



Student No.:
Invoice No.:

NSW English College Student Application Form & Agreement

Personal Details Intended Course(s) and Duration

Family Name:
Given Name:
Title (Please Tick) Mr. Ms. Mrs.
Date of Birth (dd/mm/yyyy):
Nationality:
Country of Birth:
Address in Home Country:
Passport No:
Telephone: Mobile:
E-mail:

Overseas Student Health Cover (OSHC) & Visa Type
The Australian Government requires all students entering Australia on a Student Visa to take Overseas Student Health Cover.
Do you require NSW English to arrange OSHC for you?
YES: Single Couple Family NO
If "Yes", For how many months? () months
I will be studying at NSW International English College on a:
Student visa. I will apply for my student visa at the Australian Diplomatic Mission in (city name):
Other visa type:
Visa type (e.g. Tourist)

Accommodation & Airport Pick-Up

Do you want NSW English to arrange your accommodation?
Homestay Share Accommodation NO
How many weeks? () weeks
Start Date(dd/mm/yyyy) / /
Do you want NSW English to arrange your air-port pick up service to your accommodation on arrival?
YES NO

Mandatory Documents

Please attach the following documents to this application
1. Copy of Student's Passport
2. Copy of English Test Result (TOEFL/IELTS/TOEIC), if required

Study pathways How did you know about NSW English?

What course do you plan to study after your English course (e.g. Diploma of Business)?:
Friends Through Agents
Website Newspapers / Magazines
Other (Please Specify)

Payment Methods

Payment for all fees must be in Australian Dollars (AUD) by personal cheque, bank cheque, credit card or debit card, cash, money order or direct deposit into NSW English's account. A credit card transaction fee (2.5%) applies to all payments made by credit card.

Total Due (AUD)		Bank Details	
Enrolment Fee	\$.....	Bank Name: National Australia Bank Limited	
Tuition Fee	\$.....	Account Name: Sydney International Academy	
Material Fee	\$.....	Branch Number: 082 088 / Account Number: 84 293 3675	
Accommodation Placement Fee	\$.....	Bank Swift Code: NATAAU3303M	
Accommodation Fee	\$.....	Bank Address : 292 Pitt Street, Sydney NSW Australia 2000	
Airport Transfer Fee	\$.....		
OSHC Fee	\$.....		
TOTAL	\$.....	NSW ENGLISH DOES NOT ACCEPT CASH PAYMENTS.	

The Education Services for Overseas Students (ESOS) Amendment (Streamlining Regulation) Bill 2015, allows students to pay more than 50 per cent of their tuition fees before the start of their course if they wish to do so. Do you wish to pay more than 50% of tuition fees before your course start date?

Yes No

Conditions of Enrolment

- Payment of Fees:* Fees including tuition fees, enrolment fee, overseas student health cover and other optional fees must be received by the college prior to commencement of study. Fees, course dates and times are correct as of December 2014. NSW English reserves the right to vary these conditions at any time without notice.
- NSW English will only charge the student 50% of the total tuition fees for their whole course before you start, unless their course is 24 weeks or less, in which case NSW English may request full tuition fees (and all other costs) to be paid prior to commence of study.
- If the student's course is 25 weeks or more, the Offer Letter will outline the installment schedule for payment of your fees and due dates for these installments to be made. Students may pay installments before the due date if they wish.
- Students who do not pay fees on the due date will receive a 'Tuition fee non-payment notice' via email within two days after the payment due date stating that a later fee of \$50 per week will apply for payments received after payment due date. If fees remain unpaid one week after the installment due date, the student will receive a 'Notification of Intention to Report to DIBP' letter outlining the College's intention to report the student to DIBP for breach of student visa conditions unless payment has been made within 20 days of the letter.
- Ongoing text book fee:* The initial materials fee paid by new students includes the cost of their first textbook. When students move from one English level to the next (approximately every 10-12 weeks), they are required to purchase a new textbook. This ongoing fee will be \$60.00 per level. Textbooks may be purchased from NSW English at a reduced rate.
- NSW English does not accept students under 18 years.
- Students are enrolled in a full-time ELICOS course. A full-time course consists of a minimum of 20 hours per week. Students are expected to attend 100% of classes and maintain attendance above 80% at all times.
- It is the student's obligation to notify NSW English of change of address and/ or contact details including email address and telephone number.
- Bank charges are deducted from refunds made by electronic transfer or bank draft.
- In cases where a student wishes to discontinue his/her course, the balance of fees is not refundable.
- Once a student has commenced their initial course they may incur an admission fee if they wish to make changes to their course structure, change of class time (if applicable) or change of course.
- If a student cannot attend classes regularly because of compelling circumstances, including health or compassionate grounds supported by independent evidence such as medical certificates, NSW English may temporarily suspend the student's course until the student can recommence their fulltime studies.
- Student Visa holders may only take holidays in accordance with their visa conditions and cannot take holidays before 12 weeks of their course.
- Students on a Tourist or Working Holiday Visa can have 2 holidays with a combined maximum total duration of 4 weeks.
- All students requesting a holiday must complete a 'Holiday Leave Application Form', which is approved by the Director of Studies, after verifying student attendance and previous holiday periods taken.
- All students, holidays must start on Monday or the first day of the working week if Monday is a public holiday.
- Students agree to the use of their name and/or image for possible use in education-related marketing and promotional materials.
- The student agrees to take care of their own belongings at all times and will not hold NSW English responsible for any loss, accident or damage.
- The student agrees to follow all lawful and reasonable instructions given by NSW English its staff or teachers, while on NSW English's premises or participating in excursions, field trips or extra-curricular activities.
- The student will not hold NSW English or its staff and teachers responsible for any accident, injury or loss that occurs on any excursion, field trip or extracurricular activity.

