



## Application Form for English Courses

All sections of this document constitute the written agreement between the student and Australian Ideal College Pty Ltd

### 1. Personal Details (PLEASE USE BLOCK LETTERS)

#### Please print your name as it appears in your passport

Family Name \_\_\_\_\_

Given Name(s) \_\_\_\_\_

Sex M F Date of Birth \_\_\_\_/DD\_\_\_\_/MM\_\_\_\_/YYYY

Nationality \_\_\_\_\_ Passport No.: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Are you currently in Australia? Yes No

If YES, what visa do you currently hold \_\_\_\_\_

Are you applying for a student visa Yes No

If YES, at which DIAC office are you going to apply for your visa?  
\_\_\_\_\_

### 2. Contact Details

Address in Home Country \_\_\_\_\_

\_\_\_\_\_ Tel \_\_\_\_\_

Address in Australia (if known) \_\_\_\_\_

\_\_\_\_\_ Tel \_\_\_\_\_

E-mail \_\_\_\_\_

### 3. Course Preference (SELECT YOUR PREFERRED COURSES)

#### English Language Programs

##### General English (GE) (CRICOS Course Code 069362D)

Number of weeks \_\_\_\_\_

Start Date: \_\_\_\_/DD\_\_\_\_/MM\_\_\_\_/YYYY

Finish Date: \_\_\_\_/DD\_\_\_\_/MM\_\_\_\_/YYYY

##### English for Academic Purposes (EAP) (CRICOS Course Code 066513G)

Number of weeks \_\_\_\_\_

Start Date: \_\_\_\_/DD\_\_\_\_/MM\_\_\_\_/YYYY

Finish Date: \_\_\_\_/DD\_\_\_\_/MM\_\_\_\_/YYYY

### 4. Education Background

#### Highest Level of Education (e.g. High School, Bachelor, etc.)

\_\_\_\_\_ Year Completed \_\_\_\_\_

School \_\_\_\_\_ Country \_\_\_\_\_

#### English Language Proficiency

Have you completed one of the following? Yes No

IELTS Others \_\_\_\_\_

Test Date \_\_\_\_/DD\_\_\_\_/MM\_\_\_\_/YYYY Scores \_\_\_\_\_

### 5. Guardianship (COMPULSORY FOR STUDENTS UNDER 18)

All students under 18 years of age must have an adult guardian in Australia. Do you want Australian Ideal College (AIC) to arrange a guardian for you? Yes No

If NO, please provide your guardian's details:

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

Tel \_\_\_\_\_ Mobile \_\_\_\_\_

### 6. Accommodation and Airport Pickup

Do you want Australian Ideal College (AIC) to arrange Homestay for you?

Yes No If YES, for how many weeks? \_\_\_\_ (minimum 4 weeks)

Food or animal allergies \_\_\_\_\_

Religion \_\_\_\_\_

Do you want to be picked up at the airport? Yes No

### 7. Name or Stamp of Agent (IF APPLICABLE)

\_\_\_\_\_

### 8. Declaration

I declare that all information given on this form is true and correct. I have read, fully understood and accepted the Terms and Conditions and the Refund Policy and agree to be bound by them.

Signed (Student) \_\_\_\_\_ Date \_\_\_\_\_

I am over 18 years of age I am under 18 years of age

Signed (Parent/Guardian)\* \_\_\_\_\_ Date \_\_\_\_\_

\*For students under the age of 18, a parent or guardian's signature is required.

Parent/Guardian's Name \_\_\_\_\_

(Please print in English)

### 9. Checklist: Have you done the following steps?

Attached certified copies of your academic qualifications

Provided evidence of English Language Proficiency (if applicable)

Enclosed certified passport /visa copies (if applicable)

Read and understood the Policies and Procedures, and Terms and Conditions of Enrolment of the College

Signed the application

## Terms and Conditions of Enrolment

**TRANSFER** – A release letter will not be provided for transfer or withdrawal before six months in the principal course (being the highest qualification level in a package of courses), except after consideration of limited circumstances. Students must pay all outstanding fees and accepted invoices prior to issuing a letter of release.

**PRIVACY** – Student’s personal information may be made available by AIC to Commonwealth and State delegated agencies and the ESOS Assurance Fund Manager.

**PACKAGED COURSE** – Course offered as a package are considered as one course and the commencement date is counted from the first course. Once you enrolled in a package course, you may not apply for a refund of the second course after the commencement date of the first course.

**TEACHING HOURS**—20 hours per week face to face teaching.

**HOLIDAY REQUEST** - Regular holidays are scheduled for vocational students throughout the year. Requests for leave outside the set holidays will be approved under compassionate and compelling circumstances only. Leave requests must be received in writing with supporting documents. Fees continue to be payable while on leave. Students will need to extend their course at additional expense to cover all classes and assessments missed.

**SUSPENSION and CANCELLATION** – Where a student has had their enrolment cancelled by Australian Ideal College and where the appeal process has not been sought by the student or the appeal process has been unsuccessful, no refund will apply

**EXPULSION** – AIC reserves the right to suspend or expel students for serious breaches of discipline. No refund will be made in such cases

**TUITION FEES**—Tuition fees refer to the total course fees and do not include application fees, RPL fees, Material fees, Textbook fees, Stationary Fees and Cost of living.

