



REGISTRATION FORM : AUSTRALIA

Personal details

Family name	
First name	
Home Address	
Home Telephone/Fax	
E-mail	
Nationality	Female/Male
Profession	Date of birth
Occupation	Passport number
Language spoken at home :	
Address in Australia (if known) :	
Which type of visa will you apply for : <input type="checkbox"/> visitor <input type="checkbox"/> student <input type="checkbox"/> Working Holiday	

Programme details

Which programme do you want to take?

.....

.....

On which campus do you wish to study ?

.....

Do you intend to continue studying in Australia after you finish the course ?.....

Programme dates:

From	To	Number of weeks
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Your level of English?

Beginner	Elementary	Intermediate	Advanced
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How long have you been learning English?

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Have you taken any examinations in English?

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Arrival and Departure

Date of arrival	Time of arrival
Airport & Terminal	Airline & Flight no.

Date of departure	Time of departure
Airport & Terminal	Airline & Flight no.

Accommodation / Airport Transfer request

Which accommodation do you want to book ?.....

Single Room Twin Room Double room Hostel/Backpackers Apartment Other

Check-in date :

Check-out date :

Number of weeks/days :

Airport transfer required on arrival ?

Homestay requirements :

Do you smoke ?

Would you mind living with children ?

Do you have any allergies (to pets, food, medicine,,,) ?

Do you have any special requests ?

Carer arrangement

To be completed for students under 18 years of age :

Do you require our Carer Service (AU\$50 per week)?

If no, you need to provide your own carer. Please state :

Carer name :

Carer telephone :

Carer address :

Credit Card Payments

We instruct our agent to make the following transaction :

Name of Student :

Visa Mastercard Bankcard Amex-4 digit pin

Name of careholder :

Credit Card number

Expiry date :

Amount to charge :

Please advise us if you have a daily limit on your credit card.

Summary of fees

Enrolment fee :	AU\$ 200	Materials** :	AU\$.....
Exam fee* :	AU\$.....	Airport transfer*** :	AU\$.....
Tuition fee :	AU\$.....	Other :	AU\$.....
Accommodation placement fee	AU\$.....		
Accommodation :	AU\$.....	TOTAL PAYMENT :	AU\$.....

*AU\$270 for LLCI, AU\$350 for PET, AU\$450 for FCE, CAE and CPE, AU\$155 for TOEIC

** AU\$77 for 1 to 4 weeks, AU\$132 for 5 to 12 weeks, AU\$176 for 13 to 24 weeks, AU\$198 for 25 to 36 weeks and AU\$215 for 37 to 52+ weeks.

*** AU\$121 to Sydney (Boni, Manly and Sydney City), AU\$99 to Brisbane and Perth, AU\$88 to Cairns and Darwin.

Declaration

I have read and accept the conditions of enrolment and hereby authorise the school to apply the monies payable by me in accordance with the same.

Your signature (signature of parent if student under 18 years)	Date
Please give the name and telephone number of the person we should contact in case of an emergency	
I have arranged insurance for myself YES/NO If YES, please give the name and telephone number of the insurance company	

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The following sets out the terms and conditions of your enrolment at our agent's school referred to hereafter as "The College".

1. Cancellation Policy

For the purpose of this policy the study period is defined as the number of weeks of prepaid tuition, including multiple courses, at any campus of our school. The College guarantees to conform to the Refund Policy and Code of Ethics of English Australia. The Enrolment Fee is payable once only and is not refundable.

Tuition

- At least 4 weeks written notice prior to commencement of the study period, full refund.
- Less than 4 weeks written notice prior to commencement of the study period, a cancellation charge equal to the first 4 weeks of tuition will apply.
- No refund is payable after you have commenced studying at The College.
- If visa application has been denied, a full refund of tuition fees and accommodation fees (if a placement has not been made) will be made provided The College receives a copy of the Australian Embassy rejection letter.
- The College reserves the right to expel students for serious breaches of discipline. Where an expelled student has enrolled in a course greater than 20 weeks and has taken up less than the 20 weeks of the course, 40% of prepaid fees will be refunded in respect of remaining course weeks greater than 20 weeks.
- Students who transfer to courses of higher education or vocational studies (excluding English language studies) who have met the tertiary institution's pre-entry requirements, are eligible for a refund on the unused portion of tuition, less a cancellation fee of 30%. Refunds will be calculated from the commencement date of the tertiary studies.