22. The student will not participate in any field trip, excursion or extra-curricular activity unless they have adequate insurance coverage, such as that which may be arranged by NSW English on request through Overseas Student Health Cover.
23. To understand the rights and responsibilities for student visa holders it is recommended that prior to enrolment, students should read the ESOS Framework: (<https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>)
24. A student who does not meet their financial obligations throughout their enrolment may be suspended from their course until they have paid the fees due. A student's CoE may be canceled if fees due to the College remain unpaid.
25. A student who terminates or completes a course but has not paid all relevant course fees will not be issued with a statement of attainment or certificate until such monies have been paid in full.
26. 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.
13. Bank charges are deducted for refunds made by bank draft or electronic transfer.
14. Personal insurance and student expenses are not included in the fees quoted and are the responsibility of the student.
15. NSW English reserves the right to cancel or reschedule a course. In the case of cancellation by NSW English, all monies paid to NSW English by the student will be refunded. In the case of a course being rescheduled, if the new date is unacceptable to the student, all monies paid to NSW English will be refunded.

NSW English and this policy do not remove the right to take further action under Australia's Consumer Protection Laws or pursue other legal remedies compatible with Commonwealth or State laws.

Personal Information:

Your personal information, including contact details, course enrolment details and changes may be shared between NSW English and the Australian Government and designated authorities like the Assurance Tuition Protection Scheme and for student visa's monitoring purposes.

Cancellation and Refund Policy

1. The Enrolment Fees, Accommodation placement Fees and Airport Pick-up Fees are non-refundable whether you complete your course or not.
2. In any cases, the enrolment fee is not refundable.
3. Tuition Fees are refundable in full (Not the total amount which includes any other fees) if a visa application is refused by DIABP. NSW English reserves the right to retain the **\$300 as an administration fee**. Your application for a refund must be made in writing to NSW English together with a copy of visa rejection notification from the Australian Embassy/ High Commission/ DIBP. All fees will be refunded in the case of NSW English canceling or ceasing to provide a course.
4. When a student cancels the course;
 - a. If an enrolment is cancelled more than 28 days prior to commencement of the course, there will be a cancellation fee equivalent to 25% of tuition fees.
 - b. If an enrolment is cancelled less than 28 days prior to commencement of the course, there will be a cancellation fee equivalent to 50% of tuition fees.
 - c. If the student does not commence on the agreed date without any prior notification, or withdraw from the course once has commenced, there will be no refund.
5. Course fees will not be refunded on or after commencement of the course.
6. Where 2 or more courses are packaged, the conditions apply to all elements. If enrolment fee is waived due to special conditions/offers, all refunds attract an administration charge of \$300. Please note that for packaged courses, the course start date is taken to be the start date of the first course.
7. Where a visa has not been granted in time to start a course on the agreed date, the student must contact NSW English in writing and NSW English will offer another starting date without extra charge otherwise clause 2, 3, 4 above will apply.
8. All refunds will be made in Australian Dollars (AUD) or equivalent foreign exchange value at the time of the refund. Payment of refunds will not be made directly to students in Australia, but sent to the student's overseas address or through the appointed agent.
9. Any payable refund will be settled within 4 weeks after written claim is received. In the case of provider default, it will be made within 2 weeks.
10. All clients' requests for refunds must be submitted in writing.
11. All refunds will only be made payable to the person(s) who made the initial payment.
12. Course Fees are not transferable to another student or institution.

Student Declaration:

1. I acknowledge that I have read, understand and accept the terms of NSW International English College's Conditions of Enrolment, its Cancellations & Refund Policy and my student visa study obligations.
2. I understand that some courses require a prerequisite level of English language for entry.
3. I understand that I will be tested on commencement of my course and placed in a class at the appropriate English language level.
4. I understand that I must complete all class work, assignments, activities and assessments in order to maintain satisfactory progress.
5. I understand that I must attend at least 80% of my course, and that if I fail to do so I will be reported to the Australian Government (DEEWR & DIBP).
6. I understand that I must tell NSW English immediately if I change my address and/ or contact details.
7. I understand that I cannot change my education provider during the first 6 months of my principal course without a written letter of release from NSW English.
8. I am aware that school-aged dependents accompanying me will be required to pay full fees at a private or government school in Australia.
9. I understand that NSW English can share information about my course and progress with my recruiting agent.
10. I acknowledge NSW English's right to change its fees and conditions, cancel or defer courses, and alter course timetables and class locations at any time without notice.
11. I understand that my enrolment at NSW English may be cancelled if tuition fee installments are not paid within one week of the due dates outlined in my Offer letter issued to me prior to my enrolment at NSW English.
12. I have provided NSW English with my up-to-date email address. I accept that communication sent to me by NSW English to my designated email address will be deemed received by me within 2 days of the College sending the email.
13. I declare all information I have given on this form is correct and complete.
14. I declare that I am 18 years of age or older at the time of application.

Student's Name: _____

Student's signature: _____

Date: _____