



WRITTEN AGREEMENT

PERSONAL DETAILS

Family Name:

Given Name:

Date of Birth:

I hereby confirm the following and enter into a Written Agreement with the Education Provider, Cambridge International College.

ENROLMENT DETAILS

WRITTEN AGREEMENT CONDITIONS

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 your 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 your enrolment for misbehavior. Refer to www.cambridgecollege.com.au
- 8 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 may attract a 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.
- 15 The student may apply to transfer course or campus. However, once the commencement date of the student's enrolled course has passed, the student must complete one term's study in that course/at that campus before applying to transfer to another course or changing campus. Fees apply on transfer of course or campus; see the itemised list of fees (does not apply to English courses).

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.

Melbourne (Head Office) CRICOS No. 01718J
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119-127 Rundle Mall, Adelaide, SA 5000
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297 Hay St., East Perth, WA 6004
Tel: +61 8 9221 9990 / Fax: +61 8 9221 9993

www.cambridgecollege.com.au



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.

REFUND POLICY

Refunds are made in accordance with the policy below; full refunds of amounts owed to the student will be made within 28 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 their agent or the head office in Melbourne. Submit the application to the Enrolment Variation Department by Registered mail, courier or personal delivery as soon as possible. Non-compulsory fees are not refundable.

1 Enrolment 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 is refused	Return of unused tuition fees
2.8 Withdrawal from study (current VET students only)	Refund of unused tuition fees (of the following semester)
(Withdrawal form must be received by the College 2 weeks prior to term commencement).	
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 Airport Pick-up	Full refund if service cancelled prior to flight arrival
6 This Refund Policy applies equally to all students including students who have Permanent Residency or Australian Citizenship.	
7 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.	
8 Refer to the Complaints & Appeals Procedure on the College website to appeal the Refund Policy.	
9 The College will refund any monies due to the student, to the student's education agent (where applicable).	

PAYMENT MODE:

Please attach a copy of your offer letter when sending this agreement to us

International Transfer Bank Draft Internet banking / direct deposit Credit Card
(Please attach copy of payment) (Please attach copy of payment) (Please attach copy of payment) (Please complete credit card details below)

Card Number _____ / _____ / _____ / _____ Expiry Date ____ / ____

Card Name _____ Signature _____

Amount \$ _____ plus 2% credit card fee Total Amount \$ _____

PAYMENT DETAILS:

Please provide breakdown of payment:

Enrolment Fee: A\$ 150
OSHC: A\$ _____
English course fee: A\$ _____
VET course fee: A\$ _____
Materials Fee: A\$ _____
Accommodation Booking :A\$ _____
Accommodation Fee: A\$ _____
Airport Pickup Fee: A\$ _____
Total Fees Paid: A\$ _____

Our bank account details are as follows:

Melbourne and Adelaide campus bank account details:

Bank: Commonwealth Bank
Account Name: Cambridge International College (VIC) Pty Ltd student prepaid fees
BSB No: 063 014
Account No: 10044048
Swift Code: CTBA AU2S

Perth Campus bank account details:

Bank: Commonwealth Bank
Account Name: Cambridge International College (WA)
BSB No: 066 110
Account No: 10165696
Swift Code: CTBA AU2S

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 the College's Refund Policy as written above.

Signature of prospective student _____ Date ____ / ____ / ____