

Enrolment Form

PERSONAL DETAILS

Family Name:
 Given Name:
 Date of Birth:
 Male Female
 Nationality:
 Home Address:

 Telephone:
 Fax:
 Email:
 Occupation:
 Visa: Student Tourist Working Holiday
 Passport No.:

ACCOMMODATION

Do you wish our Accommodation Officer to arrange accommodation for you? Yes No
 (If **yes** please ✓ your preference)
 Homestay with Australian family
 Share House
 Do you have any dietary or other requirements?
 Yes No
 If **yes** please specify
 Do you smoke? Yes No
 Do you like pets? Yes No
 Do you like children? Yes No
 Do you have any allergies or medical problems?
 Yes No
 If **yes** please specify
 Please list any hobbies or interests you enjoy
 Do you have any special accommodation requests?
 Accom Start Date: No. of Weeks:

COURSE YOU WISH TO ENROL IN

- Super Intensive 25 hours ® (30 Lessons)
- Intensive 20 hours ® (25 Lessons)
- Basic 16 hours (20 Lessons)
- Specialised Super Intensive 25 hours ® (20 Lessons +10 Specialisation Lessons)
- Specialised Intensive 20 hours ® (20 Lessons + 5 Specialisation Lessons)
- Specialised Electives:**
 (Please ✓ your Specialised preferences)
 IELTS 5 lessons 10 lessons
 CAE/FCE
 General Language Activation
 Tourism/Hospitality
 English for Business
- Examination Preparation: ® 25 hours (30 Lessons)**
 (Please ✓ your preferences)
 Cambridge Preliminary (PET)
 Cambridge First Certificate (FCE)
 Cambridge Advanced (CAE)
 Cambridge Proficiency (CPE)
 Specialised Super Intensive for Exam Preparation (IELTS)
- English for Academic Purposes ®
- High School Preparation ® 25 hours (30 Lessons)
- Specialised Adventure English**
 (Please ✓ your preferences)
 Diving Advanced Diving Super Diving
- English and Farmstay
- English and Work Experience or Volunteering

Start Date: Number of Weeks:

LEVEL OF ENGLISH

- Beginner Elementary Intermediate
- Upper Intermediate Advanced

® Registered courses suitable for student visas

FEES PAYABLE**

Enrolment Fee	AU\$.....
Overseas Student Health Cover*	AU\$.....
Course Fees (weeks)	AU\$.....
Accommodation Placement Fee	AU\$.....
Share Accommodation Pick up Fee	AU\$.....
Homestay/Share Fee (weeks)	AU\$.....
Guardianship Fee (under 18 years)	AU\$.....
Examination Fees (Cambridge, IELTS)	AU\$.....
TOTAL	AU\$.....

* For STUDENT VISAS only - payment according to length of visa
 ** Goods and Services Tax (GST) applicable for some fees

ENROLMENT PROCEDURE

- Complete, sign and send/fax this Enrolment Form together with the enrolment fee to the Cairns Language Centre Pty Ltd (the College).
- The College will advise you in writing of your acceptance and inform you of the remaining amount to be paid.
- When the College receives your fees a receipt will be issued. Student Visa Applications will also be sent an electronic Confirmation of Enrolment Form (eCoE).

PAYMENTS

Bank Cheque/Cash Bank Transfer Credit Card
 Made payable to: CAIRNS LANGUAGE CENTRE P/L NTA ACCOUNT
 Name of Bank: ANZ BANK
 Branch Address: GRAFTON STREET
 CAIRNS, QLD 4870 AUSTRALIA
 Branch No.: 014734
 Account No.: 3505-55946
 Swift Code: ANZ BAU3M
 (please pay bank charges applicable)

DECLARATION

I hereby apply for Enrolment at the Cairns Language Centre Pty Ltd. I have read, understand and accept the Conditions of Enrolment and the Fee Refund Policy detailed on the back of this form (parent to sign if applicant is under the age of 18).

Signature: Date:

Terms and Conditions of Enrolment and Visa Information

TERMS AND CONDITIONS OF ENROLMENT: The Cairns Language Centre/Eurocentres Cairns [the College] believes that students are both citizens and members of the academic community. By accepting an enrolment to the College, the student agrees to:

- abide by the College's Student Code of Conduct;
- be responsible for understanding and maintaining a standard of academic honesty (the work submitted by students enrolled at the College is presumed to be their own);
- keep the College informed if there are any changes to his/her residential and postal address as well as current contact telephone and Australian mobile numbers;
- the College identifying and publishing the student's name and any photographic images captured in the College's promotional material;
- the College Fee Refund Policy.