**FEES & WITHDRAWALS**—There are no deferrals of fees. There are no allowances for withdrawals. Once accepted you are responsible for the full course fee. It is the participant’s responsibility to pay all fees on time. You may withdraw of your own volition but all fees are due and payable. If you withdraw, or are dismissed or are otherwise excluded from the course all fees are due and payable.

### LATE FEES – LATE PAYMENT PENALTY – EXCLUSION FROM COURSE

Where a student elects to pay by installments they must pay each and every installment before or on the due date. AIC does not provide “reminder” notices. Failure to pay will attract a late payment fee \$200.00. Where a fee is more than 14 days overdue their enrolment will be cancelled. To rejoin a re-enrolment fee will apply and all outstanding payments and penalties must be paid.

### OTHER FEES

- \$150 re-assessment fee per unit of competency.
- \$400 for repeating a particular unit of competency for Certificate IV course.
- \$625 for repeating a particular unit of competency for Diploma or Advanced Diploma course.
- \$50 for late assessment task submitted after the due date without trainer’s permission.
- \$50 for reissuing an eCoE
- \$100 Application fee for Recognition of Prior Learning (RPL)
- \$150 per subject for Recognition of Prior Learning (RPL)
- \$25 for reissuing letter of confirmation of studies
- \$25 for issuing of each attendance letter or transcript before course completion
- \$25 for reissuing of each attendance letter or transcript.
- \$50 for reissuing of each Certificate of Qualification.
- \$15 for reissuing a lost student card.
- \$0.5 per page for colour copy
- \$0.4 per page for colour print
- \$0.3 per page for black & white copy
- \$0.2 per page for black & white print

### REFUND POLICY

- All fees and charges must be paid in full prior to course commencement unless a “payment plan” is arranged with AIC. Student tuition fees are safeguarded through the use of insurance and assurance schemes mandated by Australian Legislation.
  - Applicant must complete the refund application form and submit to AIC. Refunds will be processed within 28 days of receipt of a refund application form and will include a Refund Calculation Form explaining how the refund is calculated.
    - Grounds for Refund of Tuition Fee:
      - Visa refused before course commencement 100% refund of tuition fees
      - Visa refused after course commencement 100% refund of the unused tuition fees
      - Withdrawal notified in writing and received by AIC 28 days or more prior to course commencement 50% of the tuition fees will be forfeited.
      - Withdrawal notified in writing and received by AIC less than 28 days prior to course commencement and before the commencement date 70% of the tuition fees will be forfeited.
      - Withdrawals notified in writing and received by AIC on the course commencement date or after the course commences No refund of tuition fees.
      - If a student’s enrolment is terminated for failure to comply with AIC’s policies and procedures and DIAC’s visa requirements No refund of tuition fees.
  - In the unlikely event that AIC is unable to deliver the 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 AIC 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 AIC is unable to provide a refund or place you in an alternative course our Tuition Assurance Scheme (TAS) ACPET will place you in a suitable 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.
  - Fees not listed on 2.1 will not be refunded. Prior to a student enrolling, fees may be altered without notice. Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course. If a course length is extended by the student then any fee increases will be required to be paid for the extended component of the course.
  - 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
- \*Parent or Guardian must sign the form if the student is under 18 years old before the course start date.*

## Fee Structure Guidelines (in Australian Dollars)

**Enrolment Fee (Non-refundable)** \$200.00

### Course Material Fee (English language course)

|                  |          |
|------------------|----------|
| 1 - 4 weeks      | \$40.00  |
| 5 - 12 weeks     | \$70.00  |
| 13 - 28 weeks    | \$140.00 |
| 29 weeks or more | \$220.00 |

### Tuition Fee

|                               |            |          |
|-------------------------------|------------|----------|
| General English               | (per week) | \$330.00 |
| English for Academic Purposes | (per week) | \$330.00 |

### Overseas Student Health Cover (OSHC) (for 2011 only)

| Length    | Single Person | Family    |
|-----------|---------------|-----------|
| 3 Months  | \$107.25      | \$214.50  |
| 6 Months  | \$214.50      | \$429.00  |
| 9 Months  | \$321.75      | \$643.50  |
| 12 Months | \$429.00      | \$858.00  |
| 24 Months | \$806.50      | \$1613.04 |

### Optional Fees

|                                       |           |
|---------------------------------------|-----------|
| Accommodation Placement Fee (one-off) | \$250.00  |
| Homestay Fee (single room - 4 weeks)  | \$1120.00 |
| Airport Pickup (one way)              | \$150.00  |
| Guardian Placement Fee (one-off)      | \$250.00  |
| Guardian Fee (per week)               | \$50.00   |
| Homestay & Guardian Inspection Fee    | \$250.00  |

## Payment Methods

All payments should be made in AUSTRALIAN DOLLARS.

### 1. Bank cheques or Bank Drafts shall be made payable to:

Australian Ideal College Pty Ltd

OR

### 2. Telegraphic Transfer or Direct Deposit to:

Account Name: **Australian Ideal College Pty Ltd**  
BSB No.: 062-099  
Account No.: 1063-7411  
Swift Code: CTBAAU2S  
Bank Name: Commonwealth Bank of Australia  
Bank Address: Pitt Street & Martin Place  
Sydney NSW 2000 Australia

OR

### 3. Credit Card Payment\*:

- Only **Visa** and **Mastercard** are accepted; and,
- A 2% surcharge will apply on credit card payment.  
*\*Credit Card Payment Authorisation Form shall be given on request.*