Students will not be released prior to the commencement date of the tertiary studies.

- Students who are successful in gaining entry to another Navitas college or university program may be eligible for a transfer of all remaining course fees to the new Navitas location.
- Course fees are not transferable to another person or institution that is not part of the Navitas group.
- Refunds will be paid within 4 weeks of The College receiving written advice.
- If The College cannot offer the enrolled course, the student is entitled to a full refund of course money (paid within 2 weeks of notification).

Accommodation

- No refund will be made on the accommodation placement fee.
- 4 weeks written notice, full refund on accommodation fees.
- Less than 4 weeks written notice or if a placement has been made, a cancellation charge equal to 2 weeks accommodation fees will apply.
- If you wish to leave your homestay at any time, you are required to give notice of 2 weeks.
- Special cancellation fees may apply for other accommodation arrangements.
- Guardianship fees are non-refundable.
- An AU\$80 amendment fee applies to all changes made to accommodation bookings after the commencement of the course.

Airport Transfer

- No refund will be made if the student fails to notify the College of their flight details or any change of details 2 working days before arrival.

Please Note

Refunds will be paid within 4 weeks of The College receiving written notice. If you enrol through a representative, the refund will be paid through that representative. Monies will be refunded in the currency they were paid in.

2. Change of Address

I understand that it is my responsibility to advise The College of my current residential address on arrival and if I change my address I must notify The College immediately. I am aware that failure to notify The College that I have changed my address may result in automatic cancellation of my visa without my knowledge.

3. Young Student Carers

Students under 18 years of age only: Parents of students enrolling at The College must nominate a carer living in the city in which they will be studying and who will be responsible for the welfare of the child whilst studying at The College, or request The College Carer Service.

4. Indemnity and Release

In consideration of The College accepting my application for enrolment as a student and providing tuition to me, I agree that I will not hold it, and/or its employees, and/or agents responsible or liable for and will not make any claim against any of them for any loss, damage, death or injury which I may suffer or cause as a result of/or in connection with or during the period of:

- a. my attendance at any premises owned, operated or controlled by The College.
- b. my attendance at any activity [whether sporting, cultural, social, educational, recreational or otherwise] organised by or on behalf of or with the assistance of The College or any activity of which The College has any knowledge.
- c. any accommodation whether short-term or long-term arranged for me by The College.
- d. in any way whatsoever my association with The College. On behalf of myself, my executors, administrators and assigns, I hereby release The College and/or agents from loss, damage, death or injury from any actions, claims and demands which, if I had not entered in to this Agreement, I might otherwise have been entitled to take or make in respect of any such loss, damage, death or injury and I hereby indemnify The College and/or its employees, and/or agents against any such liability. This agreement does not remove the right to take further action under Australia's consumer protection laws. Our agent's dispute resolution processes do not limit the student's right to pursue other legal remedies. I agree that this Agreement shall be governed in all respects by and interpreted in accordance with the Laws of the State in which the campus I attend is located in the Commonwealth of Australia.

Privacy

The information you provide on this form will be used to process your enrolment at The College. Your enrolment may be delayed if the information provided is incomplete. This information will be treated as

confidential and is available for your review. However, it may be made available to Australian immigration and education authorities in connection with your visa, as required by the National Code and the ESOS Act 2000. The College may send you information about its programs or other related courses. You may request not to receive further information at any time.

Terms

- Applicants for ATTC courses may need to take a separate entry test.
- The College reserves the right to change start dates, course curricula, course timetables and any programs at any time.
- All prices are stated in Australian Dollars (AU\$) and are subject to change without notice.
- The College is closed on official public holidays and 6/11/09 & 25/12/09-4/01/10.
- 10% Goods and Services Tax [GST] has been added to Apartment Accommodation, Airport Transfer, Placement, Retreat, Workit™ and Materials Fees.
- All campuses are fully accredited by NEAS.
- ^Indicates that a course is not available to Student Visa holders.
- Photographs, videos and testimonials provided by you and/or taken by ACE may be used for marketing and promotion purposes