestay fee (Melbourne) – over 18	A\$ 220	per week
Accommodation fee (Adelaide)	A\$ 115	per week
<b>Airport meeting:</b> arrive/depart 7am – 12am	A\$ 100	one way
arrive/depart 12am – 7am	A\$ 120	one way
<b>College Under 18 fees (Melbourne):</b> under 18 service fee	A\$ 10	per week
<b>Overseas Student Health Cover</b>	A\$ 348	per year
<b>Late payment fee:</b> All courses	A\$ 50	per week
<b>Bank Transfer Fee:</b> All courses	A\$ 15	
<b>TOTAL FEES</b>		A\$

**PAYMENT DETAILS:**

Make payment to: Commonwealth Bank Account Name: Cambridge International College (Vic) Pty Ltd student pre-paid fees  
Account No. 10044048 BSB 063 014

*Important:* The College can not process your enrolment or accept course fees until it receives your signed acceptance of this enrolment application/written agreement. Please also refer to the College's website [www.cambridgecollege.com.au](http://www.cambridgecollege.com.au) & [www.immi.gov.au](http://www.immi.gov.au) prior to submitting your application for important pre-enrolment, enrolment and course information at Cambridge International College and visa requirements.

**PROVIDER DEFAULT**

As per the National Code 2007 Standard 3.2 (c) please note the following which explains what will happen if the College is not able to deliver in full a course that you are enrolled in:

In the unlikely event that Cambridge International College 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. Alternatively, you may be offered enrolment in an alternative course by Cambridge International College at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement. If Cambridge International College is unable to provide a refund or place you in an alternative course our Tuition Assurance Scheme (TAS) ACPET will place you in an alternative course at no extra cost to you. Finally, if ACPET can not place you in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place you in a suitable alternative course or, if this is not possible, you will be eligible for a refund as calculated by the Fund Manager.

**WRITTEN AGREEMENT CONDITIONS (CHECKLIST FOR STUDENTS PRIOR TO SIGNATURE)**

**The Applicant:**

- 1 Confirms that the information provided by the Applicant in this application is complete and correct.
- 2 Agrees to be bound by the College rules and regulations and any amendments made to the rules and regulations.
- 3 Agrees to observe DIAC student visa requirements.
- 4 Agrees to inform CIC if their Australian contact details change at any time during their course, i.e. mailing address and email address, phone and mobile number.
- 5 Agrees to undertake a testing requirement prior to any course entry, if deemed necessary by CIC.
- 6 Understands that CIC reserves the right to accept or reject any application for enrolment at its discretion.
- 7 Understands that CIC may suspend or cancel their enrolment for misbehaviour. Refer to [www.cambridgecollege.com.au](http://www.cambridgecollege.com.au)

8	<b>Continued</b> Understands that CIC reserves the right to cancel any course prior to the commencement date of the course should it deem it necessary and in that event, shall refund all payments received from the Applicant
9	Agrees to pay all fees required on or by the due date as notified in writing by CIC or as per the invoice. A penalty of \$50 per week applies for late payment.
10	The course fees indicated on the Letter of Offer will not change for the duration of your enrolment in this course (except where you may need to repeat units to successfully complete the course or where you elect to undertake units in addition to the course offered).
11	Understands that CIC will access these fees in accordance with the procedures established by the State Government and the Australian Department of Education, Science and Training.
12	Understands that changes or variations to this enrolment/agreement attract a \$25 administrative fee.
13	The College reserves the right to withhold granting the Award attained by the student, if student fees remain outstanding.
14	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.

**PRIVACY:** Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities, and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

**REFUND POLICY**

Refunds are made in accordance with the policy below; full refunds of amounts owed to the student will be made within 14 days. All Applications for refund must be made in writing by way of the *Application for Refund form* available from the College intranet site. Students who are offshore should contact Student Administration. Submit the application to the Student Administration by Registered mail, courier or personal delivery as soon as practicable. Non-compulsory fees are not refundable.

1	Enrolment/application Fee	Non-refundable
1.1	Accommodation booking fee	Non-refundable
2	Course Fees:	
2.1	Visa refused prior to course commencement	Full refund
2.2	Withdrawal at least 10 weeks prior to agreed start date	Full refund*
2.3	Withdrawal at least 4 weeks prior to agreed start date	75% refund*
2.4	Withdrawal less than 4 weeks prior to agreed start date	60% refund*
2.5	Withdrawal after the agreed start date	No refund
2.6	Visa cancelled due to actions of the student	No refund
2.7	Visa extension is refused	Return of unused tuition fees*
2.8	Withdrawal from study - current students ( <i>not English Language Studies' students</i> )	Refund of unused tuition fees (of the following semester) * ( <i>Withdrawal from Studies form</i> must be received 2 weeks prior to term commencement by Student Administration)
3	Compulsory Health Insurance (Student Visas only)	Refer to OSHC provider
4	Homestay /accommodation fees	Full Refund of unused fees if two weeks notice are given
5	Under-18 service fee/guardian fees (Melbourne)	Non- refundable
6	Airport Pick-up	Full Refund if service cancelled prior to flight arrival
7	The Refund policy applies equally to all students including students who have Permanent Residency or Australian Citizenship**.	
8	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.	
9	Refer to the Complaints & Appeals Procedure on the College website to appeal the Refund Policy.	
10	The College will refund any monies due to the student, to the student's education agent (where applicable).	
11	*Refunds granted may incur an education agent's fee ** Except 2.1	

**I understand my rights and responsibilities as a student enrolled at Cambridge International College as outlined in the written agreement between Cambridge International College and myself and Cambridge International College's Refund Policy as written above.**

I also confirm that either: 1)  The written agreement and the refund policy has been explained to me in my own language  
**OR** 2)  I understand English

Where did you hear about Cambridge International College? \_\_\_\_\_

<b>Signature of prospective student</b> .....	<b>Date</b> ...../ ..... / ..	<b>Representative's Stamp</b>
<b>OR (Melbourne) parent/guardian if under-18</b> .....	<b>Date</b> ...../ ..... / ..	

**Accepted by Cambridge International College (Vic) Pty Ltd**    **Signed** \_\_\_\_\_    **Date**...../ ..... / ..