VISA INFORMATION: Non-Australian passport holders can study short courses in Australia on a variety of visas. Full details are available on the Department of Immigration and Citizenship (DIAC) website. Some of the more popular visa options include:

TOURIST VISA (Subclass 676): This is a temporary visa generally granted for a stay of three (3) months or six (6) months. In certain circumstances a stay of 12 months may be granted. Tourist Visa holders may study for up to three (3) months on a tourist visa as part of their stay. This visa is for those who are outside Australia and want to apply for a visa to visit Australia or, if already in Australia, want to extend their stay as visitors. Students travelling on a Tourist Visa or ETA Visa will **not be permitted to work**.

VISITOR ELECTRONIC TRAVEL AUTHORITY (ETA): An ETA is equivalent to a Tourist Visa, but there is no stamp or label in the ETA holder's passport and there is no need to visit an Australian diplomatic office to submit an application. Applications for ETAs can be submitted through travel agents, airlines or Department of Immigration and Citizenship website. An ETA can only be applied for outside of Australia. It is valid for multiple visits within 12 months from date of issue; maximum length of each visit is three months.

WORKING HOLIDAY VISA (subclass 417) & WORK AND HOLIDAY VISA (subclass 462): The *Working Holiday and **Work and Holiday Programmes provide opportunities for people between 18 and 30 from arrangement countries to holiday in Australia and to supplement their travel funds through incidental employment. These visa holders are **able to study for up to seventeen weeks**.

* For people from Belgium, Canada, Republic of Cyprus, Denmark, Estonia, Finland, France, Germany, Hong Kong, Republic of Ireland, Italy, Japan, Republic of Korea, Malta, Netherlands, Norway, Sweden, Taiwan and United Kingdom.
**For tertiary educated people from Chile, Iran and Thailand to holiday up to 12 months in Australia.

STUDENT VISA: Students who wish to study for longer than 12 weeks and are unable to obtain a Working Holiday Visa must apply for a Student Visa. Students must enrol in a Super Intensive or Intensive course with an approved CRICOS course code. The student's passport country and course of study determines the student visa assessment level. Full details are available at <http://www.immi.gov.au/allforms/pdf/1219i.pdf>.

A student travelling on a **Student Visa will be permitted to work in Australia** for up to 20 hours per week. Most Student Visa holders will automatically receive permission to work with their visa. A Student Visa includes the following conditions:

- Satisfy course requirements by achieving a record of satisfactory academic performance and attend at least 80% of all your scheduled classes;
- Be continually covered by the compulsory Overseas Student Health Cover for all of your time in Australia;
- Inform the College's Administration immediately if you change address;
- Cannot change education provider for the first six (6) months without submitting an application to DIAC;
- Inform DIAC if you change your student status or withdraw from the course that you are enrolled in;
- Extend your student visa before it expires;
- Students are required to provide the College with certified and translated academic records upon request by the College.

REFUND POLICY

The Cairns Language Centre/Eurocentres Cairns [the College] Policy of Fee Refunds and Tuition Fees has been determined in accordance with the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students ("the National Code"), The Education for Overseas Students Act 2007 (ESOS ACT 2007), and Education Services for Overseas Student Regulations 2007 (ESOS Regulations 2007).

A	If Visa application is rejected or if a student becomes ill prior to visa approval, written notice must be given within seven days.	Full Refund
B	If student cancels twenty-eight days or more before course starting date.	Refund – 90% of tuition fees
C	If student cancels less than twenty-eight days before course starting date.	Refund – 75% of tuition fees
D	If a student cancels or transfers to another institution after course commences.	No Refund
E	Enrolment Fee	Non-refundable
F	Placement Fees – if student cancels less than fourteen days before course starting date	Non-refundable
G	In the event of cancellation of accommodation or early departure students must provide two weeks notice. No refund will be made for those two weeks.	
H	The College guarantees to run all courses as advertised. In the event of the cancellation of the course by the College, all fees will be refunded in 2 weeks directly to the person who contracted with the College unless that person authorises otherwise.	
I	Student cancellations are subject to the College Fee Refund Policy and will be processed 4 weeks from receiving written notice. Refunds will be forwarded directly to the person who contracted with the College unless that person authorises otherwise.	
J	This agreement does not remove the right to take further action under Australia's consumer protection laws. Dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.	
K	In the event of the cancellation of a packaged activity due to medical reasons or unforeseen circumstances after course commencement, a refund is not available; however, alternative activities or English lessons will be arranged to the value of the individual activity package value.	

PLEASE NOTE: Refunds must be collected within three months of the cancellation date. In the event of a re-application within a 12-month period the non-refundable enrolment and placement fees will not be re-charged.

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EUROCENTRES

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