



ENROLMENT APPLICATION

MELBOURNE

ADELAIDE

Personal Details:

Family Name: _____

Given Names: _____

Date of Birth: ____/____/____ * Note that the Adelaide campus *does not* accept applications from prospective student visa students under 18 years of age

Sex: Male Female

Country of Birth: _____

Nationality: _____

Passport Number: _____

Visa type: Student Onshore
Offshore Embassy _____

Working Holiday Tourist Other

Health Problems: _____

Enrolment Details:

ENGLISH LANGUAGE STUDIES (Melbourne)

- General Purposes English (CSWE I-III)
 Advanced General English (CSWE IV-FE)
 Academic English (CSWE III & CSWE IV-FE)
 Business English (CSWE III & CSWE IV-FE)

Start Dates 2007: January 2nd, February 5th, March 13th, April 16th, May 21st, June 25th, July 30th, September 3rd, October 8th, November 12th

Exam Preparation Classes:

PET/ FCE/CAE IELTS

Start Dates

2007: PET/FCE/CAE-January 2nd, March 19th, September 17th,
 2007: IELTS – January 2nd then every 5 weeks

Course Start Date: ____/____/____

Course Length: _____

Contact Details:

Address (Home Country): _____

Telephone/fax: _____

Email: _____

Address (Australia): _____

Telephone _____

Mobile: _____

FURTHER STUDIES

Business Studies (Melbourne)

- Certificate III in Business (Front Line Management)
 Diploma of Business (Front Line Management)
- Certificate IV in Business (Marketing)
 Diploma of Business (Marketing)

Community Welfare Studies (Adelaide & Melbourne)

- Diploma of Community Welfare
 Diploma of Community Welfare & Diploma of Youth Work
 (2.5 years)

Computer Studies (Melbourne)

- Diploma of Multimedia

Double Award (Adelaide & Melbourne)

- Diploma of Multimedia & Certificate III in Graphic Pre-Press

Hairdressing Studies (Melbourne)

- Certificate III in Hairdressing
 Diploma of Hairdressing (Salon Management)

Start Dates:

2007: February 5, April 23*, July 9, September 24* November 26^{th**}

* Community Welfare, Graphic Pre-Press, Multimedia (Double Award) & Frontline Management

** Graphic Pre-Press, Multimedia (Double Award) only

Hairdressing: April 2nd, April 30th then 1st Monday of each month

Emergency Contact:

Name: _____

Relationship: _____

Telephone: _____

Mobile: _____

Educational Qualifications:

Highest Award Achieved: _____

English Exams Score _____
 /Previous English Studies

Own assessment of English Level: Elementary Intermediate Advanced

How did you hear about Cambridge International College?

O:/Std 4/Enrolment Form/Application for Enrolment form 05/06/2007 Ver.22

<http://www.cambridgecollege.com.au>

Cambridge International College (Vic) P/L ABN 29 076 527 529

Start Date: ____/____/____

Length: _____

SERVICES REQUESTED (Melbourne):

- Homestay weeks Airport Meeting
- Under-18 Guardian weeks
- Student Support Package

PAYMENT DETAILS:

Enrolment Fee:	A\$ 120
Tuition Fee: English Language Studies (Melbourne) (A\$) for () weeks OR Further Studies A\$..... per term	A\$
Bank Transfer Fee A\$15	A\$ 15
Accommodation Booking Fee (Melbourne)	A\$ 160
Homestay Fee (Melbourne) A\$220 per week for () weeks OR Under-18 student A\$230 per week for () weeks	A\$
Airport Meeting (Melbourne) A\$100 OR A\$120 if arriving between 00:00 & 07:00 (one-way)	A\$
Under 18 fees (Melbourne) 1) Under-18 College service fee A\$10 per week 2) Guardian fee A\$25 per week for () weeks	A\$
OR 3) College under-18 service and Guardian fee A\$30 per week for () weeks	
Overseas Student Health Cover: (A\$342 per year)	A\$
TOTAL FEES & CHARGES	A\$

Please note that Government Legislation requires tuition fees and application fees to be refunded in full if:

- o the course does not start of the agreed starting date which is notified in the Offer Letter
- o the course stops being provided after it starts and before it is completed
- o the course is not provided fully to the student because the College has a sanction imposed by a government regulator
- o if the College defaults, refunds will be granted in accordance with the provisions of the ESOS Act 2000 and the ESOS Regulations 2001

Refunds under the above conditions will be paid in full to the student within 14 days

Cambridge International College may arrange for another course, or part of a course, to be provided to students at no (extra) cost to the student as an alternative to refunding course money. Where the student agrees to this arrangement, Cambridge International College will not be liable to refund the money owed for the original enrolment.

CAMBRIDGE INTERNATIONAL COLLEGE ENROLMENT & REFUND AGREEMENT

The Applicant agrees to the following:

- 1 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 undertake a testing requirement prior to any course entry, if deemed necessary by CIC.
- 4 Agrees to observe DIAC student visa requirements.
- 5 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.
- 6 CIC will access these fees in accordance with the procedures established by the State Government and the Australian Department of Education, Science and Training.
- 7 Changes or variations to this contract attract a \$25 administrative fee.
- 8 CIC reserves the right to accept or reject any application for enrolment at its discretion.
- 9 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
- 10 Refunds are made in accordance with the policy below and 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 Manager by Registered mail, courier or personal delivery as soon as practicable.

10.1	Enrolment Fee	Non-refundable
10.2	Tuition Fees:	
10.2.1	Visa refused prior to course commencement	Full refund
10.2.2	Withdrawal at least 10 weeks prior to agreed start date	Full refund*
10.2.3	Withdrawal at least 4 weeks prior to agreed start date	75% refund*
10.2.4	Withdrawal less than 4 weeks prior to agreed start date	60% refund*
10.2.5	Withdrawal after the agreed start date	No refund
10.2.6	Visa cancelled due to actions of the student	No refund
10.2.7	Visa extension is refused	Return of unused tuition fees*
10.2.8	Withdrawal from study - current students (<i>not English Language Studies' students - Melbourne</i>)	Refund of unused tuition fees (of the following term/s) * (<i>Notification of Withdrawal from Studies form must be received 2 weeks prior to term commencement by Student Administration</i>)
10.3	Compulsory Health Insurance (Student Visas only)	Refer to Medibank
10.4	Homestay Fees and accommodation booking fee (Melbourne)	Full Refund of unused fees if two weeks notice are given
10.5	Under-18 fees (Melbourne)	Full Refund of unused fees if two weeks notice are given
10.6	Airport Pick-up (Melbourne)	Full Refund if service cancelled prior to flight arrival
11	The College reserves the right to withhold granting the Award attained by the student, if student fees remain outstanding.	
12	The Refund policy applies equally to all students including students who have Permanent Residency or Australian Citizenship**.	
13	This agreement does not remove a student's right to take further action under Australia's consumer protection laws.	
14	The registered provider's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.	
15	Refer to the Complaints & Appeals Procedure on the College website to appeal the Refund Policy.	
16	The College will refund any monies due to the student, to the student's education agent (where applicable).	
17	Any information that a student provides to CIC or that the College collects about a student can be given to authorised State and Commonwealth Agencies and the ESOS Assurance Fund Manager.	

*Refunds granted may incur an education agent's fee ** Except 10.2.1

I confirm that I understand and will abide by the terms of this Enrolment Contract.

I also confirm that either: 1) This Enrolment Contract has been explained in my own language [] **OR** 2) I understand English []

Signature of prospective student **Date**...../...../..

OR (Melbourne) parent/guardian if under-18 **Date**...../...../..

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